



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 16 January 2019

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, 24th January 2019 at 6.30 pm** for the purpose of transacting the following business:

AGENDA

1. APOLOGIES

To receive any apologies for absence.

2. MINUTES (Pages 9 - 26)

To approve as a correct record the minutes of the Council Meeting held on 21 November 2018.

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. CALL OVER

- (a) Call over (items 9-13) will be read out at the meeting and Members invited to reserve the items for discussion.
- (b) To approve the recommendations of those reports which have not been reserved for discussion.

5. 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.

6. 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 or deputation is in relation to:

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

7. ANNOUNCEMENTS (10 MINUTES)

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

8. MEMBERS' QUESTION TIME

a) Leader and Cabinet Members' Question Time (30 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)

ISSUES FOR DECISION BY COUNCIL

9. REVIEW OF MEMBERS' ALLOWANCES 2019 (Pages 27 - 64)

To consider the report of the Independent Remuneration Panel concerning the review of allowances and seeking approval for a Members' Allowances Scheme for 2019-20.

10. COUNCIL TAX - EMPTY HOMES PREMIUM (Pages 65 - 86)

To consider the report of the Cabinet Member for Performance and Resources concerning the introduction of a Council Tax Empty Homes Premium to be applied to all homes meeting the proposed criteria.

11. LOCAL COUNCIL TAX SUPPORT SCHEME (Pages 87 - 94)

To consider the report of the Cabinet Member for Performance and Resources concerning the Local Council Tax Support Scheme (LCTS) for 2019/20.

12. PROGRAMME OF MEETINGS, MAY 2019-APRIL 2021 (Pages 95 - 124)

To consider the report of the Policy and Governance Manager seeking approval for the two-year programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021.

13. APPOINTMENTS

- (1) To seek ratification for the appointment of Councillor Brooker to replace Councillor H. Norman as Chair of the Licensing and Enforcement Committee.
- (2) To seek ratification for the appointment of Councillor Walford to replace Councillor Brooker as Vice-Chair of the Licensing and Enforcement Committee.
- (3) To seek ratification for the appointment of Councillor Taylor to replace Councillor H. Norman as Vice-Chair of the General Purposes Committee.

MOTIONS FROM MEMBERS

14. NOTICES OF MOTION

1. PROPOSED BY COUNCILLOR WILSON

"This Council recognises the invaluable contribution being made by EU citizens, working in both the public and private sectors, in making Gloucester a better place for us all to live and work.

This Council therefore:

1. Pledges to support and protect all EU citizens who live or work in the City, throughout and after the Brexit process;

2. Confirms that it believes that all EU citizens in the City should retain their right to vote in and be candidates in local elections;

Requests Cabinet to explore ways in which it can help EU citizens in the City apply for permanent residence and citizenship.”

2. PROPOSED BY COUNCILLOR LUGG

“This Council supports the ‘Sending a Message in a Bottle’ Campaign initiated by Llanidloes the first town on the Severn to encourage all the villages, towns , cities and counties bordering the Severn to work to prevent rubbish and plastics polluting the river on its way to the sea.”

3. PROPOSED BY COUNCILLOR HAIGH

“This Council notes that terminally ill employees are not currently protected under national disability legislation and can therefore be dismissed if they are no longer able to conduct their role with reasonable adjustments. This can mean that terminally ill people can be subjected to stressful assessments, subsequent dismissal and the loss of death in service benefits – all following the diagnosis of a terminal illness.

This Council believes that those receiving a terminal diagnosis are entitled to dignity at work.

This Council resolves to:

- Review sick pay and sickness absence procedures, with specific reference to those with a terminal diagnosis
- Make a commitment not to dismiss a member of staff with a terminal illness, due to their condition
- Ensure that the Council has a competent programme with the capacity to provide support to any person with a terminal diagnosis
- Provide staff training on dealing with terminal illnesses
- Ensure that Human Resources have procedures in place to make necessary adaptations to work arrangements for staff with a terminal illness
- Sign and adopt the TUC’s dying to work charter.”

4. PROPOSED BY COUNCILLOR BRAZIL

“This council notes that on 28th March 2018, the government announced its intention to consider introducing a deposit return scheme in England for single use drinks containers, whether plastic, glass or metal.

This council agrees that a deposit return scheme would help increase the amount of single use drinks cans and bottles that are recycled rather than left to litter our streets, being sent to landfill or to incineration.

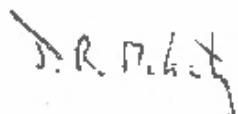
This council notes that supermarket chains (Iceland, Co-op, Morrisons and Tesco) have been trialling a deposit return scheme.

This council agrees that the three group leaders should write to the Secretary of State, Michael Gove to encourage him to introduce such a scheme and also to the MP for Gloucester to let him know that this council supports the introduction of a nationwide single use drinks container deposit return scheme."

15. WRITTEN QUESTIONS TO CABINET MEMBERS

There are no written questions.

Yours sincerely

A handwritten signature in black ink, appearing to read "J. R. McGinty".

Jon McGinty
Managing Director

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 <ul style="list-style-type: none">(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) – <ul style="list-style-type: none">(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 – <ul style="list-style-type: none">(a) that body (to your knowledge) has a place of business or land in the Council's area and(b) either –<ul style="list-style-type: none">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.goucester.gov.uk and are available to view five working days prior to the meeting date.

For enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@goucester.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 Mayor 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.

This page is intentionally left blank



**Gloucester
City Council**

COUNCIL

MEETING : Thursday, 22nd November 2018

PRESENT : Cllrs. J. Brown (Mayor), Hyman (Sheriff & Deputy Mayor), James, Watkins, Cook, Noakes, H. Norman, Pullen, Hilton, Gravells, Tracey, Stephens, Lugg, Hanman, Lewis, Morgan, Wilson, Haigh, D. Brown, Dee, Taylor, Hansdot, Patel, Toleman, D. Norman, Hampson, Brooker, Brazil, Coole, Derbyshire, Finnegan, Hawthorne, Melvin, Ryall, Smith and Walford

Others in Attendance

Managing Director
Corporate Director (Service Transformation)
Corporate Director (Partnership Working)
Solicitor – One Legal
Head of Place
Policy and Governance Manager
Democratic and Electoral Services Officer

APOLOGIES : Cllrs. Organ, Bhaimia and Williams

35. MINUTES

35.1 The minutes of the ordinary meeting which took place on 27 September 2018 and the Special meeting which took place on 25 October 2018 were agreed and signed as a correct record by the Mayor.

36. DECLARATIONS OF INTEREST

36.1 Councillor D. Norman declared a personal interest agenda items 10(5) and (7) by virtue of his position as a Gloucestershire County Council Cabinet Member.

36.2 Councillors Gravells and Patel declared personal interests in agenda items 10(5) and (7) by virtue of their position as Gloucestershire County Councillors

37. CALL OVER

37.1 The Mayor invited Members to indicate whether they wished to reserve agenda item 9. No Members indicated as such and Councillor James was

COUNCIL
22.11.18

therefore invited to move agenda item 9. Councillor Watkins seconded the motion.

- 37.2 **RESOLVED** - that the recommendations of those reports which have not been reserved for discussion be approved.

38. PUBLIC QUESTION TIME (15 MINUTES)

- 38.1 A Gloucester resident stated that over a year ago, as a newly hhsrs certified person he had offered his services to inspect all the Houses in Multiple Occupation in Gloucester for free, due to the twenty per cent cuts imposed by the Council on environmental health officers. He noted that the last prosecution of a rogue landlord in Gloucester was in 2015.

He stated that this week someone voluntarily had given information of a suspected property in breach of its licence accompanied with photographs and testimonial by e-mail to the environmental health contact in the Council. He asked Councillor James how he would feel if similar information was being gained from a known vulnerable person on a social media platform at the request of a responsible person. Would he feel if that was morally, ethically and legally correct.

- 38.2 Councillor James advised that the gentleman's offer made to the Cabinet had been declined as it was not appropriate for volunteers to undertake that function. He advised that the last prosecution of a landlord was in October 2017 and ensuring a satisfactory standard for private rented accommodation was a priority for the Council. He stated that we all had a duty to protect vulnerable people and that this included not raising individual cases in a public forum or meeting.
- 38.3 Another Gloucester resident asked the Cabinet Member for Housing Strategy and Planning if he was aware that residents of the Greyfriars development while having some parking provision were reliant on on-street parking and a difficult situation was worsening as the City centre population increased. He asked if a review could be considered.
- 38.4 In the absence of Councillor Organ, Councillor James advised that on-street parking was a County Council responsibility and he noted that there was a motion to be tabled later on the agenda which welcomed the County Council's forthcoming review of parking in Gloucestershire and called for parking in the inner city wards of Gloucester to be reviewed at an early stage of the review process.

39. PETITIONS AND DEPUTATIONS (15 MINUTES)

- 39.1 The following petition, signed by 95 people, was presented by a group of Gloucester residents:

Save Greyfriars Bowling Green

COUNCIL
22.11.18

We the “Friends of Greyfriars Bowling Green” are adamant that we need to protect this area.

If you want to support the retention of the space and be kept informed as to progress please sign our petition.

Why is this important?

If you have ever walked along Constitution Walk, behind the Gloucester City Museum and Library, you will have passed a mostly neglected area of public space consisting of a bowling green, redundant bowling club building and a sealed off public garden. With what appears to be a complete lack of vision the City Council is considering the sale of the space to developers, a space which has great potential to become a quiet, calming community garden right in the heart of the City Centre.

Our view is that the garden also provides space for small community events such as mini markets, art and literature events, children activities, outdoor theatre, community picnics and mini sports events.

In the past it has been used by the community to deliver numerous events: a book fair, a children’s summer play zone, an archaeology event featuring Phil Harding from ‘Time Team’, camp for Civil War re-enactors, a theatre and poetry day etc.

- 39.2 A member of the Friends of Greyfriars Bowling Green stated that Constitution Walk was in a neglected area and residents wished the bowling green to be protected and retained as public open space. There were many possible community uses for the green space which was currently leased to Young Gloucestershire. He noted that a report had been prepared on the refurbishment of Eastgate Market which suggested the development of the bowling green and Aviation Gardens to raise a capital receipt. He asked the Council to keep an open mind and stated that the Friends of Greyfriars Bowling Green would be prepared to talk to Councillors.
- 39.3 Councillor James referred to the motion tabled later on the agenda which addressed this matter and he stated that he wished that it be looked as part of the overall plans for the area.

40. ANNOUNCEMENTS (10 MINUTES)

The Mayor

- 40.1 The Mayor congratulated Councillor Derbyshire on her recent marriage.
- 40.2 The Mayor congratulated Councillor Coole on being named Young Councillor of the Year at the Local Government Association (LGA) Councillor Awards.
- 40.3 The Mayor reported the sad news that former Councillor Brian Crawford, of Tuffley Ward, has passed away. She advised that funeral details would be circulated when available.

**COUNCIL
22.11.18**

- 40.4 The Mayor reminded Members that the annual Children's Christmas Party would take place on 15th December at Ribston Hall. Any offers of help from Councillors would be most welcome.
- 40.5 Sebastian and Vicki Field have organised a charity concert to be held on Tuesday, 11th December at St John's, Northgate at 7.00pm for 7.30pm start. There is no fixed charge but donations will be welcome.

Cabinet Members

- 40.5 Councillor Watkins announced that 151 staff (68 per cent) and 11 Councillors (28 per cent) had attended training and signed up as Dementia Friends. She advised that further training sessions would be held on 7th December and 13th January and she encouraged all Members to attend one of these sessions.
- 40.6 Councillor Watkins advised Members that Lloyd Griffiths, Head of Communities would be shortly by leaving the Council for a new post at Worcester City Council. She thanked Mr Griffiths for his hard work for the Council over a number of years and wished him well in his new role.

Chairs of Committees

- 40.7 Councillor Coole reminded Members that the annual Budget Overview and Scrutiny Committee would take place on 26 November 2018 and encouraged all Members to attend.

41. MEMBERS' QUESTION TIME

a) Leader and Cabinet Members' Question Time

- 41.1 Councillor Pullen asked the Leader of the Council if austerity was over in Gloucester.
- 41.2 Councillor James referred to the motion on the agenda (item 10.4) and advised that the tough decisions of the last eight years would not be reversed and additional funding would be directed to priority areas such as the National Health Service.
- 41.3 Councillor Pullen noted that Councillor James had said that more money would be available for priorities in Gloucester.
- 41.4 Councillor James stated that there would be no changes to the assumptions in the Council's Money Plan.
- 41.5 Councillor Pullen noted that the litter contract awarded to 3GS had not been finalised and he asked the Cabinet Member for Environment if this had been due to adverse publicity surrounding 3GS's performance in other areas.

COUNCIL
22.11.18

- 41.6 Councillor Cook replied that the target date for finalising the contract was 21st January 2019. He advised that there had been difficulties with some terms of the contract which had now been resolved.
- 41.7 Councillor Pullen asked Councillor Cook if he would have been happier had the service had been provided 'in-house'.
- 41.8 Councillor Cook believed that the Council could not deliver the service effectively with the resources at its disposal.
- 41.9 Councillor Hilton asked if Councillor Cook was aware that 3GS had been taken over by the Red Snapper Group.
- 41.10 Councillor Cook stated that he had been assured that the Red Snapper Group would deliver the service as agreed.
- 41.11 Councillor Hilton noted that Brighton and Hove City Council had terminated a similar contract and he asked Councillor Cook if he had contacted Brighton and Hove City Council.
- 41.12 Councillor Cook advised that he had received assurances that the Red Snapper Group would not be incentivising the collection of fines by its workers.
- 41.13 Councillor Hilton asked Councillor Cook why it had not been possible to obtain a schedule for leaf clearance in Kingsholm and Wotton from Amey.
- 41.14 Councillor Cook advised that it was a complex database and he was endeavouring to ensure that the data was presented in a manner that could be easily read by Councillors and members of the public. He noted that when ward Members had been asked for the areas where leaves should be cleared in their wards there had been no reply from Councillor Hilton.
- 41.15 Councillor Hilton asked for an assurance that all Autumn leaves would be cleared from Kingsholm by the end of the year.
- 41.16 Councillor Cook stated that he had asked only yesterday for a progress update. He stated that Councillors could assist by informing officers about priority areas in their ward.
- 41.17 Councillor Coole asked Councillor James, in the absence of the Cabinet Member for Housing Strategy and Planning, whether he considered that the provision of affordable housing was a priority.
- 41.18 Councillor James agreed absolutely that the provision of affordable housing was a priority and he had met recently with a large housing association in that regard.
- 41.19 Councillor Coole noted that the Council intended to invest £80 million in property and he asked Councillor James if that money could be used to fund affordable housing as part of the regeneration of Matson and Podsmead.

**COUNCIL
22.11.18**

- 41.20 Councillor James replied that the money would be used to purchase property as an investment to provide income to support Council services and that other channels were being explored in respect of affordable housing.
- 41.21 Councillor Haigh noted that the Cabinet Member for Culture and Leisure had said that she visited Tourist Information Centres in other areas on her travels to see how they compared with the award winning centre in Gloucester. She asked if Councillor Noakes had ever seen a Tourist Information Centre situated on a first floor.
- 41.22 Councillor Noakes stated that she had but could not recall the location. She would advise Councillor Haigh where it had been.
- 41.23 Councillor Haigh asked Councillor Noakes if she would explore the possibilities of extending the frontage of the Guildhall to incorporate the Tourist Information Centre and a Café Bar at ground level.
- 41.24 Councillor Noakes stated that the possibilities were being explored and that a report would be prepared in due course.
- 41.25 Councillor Ryall stated that the University of Gloucestershire graduation ceremonies had been held in Cheltenham and she believed that this had resulted in the loss of potential trade to the City from students and their families. She asked the Leader of the Council if he would speak to the University to ensure that students studying in Gloucester can graduate in Gloucester.
- 41.26 Councillor James undertook to raise the issue of University graduation ceremonies with the Vice-Chancellor of the University. He noted that the graduation ceremonies for Gloucester College would be held on 23rd November in the City..
- 41.27 Councillor David Brown had received complaints from people receiving parking fines when faults with the pay and display machines had been reported. He asked the Leader of the Council if there were any plans to replace the machines.
- 41.28 Councillor James stated that there were plans to replace the mechanisms of the machines. He undertook to request the Property Commissioning Manager to provide Councillor David Brown with details. He noted that people receiving parking tickets in those circumstances could submit an appeal which would be dealt with appropriately.

b) Chairs of Committees

- 41.29 Councillor Haigh noted that the Festivals and Events Programme had been deferred twice and she asked the Chair of the Overview and Scrutiny Committee when the report would be presented to the Committee.

COUNCIL
22.11.18

41.30 Councillor Coole advised that the report was not on the agenda for the next meeting but he would pursue the issue with Officers.

42. GAMBLING ACT 2005 - REVISED STATEMENT OF PRINCIPLES FOLLOWING TEN WEEK CONSULTATION

42.1 **RESOLVED** - That the Gambling Act 2005 Statement of Principles for 2019-2022 be adopted and the Head of Communities be authorised to publish and advertise it.

43. NOTICES OF MOTION

Notice of Motion from the Conservative Group

43.1 Councillor James, seconded by Councillor Toleman, proposed the following motion:

“This Council:

Notes the proposal by Post Office Limited to relocate up to 40 Post Offices into WH Smith stores in 2019;

Further notes that this could include the main Post Office in Gloucester located in Kings Square;

Recognises the importance of the Post Office building to the setting of Kings Square;

Welcomes the fact that a consultation period will take place before any final decision is made and urges customers, residents and businesses to make their views known;

Expresses its concern that the city’s main Post Office must be accessible and able to provide the wide range of services and facilities currently available;

Resolves to make its own submission to the consultation to be agreed by the three group leaders.”

43.2 The motion was put to the vote and was carried.

43.3 **RESOLVED** – That

This Council:

Notes the proposal by Post Office Limited to relocate up to 40 Post Offices into WH Smith stores in 2019;

Further notes that this could include the main Post Office in Gloucester located in Kings Square;

**COUNCIL
22.11.18**

Recognises the importance of the Post Office building to the setting of Kings Square;

Welcomes the fact that a consultation period will take place before any final decision is made and urges customers, residents and businesses to make their views known;

Expresses its concern that the city's main Post Office must be accessible and able to provide the wide range of services and facilities currently available;

Resolves to make its own submission to the consultation to be agreed by the three group leaders.

Notice of Motion from the Labour Group

- 43.4 Councillor Pullen, seconded by Councillor Stephens, proposed the following motion:

“Council recognises and values that green public spaces in the City centre are at a premium and that they greatly enhance the environment and quality of life for both residents and visitors.

Council further agrees that Greyfriars bowling green is a valuable green space close to local residencies and should be enhanced and protected from future development.

Council therefore resolves:

1. To include Greyfriars bowling green as a designated area of public open space as part of the Council’s review of its Public Open Space Strategy.
2. That the bowling green be protected from being built upon in any future redevelopment of the area.
3. That a comprehensive plan be drawn up as part of the Local Plan process that provides for a small development of residential/ retail properties including Aviation Gardens that retains the bowling green as its central feature.”

- 43.5 Councillor James, seconded by Councillor Melvin, proposed the following amendment:

“Council recognises and values that green public spaces in the ~~City~~ city centre are ~~at a premium~~ important and that they greatly enhance the environment and quality of life for both residents and visitors.

Council further agrees that Greyfriars bowling green is ~~a valuable green space close to local residencies and should be enhanced and protected from future development~~ should be considered as part of a wider plan for the

COUNCIL
22.11.18

area that enhances its relationship with its neighbouring buildings including the new Greyfriars development and the Eastgate Indoor Market.

Council therefore resolves:

1. • In the context of the City Plan, To include Greyfriars bowling green as a designated area of public open space as part of the Council's review of its Public Open Space Strategy ask officers to create a planning/development brief for the Greyfriars area, including the bowling green, the Aviation Gardens and the area between the Greyfriars monument and the Eastgate Shopping Centre, which maintains a significant area of green space which will be accessible to the public.
2. That the bowling green be protected from being built upon in any future redevelopment of the area.
3. That a comprehensive plan be drawn up as part of the Local Plan process that provides for a small development of residential/ retail properties including Aviation Gardens that retains the bowling green as its central feature.”

43.6 The amendment was not accepted.

43.7 The amendment was put to the vote and was carried. It therefore became the substantive motion.

43.8 The substantive motion was put to the vote and was carried.

43.9 **RESOLVED** – That

Council recognises and values that green public spaces in the city centre are important and that they greatly enhance the environment and quality of life for both residents and visitors.

Council further agrees that Greyfriars bowling green should be considered as part of a wider plan for the area that enhances its relationship with its neighbouring buildings including the new Greyfriars development and the Eastgate Indoor Market.

Council therefore resolves:

- In the context of the City Plan, to ask officers to create a planning/development brief for the Greyfriars area, including the bowling green, the Aviation Gardens and the area between the Greyfriars monument and the Eastgate Shopping Centre, which maintains a significant area of green space which will be accessible to the public.

Notice of Motion from the Labour Group

COUNCIL
22.11.18

43.10 Councillor Haigh, seconded by Councillor Coole, proposed the following motion:

“This Council notes:

- That analysis of the 2018 Local Election results by the Fawcett Society found that only 34% of councillors in England are women, up 1% since 2017. Of the seats that were up for election in 2018, 38% went to women, up just 3 percentage points on 2014 when these seats were last contested;
- That across England, Labour has improved its representation since seats were last up for grabs, with 45% women compared with 40% in 2014, Liberal Democrat representation up from 34% to 36% whilst the Conservative Party saw a fall from 31% to 29% in the share of its councillors who are female;
- By summer 2017, only 4% of councils in England and Wales have parental leave policies, according to research by the Fawcett Society;
- That the role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors;
- That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

This Council resolves:

- that the General Purposes committee be asked to draw up a parental leave policy with due regard to best practice in other Councils and that this policy to give all councillors an entitlement to parental leave after giving birth or adopting;

To ensure that councillors with children and other caring commitments are supported as appropriate.”

43.11 Councillor H. Norman, seconded by Councillor Watkins, proposed the following amendment:

“This Council notes:

- That analysis of the 2018 Local Election results by the Fawcett Society found that only 34% of councillors in England are women, up 1% since 2017. Of the seats that were up for election in 2018, 38% went to women, up just 3 percentage points on 2014 when these seats were last contested;

COUNCIL
22.11.18

- That Gloucester City Council has 15 female councillors from a total of 39, which is 38.5% and in line with the national average. Additionally the council has 50% female representation on Cabinet, however we believe we can do more to attract females into local politics across England, Labour has improved its representation since seats were last up for grabs, with 45% women compared with 40% in 2014, Liberal Democrat representation up from 34% to 36% whilst the Conservative Party saw a fall from 31% to 29% in the share of its councillors who are female;
- By summer 2017, only 4% of councils in England and Wales have parental leave policies, according to research by the Fawcett Society;
- That the role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors;
- That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

This Council resolves:

- that the General Purposes committee be asked to draw up a parental leave policy with due regard to best practice in other Councils **and considering the report of the Independent Remuneration Panel when received and the work being undertaken by the Local Government Association on this issue** and that this policy to give all councillors an entitlement to parental leave after giving birth or adopting;
- To ensure that councillors with children and other caring commitments are supported as appropriate.”

43.12 Councillor Haigh accepted the amendment. It therefore became the substantive motion.

43.13 The substantive motion was put to the vote and was carried.

43.14 **RESOLVED** – That

This Council notes:

- That analysis of the 2018 Local Election results by the Fawcett Society found that only 34% of councillors in England are women, up 1% since 2017. Of the seats that were up for election in 2018, 38% went to women, up just 3 percentage points on 2014 when these seats were last contested;

COUNCIL
22.11.18

- That Gloucester City Council has 15 female councillors from a total of 39, which is 38.5% and in line with the national average. Additionally the council has 50% female representation on Cabinet, however we believe we can do more to attract females into local politics;
- By summer 2017, only 4% of councils in England and Wales have parental leave policies, according to research by the Fawcett Society;
- That the role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors;
- That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

This Council resolves:

- that the General Purposes committee be asked to draw up a parental leave policy with due regard to best practice in other Councils and considering the report of the Independent Remuneration Panel when received and the work being undertaken by the Local Government Association on this issue and that this policy to give all councillors an entitlement to parental leave after giving birth or adopting;
- To ensure that councillors with children and other caring commitments are supported as appropriate.

Notice of Motion from the Labour Group

43.15 Councillor Pullen, seconded by Councillor Stephens, proposed the following motion:

“This Council notes that many council budgets are now at Breaking Point. Austerity has caused huge damage to communities up and down the UK, with devastating effects on key public services that protect the most defenceless in society – children at risk, disabled adults and vulnerable older people – and the services we all rely on, like clean streets, libraries, and children’s centres;

- Government cuts mean councils have lost 60p out of every £1 that the last Labour Government was spending on local government in 2010;
- Councils had to spend an extra £800m last year to meet the demand on vital services to protect children
- With an aging population and growing demand adult social care faces a gap of £3.5 billion – with only 14% of council workers now confident that vulnerable residents are safe and cared for

COUNCIL
22.11.18

- Government cuts have seen over 500 children's centres and 475 libraries close, potholes are left unfilled, and 80% of council workers now say have no confidence in the future of local services
- Northamptonshire has already gone bust, and more councils are predicted to collapse without immediate emergency funding
- Councils now face a further funding gap of £7.8 billion by 2025 just to keep services 'standing still' and meeting additional demand. Even Lord Gary Porter, the Conservative Chair of the Local Government Association, has said 'Councils can no longer be expected to run our vital local services on a shoestring'

This Council condemns Chief Secretary to the Treasury Liz Truss for stating on BBC Newsnight on 1st October 2018 that the government is "not making cuts to local authorities", when all independent assessments of government spending show that this is entirely false; and that this Council further notes that Prime Minister Theresa May has also claimed that "austerity is over" despite planning a further £1.3bn of cuts to council budgets over the next year;

This Council agrees with the aims of the 'Breaking Point' petition signed by labour councillors across the country, in calling for the Prime Minister and Chancellor to truly end austerity in local government by:

- Reversing next years planned £1.3bn cut to council budgets;
- Immediately investing £2bn in children's services and £2bn in adult social care to stop these vital emergency services from collapsing;
- Pledging to use the Spending Review to restore council funding to 2010 levels over the next four years

This Council resolves to:

- Support the 'Breaking Point' campaign, recognising the devastating impact that austerity has had on our local community
- Ask the Leader of the Council to write to the Chancellor of the Exchequer, the Prime Minister, and the Secretary of State for Housing, Communities and Local Government setting out the funding pressures faced by our local council, and calling on the Government to truly end austerity in local government."

43.16 Councillor Wilson, seconded by Councillor Hilton, proposed the following amendment:

"This Council notes that many council budgets are now at ~~Breaking Point~~ **breaking point**. Austerity ~~This~~ has caused huge damage to communities ~~up and down the UK in Gloucester~~, with devastating effects on key public services that protect the most defenceless in society – children at risk, disabled adults and vulnerable older people – and the services we all rely on, like clean streets, libraries, and children's centres;

COUNCIL
22.11.18

- Government cuts mean councils ~~will have lost 60p out of every £1 that the last Labour Government was spending on local government in 2010 between 2010 and 2020;~~
- Councils had to spend an extra £800m last year to meet the demand on vital services to protect children
- With an aging population and growing demand adult social care faces a gap of £3.5 billion – with only 14% of council workers now confident that vulnerable residents are safe and cared for
- Government cuts have seen over 500 children's centres and 475 libraries close, potholes are left unfilled, and 80% of council workers now say have no confidence in the future of local services
- Northamptonshire has already gone bust, and more councils are predicted to collapse without immediate emergency funding
- Councils now face a further funding gap of £7.8 billion by 2025 just to keep services 'standing still' and meeting additional demand. Even Lord Gary Porter, the Conservative Chair of the Local Government Association, has said 'Councils can no longer be expected to run our vital local services on a shoestring'

This Council condemns Chief Secretary to the Treasury Liz Truss for stating on BBC Newsnight on 1st October 2018 that the government is "not making cuts to local authorities", when all independent assessments of government spending show that this is entirely false; and that this Council further notes that Prime Minister Theresa May has also claimed that "austerity is over" despite planning a further £1.3bn of cuts to council budgets over the next year;

~~This Council agrees with the aims of the 'Breaking Point' petition signed by labour councillors across the country, in calling for the Prime Minister and Chancellor to truly end austerity in local government by:~~

- Reversing next years planned £1.3bn cut to council budgets;
- Immediately investing £2bn in children's services and £2bn in adult social care to stop these vital emergency services from collapsing;
- Pledging to use the Spending Review to restore council funding to 2010 levels over the next four years

~~This Council resolves to:~~

- Support the 'Breaking Point' campaign, recognising the devastating impact that austerity has had on our local community
- Ask the Leader of the Council to write to the Chancellor of the Exchequer, the Prime Minister, and the Secretary of State for Housing, Communities and Local Government setting out the funding pressures faced by our local council, and calling on the Government to truly end austerity in local government.

~~This council endorses the cross-party work carried out by the Local Government Association and recognises the analysis within the LGA Autumn Budget Submission, showing that in 2019/20 services will face a funding gap of £3.9bn, rising to £7.8bn by 2024/25.~~

**COUNCIL
22.11.18**

This council therefore resolves to write to the Chancellor of the Exchequer, expressing its dismay that the Government failed to address the growing funding gaps with local councils in the Autumn Budget, and requesting that he urgently rectify this mistake in judgement.”

- 43.17 The amendment was not accepted.
- 43.18 The amendment was put to the vote and was lost.
- 43.19 The original motion was put to the vote and was lost.

Notice of Motion from the Liberal Democrat Group

- 43.20 Councillor Hilton, seconded by Councillor Brazil, proposed the following motion:

“This council expresses its disappointment and opposition to the closure of Hempsted Household Recycling Centre one day a week and to the reduced opening hours on the days the centre grants access to the public.

This council believes that this decision by Gloucestershire County Council cabinet will discourage recycling and encourage flytipping.

This council agrees to write to the cabinet member responsible for the decision, requesting that he opens Hempsted Recycling Centre seven days a week and reconsiders the daily opening hours, especially during British Summer Time.”

- 43.21 Councillor Cook, seconded by Councillor Morgan, proposed the following amendment:

“~~This council expresses its disappointment and opposition to~~ **notes** the closure of Hempsted Household Recycling Centre one day a week and to the reduced opening hours on the days the centre grants access to the public.

~~This council believes that~~ **notes concerns raised that** this decision by Gloucestershire County Council cabinet will discourage recycling and encourage flytipping ~~and that the county council has taken those concerns onboard.~~

~~This council agrees to write to the cabinet member responsible for the decision, requesting that he opens Hempsted Recycling Centre seven days a week and reconsiders the daily opening hours, especially during British Summer Time carefully monitors the situation, advises this council how any unforeseen consequences that do arise will be redressed, and continue the publicity campaign about these changes.”~~

- 43.22 The amendment was not accepted.

**COUNCIL
22.11.18**

43.23 The amendment was put to the vote and was carried. It therefore became the substantive motion.

43.24 The substantive motion was put to the vote and was carried.

43.25 **RESOLVED** – That

“This council notes the closure of Hempsted Household Recycling Centre one day a week and to the reduced opening hours on the days the centre grants access to the public.

This council notes concerns raised that this decision by Gloucestershire County Council cabinet will discourage recycling and encourage flytipping and that the county council has taken those concerns onboard.

This council agrees to write to the cabinet member responsible for the decision, requesting that he carefully monitors the situation, advises this council how any unforeseen consequences that do arise will be redressed, and continue the publicity campaign about these changes.”

Notice of Motion from the Liberal Democrat Group

43.26 Councillor Wilson, seconded by Councillor Hilton, proposed the following motion:

“Council welcomes the recent completion and opening of the new Gloucester Transport Hub and congratulates all those involved in making this project such a success.

Council recognizes the importance of good transport links both in facilitating easy access to the city centre and hospital but in also creating a good first impression of our city as a good place to live and do business of which the Transport Hub is the first step in achieving this.

Council resolves, as the scheme promoter for the Railway Station Improvement project, to focus its efforts now in working with Great Western Railways and all stakeholders to ensure this project is also delivered to the same high standards as the Transport Hub.”

43.27 The motion was put to the vote and was carried.

43.28 **RESOLVED** – That

Council welcomes the recent completion and opening of the new Gloucester Transport Hub and congratulates all those involved in making this project such a success.

Council recognizes the importance of good transport links both in facilitating easy access to the city centre and hospital but in also creating a good first

COUNCIL
22.11.18

impression of our city as a good place to live and do business of which the Transport Hub is the first step in achieving this.

Council resolves, as the scheme promoter for the Railway Station Improvement project, to focus its efforts now in working with Great Western Railways and all stakeholders to ensure this project is also delivered to the same high standards as the Transport Hub.

Notice of Motion from the Conservative Group

43.29 Councillor Melvin, seconded by Councillor Patel, proposed the following motion:

“This Council:

- Recognises the difficulty that many residents in inner city wards of Gloucester have parking outside or near their homes;
- Welcomes the County Council’s proposed review of parking across the County, resolves to work with them to ensure its success in Gloucester including making City Council channels available to assist with the consultation, and asks the County Council to review inner city wards of Gloucester early in the process;
- Notes that the conversion of former family homes to houses in multiple occupation, including for students, can exacerbate already difficult parking issues and asks the Planning Policy Working Group to consider how City Plan policies can be used to assist with this problem.”

43.30 The motion was put to the vote and was carried.

43.31 **RESOLVED** – That

This Council:

- Recognises the difficulty that many residents in inner city wards of Gloucester have parking outside or near their homes;
- Welcomes the County Council’s proposed review of parking across the County, resolves to work with them to ensure its success in Gloucester including making City Council channels available to assist with the consultation, and asks the County Council to review inner city wards of Gloucester early in the process;
- Notes that the conversion of former family homes to houses in multiple occupation, including for students, can exacerbate already difficult parking issues and asks the Planning Policy Working Group to consider how City Plan policies can be used to assist with this problem.

44. WRITTEN QUESTIONS TO CABINET MEMBERS

44.1 Councillor Haigh noted that three of the seven toilet cubicles in the new bus station were out of order and she asked Councillor James why all of the cubicles could not be gender neutral. Councillor James replied that the situation would be kept under review and advised that there had been a

**COUNCIL
22.11.18**

problem with the coin mechanisms on the cubicles. He undertook to check with Officers that the problem had been resolved.

- 44.2 Councillor Pullen thanked Councillor James for the detailed answer to his written question and asked why it seemed impossible to clean under benches and around litter bins; to repair paving stones rather than concrete or tarmac over the problem; and to clean out and repair drainage gullies. Councillor James advised that repairs should be reported to the County Council especially those following reinstatement of utilities.
- 44.3 Councillor Pullen acknowledged the planned and completed public realm works in the written answer and he asked Councillor James that having spent £30,000 on consultants to produce a public realm strategy for the Gate Streets what were the next steps to deliver the plan. Councillor James noted that the public realm strategy would be delivered in partnership as detailed in his written answer and after Kings Square had been addressed attention would be turned to the Gate Streets especially Eastgate and Westgate Streets.

Time of commencement: 6.30 pm

Time of conclusion: 9.10 pm

Mayor



Meeting:	General Purposes Committee Council	Date: 15 January 2019 24 January 2019
Subject:	Review of Members' Allowances 2019	
Report Of:	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. Report of the Members' Allowances Panel 2. Draft Members' Allowances Scheme	

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 seek a decision on an appropriate scheme for the payment of allowances in 2019-20.

2.0 Recommendations

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

- (1) The recommendations of the Member's Allowances Panel be noted and the proposed Members' Allowances Scheme attached at Appendix 2 be approved for the payment of allowances in 2019-20.
- (2) That the Council adopts a Parental Leave Policy for Councillors that takes into account any recommendations or policy approved by the Local Government Association.
- (3) The next four yearly detailed review of Members' Allowances be scheduled to report in January 2023.

- 2.2 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 Appendix 2 be approved for the payment of allowances in 2019-20.
- (2) That the Council adopts a Parental Leave Policy for Councillors that takes into account any recommendations or policy approved by the Local Government Association.
- (3) The next four yearly detailed review of Members' Allowances be scheduled to report in March 2023.

3.0 Background and Key Issues

Members' Allowances Scheme

- 3.1 The last detailed review of Members' allowances took place in 2015 when a formula for the Basic Allowance was established, forming a clear foundation for scheme. Other areas of the scheme were overhauled to provide detail and clarity. Since that time a minor review has taken place each year and, with the exception of a new SRA for the Chair of the newly established General Purposes Committee, allowances have only been adjusted in line with the local government pay award, which is the agreed index for the scheme.
- 3.2 The Panel began its work in September 2018 and has met 5 times in the course of review, including three sessions of Member interviews. A significant amount of correspondence has taken place via email and, supported by the Policy and Governance 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 82% was achieved, which is an increase of 18% on the previous year and means that only 6 Councillors did not respond.
- 3.4 All 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. Only one Member did not engage in the process.
- 3.5 Following consideration of all of the evidence and comments, the Panel concluded that there should be no change to the Basic Allowance. They have proposed amendments to the SRAs for the Chairs of the Overview and Scrutiny Committee and the General Purposes Committee, and have also revised the rates and wording in respect of the Dependents' Carers Allowance.
- 3.6 Following discussions during the review process and a subsequent motion approved by the Council, the Panel has made some minor amendments to the wording of the scheme to make reference to parental leave for Councillors and has further recommended that the Council adopts a formal policy based on the recommendations resulting from work being undertaken by the Local Government Association (LGA).
- 3.6 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.
- 3.7 The Panel would like to thank Members for their involvement in the review, in particular those who took the time to attend an interview or respond to a second questionnaire.

Quedgeley Town Council

- 3.12 The Panel acts as the Members' Allowances Panel for Quedgeley Town Council (QTC), making recommendations to the Parish Council as it does to the City

Council. QTC must have regard to the Panel's recommendations, but is ultimately entitled to agree its own scheme.

- 3.13 All Members of QTC were asked to complete a questionnaire as part of the detailed review and the response rate and comments have been considered by the Panel, but have not resulted in any recommendations in relation to QTC allowances.
- 3.14 Further details of the Panel's findings and recommendations in respect of allowances for QTC 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.

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 Remuneration 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 2019 and any scheduled pay awards will be implemented at the appropriate time. 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 2023, which is in line with the four-yearly cycle.
- 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 for 2019-20 is £336,524 (excluding the Civic Allowances, which are not technically part of the scheme). This represents a decrease of £583 on the cost of the current Scheme. This does not include the agreed pay award of 2% that will be added to the scheme on 1 April 2019, which will increase the Basic Allowance to £5,943.80 and will take the total cost of the scheme to £342,992.

(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 and the introduction of a Parental Leave Policy in due course will strengthen this.
- 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

Report of the Independent Remuneration Panel: 2019 Review of Members' Allowances

January 2019

**Wynn Bartlett
Stewart Dove
John Smith**

Supported by Tanya Davies

Recommendations

Basic Allowance

- 1. That the Basic Allowance remains at the current level of £5,827.26.**
- 2. That the Members' Scheme of Allowances makes provision for an annual adjustment of allowances indexed to the local government staff pay award and that the index be applied for the maximum of four years, after which time its application will be reviewed.**

Special Responsibility Allowances

- 1. That the multiplier for the Special Responsibility Allowance for the Chair of the Overview and Scrutiny Committee be increased from 0.5 to 0.6.**
- 2. That the multiplier for the Special Responsibility Allowance for the Chair of the General Purposes Committee be decreased from 0.3 to 0.1.**
- 3. That no changes be made to the multipliers for the following Special Responsibility Allowances:**

▪ Leader of the Council	3.5
▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Chair of Planning Committee	0.8
▪ Chair Audit and Governance Committee	0.5
▪ Chair of Licensing and Enforcement Committee	0.5
▪ Vice Chair of Planning Committee	0.2
▪ Minority Group Leader	1
▪ Minority Group Deputy Leader	0.25
▪ Mayor	0.6
▪ Sheriff	0.2

Dependents' Carers Allowance

- 1. That the Members' Scheme of Allowances makes provision for dependents' carers allowances payable at the following rates:**
 - Registered childcare – reimbursement of the actual amount paid up a maximum hourly rate equivalent to the current UK Living Wage per child.
 - Non-registered childcare - reimbursement of the actual amount paid up a maximum hourly rate of £10.00 irrespective of the number of children being cared for.
 - Care for children with severe disabilities and dependent adult relatives - reimbursement of the actual amount paid up a maximum hourly rate of £10.00 per dependent.
- 2. That the Dependents' Care Expenses Claim Form be amended to reflect the recommended changes.**

Parental Leave

- 1. That the Council adopts a Parental Leave Policy for Councillors that takes into account any recommendations or policy approved by the Local Government Association.**
- 2. That Section 5 of the Scheme of Allowances be amended to reflect that Councillors will not be invited to pay back allowances if they are absent on parental leave or health grounds.**

Introduction

Membership

The Gloucester City Council (GCC) Independent Remuneration Panel (IRP) has been established pursuant to the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003. The current IRP was appointed by the Council on 28 September 2017; however, shortly before the review commenced, one member of the IRP stepped down for personal reasons and as such a further recruitment process will take place after this review. The membership of the IRP for this review was:

Mrs Wynn Bartlett
Mr Stewart Dove
Mr John Smith

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 2015. The review resulted in a complete overhaul of the Council's scheme to bring the format into line with other local authorities, providing sufficient detail and clarity around the various elements of the scheme. The review also resulted in an increase to the Basic Allowance (BA) through the establishment of a formula, along with a number of changes to Special Responsibility Allowances (SRAs).

Since the detailed review, a minor review has taken place each year and, with the exception of a new SRA for the Chair of the newly established General Purposes Committee, allowances have only been adjusted in line with the local government pay award, which is the agreed index for the scheme.

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 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 consider the duties, responsibilities and accountabilities of any roles that do not currently attracts a Special Responsibility Allowance (SRA) and determine whether any of those roles justifies the payment of an SRA and, where an SRA is justified, to set the multiplier so that the level of allowance correctly reflects the significance of the role.*
- *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 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, Policy and Governance Manager.

Basic Allowance

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 BA set during the last detailed review in 2015 was established by the following formula:

(average hours per week taken from the survey of councillors) minus (33% voluntary public service discount) multiplied by (weeks per year) multiplied by (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 in 2014)

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

The BA has been increased in subsequent years each time there has been a local government pay award, giving the current rate of £5,827.26.

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 remains 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 27% higher than the average of the Nearest Neighbours and 20% higher than the average in the region.

Despite the implementation of the recommendations of the Local Government Boundary Commission following the electoral boundary review in 2016, population data shows that, when considering the number of Councillors per resident taken across the City as a whole, Gloucester City Councillors still have the highest number of residents per Councillor in the County and among the Nearest Neighbours; and within the region only Exeter has a higher number.

DISTRICT COUNCILS IN GLOUCESTERSHIRE

Name	Basic Allowance	Estimated Population (mid-2017)	No of Councillors	Residents per Councillor
Tewkesbury	£7,200.00	90,332	38	2377
Gloucester	£5,827.26	129,083	39	3310
Cheltenham	£5,427.00	117,128	40	2928
Stroud	£5,265.00	118,130	51	2316
Forest of Dean	£4,750.00	85,957	48	1791
Cotswold	£4,000.00	87,509	34	2574
AVERAGE	£5,411.54	104,690	42	2549

DISTRICT COUNCILS IN THE SOUTH WEST

Name	Basic Allowance	Estimated Population (mid-2017)	No of Councillors	Residents per Councillor
Tewkesbury	£7,200.00	90,332	38	2377
South Somerset	£6,489.84	167,216	60	2787
Gloucester	£5,827.26	129,083	39	3310
Teignbridge	£5,486.00	131,437	46	2857
Cheltenham	£5,427.00	117,128	40	2928
Exeter	£5,400.00	128,916	40	3223
Stroud	£5,265.00	118,130	51	2316
Weymouth and Portland	£5,250.00	65,751	36	1826
West Dorset	£5,250.00	102,064	42	2430
South Hams	£5,151.00	85,340	31	2753
Purbeck	£4,970.00	46,756	25	1870
Mid Devon	£4,865.00	80,623	42	1920
Forest of Dean	£4,750.00	85,957	48	1791
North Dorset	£4,698.00	71,096	33	2154
North Devon	£4,661.00	95,440	43	2220
Torridge	£4,660.47	67,821	36	1884
Sedgemoor	£4,434.00	122,178	48	2545
West Devon	£4,370.00	55,329	31	1785
East Devon	£4,360.00	142,265	59	2411
Taunton Deane	£4,344.00	117,423	56	2097
East Dorset	£4,190.95	89,384	29	3082
Christchurch	£4,154.04	49,616	24	2067
Cotswold	£4,000.00	87,509	34	2574
Mendip	£3,733.00	113,513	47	2415
West Somerset	£2,733.00	34,865	28	1245
AVERAGE	£4,866.78	95,807	40	2355

CIPFA NEAREST NEIGHBOURS

Name	Basic Allowance	Estimated Population mid-2017	No of Councillors	Residents per Councillor
Rugby	£6,556.92	106,350	44	2417
Gloucester	£5,827.26	129,083	39	3310
Cheltenham	£5,427.00	117,128	40	2928
Kettering	£5,394.00	100,252	36	2785
Rushmoor	£5,140.00	95,817	39	2457
Carlisle	£4,887.00	108,274	52	2082
Gravesham	£4,728.00	106,121	44	2412
Lincoln	£4,670.00	98,438	33	2983
Wyre Forest	£4,626.00	100,715	33	3052
East Staffordshire	£4,540.00	117,552	39	3014
Worcester	£4,300.00	102,314	35	2923
Ipswich	£4,007.00	138,480	48	2885
Burnley	£3,500.00	87,705	45	1949
Wellingborough	£3,440.00	78,914	36	2192
Redditch	£3,350.00	85,204	29	2938
Pendle	£3,000.00	90,696	49	1851
AVERAGE	£4,587.07	103,940	40	2636

Working hours

We acknowledge that each Councillor is responsible for determining how to carry out their role and that there are many factors that influence an individual's approach. We listened with interest to the different ways that individuals go about their work and noted that while some Councillors believed that particular wards were generally more demanding, others considered that the volume of casework was consistent, but the types of issues encountered were different across the wards. These factors create a challenge for us as the BA must be offered equally to all Councillors and the level must be set with all of the circumstances in mind.

We recognise that the amount of time spent on council duties varies greatly from individual to individual and there is no set time expectation. That said, we and most Councillors we spoke to agreed that the role of a District Councillor, including Special Responsibilities, should not be considered a full time role, with the exception of the Leader of the Council. We also noted that around half of the Gloucester City Councillors, including a number with Special Responsibilities, carry out some form of paid employment and are able to operate effectively as a Councillor with the remaining time they have available.

In considering the information on working hours, we chose to have regard to the responses given by Councillors in the survey and at interview only; we disregarded any external data because we are only concerned with the time required to be a Councillor in Gloucester.

Councillors 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. In contrast to the results when the same question was asked during the last detailed review, Councillors who hold Special Responsibilities are not generally spending less time on 'ordinary' councillor duties than 'backbench' Councillors. From the 32 responses received, the amount of time spent on 'ordinary' council duties per week ranged from 2 to 50 hours per week and the most common response given was 10 hours per week. The average was 15.5 hours, an increase of 30 minutes on the average from the last detailed review; however, the results were skewed by four responses that were significantly higher than the rest. 28 Councillors estimated between 2 and 25 hours per week, while the remaining 4 Councillors gave answers between 40 and 50 hours per week. If those much higher responses are removed from the calculation the average becomes 11.25 hours.

Voluntary reduction

84% of Members 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. When those who agreed that part of their time was given on a voluntary basis were asked how much of time should be considered voluntary responses given ranged from 5-100%; however, the majority fell between 25-40%. We agreed that the existing voluntary public service reduction of 33% was appropriate and fair.

Calculation of Basic Allowance

Taking into account the comparative data, data gathered from Councillors and the statutory guidance we considered options for setting the BA. We noted the work of the Panel during the last

detailed review and the reasons for establishing a new formula at that time. At that time there was no identifiable rationale for the BA and, as the BA is the foundation of the scheme, there was a need to provide clarity for anyone trying to understand the scheme as a whole. Since that time, in line with the scheme, the BA has been increased only when there has been a Local Government Pay Award and during minor reviews the vast majority of Councillors have consistently stated that they consider the scheme to be operating well.

Firstly, we agreed that the components of the formula established during the last detailed review were essentially sound; we did not identify an alternative formula that would improve the rationale for the level of BA or make the scheme any clearer to the public, but we did wish to consider whether taking a straight average of the hours was appropriate. We then turned to considering whether the BA should be revised by updating the data used within the formula. Having already agreed that the voluntary public service discount would remain unchanged and noting that Councillors should continue to be remunerated on the basis of all 52 weeks of the year, the two components that could be updated were the hours per week and the hourly rate.

In respect of the hourly rate, the gross median hourly pay for all full time employees resident in the City of Gloucester, taken from the latest available Annual Survey of Hours and Earnings (ASHE) published by the Office of National Statistics, has increased from £10.77 to £12.81.

In respect of the hours per week, in view of the skewing of the average hours by a small number of very high responses we considered it necessary to look at the average, the adjusted average and the most common response. Using the formula set out again below, the recalculated BA levels options are:

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

Average hours: $(15.5 - 33\%) \times 52 \times 12.81 = £6,883.24$

Adjusted average hours: $(11.25 - 33\%) \times 52 \times 12.81 = £4,995.90$

Most common hours: $(10 - 33\%) \times 52 \times 12.81 = £4,440.80$

We considered each of the recalculated figures and how they compared to the current level of BA. We decided that use of the most common hours was not representative enough as only 4 Councillors gave the same response. We noted that the current BA was approximately halfway between the figures given by the average and the adjusted average hours. On that basis and given that the majority of Councillors have been content with the BA over a number of years we concluded that we had not identified a strong argument in favour of increasing or lowering it; therefore, the most appropriate and fair decision is to leave the BA at the current level.

Recommendation: That the Basic Allowance remains at the current level of £5,827.26.

What is included in the Basic Allowance?

During the last detailed review the scheme was amended to make 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 (paragraph 3.2). When we asked Councillors about the expenses incurred as a result of 'ordinary' Council duties most either didn't answer the question, or responded that there were none, or none that weren't covered by their BA. Of those who did provide a list they were largely covered by paragraph 3.2 of the scheme or the available travel, subsistence and dependents' carers allowances. A small number noted costs associated with phone calls and mobile internet usage and so we wanted to remind Councillors that the Council provides Councillors with the necessary IT and telephone equipment to perform

their role so there should be no need to incur expenses in respect of these. We do not propose any changes to the scheme to reflect the expenses incurred.

Indexation

We chose not to ask a specific question about indexation during this review; however, we are aware that there remains a strong feeling amongst Councillors that it is appropriate for the allowances scheme to remain linked to the local government staff pay award because it ensures that Councillors are not awarded a pay increase higher than that of the Council's staff. While there are clear differences between Councillors and local government staff, the sentiment behind linking the allowances scheme to the staff pay award is one that we accept.

It should be noted that, should the Panel's recommendations be approved, the new scheme will apply from 1st April 2019 at the levels stated in this report. However, as a 2% pay award is already agreed this will automatically be applied to the levels in this report and payable from 1st April. The scheme will be re-published with the pay award added at the beginning of the 2019/20 financial year.

Recommendation: That the Members' Scheme of Allowances makes provision for an annual adjustment of allowances indexed to the local government staff pay award and that the index be applied for the maximum of four years, after which time its application will be reviewed.

Special Responsibility Allowances

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 ideally no more than 50% of Councillors should be in receipt of an SRA; currently 18 Members are entitled to receive an SRA, which equates to 46.2% 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 did not spend a high proportion of our time considering local and national trends as we agreed that the Gloucester context was of most importance. All current SRA holders were invited to attend an interview with the Panel and those who were unable to attend were sent an additional questionnaire to complete; we also heard from Vice Chairs of Committees who are not currently in receipt of SRAs as this was an area we had been asked to consider. We are grateful to those Councillors who gave up their time to be involved in the review, but are disappointed that one SRA holder 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.

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

Chair of Overview and Scrutiny Committee

We heard from the current post holder about his approach to the role and we also received a variety of comments from other Councillors about the development of this role over the last four years. We noted the Chair's passion and the time he puts in and we had the challenging task of balancing this against our view on the necessary time commitment alongside the level of personal responsibility and accountability.

We considered this role alongside the other Chairing positions and concluded that the time commitment was greater than for the Chairs of Licensing & Enforcement Committee, Audit & Governance Committee and General Purposes Committee, due in large part to the frequency of the meetings, and as such was on a par with the Chair of Planning Committee in that regard. We then considered the knowledge and skills required and concluded that, while the Chair of Overview and Scrutiny Committee benefited from having a broad knowledge of Council functions, the requirement for in-depth technical knowledge was not comparable with the other Chairing roles. We also noted the difference in decision-making powers of the various committees and the responsibility this brings to the respective Chairs.

Taking these factors into account we consider that there is sufficient justification for the SRA for the Chair of Overview and Scrutiny Committee to be higher than that of the Chairs of the Licensing & Enforcement Committee, Audit & Governance Committee and General Purposes Committee, but we do not consider the role to be comparable to that of the Chair of the Planning Committee, where the requirement for technical knowledge and the levels of personal responsibility and accountability are greater.

We therefore recommend that the multiplier for the Chair of Overview and Scrutiny Committee is increased from 0.5 to 0.6 providing an allowance of £3,496.36, which represents an increase of £582.73.

Special Responsibility Allowances: recommended reductions

Chair of General Purposes Committee

A small number of Councillors, including the current post holder, commented on the light workload of the General Purposes Committee and the cancellation of a high proportion of meetings. We note that this is due to the nature of the business directed to the committee as it tends to be procedural or constitutional items that arise on an ad-hoc basis. We were also advised of the intention to move away from quarterly scheduled meetings to one scheduled meeting in January and further meetings arranged as and when required. It was suggested that the post should not attract an SRA and while we did consider this, on the basis that the workload is light and largely generated by officers, ultimately we determined that the Chair of a formally constituted committee that meets in public should receive an SRA because there is a level of accountability that comes with the responsibility. We did however conclude that the SRA should be reduced to reflect the nature of the workload.

We recommend that the multiplier for the Chair of General Purposes Committee be reduced from 0.3 to 0.1 providing an allowance of £582.72. This represents a reduction of £1,165.42.

Special Responsibility Allowances: recommended no change

Having listened to the evidence from existing SRA holders and other Councillors, and receiving no strong arguments in respect of these posts, 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:

▪ Leader of the Council	3.5
▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Chair of Planning Committee	0.8
▪ Chair Audit and Governance Committee	0.5
▪ Chair of Licensing and Enforcement Committee	0.5
▪ Vice Chair of Planning Committee	0.2
▪ Minority Group Leader	1
▪ Minority Group Deputy Leader	0.25
▪ Mayor	0.6
▪ Sheriff	0.2

We did hear some arguments in favour of increasing the SRA for the Chair of Licensing and Enforcement Committee due the informal expectation that the Chair attends a high proportion of sub-committees. Because this is an informal expectation and because a new post holder has just taken up the role, we did not consider it appropriate to increase the allowance at the present time.

Special Responsibility Allowances: considered, but not recommended for SRAs

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

We were asked by a small number of Councillors to consider reinstating SRAs for the Vice Chairs of three committees: Audit & Governance Committee, Licensing & Enforcement Committee and Overview and Scrutiny Committee. They SRAs were removed during the last detailed review of

allowances for various reasons and we welcomed the opportunity to hear from each of the current post holders, as well as their respective Chairs and other Councillors. Importantly, none of the three post holders had suggested that their role should attract an SRA, although it was noted in one case that it may make the role more attractive. We considered the time commitment currently required for these roles and found across all three that it was not enough to sufficiently differentiate it from the role of an ordinary committee member. We do note the support that Vice Chairs provide to the Chairs, some as a sounding board, others by contributing to agenda setting, but we consider that in all three cases the level of influence is limited, with Chairs holding a significantly higher level of responsibility than the payment of an SRA to any of these Vice Chairs is not warranted. While this wasn't a deciding factor, we also noted that the creation of three new SRAs would result in more than 50% of Members receiving an SRA, which would not be in line with government guidance. Finally, we consider that in a local authority the size of Gloucester City Council it is appropriate to have some unremunerated positions that can be seen as stepping stones to positions of greater responsibility and we believe that these Vice Chair roles should be viewed in such a way.

Recommendations:

- 1. That the multiplier for the Special Responsibility Allowance for the Chair of the Overview and Scrutiny Committee be increased from 0.5 to 0.6.**
- 2. That the multiplier for the Special Responsibility Allowance for the Chair of the General Purpose Committee be reduced from 0.3 to 0.1.**
- 3. That no changes be made to the multipliers for the following Special Responsibility Allowances:**

▪ Leader of the Council	3.5
▪ Deputy Leader of the Council	2.25
▪ Cabinet Member	1.75
▪ Chair of Planning Committee	0.8
▪ Chair Audit and Governance Committee	0.5
▪ Chair of Licensing and Enforcement Committee	0.5
▪ Vice Chair of Planning Committee	0.2
▪ Minority Group Leader	1
▪ Minority Group Deputy Leader	0.25
▪ Mayor	0.6
▪ Sheriff	0.2

Approved Duties

We considered the existing list of approved duties and noted that no comments were received in relation to the duties for which expenses can be claimed; therefore we are not proposing any changes to the list of approved duties.

Travel and Subsistence

We noted from comments received in response to the questionnaires 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. We noted that the previous review removed the opportunity to make claims for approved duties within the City boundaries; we agree with this approach, particularly as there is no evidence that removing this restriction would encourage more Councillors to make claims. We are also satisfied that the provisions in the scheme are sufficiently detailed and provide clear information and instructions on the different types of expenses that can be claimed and how.

Overall, Councillors are aware that they can claim and of the process to follow, but it is clear that most simply chose not to do so and would not be persuaded to if the scheme was amended, therefore we are not recommending any changes to travel and subsistence allowances. We do, however, consider it important to remind Councillors 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.

Dependents' Carers Allowance

We noted that this area of the scheme had been overhauled during the last detailed review to provide both a clear process for claiming and revised rates of pay. The supporting officer reported that, although the number of claims remained low, the process had been followed in all cases without exception, providing a clear audit trail. Few comments were received relating to this area of the scheme, but some of those that were received related to matters that we are unable to change or have no control over, such as the requirement for payment in arrears, which ensures actual costs are reimbursed, and the fact that the payments are classed as taxable income. During our last minor review we recommended that the Council considered writing to the Local Government Association (LGA) to request that they lobby the Government in support of making the dependents' carers' allowance exempt from taxation. The Council accepted our recommendation and a response was received from Lord Porter, Chair of the LGA, stating that they would not be able to lobby the Government on this matter, but noted that the Council may wish to explore the provision of tax-free childcare voucher schemes for Councillors. We have not looked into this in detail and can therefore not make a recommendation, but would encourage the Council to consider exploring this in more detail if it is considered to be of benefit to Members.

Comments were received in respect of the rates payable for the childcare allowance. We heard that, due to the Council being an 'evening authority' and/or attendance requirements being ad-hoc, more often than not the type of childcare required was the traditionally non-registered type ie. babysitters, and that the rate for evenings or adhoc daytime care was usually higher. In considering the rate, we wanted to reflect this without taking away the appropriate provisions in the event that Councillors also accessed registered daytime childcare. On that basis we are suggesting that the scheme and the claim form be amended to reflect the types of childcare that could be accessed and provide a maximum rate of pay for each; however, the emphasis should remain on the reimbursement of actual costs incurred and the claim process should not be changed. To confirm the type of childcare being accessed, the provider will be asked, in the case of registered childcare, to provide their Ofsted Unique Reference Number on the claim form.

For registered childcare, we consider that Councillors should be reimbursed for the cost of care for each child because this is how bills are usually calculated by providers. The rate is generally lower because costs are spread across all the children being cared for in the setting. In setting the maximum rate we have complied with the Council's commitment to the UK Living Wage.

For non-registered childcare, we consider that a single rate for all children, but with a higher maximum hourly rate, would be appropriate. The rate is generally higher because it is usually in the evening or adhoc in nature and involves only the children from the household in question. In setting the maximum rate we have listened to the information provided by Councillors.

We did not receive any comments relating to the costs of providing care for children with severe disabilities and dependent adult relatives and we are advised that there are no documented claims under this part of the scheme. As such we propose to mirror the provisions in respect of registered childcare to enable a Councillor to be reimbursed for each dependent, but have proposed a higher maximum rate. 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.

Finally, we consider that it is important to encourage eligible Councillors take advantage of the financial assistance that is legitimately available to support them in the performance of their approved Council duties.

Recommendations:

- 1. That the Members' Scheme of Allowances makes provision for dependents' carers allowances payable at the following rates:**
 - Registered childcare – reimbursement of the actual amount paid up a maximum hourly rate equivalent to the current UK Living Wage per child.
 - Non-registered childcare - reimbursement of the actual amount paid up a maximum hourly rate of £10.00 irrespective of the number of children being cared for.
 - Care for children with severe disabilities and dependent adult relatives - reimbursement of the actual amount paid up a maximum hourly rate of £10.00 per dependent.
- 2. That the Dependents' Care Expenses Claim Form be amended to reflect the recommended changes.**

Parental Leave for Councillors

A matter that has been raised previously and during this review is the issue of parental leave for Councillors who start a family during their term of office and we said previously that we would explore it during our details review. We have considered the views expressed to us and the Fawcett Society report 'Does Local Government Work for Women?' in forming our views. We are also aware of the recent motion approved by the Council that asks the General Purposes Committee to consider drawing up a Parental Leave Policy for Councillors that takes into account both our recommendations and the work that the LGA are carrying out in this area.

At present we accept that there is no formal policy on parental leave for Councillors; however, our view is that this does not preclude Councillors from taking time away from their Council duties when they start a family. Councillors are not employees and are therefore not contracted to undertake their duties in the same way. The only formal requirement on Councillors is that in order to legally remain a Councillor, they must attend one Council meeting every 6 months and this could be extended by resolution of Council in appropriate circumstances. There is a caveat to this within the Gloucester City scheme, in that Councillors will be invited to pay back a proportion of their allowance if they fail to attend two thirds of the formal meetings that they are expected to attend or are completely absent from all duties for more than one continuous month, but this cannot be legally enforced. Therefore, apart from the 6 month rule, Councillors are essentially free to determine how they spend their time; this includes periods of absence for any purpose and we would very much encourage Councillors to take parental leave. A Councillor taking an extended period of absence would also not have their allowances stopped or reduced. We consider that cover arrangements for the duties of a Councillor taking an extended period of absence would generally be a matter for their political Group and we would hope that all Groups represented on the Council would take a supportive view in respect of parental leave.

Not notwithstanding the above, we do recognise that the existence of a formal parental leave policy would have a number of benefits. It would give Councillors a reference point when considering starting a family and would guard against the very concerning experiences of some Councillors as outlined in the Fawcett Society report who were actively discouraged from having children by their political leadership. It would provide clarity of expectations for both Councillors and the electorate, and serve to further break down barriers that prevent people, mostly females, from considering standing for election. More specifically, the Council will need to make a decision on its approach in the event that an SRA recipient takes an extended period of parental leave and a 'stand in' is required. The policy will need to state whether the post holder will continue to receive their allowance (effectively maternity/paternity pay) and whether the same allowance is also paid to the 'stand in', or whether the post holder must forego their SRA during their absence. There are clear financial implications for both the post holder and the Council and these must be considered carefully and with regard to relevant equalities legislation.

As we are not HR professionals, we do not consider it appropriate for the Panel to develop a Parental Leave Policy, therefore we recommend that the Council pursues the appropriate channels to put this in place. We would, however, caution for the Council to await the LGA's recommendations before implementing its own policy as it would be sensible to benefit from that detailed work.

While we will not be drawing up a policy ourselves, we are recommending changes to Section 5 of the Scheme of Allowances that we believe will demonstrate the Council's support for parental leave and give Councillors a reference point while the work of the LGA and the Council's subsequent policy are completed. This section will also be amended to say 'health' instead of 'illness' as we consider this to be more appropriate terminology.

Recommendations

- 1. That the Council adopts a Parental Leave Policy for Councillors that takes into account any recommendations or policy approved by the Local Government Association.**
- 2. That Section 5 of the Scheme of Allowances be amended to reflect that Councillors will not be invited to pay back allowances if they are absent on parental leave or health grounds.**

Quedgeley Town Council

The Members' Allowances Panel acts as the Parish Members' Allowances Panel for Quedgeley Town Council (QTC), making recommendations to the Town Council as it does to the City Council. QTC 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 QTC are in receipt of an allowance because a number have been co-opted.

QTC currently pays allowances to their Members at the level agreed by QTC in 2016, £402.41 to Members of QTC and £804.82 to the Chair of QTC, which represents 6.9% and 13.8% of the City Council Basic Allowance respectively. These levels were agreed by QTC one year after they declined to adopt an increase that would have followed from the increase to the City Council Basic Allowance during the last detailed review.

All Members of QTC were asked to complete a questionnaire. Responses were received from four Councillors including the Chair. The comments received indicated that QTC Members are generally happy with the level of allowance and that the time commitment is manageable; however, one Councillor did not agree and felt that the allowance was not satisfactory. With such a small sample it is difficult for us to draw meaningful conclusions, but if the rate of non-response is taken as an indication of satisfaction, we must conclude that QTC Councillors are largely happy with the Scheme as it presently operates. As such, we are not making any recommendations on the Scheme of Allowances for QTC at this time.

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)

The Office of National Statistics Annual Survey of Hours and Earnings (ASHE): 2017 Provisional Results.

'Does Local Government Work for Women?', Fawcett Society (2017)

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 2019⁹⁸ 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 £5,827.26 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 (unless absent on health or maternity/paternity/parental leave grounds), 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-health or maternity/paternity/parental leave 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~~ on health grounds the Council should review its position on a case by case basis.

5.35.4 Should any absence be expected to exceed six months, an extension may be agreed by resolution of Council.,

5.5 Paragraph 5.1 does not apply to the Mayor or Sheriff/Deputy Mayor holding Civic Office during the year in question.

5.45.6 Maternity/paternity/parental leave applies to parents regardless of their gender, and includes parents who choose to adopt.

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.

13.2 The application of this index will be reviewed in 2023.

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	20,395.41
Deputy Leader of the Council	2.25	13,111.34
Cabinet Members		
Communities and Neighbourhoods	1.75	10,197.71
Culture and Leisure	1.75	10,197.71
Environment	1.75	10,197.71
Housing and Planning	1.75	10,197.71
Performance and Resources	1.75	10,197.71
Regeneration and Economy	1.75	10,197.71
Chairs of Committees		
Planning Committee	0.8	4,661.81
Audit and Governance Committee	0.5	2,913.63
Licensing and Enforcement Committee	0.5	2,913.63
Overview and Scrutiny Committee	<u>0.50.6</u>	<u>3,496.36</u> 2,913.63
General Purposes Committee	<u>0.30.1</u>	<u>582.72</u> 1,748.18
Deputy Chairs of Committees		
Planning Committee	0.2	1,165.45
Other positions of additional responsibility		
Minority Group Leader	1	5,827.26
Minority Group Deputy Leader	0.25	1,456.82
Mayor	0.6	3,496.36
Sheriff and Deputy Mayor	0.2	1,165.45

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 Dependents' Care Expenses claim form must be completed and signed by both the claimant and the carer before submission to the Policy and Governance Manager.

(a) Childcare

Eligible Councillors may claim for the reimbursement of the actual amount paid for childcare provision at the following rates:

Single child Registered childcare up to a maximum hourly rate equivalent to the current UK Living Wage for each child being cared for

Two or more children Non-registered childcare up to a maximum of £9.0010.00 per hour (flat rate)

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 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.

Registered childcare means Ofsted registered and the provider's unique reference number must be provided. In the case of non-registered childcare, 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 £9.0010.00 per hour for each dependent.

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 dependent/s 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



This form is to be completed by the individual claiming expenses and/or mileage. Once this form has been completed, please send it along with any receipts to Tanya Davies (tanya.davies@gloucester.gov.uk) for authorisation.

Section A - Councillor Details

Councillor to Complete

Name		Service/Department	
SAP no.		Month and Year	

Section B - Mileage

Councillor to Complete

Page 60	Details of journey	Business/Training Miles	Cycle Miles	Motorcycle Miles
Total				

Section C - Expenses

Councillor to complete

Section D - Approval

Councillor & Manager to complete

I CERTIFY that (where relevant)

- I have necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as a Member of Gloucester City Council.
 - I have actually paid the fares and made any other payments claimed and I attach receipts where appropriate.
 - The amounts claimed are strictly in accordance with the scheme determined by Gloucester City Council.
 - I hold a current full driving licence
 - I will only drive vehicles for Council business purposes where:
 - my driving licence includes the appropriate driving licence class for the relevant vehicle.
 - hold appropriate vehicle insurance that includes business use
 - I can confirm that the vehicle is fit for purpose prior to using and has:
 - * current MOT (where applicable)
 - * valid road tax (where applicable)
 - * no visible faults
 - There is no reason (e.g. driving licence penalty points, driving disqualification, or health reasons) that would prevent me from driving on Council business purposes.

Claimant Name		Signature		Date	
Manager's Name		Signature		Date	
Manager's Job Title					
Manager's Department					

✿ 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 2018. 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/S (continue on separate sheet if necessary)

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

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

TYPE OF CARE

Registered childcare Ofsted Number (URN).....
Non-registered childcare
Dependent care

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: Page 63

This page is intentionally left blank

Gloucester City Council

Report to:	Cabinet Council	Date: 9 January 2019 24 January 2019
Subject:	Council Tax – Empty Homes Premium	
Report Of:	Cabinet Member for Performances and Resources	
Wards Affected:	All	
Key Decision:	Yes	Budget/Policy Framework: No
Contact Officer:	Alison Bell, Intelligent Client Officer Email: Alison.bell@gloucester.gov.uk Tel: 396014	
Appendices:	<ol style="list-style-type: none"> 1. Council Tax – Empty Homes Premium – DCLG 2. Section 12 Local Government Finance Act 2012 – as amended 3. Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 	

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The purpose of the report is to recommend the introduction of a Council Tax Empty Homes Premium be applied to all homes which meet the criteria at the following rates;
- From 01 April 2019 – empty homes premium of 50% (total Council Tax charge of 150%) to apply to all homes which have been unoccupied and substantially unfurnished for more than two years
 - From 01 April 2020 – empty homes premium of 100% (total Council Tax charge of 200%) to apply to all homes which have been unoccupied and substantially unfurnished for more than two years but less than five years
 - From 01 April 2020 – empty homes premium of 200% (total Council Tax charge of 300%) to apply to all homes which have been unoccupied and substantially unfurnished for more than five years
 - From 01 April 2021 – empty homes premium of 100% (total Council Tax charge of 200%) to apply to all homes which have been unoccupied and substantially unfurnished for more than two years but less than five years
 - From 01 April 2021 – empty homes premium of 200% (total Council Tax charge of 300%) to apply to all homes which have been unoccupied and substantially unfurnished for more than five years but less than ten years
 - From 01 April 2021 – empty homes premium of 300% (total Council Tax charge of 400% to apply to all homes which have been unoccupied and substantially unfurnished for more than ten years

2.0 Recommendations

2.1 Cabinet is asked to **RECOMMEND TO COUNCIL** that

- (1) A Council Tax Empty Homes Premium of 50% is implemented from 01 April 2019 in respect of properties that have been unoccupied and substantially unfurnished for more than two years, increasing to 100% from 01 April 2020..
- (2) The Empty Homes Premium be implemented from 01 April 2020 at 200% on properties which have been empty for more than five years and from 01 April 2021 at 300% on properties which have been empty for more than ten years.

2.2 Council is asked to **RESOLVE** that

- (1) A Council Tax Empty Homes Premium of 50% is implemented from 01 April 2019 in respect of properties that have been unoccupied and substantially unfurnished for more than two years, increasing to 100% from April 2020.
- (2) The Empty Homes Premium be implemented from 01 April 2020 at 200% on properties which have been empty for more than five years and from 01 April 2021 at 300% on properties which have been empty for more than ten years.

3.0 Background and Key Issues

- 3.1 Council Tax charges are the means by which local residents make a contribution towards the cost of local services, for example, the police, fire services, education and housing.
- 3.2 Local authorities have the discretion to charge between 0% and 100% Council Tax on properties which are ‘unoccupied and substantially unfurnished’ for a period of up to six months.
- 3.3 Currently empty properties in Gloucester City receive a discount of 25% for the first six months of being unoccupied, which then reverts to 100% of the Council Tax charge after that initial six month period expires.
- 3.4 Prior to April 2013 Local Authorities could charge up to a maximum of 100% council tax on domestic dwellings which had been empty for more than two years.
- 3.5 From 1 April 2013 Section 12 of the Local Government Finance Act 2012 amended Section 11B, which allows Local Authorities in England to set Council Tax on long term empty properties at 150% of the normal liability.
- 3.6 From 1 April 2019 Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 increases this further in a ‘stepped’ approach which allows:
 - From 01 April 2019, an additional empty homes premium of 100% on properties which are empty for more than two years
 - From 01 April 2020, an additional empty homes premium of 100% on properties which are empty for more than two years and less than five years
 - From 01 April 2020, an additional empty homes premium of 200% on properties which are empty for more than five years

- From 01 April 2021, an additional empty homes premium of 100% on properties that are empty for more than two years but less than five years
 - From 01 April 2021, an additional empty homes premium of 200% on properties that are empty for more than five years but less than ten years
 - From 01 April 2021, an additional empty homes premium of 300% on properties which are empty for more than ten years
- 3.7 The purpose of the Empty Homes Premium is to encourage property owners of long term empty properties to bring those properties back into use.
- 3.8 A long term empty property must have been unoccupied and substantially unfurnished for at least two years. This legislation has become known as the 'Empty Homes Premium'.
- 3.9 The premium may be applied when the property has been empty for two years irrespective of how long the current owner has owned the property. If the property is occupied for a period of six weeks or less it is regarded as not having been occupied for the purposes of the two year period.
- 3.10 There are two classes of dwellings which are exempt from the empty homes premium. These are:
- A dwelling which would normally be the sole or main residence of a member of the armed services, who is absent from the property as a result of such service
 - a dwelling [annexe] which forms part of a single property that is being treated by a resident of that property as part of the main dwelling.
- 3.11 Gloucester City has 57,256 domestic dwellings*. There are currently approximately 353 empty homes in Gloucester, which have been empty for more than two years and are unoccupied and substantially unfurnished. This represents 0.61% of properties in Gloucester. If those homeowners took no action to bring their properties back into use, then it is estimated that introducing an Empty Homes Premium of 50% will generate additional Council Tax income of approximately £225,791.78.
- 3.12 Gloucester City Council would retain approximately £26,756.23 of this with Gloucestershire County Council and Gloucestershire Police Crime Commissioner benefitting from the remainder.
- 3.13 In addition, if long term empty properties can be brought back into use then a further beneficial impact will be from the New Homes Bonus for which the City Council retains a payment per property, which is based on a national average council tax band D charge

4.0 Reasons for Recommendations

- 4.1 The Government encourages local authorities to tailor council tax policy and discounts towards local situations and priorities. Locally in Gloucester we have seen homelessness increase year on year, and some housing is in short supply. The purpose of the Empty Homes Premium is to encourage property owners of long term empty properties to bring those properties back into use. In Gloucester there are currently approximately 160 households in temporary accommodation, so even

if the policy were to bring a small number of empty properties back to the market then this would be beneficial to the local housing supply.

- 4.2 From April 2019, legislation does allow Gloucester City Council to impose a 100% levy on Council Tax to those owners of long term empty properties. However, by imposing a 50% premium initially, it is considered that this is a more moderate approach and will give those long term empty owners time to consider their options prior to a more significant increase in April 2020.
- 4.3 At the same time the policy would help address some negative community effects associated through long term empty properties which are more likely to fall into disrepair and be subject to anti-social behaviour, such as squatting or vandalism.
- 4.4 Some long term properties can be a source of complaint before the new proposed council tax measures can be implemented (properties empty for less than two years) and where a property is found to be causing a statutory nuisance, poses a risk to health and safety or is deemed an ‘eyesore’, the Council can take enforcement action through its regulatory functions including environmental health, planning enforcement and building control
- 4.5 In Gloucestershire, Stroud District Council, Cotswold District Council, Tewkesbury Borough Council and Cheltenham Borough Council all charge the Empty Homes Premium – it is not yet known how many of these will choose to apply the new premium level being introduced from April 2019
- 4.6 Nationally 291 out of 326 local authorities applied an Empty Homes Premium in the 2017/18 year. It is not yet known how many will choose to apply the new premium level being introduced from April 2019

5.0 Future Work and Conclusions

- 5.1 By setting out the policy now, for introduction over the next three financial years, Gloucester City Council would be using the most recent legislation and encouraging those owners of long term empty properties to bring those properties back into use. Gloucester City Council has also recently launched a private landlord incentive scheme to encourage landlords to bring properties back into use.
- 5.2 All potentially affected council tax payers would be written to and the letter would include details of the private landlord incentive scheme

6.0 Financial Implications

- 6.1 There are currently approximately 353 empty homes in Gloucester, which have been empty for more than two years and are unoccupied and substantially unfurnished. If these homeowners took no action to bring their properties back into use, then it is estimated that introducing the lower 50% Empty Homes Premium will generate additional Council Tax income of approximately £225,791.78, of which Gloucester City Council would retain around £26,000. However, the additional income is likely to be less than this in practice as it is expected that the new premium will have the desired effect to encourage those homeowners to bring their properties back into use instead.

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

7.0 Legal Implications

- 7.1 Section 11B Local Government Finance Act 1992 (as amended).
Section 67(2) of the Act provides that the power to decide to introduce a premium can only be exercised by full Council

The Rating (Property in Common occupation) and Council Tax (Empty Dwellings) Act 2018 provides for the premium to be increased as detailed in 3.4 of this report

There is a legal requirement for the Council to publish any decision using these powers in a local newspaper with 21 days of the decision

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

8.0 Risk & Opportunity Management Implications

- 8.1 It may be difficult to collect the increased Council Tax due, but all available options will be explored to mitigate this risk
- 8.2 The premium may be viewed as unnecessarily punitive to empty home owners however this is mitigated by the positive social benefits that would accrue if more empty homes are brought back into use as a result of this policy

9.0 People Impact Assessment (PIA):

- 9.1 A PIA screening assessment has been undertaken and the assessment is neutral.
A full PIA is not required

10.0 Other Corporate Implications

Community Safety

- 10.1 The Empty Homes Premium should have a positive effect on reducing anti-social behaviour associated with long term empty properties

Sustainability

- 10.2 Not applicable

Staffing & Trade Union

- 10.3 Not applicable

Background Documents:

*data as at 01.12.2018

This page is intentionally left blank



Department for
Communities and
Local Government

Council Tax - Empty homes premium

Guidance for properties for sale and letting

© Crown copyright, 2013

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, www.nationalarchives.gov.uk/doc/open-government-licence/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This document/publication is also available on our website at www.gov.uk/dclg

If you have any enquiries regarding this document/publication, email contactus@communities.gov.uk or write to us at:

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000

May 2013

ISBN: 978-1-4098-3867-8

Council Tax - Empty homes premium

Guidance for properties for sale and letting

1. In its summary of responses report, *Technical Reforms to Council Tax: when dwellings should not be liable to the empty homes premium* (November 2012), the government made a commitment to issue guidance to help authorities to reflect the state of the housing market in their decision making process for administering the premium.
2. This guidance paper should not be treated as an interpretation of the legislation or as statutory guidance. Billing authorities are free to make their own decisions when administering the premium.
3. From 1 April 2013, billing authorities may charge a premium on a class of property that has been unoccupied and unfurnished for two years or more. The premium can be up to 50% of the council tax on the property.
4. Under the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003, the government has prescribed two classes of dwellings which are exempt from the premium. These are:
 - a dwelling which would otherwise be the sole or main residence of a member of the armed services , who is absent from the property as a result of such service
 - a dwelling, which forms part of a single property that is being treated by a resident of that property as part of the main dwelling
5. While the decision to make a determination under Section 11B of the Local Government Finance Act 1992 is for billing authorities to make, the government would expect that due consideration is given to the health of the local housing market when making determinations.
6. The government's intention behind the decision to provide billing authorities with the power to charge a premium was not to penalise owners of property that is genuinely on the housing market for sale or rent.
7. The government expects billing authorities to consider the reasons why properties are unoccupied and unfurnished, including whether they are available for sale or rent, and decide whether they want such properties to be included in their determination. When considering the reasons an authority may want to take account of the following:
 - on average, how long are properties in their area been available for sale or rent before completion/occupation
 - what is the average price/rent in the local area?
8. The above list is not exhaustive and billing authorities will want to consider all factors they think are relevant before making a decision.

This page is intentionally left blank

Local Government Finance Act 2012

- 2012 c. 17
- Council tax
- Section 12
- 12 Power to set higher amount for long-term empty dwellings

(1)The LGFA 1992 is amended as follows.

(2)After section 11A insert—

“11BHigher amount for long-term empty dwellings: England

(1)For any financial year, a billing authority in England may by determination provide in relation to its area, or such part of its area as it may specify in the determination, that if on any day a dwelling is a long-term empty dwelling—

(a)the discount under section 11(2)(a) shall not apply, and

(b)the amount of council tax payable in respect of that dwelling and that day shall be increased by such percentage of not more than 50 as it may so specify.

(2)The Secretary of State may by regulations prescribe one or more classes of dwelling in relation to which a billing authority may not make a determination under this section.

(3)A class of dwellings may be prescribed under subsection (2) by reference to such factors as the Secretary of State thinks fit and may, in particular, be prescribed by reference to—

(a)the physical characteristics of, or other matters relating to, dwellings;

(b)the circumstances of, or other matters relating to, any person who is liable to the amount of council tax concerned.

(4)Where a determination under this section has effect in relation to a class of dwellings—

(a)the billing authority may not make a determination under section 11A(3), (4) or (4A) in relation to that class, and

(b)any determination that has been made under section 11A(3), (4) or (4A) ceases to have effect in relation to that class.

(5)A billing authority may make a determination varying or revoking a determination under this section for a financial year, but only before the beginning of the year.

(6)A billing authority which makes a determination under this section must publish a notice of it in at least one newspaper circulating in its area and do so before the end of the period of 21 days beginning with the date of the determination.

- (7)Failure to comply with subsection (6) does not affect the validity of a determination.
- (8)For the purposes of this section, a dwelling is a “long-term empty dwelling” on any day if for a continuous period of at least 2 years ending with that day—
- (a)it has been unoccupied, and
 - (b)it has been substantially unfurnished.
- (9)In determining whether a dwelling is a long-term empty dwelling, no account is to be taken of any one or more periods of not more than 6 weeks during which either of the conditions in subsection (8)(a) and (b) is not met (or neither of them is met).
- (10)The Secretary of State may by regulations substitute a different period, of not less than 6 weeks, for the period which is for the time being specified in subsection (9)."
- (3)In section 11(2) (discounts: no chargeable residents), after “sections 11A” insert “, 11B”.
- (4)In section 11A (discounts: special provision for England), after subsection (4B) (inserted by section 11) insert—
- “(4C)Subsections (3), (4) and (4A) are subject to section 11B(4).”
- (5)In section 13(3) (amounts which may be reduced by regulations), after “section 11, 11A” insert “, 11B”.
- (6)In section 66(2)(b) (matters to be questioned only by judicial review), after “section 8(2), 11A” insert “, 11B”.
- (7)In section 67(2)(a) (functions to be discharged only by authority), after “section 8(2), 11A” insert “, 11B”.
- (8)In Schedule 2 (administration), paragraph 4 (discounts) is amended as follows.
- (9)In sub-paragraph (2), after “discount” (in both places) insert “or increase”.
- (10)In sub-paragraph (3)—
- (a)after “discount” in the first and third places insert “or to an increase”;
 - (b)after “discount” in the second and fourth places insert “or increase”.
- (11)In sub-paragraph (5)(a), for “is subject to a discount of a particular amount; and” substitute “—
- (i)is subject to a discount of a particular amount, or
 - (ii)is not subject to any increase; and”.
- (12)In sub-paragraph (5)(b), for the words from “is not in fact” to “smaller amount,” substitute “—
- (i)is not in fact subject to any discount, or is subject to a discount of a smaller amount, or
 - (ii)is in fact subject to an increase (whether or not the person is aware of the amount of the increase),”.
- (13)After sub-paragraph (6) insert—

“(7)In this paragraph, “increase” means an increase under section 11B(1)(b) (higher amount of tax for empty dwellings).”

(14)In the heading preceding that paragraph, after “Discounts” insert “and increases”.

(15)A determination may be made for the purposes of the section inserted by subsection (2) for a financial year beginning with or after 1 April 2013 (and it does not matter whether the period mentioned in subsection (8) of that section begins before this section comes into force).

the latest amendments to section 11B of the Local Government Finance Act 1992 are in black text below:

(1) *For any financial year, a billing authority in England may by determination provide in relation to its area, or such part of its area as it may specify in the determination, that if on any day a dwelling is a long-term empty dwelling—*

(a) the discount under section 11(2)(a) shall not apply, and

(b) the amount of council tax payable in respect of that dwelling and that day ("the relevant day")shall be increased by such percentage of not more than 50 the relevant maximum as it may so specify.

(1A) For the financial year beginning on 1 April 2019 the "relevant maximum" is 100.

As confirmed by One Legal – 03.12.2018

This page is intentionally left blank



Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

CHAPTER 25

Explanatory Notes have been produced to assist in the understanding of this Act and are available separately

£4.90



Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

CHAPTER 25

CONTENTS

Non-domestic rating in England

- 1 Hereditaments occupied or owned by the same person

Council tax in England

- 2 Higher amount for long-term empty dwellings

General provisions

- 3 Extent, interpretation and short title



Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

2018 CHAPTER 25

An Act to make provision, where two or more hereditaments occupied or owned by the same person meet certain conditions as to contiguity, for those hereditaments to be treated for the purposes of non-domestic rating as one hereditament; and to increase the percentage by which a billing authority in England may increase the council tax payable in respect of a long-term empty dwelling.

[1st November 2018]

BE IT ENACTED by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

Non-domestic rating in England

1 Hereditaments occupied or owned by the same person

- (1) In Part 3 of the Local Government Finance Act 1988 (non-domestic rating), in section 64 (hereditaments), after subsection (3) insert—

“(3ZA) In relation to England, where—

- (a) two or more hereditaments (whether in the same building or otherwise) are occupied by the same person,
- (b) the hereditaments meet the contiguity condition (see subsection (3ZC)), and
- (c) none of the hereditaments is used for a purpose which is wholly different from the purpose for which any of the other hereditaments is used,

the hereditaments shall be treated as one hereditament.

- (3ZB) In relation to England, where—
- (a) two or more hereditaments (whether in the same building or otherwise) are—
 - (i) owned by the same person, and
 - (ii) unoccupied,
 - (b) the hereditaments—
 - (i) ceased to be occupied on the same day, and
 - (ii) have each remained unoccupied since that day,
 - (c) immediately before that day, the hereditaments were, or formed part of, a single hereditament by virtue of subsection (3ZA), and
 - (d) the hereditaments meet the contiguity condition (see subsection (3ZC)),
- the hereditaments shall be treated as one hereditament.
- (3ZC) The hereditaments meet the contiguity condition if—
- (a) at least two of the hereditaments are contiguous, and
 - (b) where not all of the hereditaments are contiguous with each other—
 - (i) one or more of the other hereditaments is contiguous with one or more of the hereditaments falling within paragraph (a), and
 - (ii) each of the remaining hereditaments (if any) is contiguous with at least one hereditament that falls within sub-paragraph (i) or this sub-paragraph.
- (3ZD) For the purposes of subsection (3ZC) two hereditaments are contiguous if—
- (a) some or all of a wall, fence or other means of enclosure of one hereditament forms all or part of a wall, fence or other means of enclosure of the other hereditament, or
 - (b) the hereditaments are on consecutive storeys of a building and some or all of the floor of one hereditament lies directly above all or part of the ceiling of the other hereditament,
- and hereditaments occupied or owned by the same person are not prevented from being contiguous under paragraph (a) or (b) merely because there is a space between them that is not occupied or owned by that person.”
- (2) The amendments made by subsection (1) have effect for financial years beginning on or after 1 April 2010.

Council tax in England

- 2 Higher amount for long-term empty dwellings**
- (1) Section 11B of LGFA 1992 (higher amount for long-term empty dwellings: England) is amended as follows.
- (2) In subsection (1)(b) (maximum percentage by which council tax may be increased)—
- (a) after “that day” insert “(“the relevant day”)”, and
 - (b) for “50” substitute “the relevant maximum”.

(3) After subsection (1) insert—

- “(1A) For the financial year beginning on 1 April 2019 the “relevant maximum” is 100.
- “(1B) For the financial year beginning on 1 April 2020 the “relevant maximum” is—
 - (a) in respect of any dwelling where the period mentioned in subsection (8) ending on the relevant day is less than 5 years, 100;
 - (b) in respect of any dwelling where the period mentioned in subsection (8) ending on the relevant day is at least 5 years, 200.
- “(1C) For financial years beginning on or after 1 April 2021 the “relevant maximum” is—
 - (a) in respect of any dwelling where the period mentioned in subsection (8) ending on the relevant day is less than 5 years, 100;
 - (b) in respect of any dwelling where the period mentioned in subsection (8) ending on the relevant day is at least 5 years but less than 10 years, 200;
 - (c) in respect of any dwelling where the period mentioned in subsection (8) ending on the relevant day is at least 10 years, 300.”
- (4) The amendments made by subsections (1) to (3) have effect for financial years beginning on or after 1 April 2019 (and it does not matter whether the period mentioned in section 11B(8) of LGFA 1992 begins before this section comes into force).
- (5) In this section “LGFA 1992” means the Local Government Finance Act 1992.

General provisions

3 Extent, interpretation and short title

- (1) This Act extends to England and Wales.
- (2) In this Act “financial year” means a period of 12 months beginning with 1 April.
- (3) This Act may be cited as the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018.



Published by TSO (The Stationery Office), part of Williams Lea Tag, and

available from:

Online

www.tsoshop.co.uk

Mail, Telephone, Fax & E-mail

TSO

PO Box 29, Norwich, NR3 1GN

Telephone orders/General enquiries: 0333 202 5070

Fax orders: 0333 202 5080

E-mail: customer.services@tso.co.uk

Textphone: 0333 202 5077

TSO@Blackwell and other Accredited Agents

ISBN 978-0-10-570026-5



9 780105 700265

Gloucester City Council

Meeting:	Cabinet Council	Date:	9 January 2019 24 January 2019
Subject:	Local Council Tax Support Scheme 2019/20		
Report Of:	Cabinet Member for Performance & Resources		
Wards Affected:	All		
Key Decision:	Yes	Budget/Policy Framework:	No
Contact Officer:	Alison Bell, Intelligent Client Officer (Revenues and Benefits)		
	Email: alison.bell@gloucester.gov.uk		Tel: 396014
Appendices:	1. Gloucester City Council Local Council Tax Support Scheme for 2019/20		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To seek approval to retain the Local Council Tax Support Scheme (LCTS) for 2019/20.

2.0 Recommendations

- 2.1 **Cabinet** is asked to **RECOMMEND** that the current Local Council Tax Support scheme as the approved scheme for Gloucester City Council in 2018/19 be adopted for 2019/20.
- 2.2 **Council** is asked to **RESOLVE** that the current Local Council Tax Support scheme as the approved scheme for Gloucester City Council in 2018/19 be adopted for 2019/20.

3.0 Background

- 3.1 Members will be aware that the current LCTS scheme was adopted and approved at the meeting of full Council of 25th January 2018.
- 3.2 Council Tax charges are the means by which local residents make a contribution towards the cost of local services. Prior to April 2013 Council Tax Benefit was administered under a national scheme set by Central Government which allowed eligible local residents to claim up to 100% reduction from their Council Tax bill – subject to legislative and means tested income requirements. The Council were able to receive full funding from the Government to cover all of the Council Tax Benefit awards made.
- 3.3 From April 2013 Council Tax Benefit was abolished and replaced with a Local Council Tax Reduction scheme. Any person who is liable to pay Council Tax can apply for a reduction in their Council Tax under the Local Council Tax Reduction

scheme. The scheme is not legislated by Central Government, rather each local authority now has its own scheme. Central Government no longer fully funds this locally administered award, as there was an expectation that Local Authorities would amend their local schemes to fund the shortfall

- 3.4 Our neighbouring districts plans have been considered whilst drafting this report, some are reshaping their schemes for 2019-20, whilst others are retaining their old schemes
- 3.5 Gloucester City Council intends to retain its existing scheme for the 2019/20 financial year
- 3.6 **Pension Age Customers** - It is important to note that those customers who are of a pension age are **NOT** affected as Council Tax support for pensioners was never localised and remains under the jurisdiction of a national scheme
- 3.7 **War pensions income:** To note, we will continue to disregard £10 of the War disablement pensions and war widows pensions and in addition will disregard the remainder of the War disablement element of a war pension and the war widows element of a war widows pension, when assessing a reduction under the local Council Tax Support scheme.

4.0 Financial Implications

- 4.1 The financial implications are contained in the body of the report and Appendix 1.
(Financial Services have been consulted in the preparation of this report)

5.0 Legal Implications

- 5.1 The Welfare Reform Act 2012 abolished Council Tax Benefit and instead required each authority to design a scheme specifying the reductions which are to apply to amounts of Council tax.
- 5.2 The Local Council Tax Support ‘LCTS’ scheme is required under Section 13A of the Local Government Finance Act 1992 (“the Act”) (updated by the Local Government Finance Act 2012). The Act states that for each financial year, councils must consider whether to revise their LCTS scheme or replace it with another scheme.
- 5.3 The prescribed regulations set out the matters that must be included in such a scheme. Before making any changes, under Section 40 of the Act, the Council must, in the following order:
 1. Consult with any major precepting authorities
 2. Publish the draft scheme
 3. Consult other parties likely to have an interest in the scheme
- 5.3 Pensioners (those over state pension age) are protected from any changes, but otherwise the Council has discretion to decide how it wishes to design its scheme to cover any shortfall, in accordance with the prescribed requirements.

- 5.4 The deadline for making decisions is now 11 March in the financial year preceding that for which the revision or replacement scheme is to take effect (under Para 5, Schedule 1A of the Act). If the Council does not make/revise a LCTS scheme by 11 March 2019, a default scheme will be imposed on the Council which will be effective from April 2019.

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

6.0 Reasons for Recommendations

- 6.1 Having a local Council Tax Support Scheme is a statutory requirement.

7.0 Alternative Options Considered

- 7.1 None.

8.0 Risk & Opportunity Management Implications

- 8.1 Potential risks as a result of this report are potential income shortfall

9.0 People Impact Assessment (PIA):

- 9.1 A PIA screening assessment has been undertaken and the assessment is neutral. There is no evidence to suggest that continuing with that scheme will unfairly affect any particular group of persons. A full PIA is not required

8.0 Other Corporate Implications

Community Safety

- 8.1 None

Sustainability

- 8.2 None

Staffing & Trade Union

- 8.3 None

Background Documents: None

This page is intentionally left blank

Gloucester City Council – Local Council Tax Support scheme 2019/20

Introduction

Gloucester City Council adopted the Council Tax Reduction Scheme (Default Scheme)(England) Regulations 2012 when Council Tax Benefit was abolished in 2013. Since then, Gloucester City have run a Local Council Tax Support Scheme which broadly supports claimants at the same level that would have been available under Council Tax Benefit.

A Local Council Tax Support scheme which included some alignment of reforms to Housing Benefit and Universal Credit changes was approved by Council in January 2017 to come into place from 1st April 2017.

Gloucester City Council is to continue with this scheme for 2019/20. This document outlines the amendments that have been made to the scheme since 2013 which lie outside of the Council Tax Reduction Scheme (Default Scheme)(England) Regulations 2012.

Gloucester City Council scheme for 2019/20

Our local Council Tax Support scheme for 2019/20 will continue to be based on The Council Tax Reduction Scheme (Default Scheme) (England) Regulation 2012 and The Council Tax Reduction Schemes (Prescribed Requirements) (England) 2012 for those of state pension credit age.

- Personal allowances and premiums will be increased in line with the changes in the statutory housing benefit scheme for working age claimants each year,
- Earned income disregards will be increased in line with the statutory housing benefit scheme,
- For non-dependant deductions, both the ‘income brackets’ for non-dependants’ incomes, and the amounts of non-dependant deductions, will be increased in line with the increases in the prescribed requirements for pension age claimants.
- For ‘alternative maximum second adult reduction’ the ‘income brackets’ for the income of second adults will be increased in line with the increases in the prescribed requirements for pension age claimants.

Universal Credit

Universal Credit full service was introduced in Gloucester on 21st February 2018. This implementation has not required Gloucester City Council’s scheme to change as The Council Tax Reduction Scheme (Default Scheme) (England) Regulation 2012 and Universal Credit Regulations 2013 continue to apply in the same way.

However regarding a change in circumstances, if in receipt of Universal Credit, Gloucester City Council has introduced a tolerance level by which changes in circumstances that affect Universal Credit entitlements of up to £40 a month will be ignored for the purposes of reassessing any Council Tax Support entitlement. This

includes both increases and decreases in entitlement and these changes will not be actioned by default. The claimant can request at any time that changes of this level in their Universal Credit are processed for the purpose of Council Tax Support if required, and recalculation of their Council Tax billing be processed.

This has been introduced to help create simplicity for the customer and avoid unnecessary administrative complications to those whose Universal credit entitlement may fluctuate regularly and by small amounts which will generate recalculation of Council Tax Support and a rebilling of Council Tax.

Some specific provisions were added to our LCTS scheme in 2013/14. These additional provisions remain unchanged since then and remain present as part of the scheme for 2019/20:

- **War pensions income** - We will continue to disregard the statutory £10.00 per week of the War disablement pensions and War widows pensions, and in addition the Council will disregard the remainder of the 'War Disablement Pension' element of a war pension and the 'War Widows pension' element of a war widows pension, when assessing a reduction under the local Council Tax Support scheme.
- **Overpayment of a reduction** - When we calculate whether we have overpaid a recipient for a reduction under the local Council Tax Support scheme, we will offset any Council Tax Support that would have been due for the same period as the overpayment, had we been aware of the true circumstances of the claimant at that time (this is called 'underlying entitlement'). It is the responsibility of the claimant to request offsetting and to provide the information necessary to enable a calculation of underlying entitlement to be made.

Some changes are required by law and are set by government. Most of the changes the Council has decided to make to its working age council tax support scheme to date are intended as a way of taking account of inflation and mirroring changes being made in the statutory Housing Benefit regulations 2006 and the Universal Credit Regulations 2013.

Some changes cannot be automatically adopted into the scheme and the changes we have adopted into the Local Council Tax Support scheme for 2017/18 were consulted on and approved by Council. No changes that require consultation are being made for 2018/19.

Changes to the scheme from 1st April 2017

Restrictions on Amounts for Children and Qualifying Young persons

From 1st April 2017 a limit to the number of personal allowances which can be included in the applicable amount for Council Tax Support in respect of children and young people will be introduced. These changes are in line with Child Tax Credit reductions announced in the Summer Budget of 2015 which in turn affect the applicable amounts for Housing Benefit.

The limit to support no more than 2 children will apply to all new entitlements to Council Tax Support arising on or after 1st April 2017, or where in an existing case, a new child or young person becomes part of the family on or after that date, they are not included in the assessment for Child Tax Credits.

The restriction only applies to the personal allowances for the children/young people to be included in the applicable amounts for Council Tax Support. If there are more than 2 children as part of an existing decision for Child Tax Credits, the restriction will not apply and the Council Tax Support decision will follow the Child Tax Credit award. As the general rule, there will be no cases where the applicable amount is more or less than that Child Tax Credit award.

Abolition of the Family Premium and limiting backdating

In April 2016 Housing Benefit regulations were amended to remove the family premium for all new Housing Benefit entitlements and restrict all working age backdated claims to 1 calendar month.

From 1st April 2017 our Council Tax Support scheme will incorporate the restriction to the family premium for all new claims (including those of state pensionable age) and those who become responsible for a child (under 16) or young person (under 20) for the first time after 31st March 2017. This change also means that those who cease to have responsibility for any children or young people will then not be able to regain the family premium in the future if they become responsible again for any children or young persons.

Backdating will be restricted to 1 month for all working age claims. The good cause provisions remain in place and claimants will need to continue to demonstrate good cause throughout the period which they are requesting backdating in all cases.

Temporary Absence Amendments

Continuing alongside the changes to Housing Benefit regulations, in July 2016 a reduction of the allowable period of temporary absence outside of Great Britain was reduced from 13 weeks to 4 weeks.

Following this, from 1st April 2017 this restriction will also apply to those who claim Council Tax Support and who are temporarily absent from Great Britain for more than 4 weeks. The entitlement to Council Tax Support will cease from the date they depart Great Britain in line with Housing Benefit regulations if the date they intend to return home is outside these provisions.

Note: GB includes England, Scotland and Wales. Northern Ireland, the Channel Islands and the Isle of Man are not part of GB for HB or LCTS purposes and therefore, any absences to those areas should be considered under the new absence from GB provisions.

Legislative requirements

The Government has also set out rules in the following Regulations:

- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, which protect claimants of state pension credit age;

Appendix 1

- Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012;
- Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013

These Regulations are available on the following website: <http://www.legislation.gov.uk>

The 'Prescribed Requirements' regulations detail how Council Tax Support will be worked out for people of state pension credit age. In designing a local Council Tax Support scheme for people of state pension credit age, local authorities must include the provisions of the council tax reduction schemes 'Prescribed Requirements' regulations.

The Council Tax Reduction Schemes (Default Scheme) (England) 2012 Regulations include all of the provisions of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, ensuring that claimants of state pension credit age are protected, and they also made provision for deciding CTS entitlement for working age claimants.

If you have any questions about our scheme please contact the Council on benefits@gloucester.gov.uk, or on 01452 396396.

Gloucester City Council

Meeting:	Council	Date:	24 January 2018
Subject:	Programme of Meetings, May 2019-November 2021		
Report Of:	Cabinet Member for Performance and Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Policy and Governance Manager Email: tanya.davies@gloucester.gov.uk Tel: 39-6125		
Appendices:	1. Draft Programme of Meetings, May 2019-April 2021		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To approve a two-year programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021.

2.0 Recommendations

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

- (1) Meetings of the General Purposes Committee be arranged as and when required, with the exception of a scheduled meeting in January of each year to approve the annual review of Members' allowances.
- (2) Subject to any further changes, the two-year programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021 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 an Appendix 1.
- 3.2 The Council approves a two-year programme each year in order to provide the Council and Councillors with adequate notice of meetings. As such, this programme contains 12 months of dates that have previously been approved and 12 months 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 small number of changes are proposed to the period of May 2019-April 2020.

- 3.5 The changes are highlighted in Appendix 1 using deletions and underlined insertions. It should be noted the October 2019 Overview and Scrutiny Committee meeting now falls during half term as the school break is a week later than anticipated. The committee meeting could be pushed back a week, but it would then fall during the same week as the corresponding Cabinet meeting.
- 3.6 As a result of comments received from Members following the cancellation of meetings of the General Purposes Committee, it is proposed that meetings be arranged as and when required, with dates to be agreed in consultation with the Chair and members of the Committee. A scheduled meeting date in January will be retained in order for the Committee to comment on the annual review of Members' allowances prior to its approval by full Council.
- 3.7 In relation to the 2020-21 municipal year, in addition to the usual break in meetings during the purdah period prior to the City Council elections on 7 May 2020, the following should be noted:
- The Annual Council meeting following the elections cannot be held on the usual day due to the timing of both the elections and the late May Bank Holiday. Holding the meeting prior to the Bank Holiday would not give enough time for committee and outside body appointments to be finalised, therefore it is proposed that Annual Council be held after half term on 1 June 2020. This has a knock-on effect to the timetabling of committee meetings in June and July.
 - July Council will be a week later than usual due to the anticipated timing of the 2020 LGA Conference.
- 3.8 It should also be noted that the school term dates for 2019-20 have not yet been published; therefore, where anticipated dates have been included, these are provisional and meeting dates for 2019-20 may be subject to change once the term dates are known.

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.

5.0 Reasons for Recommendations

- 5.1 To agree the programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021.

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. Invitations to full Council meetings will be sent to all Members straight away and invitations to all

other meetings for the 2019-20 period will be sent following Annual Council in May to take account of any changes to committee membership.

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.

(One Legal 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) and Safeguarding:

- 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.

- 10.2 There are no safeguarding implications.

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

This page is intentionally left blank



DRAFT PROGRAMME OF MEETINGS

1 MAY 2019-30 APRIL 2021

MAY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 BH <i>Ramadan started 5/5/19 (ends 4/6/19)</i>	7 6.00pm Planning Committee	8 6.00pm Cabinet	9	10
13 14 <i>6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)</i>	14	15 <i>4.30pm Cabinet Briefing*</i>	16	17
20 3.00pm Annual Council	21	22	23	24
27 SH	28 SH	29 SH <i>6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)</i>	30 SH	31 SH

*not open to the public

**Outside Body meeting, by invitation only

JUNE 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
3 6.30pm Overview and Scrutiny Committee	4 <i>Ramadan ends 04/6/19</i> 6.00pm Planning Committee	5	6	7
10	11 6.30pm Licensing and Enforcement Committee	12 6.00pm Cabinet	13	14
17 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	18	19 <i>4.30pm Cabinet Briefing*</i>	20	21
24	25 6.00pm General Purposes Committee	26	27	28

*not open to the public

**Outside Body meeting, by invitation only

JULY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1 6.30pm Overview and Scrutiny Committee	2 <i>LGA Conference (TBC)</i> 6.00pm Planning Committee	3 <i>LGA Conference (TBC)</i> 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	4 <i>LGA Conference (TBC)</i> 6.00 pm <i>Environment and Ecology Forum**</i>	5
8	9	10 6.00pm Cabinet	11 6.30pm Council	12
15 <i>Page 102</i>	16 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	17	18	19
22 6.30pm Audit and Governance Committee	23	24 SH	25 SH	26 SH
29 SH	30 SH	31 SH		

*not open to the public

**Outside Body meeting, by invitation only

AUGUST 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	2 SH
5 SH	6 SH 6.00pm Planning Committee	7 SH	8 SH	9 SH
12 page 103	13 SH 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	14 SH	15 SH	16 SH
19 SH	20 SH	21 SH <i>4.30pm Cabinet Briefing*</i>	22 SH	23 SH
26 BH	27 SH	28 SH 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	29 SH	30 SH

*not open to the public

**Outside Body meeting, by invitation only

SEPTEMBER 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
2 6.30pm Overview and Scrutiny Committee	3 6.00pm Planning Committee	4	5	6
9	10 6.30pm Licensing and Enforcement Committee	11 6.00pm Cabinet	12	13
16 Lib Dem Party Conference 10 6.30pm Audit and Governance Committee	17 Lib Dem Party Conference	18 <i>4.30pm Cabinet Briefing*</i>	19 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	20
23 Labour Party Conference	24 Labour Party Conference	25 Labour Party Conference	26 6.30pm Council	27
30 Conservative Party Conference 6.30pm Overview and Scrutiny Committee				

*not open to the public

**Outside Body meeting, by invitation only

OCTOBER 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Conservative Party Conference 6.00pm Planning Committee	2 Conservative Party Conference 6.00pm Cabinet	3 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	4
7	8	9 6.00pm Cabinet <i>4.30pm Cabinet Briefing*</i>	10	11
14 Sep 105	15 6.00pm General Purposes Committee	16 <i>4.30pm Cabinet Briefing*</i>	17 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	18
21 SH	22 SH	23 SH	24 SH	25 SH
28 SH	29 SH	30 SH <i>6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)</i>	31 SH	

*not open to the public

**Outside Body meeting, by invitation only

NOVEMBER 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 <u>SH</u>
4	5 6.00pm Planning Committee	6 6.00pm Cabinet	7 <i>6.00 pm Environment and Ecology Forum**</i>	8
Par 1 8 1	12	13 <i>4.30pm Cabinet Briefing*</i>	14	15
18	19	20	21 6.30pm Council	22
25	26	27 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	28	29

*not open to the public

**Outside Body meeting, by invitation only

DECEMBER 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
2 6.30pm Overview and Scrutiny Committee (Budget)	3 6.00pm Planning Committee	4 6.00pm Cabinet	5	6
9	10 6.30pm Licensing and Enforcement Committee	11 <i>4.30pm Cabinet Briefing*</i>	12 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	13
16 Page 107	17	18	19	20
23 SH	24 SH	25 BH	26 BH	27
30 SH	31 SH			

*not open to the public

**Outside Body meeting, by invitation only

JANUARY 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 BH	2 SH	3 SH
6 6.30pm Overview and Scrutiny Committee	7 6.00pm Planning Committee	8	9	10
13 <small>page 108</small>	14 6.00pm General Purposes Committee	15 6.00pm Cabinet	16 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	17
20 6.30pm Audit and Governance Committee	21	22 <i>4.30pm Cabinet Briefing*</i>	23	24
27 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	28	29	30 6.30pm Council	31

*not open to the public

**Outside Body meeting, by invitation only

FEBRUARY 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
3 6.30pm Overview and Scrutiny Committee	4 6.00pm Planning Committee	5	6	7
10	11 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	12 6.00pm Cabinet	13	14
17 Page 109	18 SH	19 SH <i>4.30pm Cabinet Briefing*</i>	20 SH	21 SH
24 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	25	26	27 6.00pm Council	28

*not open to the public

**Outside Body meeting, by invitation only

MARCH 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
2 6.30pm Overview and Scrutiny Committee	3 6.00pm Planning Committee	4 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	5 <i>6.00 pm Environment and Ecology Forum**</i>	6
9 6.30pm Audit and Governance Committee	10 6.00pm General Purposes Committee	11 6.00pm Cabinet	12	13
16 Date 110	17 6.30pm Licensing and Enforcement Committee	18	19 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	20
23	24	25	26 6.30pm Council	27
30 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	31			

*not open to the public

**Outside Body meeting, by invitation only

APRIL 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 SH	7 SH 6.00pm Planning Committee	8 SH	9 SH	10 BH
13 Page 111	14 SH	15 SH 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	16 SH	17 SH
20	21	22	23 Ramadan starts 23/04/20 (ends 23/05/20)	24
27	28 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	29	30	

*not open to the public

**Outside Body meeting, by invitation only

MAY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 BH	5	6	7 CITY COUNCIL ELECTIONS	8
11 Page 112	12	13	14	15
18	19	20	21	22
25 BH	26 SH	27 SH	28 SH	29 SH

*not open to the public

**Outside Body meeting, by invitation only

JUNE 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
1 3.00 pm Annual Council	2	3 <i>4.30pm Cabinet Briefing*</i>	4 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	5
8	9 6.00pm Planning Committee	10	11	12
15 Par t 3 6.30pm Overview and Scrutiny Committee	16 6.30pm Licensing and Enforcement Committee	17	18	19
22	23 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	24 6.00pm Cabinet	25	26
29	30			

*not open to the public

**Outside Body meeting, by invitation only

JULY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 4.30pm Cabinet Briefing*	2 <i>6.00 pm Environment and Ecology Forum**</i>	3
6 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	7 LGA Conference (TBC) 6.00pm Planning Committee	8 LGA Conference (TBC)	9 LGA Conference (TBC)	10
13 6.30pm Overview and Scrutiny Committee	14	15	16 6.30pm Council	17
20 6.30 pm Audit and Governance Committee	21 SH 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	22 SH 6.00pm Cabinet	23 SH	24 SH
27	28	29	30	31

*not open to the public

**Outside Body meeting, by invitation only

AUGUST 2020						
Monday	Tuesday	Wednesday	Thursday	Friday		
3 SH	4 SH 6.00pm Planning Committee	5 SH	6 SH 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	7 SH		
10 SH	11 SH	12 SH	13 SH	14 SH		
17 SH S11 15	18 SH 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	19 SH	20 SH	21 SH		
24 SH	25 SH	26 SH <i>4.30pm Cabinet Briefing*</i>	27 SH	28 SH		
31 BH						

*not open to the public

**Outside Body meeting, by invitation only

SEPTEMBER 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 6.00pm Planning Committee	2	3 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	4
7 6.30pm Overview and Scrutiny Committee	8 6.30pm Licensing and Enforcement Committee	9	10	11
14 6.30pm Audit and Governance Committee	15	16 6.00pm Cabinet	17	18
21	22 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	23 <i>4.30pm Cabinet Briefing*</i>	24 6.30pm Council	25
28	29	30		

*not open to the public

**Outside Body meeting, by invitation only

OCTOBER 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 6.30pm Overview and Scrutiny Committee	6 6.00pm Planning Committee	7	8 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	9
12 Page 117	13	14 6.00pm Cabinet	15	16
19	20	21 <i>4.30pm Cabinet Briefing*</i>	22 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	23
26 SH	27 SH	28 SH	29 SH	30 SH

*not open to the public

**Outside Body meeting, by invitation only

NOVEMBER 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
2 6.30pm Overview and Scrutiny Committee	3 6.00pm Planning Committee	4	5 6.00 pm Environment and Ecology Forum**	6
9 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	10	11 6.00pm Cabinet	12	13
16 6.30pm Audit and Governance Committee	17	18 4.30pm Cabinet Briefing*	19	20
23	24	25 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	26	27
30 6.30pm Overview and Scrutiny Committee				

*not open to the public

**Outside Body meeting, by invitation only

DECEMBER 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 6.00pm Planning Committee	2	3	4
7 6.30pm Overview and Scrutiny Committee (Budget)	8 6.30pm Licensing and Enforcement Committee	9 6.00pm Cabinet	10 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	11
14 Page 119	15	16 <i>4.30pm Cabinet Briefing*</i>	17	18
21 SH	22 SH	23 SH	24 SH	25 BH
28 BH	29 SH	30 SH	31 SH	

*not open to the public

**Outside Body meeting, by invitation only

JANUARY 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 BH
4 6.30pm Overview and Scrutiny Committee	5 6.00pm Planning Committee	6	7	8
11 Page 120	12 6.00pm General Purposes Committee	13 6.00pm Cabinet	14 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	15
18 6.30pm Audit and Governance Committee	19	20 <i>4.30pm Cabinet Briefing*</i>	21	22
25 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	26	27	28 6.30pm Council	29

*not open to the public

**Outside Body meeting, by invitation only

FEBRUARY 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
1 6.30pm Overview and Scrutiny Committee	2 6.00pm Planning Committee	3	4	5
8	9 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	10 6.00pm Cabinet	11	12
15 Page 121	16	17 <i>4.30pm Cabinet Briefing*</i>	18	19
22 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	23	24	25 6.00pm Council (Budget)	26

*not open to the public

**Outside Body meeting, by invitation only

MARCH 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
1 6.30pm Overview and Scrutiny Committee	2 6.00pm Planning Committee	3 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	4 <i>6.00 pm Environment and Ecology Forum**</i>	5
8 6.30pm Audit and Governance Committee	9	10 6.00pm Cabinet	11	12
15 Page 122	16 6.30pm Licensing and Enforcement Committee	17 <i>4.30pm Cabinet Briefing*</i>	18 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	19
22	23	24	25 6.30pm Council	26
29 6.30 pm Overview and Scrutiny Committee	30	31		

*not open to the public

**Outside Body meeting, by invitation only

APRIL 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 BH
5 BH	6 6.00pm Planning Committee	7 6.00pm Cabinet	8 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	9
12 Page 123	13	14 <i>4.30pm Cabinet Briefing*</i>	15	16
19	20	21	22	23
26 6.30pm Overview and Scrutiny Committee	27	28 6.00pm Sub-Committee (Licensing or Licensing and Enforcement) (TO BE CONFIRMED)	29	30

*not open to the public

**Outside Body meeting, by invitation only

This page is intentionally left blank