



SUMMONS TO ATTEND THE ANNUAL COUNCIL MEETING - SUPPLEMENTARY

Monday 14 May 2018 at 7.00 pm

Grand Hall - Brent Civic Centre, Engineers Way,
Wembley, HA9 0FJ

To the Mayor and Councillors of the London Borough of Brent and to
each and every one of them.

I hereby summon you to attend the MEETING OF THE COUNCIL of this
Borough.

CAROLYN DOWNS
Chief Executive

Dated: Friday 11 May 2018

For further information contact: Thomas Cattermole, Head of Executive and
Member Services Tel: 020 8937 5446 email: thomas.cattermole@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the
minutes of this meeting have been published visit:
democracy.brent.gov.uk

The press and public are welcome to attend this meeting

**Please note by entering the meeting room you will be deemed to
have consented to the possibility of being filmed and to the
possible use of those images and sound recordings**

Agenda

8 Changes to the Constitution

1 - 24

To receive a report from the Director of Legal and HR Services seeking approval to a number of changes to the Constitution, in accordance with Standing Order 27(g).

9 Representation of Political Groups on Committees

25 - 32

To receive a report from the Chief Executive asking Members to review and determine, under Section 15 of the Local Government and Housing Act 1989 or any re-enactment or modification thereof, the allocation of seats on Council committees and other relevant bodies, in accordance with Standing Order 27(h).

11 Calendar of Council Meetings for the 2018/2019 Municipal Year

33 - 52

To receive a report from the Chief Executive seeking approval to the calendar of Council meetings for the forthcoming 2018/2019 municipal year, in accordance with Standing Order 27(j & k).

12 Members Allowances Scheme - Review


53 - 72

To receive a report from the Chief Executive presenting the outcome of the review of Members Allowances Scheme for 2018/19 undertaken following the previous Council meeting on 26 February 2018.



Please remember to switch your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.

	Annual Council Meeting 14 May 2018
	Report from the Director of Legal and HR Services
Amendments to the Constitution	

Wards Affected:	N/A
Key or Non-Key Decision:	N/A
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	4
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Debra Norman, Director of Legal and HR Services, 02089371578

1.0 Purpose of the Report

- 1.1 This report proposes a number of changes to the council's Constitution. These principally affect the committee structure. In addition changes are proposed to the Local Code of Corporate Governance. In addition some other minor changes are proposed as set out in the report and/or the Appendices.

2.0 Recommendations

- 2.1 To approve the changes to the Constitution proposed in this report and/or contained in the Appendices.
- 2.2 To authorise the Director of Legal and HR Services to amend the Constitution accordingly, including making any necessary incidental or consequential changes.
- 2.3 To note that, to the extent that the changes relate to executive functions of the Council, they have been approved by the Leader.

3.0 Detail

Proposed committee changes

- 3.1 In view of the recent election and the transition to a new administration, it seems timely to review the committee structure through which decisions made at member level, be it by Full Council or the Cabinet, are made. A number of proposals to streamline the committee structure are set out below. A reduction in the number of formal member

level bodies would be likely to reduce the number of meetings members and officers have to attend and the reports that have to be prepared.

3.2 The Highways Committee:

The separate Highways Committee of the Cabinet is unusual and is not found in other councils. In practice the committee does not undertake a significant amount of work. Since the start of the 2014/15 municipal year there have been 16 scheduled meetings of the Highways Committee. The history of these meetings is as follows:

- 1 meeting per municipal year cancelled due to lack of business
- Of the 12 meetings that did go ahead:
 - 7 meetings had only 1 item of business (excluding petitions)
 - 3 meetings had 2 items of business (excluding petitions)
 - 2 meetings had 0 items of business (excluding petitions and responses to petitions)
- The average duration of the meetings held over this period is under an hour. However, when considering meetings of this committee held in 2017/18, average duration falls to just over 30 minutes.
- Number of hits on the website for meetings of this committee for the current 2017/18 year is 169. This compares to 2279 for Cabinet over the same period.

3.3 In the light of this history it is proposed that this committee could be discontinued. This would:

- improve transparency/visibility of decision-making for decisions reserved instead to the Cabinet;
- streamline the Forward Plan process;
- eliminate some duplication (as some matters considered by the committee have also been the subject to consideration by the Cabinet);

The effect of discontinuing this committee is that Highways related decisions become the responsibility of the Strategic Director of Regeneration and Environment, subject to the same general restrictions on officer powers as other decision-making. It is proposed that to ensure a continuing significant level of oversight by cabinet members of decision making in respect of highways matters, the following decisions currently made by Highways committee are reserved in future to Cabinet:

- i. Strategic and high level highways and transportation matters which includes decisions which affects 4 wards or more
- ii. Strategies or policies in respect of highways or transportation matters
- iii. Highways and transportation matters involving expenditure over £2m for services and supplies and or £5m works¹
- iv. Highways or transportation matters which have a significant effect on income
- v. Approval of traffic calming works where more than 10 valid objections have been received
- vi. Approval of any permanent traffic regulation order subject to more than 10 valid objections

3.4 During the period since the start of the 2014/15 municipal year the committee received 14 petitions. Consideration of this number of petitions at Cabinet would be disruptive to the working of Cabinet. It is therefore proposed that:

¹ These limits have been increased to match the recent changes to the limits in respect of procurement decisions

- in respect of petitions between 5 and 50 valid signatures or which concern decisions planned to be made or to be considered at a future meeting, the existing petitions scheme continue to apply;
- in respect of petitions with 51 or more valid signatures are referred to the Strategic Director, Regeneration and Environment and copied to the Cabinet member whose portfolio includes highways matters and to the chair of the Resources and Public Realm Scrutiny Committee unless they relate to a decision on the Cabinet agenda; and
- in respect of petitions with more than 200 valid signatures, the established right to request that the matter is debated at Full Council will apply.

The proposed amendments to be made to the Constitution to give effect to these changes in respect of highways matters are in Appendix 1.

3.5 **Audit and Standards Committee/Audit and Standards Advisory Committee:**

The Standards Committee currently meets on a quarterly basis. The committee generally receives a report covering gifts and hospitality declarations over the previous quarter and any other general Standards related developments over that period, including any relevant consultations. There is rarely any other business for the committee and its meetings are very short. It is suggested that the Standards Committee could be merged with the Audit Committee, which is the council's other committee responsible for governance matters and the Audit Advisory Committee. The Audit Advisory Committee could take on responsibility for advising the council on Standards related matters. The proposed amendments to be made to the Constitution to give effect to this are in Appendix 2.

- 3.6 It is suggested that in addition to the existing independent Chair, the 4 current co-opted members of the Standards Committee would be full members of the merged Audit and Standards Advisory Committee i.e. participate and/or vote in respect of both audit and standards related items. It is anticipated that the inclusion of these members will be particularly useful for the new advisory committee in its first year. If these proposals are agreed, the total number of co-opted members on the merged committee will be reviewed at the Annual Council meeting in 2019.

- 3.7 On audit matters, the committees will also have the support of an independent and expert adviser.

3.8 **General Purposes and Licensing:**

It is proposed that the specific licensing matters currently allocated to General Purposes Committee be re-allocated to the Alcohol and Entertainment Licensing Committee (to be called the "Licensing Committee" in future). This will mean that the committee will be constituted as the Council's statutory Licensing Committee for the purposes of the Licensing Act 2003 and as an ordinary committee established under s102(1)(a) of the Local Government Act 1972. All of the Council's non-executive licensing and registration functions (which for the avoidance of doubt excludes landlord licensing as it is an executive and housing function of the Council) will now be exercised by the members of the Licensing Committee almost entirely via its sub-committees.

- 3.9 Currently, there are three licensing sub-committees (each comprising of 3 members in accordance with statutory requirements) to conduct hearings and deal with such other Licensing Act/Gambling Act matters that cannot be delegated to officers. It is proposed that in future there be a single sub-committee called the 'Alcohol and Entertainment

Licensing Sub-Committee' which will, subject to availability, be chaired by the Chair or Vice-Chair of the Licensing Committee. In the absence of the Chair or Vice-Chair, one of the 3 Sub-Committee members will act as Chair.

- 3.10 Given the frequency of licensing hearings, standing orders permit substitutes to be appointed from the full membership of the main committee. This will also ensure that over a period of time it is likely that all committee members will have the opportunity to decide contested applications and conduct hearings.
- 3.11 It is further proposed that another sub-committee be established (called the 'Regulatory Sub-Committee'), comprising of 5 members, to exercise all of the main committee's non-Licensing Act and Gambling Act functions.
- 3.12 The proposed amendments to be made to the Constitution to give effect to this change are in Appendix 3. Although the law is not entirely clear, a committee which carries out general licensing functions as well as alcohol, entertainment and gambling functions may be required to be politically balanced. This is unlikely to make any practical difference because it is the Council's established practice to apply these rules to its main licensing committee as a matter of good practice. Consequently, the Regulatory Sub-Committee will need to be politically balanced too but not the 3 member Alcohol and Entertainment Licensing Sub-Committee.

3.13 **Equalities Committee:**

The Equalities Committee was established at Full Council in May 2015 arising out of the consideration by the General Purposes Committee on 29 January 2015 of a review conducted by Councillor Pavey of equalities and HR policies and practice at Brent. The stated purpose of the new committee set out in the report to Full Council was to oversee progress towards the Excellent Standard in the Equalities Framework for Local Government. The council achieved this standard in April 2016. In addition the council has achieved the following significant equalities related standards:

- 2016 - Achieved Disability Employer status under the DWP Disability Confident scheme.
- January 2017 - the Council was ranked among the top 200 LGBT-Inclusive employers by the 2017 Stonewall Workplace Equality Index.
- October 2017 – included as one of the UK's Best Employers for Race in the Business in the Community List.

- 3.14 As the committee was established primarily to achieve a particular objective which had now been achieved, its functions could now be absorbed by the General Purposes Committee (in respect of staff related matters) and the Cabinet (in respect of service delivery related matters). The proposed amendments to be made to the Constitution to give effect to this are in Appendix 3.

Local Code of Corporate Governance

- 3.15 The Constitution includes the Council's Local Code of Corporate Governance which was adopted in accordance with CIPFA/SOLACE guidance. The changes set out in Appendix 4 ensure the Code reflects the CIPFA / SOLACE publication entitled "Delivering Good Governance in Local Government: Framework 2016 Edition and current council practice.

Other Minor changes

- 3.16 **The Council's guillotine procedure (standing order 44 and 62):** Subject to specified exceptions and some built-in flexibilities, the default rule is that Full Council and

committee meetings have to finish at 10.00pm. If approved, the Municipal Calendar for the forthcoming year will result in most meetings starting at an earlier time. It is proposed therefore that the default rule be re-set as follows: that meetings finish after 3 hours or 10.00pm (whichever is earlier). As up until now most meetings started at 7.00pm, imposing a general time limit of 3 hours will not further restrict the time allowed for meetings.

3.17 **Table of Proper and Statutory Officer functions:** The Council's Members' Code of Conduct states that the Monitoring Officer can grant dispensations to Members on one or more grounds specified in section 33(2) of the Localism Act 2011. This is a 'proper officer' function. Currently, the post of Director of Legal and HR Services is designated as the Monitoring Officer and it is proposed that the table of proper and statutory officer functions in Part 3 of the Constitution be updated accordingly.

3.18 **Scheme of officer delegations:** The Council's scheme of officer delegations (set out in Part 3 of the Constitution) records the scope of officer delegations and the circumstances in which they can be exercised. These delegations are expressed in broad and general terms to ensure appropriate and necessary flexibility. The Chief Executive's responsibilities include exercising the Council's assets of community value (also known as 'right to bid') functions. For the avoidance of doubt, it is proposed that the scheme of officer delegations be amended to expressly refer to the Council's assets of community value functions.

4.0 Financial Implications

4.1 The improved committee and decision making arrangements will result in greater efficiencies.

5.0 Legal Implications

5.1 These are contained in the body of the report.

6.0 Equality Implications

6.1 The Equalities Committee has overseen some significant progress in equalities in the council. The particular focus provided by a specific committee has enabled its objectives to be achieved. Championing equalities issues will now be mainstreamed into the work of the General Purposes Committee and the Cabinet.

7.0 Consultation with Ward Members and Stakeholders

7.1 The proposals in this report have been considered by the council's Constitutional Working Group.

8.0 Human Resources/Property Implications (if appropriate)

8.1 None.

Report sign off:

Debra Norman
Director of Legal and HR
Resources

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Appendix 1

New section to be added to Part 3 – Responsibility for Functions

12. Highways and Traffic Regulation

The powers delegated to the Strategic Director Regeneration and Environment in respect of highways and related functions do not include.

- i. Strategic and high level highways and transportation matters which includes decisions which affect 4 wards or more
- ii. Strategies or policies in respect of highways or transportation matters
- iii. Highways and transportation matters involving expenditure over £2m for services and supplies or £5m works
- iv. Highways or transportation matters which have a significant effect on income
- v. Approval of traffic calming works where more than 10 valid objections have been received
- vi. Approval of any permanent traffic regulation order subject to more than 10 valid objections

Section to be deleted from Part 3 – Responsibility for Functions

TABLE 4A

THE MEMBERSHIP AND TERMS OF REFERENCE OF THE HIGHWAYS COMMITTEE OF THE CABINET

Membership

The committee comprises 5 members of the Cabinet appointed by the Leader.

Chair and Vice Chair

To be appointed by the Leader.

Quorum

3 Cabinet members.

Terms of Reference

The Leader has agreed to delegate the following executive functions to the committee: -

1. Scheme approval for traffic management and related matters associated with the public highway, and off-street car parks. Traffic management includes traffic calming, signals, pedestrian crossings, bus lanes, cycle routes, stopping up orders,

controlled parking zones, waiting restrictions and charges for parking and penalty charges.

2. Reviewing performance of the implementation of schemes and of parking enforcement.
3. Any other matter relating to traffic management which the Operational Director Environment Services considers should be referred to the Committee for a decision.

The Leader has not delegated to the Highways Committee the strategic and high level highways and transportation matters which includes decisions relating to more than four wards, matters involving expenditure over £500k, or matters which have a significant effect on income, strategies or policies in respect of highways and transportation. These will be considered by the Cabinet.

Appendix 2

~~AUDIT~~ ~~AUDIT~~ — ~~AND~~ ~~STANDARDS~~ ~~ADVISORY~~ COMMITTEE

Membership

- The committee comprises 5 non-executive councillors and upto 52 voting co-opted members, one of whom will be the Chair of the committee.

Terms of Reference

Audit~~Audit~~ and Standards

To consider the following matters and to make recommendations ~~concerning them~~ to the relevant Council bodies or to officers:

Audit Activity

1. The Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed), and the strategic and annual audit plans, and consider the level of assurance these can give over the council's corporate governance arrangements.
2. Summaries of specific internal audit reports as appropriate.
3. The annual review of the effectiveness of internal audit.
4. Reports from internal audit on agreed audit recommendations not implemented within a reasonable timescale.
5. Specific reports as agreed with the external auditor.
6. The scope and depth of external audit work and to ensure it gives value for money.

Regulatory Framework

7. The Council's constitution in respect of Contract Standing Orders and financial regulations.
8. Any issue referred to it by the chief executive or a director, or any council body.
9. Effective development and operation of risk management and corporate governance in the Council.
10. Council policies to facilitate confidential reporting by employees of suspected fraud, corruption or any other wrongdoing and the Council's anti-fraud and anti-corruption policies.

11. The production of the Council's Statement on Corporate Governance and Internal Control.
12. The Council's arrangements for corporate governance and actions to ensure compliance with best practice.
13. The Council's compliance with its own and other published standards and controls.
14. The handling of any reports from the Local Government Ombudsman.

Accounts

15. The external auditor's report to those charged with governance on issues arising from the audit of the accounts.
16. The statement of accounts and any issues from the financial statements or from the audit that need to be brought to the attention of the Council.

Standards

To consider the following matters and to make recommendations to the Monitoring Officer, Audit and Standards Committee or Full Council as appropriate:

17. The Council's obligation to promote and maintain high standards of conduct by members and co-opted members.
18. The operation and effectiveness of, and compliance with, the Brent Members' Code of Conduct (the Code) and other codes, protocols and guidance which supplement the Code.
19. Advice and assistance to members and co-opted members on how to observe the Code and on conduct and standards generally.
20. Training on the Code and conduct and standards generally.
21. Arrangements for dealing with written allegations of failure to comply with the Code.

AUDIT ~~AND STANDARDS~~ COMMITTEE

Membership

- The committee comprises of ~~the~~ 5 ~~non-executive~~ councillor members of the ~~Audit~~ Audit and Standards Advisory Committee.

7

Terms of Reference

Audit

- 1 To review and approve the annual statement of accounts and consider whether there are any issues from the financial statements or from the audit that need to be brought to the attention of the Council.
- 2 To adopt the Council's Annual Governance Statement.

Standards

3. To promote and maintain high standards of conduct by members and co-opted members.
4. To approve codes or protocols to supplement the Code referred by the Monitoring Officer.
8. To approve arrangements for dealing with written allegations of failure to comply with the Code.
9. To deal with matters relating to complaints about the conduct of individual members and co-opted members including what, if any, action to take following the investigation of complaints, the hearing of complaints and determining the sanctions to be imposed and/or action to be taken following a finding of breach.
10. To carry out all other functions relating to complaints about members' conduct referred by the Monitoring Officer.

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Appendix 3

GENERAL PURPOSES COMMITTEE

Membership

- The committee comprises 8 councillors.

Terms of Reference

1. Subject to paragraph 10 below, to carry out those functions specified in this Constitution as being the responsibility of the General Purposes Committee, except to the extent that those functions have been delegated to officers or sub-committees of the General Purposes Committee, including but not limited to: -
 - (a) closing and creating footpaths, public rights of way and bridleways;
 - (b) public path and railway extinguishments orders; and
 - (c) agreeing changes to appointments to outside bodies.
 2. To appoint its sub-committees as set out in the Constitution.
 3. To set the Council Tax Base.
 4. To agree the calculation of estimated income from National Non-Domestic Rates.
 5. To determine the terms and conditions on which staff appointed by the Senior Staff Appointments Sub-Committee shall hold office, including procedures for their dismissal, and to determine the grading structure to be applied to posts appointed by the Senior Staff Appointments Sub-Committee.
 6. To determine the overall framework of terms and conditions of service for employees.
 7. To consider workforce equalities and diversity matters referred to it by the Director of Legal and HR Services.
 8. To determine matters referred to it by the Chief Finance Officer or the Pension Fund Sub-Committee concerning the Council's functions under the Local Government Pension Scheme.
 8. ~~To hear and determine applications under licensing legislation (other than the Licensing Act 2003 or the Gambling Act 2005) which are considered significantly contentious by the Strategic Director Regeneration and Environment or in respect of which an applicant is entitled to be heard by a committee or sub-committee of members.~~
- ~~To hear and determine appeals against officer decisions regarding licence applications under the Scrap Metal Dealers Act 2013.~~

9. To carry out any non-executive functions which are not the responsibility of any other person or Council committee or sub-committee, except where prevented by law from doing so or by any other provision in this Constitution.
10. To carry out any other functions which are non-executive functions and which have been delegated to its sub-committees or officers but which the relevant sub-committee or officer is for whatever reason unable or unwilling to so exercise.

~~ALCOHOL AND ENTERTAINMENT~~ LICENSING COMMITTEE

Membership

- The Committee comprises 105 members.

Terms of Reference

1. To ~~oversee the~~ discharge of all (non-executive) licensing functions of the Council ~~as the licensing authority~~ under the Licensing Act 2003 and the Gambling Act 2005, except
 - a. the determination of the Council's Statement of Licensing Policy and the publication of that Statement under either Act;
 - b. the making, and varying or revoking, of an order under section 172A of the Licensing Act (early morning alcohol restriction order); and
 - c. ~~and the making of a resolution not to issue a casino premises licence~~ under section 166 of the Gambling Act.
2. To discharge all of the Council's other licensing and registration functions which are not the responsibility of Cabinet or have not been reserved for Full Council.
3. To consider and review policies, procedures and other issues falling within the the terms of reference of the Committee.
4. To establish and appoint to sub-committees to ~~discharge~~determine:
 - a. the Committee's functions matters under the Licensing Act 2003 ~~regarding personal licences, premises licences, club premises certificates, provisional statements, variation of the designated premises supervisor, interim authorities, objections to temporary event notices and any applications requiring a hearing under the Act;~~
 - b. ~~and to determine~~ the Committee's functions matters under the Gambling Act 2005 ~~regarding premises licences, provisional statements, variations of premises licences, transfers of premises licences, reviews of premises licences and any applications requiring a hearing under the Act; and~~
 - c. all of the Council's other licensing and registration functions.;
 - c. -
 - c.

- ~~To arrange for the discharge of the functions governed by the Licensing Act 2003 and the Gambling Act 2005 by its sub-committees or by officers except where prohibited from doing so by those or any other statutory provision.~~
5. To arrange for the discharge of its functions by officers as permitted by law.
6. To receive and consider annual reports, where appropriate, on the needs of the local tourist economy, employment and investment in the area and any other matter directly related to the licensing functions in the borough.
7. To direct officers to report to the Planning Committee, where appropriate, on the situation regarding licensed premises in the area, including the general impact of alcohol related crime and disorder.

Alcohol and Entertainment Licensing Sub-Committee '~~A~~' / '~~B~~' / '~~C~~'

Membership

- ~~The Each~~ sub-committee shall comprises of 3 members.
- All members and alternate members must be members of the ~~Alcohol and Entertainment~~ Licensing Committee.

Terms of Reference

To consider and determine applications and other matters under the Licensing Act 2003 which cannot be determined by officers in accordance with section 10 of the Licensing Act 2003 or any other enactment and any other matter referred to it for determination by the Strategic Director Regeneration and Environment.

To consider and determine applications and other matters under the Gambling Act 2005 which cannot be determined by officers in accordance with section 10 of the Licensing Act 2003, as applied by various provisions of the Gambling Act 2005 or any other enactment, and any other matter referred to it for determination by the Strategic Director Regeneration and Environment.

~~Licensing Act 2003~~

~~To determine applications for personal licences where the police have served an objection notice.~~

~~To determine applications for premises licences, paragraph 3 sub club provisional statements where a relevant representation is made.~~

~~To determine applications to vary premises licences and club premises certificates where a relevant representation is made.~~

~~To determine applications to vary a designated premises supervisor where a police objection is received.~~

~~To determine applications for transfer of a premises licences where a police objection is received.~~

~~To determine applications to review premises licences and club premises certificates.~~

~~To determine applications for interim authorities notices where a police objection is received.~~

~~To determine an objection to a temporary event notice.~~

~~To determine an objection notice to revoke or suspend a personal licence where a conviction(s) or immigration penalties come to light after grant or renewal of the licence.~~

~~To determine any other matter relating to the Licensing Act 2003 the Strategic Director Regeneration and Environment considers appropriate for the Sub-Committee to consider.~~

Regulatory Sub-Committee

Terms of Reference

- The sub-committee shall comprise of 5 members.
- All members and alternate members must be members of the Licensing Committee.

To discharge all of the Licensing Committee's licensing and registration functions which do not relate to the Licensing Act 2003 or the Gambling Act 2005.

To hear and determine appeals against officer decisions regarding licence applications under the Scrap Metal Dealers Act 2003.

General

13. ~~To determine any application or variation which is capable of being determined by officers but which the Strategic Director Regeneration and Environment considers appropriate for the Sub-Committee to consider.~~

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Appendix 4

LOCAL CODE OF CORPORATE GOVERNANCE

Introduction

Each local authority operates through a governance framework. The governance framework is an interrelated system that brings together an underlying set of legislative requirements, standards of behaviour, and management processes.

Good governance means that the way a local authority operates is based on sound and transparent decision making with an effective process to support [this](#); [acting in the public interest at all times](#)

This Code sets out the Council's governance framework. It is based on Guidance issued by the Chartered Institute of Public Finance and Accountancy ('CIPFA') and the Society of Local Authority Chief Executives ('SOLACE') [guidance](#)) ~~that was originally published in 2007~~ entitled Delivering Good Governance in Local Government [Framework 2016 Edition](#). ~~and which has subsequently updated~~. There are [sixteen](#) core principles and further supporting principles identified by CIPFA/SOLACE which underpin and inform the way in which a local authority should perform its services and other functions. These principles inform the Council's governance framework, the Local Code of Corporate Governance and the standards by which the Council is audited.

The principles and standards set out below in this Code reflect those set out by the current CIPFA/SOLACE Guidance.

1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

The Constitution sets out how the council operates, how decisions are made and the policies which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution comprises eight parts which sets out the basic rules for governing the council's business, as well as detailed procedures and codes of practice.

The Constitution is regularly reviewed and was last updated in ~~May May 2018~~2017. The Constitution sets out the responsibilities of both members and officers. In particular the council has identified the following six statutory posts:

Legislation	Statutory Post	Officer
S4 Local Government and Housing Act 1989	Head of Paid Service	Chief Executive
Section 151 Local Government Act 1972	Section 151	Chief Finance Officer
S5 Local Government and Housing Act 1989	Monitoring Officer	Chief Legal Officer Director of Legal and HR Services
S18 Children Act 2004	Director of Children's	Strategic Director Children and Young People

	Services	
S6 Local Authority Social Services Act 1972	Director of Adult Social Services	Strategic Director Community and Wellbeing
Health and Director of Public Health Social Care Act 2012	Health and Director of Public Health Social Care	Director of Public Health

- A Scheme of Delegation sets out the powers delegated to officers as part of the Constitution. The Financial Regulations are also part of the Constitution, together with the Code of Corporate Governance and the Contract Standing Orders. The Constitution is reviewed regularly, with all changes (other than minor variations which may be made by the Monitoring Officer) approved by the Council and published on the external website.
- The Member Code of Conduct is set out in the Constitution, together with other codes. These have been reviewed and the updated codes of Conduct have been agreed by the Standards Committee. The council has a Standards Committee to deal with member conduct issues and this Committee is politically balanced and consists of five members and an independent co-opted member. An Independent Person has been appointed to be involved with complaints against members and the Council is seeking one or more additional appointments to this role. The Committee has an annual work programme and is supported by the Monitoring Officer ~~Chief Legal Officer~~. There is a register of member interests and gifts and hospitality.
- All councilors receive training on the requirements of the Code of Conduct and related issues. Monitoring Officer Advice Notes give advice to members on decision making and standards of conduct.
- All staff, in particular managers, are responsible for ensuring that laws and regulations are complied with and that the authority's policies are implemented in practice. Strategic Directors, Operational Directors and Heads of Service are responsible for monitoring implementation of the council's policies.
- The Council has a number of key governance related policies. Officers are made aware of their responsibilities through general communications, such as Weekly Round Up, manager briefings, staff events and via the induction process.

2. Ensuring openness and comprehensive stakeholder engagement

- The Chief Executive's Department is responsible for supporting some statutory local partnership arrangements (ie the Health and Wellbeing Board, Safer Brent Partnership, Safeguarding Adults and Children Boards and Children's Trust) and some non-statutory partnerships such as Partners for Brent. The Strategic Partnerships Team co-ordinates a broad range of collaborative activities, which stem from the Council's engagement with local public, private and voluntary sector organisations.
- Partners for Brent is an advisory body which facilitates wider involvement and engagement in the delivery of public services. The Partners for Brent Strategic Forum is made up of eight organisations including the Met Police, NHS partners and CVS.

- At a service area level, the objectives of partnerships are documented in the Service Plans and within contract documentation. They are then reflected in staff's individual objectives.
- Commitments to deliver against our responsibilities in relation to equality and diversity feature strongly in the Council's Borough Plan. Regard to equality, diversity and human rights duties is embedded in the budget setting and business planning process, and templates for each require that officers and members take into consideration in an appropriate manner the equality, diversity and human rights impacts of proposed decisions. The Council's approach is to embed equality and diversity within all of its work so that equality considerations are part of day-to-day management.

3. Defining outcomes in terms of sustainable economic, social and environmental benefits

- The Council has a Borough Plan for the period of 2015 to ~~December~~ 2019 agreed by the Cabinet, ~~Partners for Brent the Local Strategic Partnership~~ and Full Council. This document includes the corporate objectives of the Council and our shared partnerships priorities with other public agencies. Key performance indicators which relate to the ~~targets~~ priorities in the plan are monitored on a quarterly basis and reported to CMT and the Cabinet. The Borough Plan references other key relevant documents, including the following:
 - ~~Housing Strategy~~
 - Health and Wellbeing Strategy
 - Property & Assets Strategy;
 - Employment, Skills & Enterprise Strategy;
 - Safer Brent Strategy
- The priorities of the Borough Plan are regularly set out in The Brent Magazine, its website, press releases and targeted campaigns. Service priorities are extensively consulted on with users and other relevant stakeholders. Departmental Service Plans are discussed annually with Lead Members prior to finalisation.

4. Determining the interventions necessary to optimise the achievement of the intended outcomes

- ~~The Borough Plan sets out the council's vision for the area, underpinned by a Corporate Plan which identifies the key tasks from which team plans and individual objectives are set.~~
- Brent 2020 is our vision for Brent which sets out the actions we need to take, with our partners, to deliver our priorities and support the residents of Brent. Brent 2020 supports delivery of the targets and outcomes in our Borough Plan with a specific focus on five key priorities to meet the challenges we face in the coming years. We are seeking to build on the successes achieved to-date in transforming the Council and the Borough while developing a much sharper focus on services designed around the individual and creating better outcomes for those residents with complex circumstances. We are directing our resources towards priorities which will have a more significant impact in improving local people's opportunities and life chances. Our approach is intended to facilitate much closer cross council and inter-agency working on common themes and address the big issues affecting the future of the borough. In 2016, the Council developed a vision for Brent in 2020. The vision sets out how the Council will build on the successes achieved to-date

~~while developing a much sharper focus on services designed around the individual and creating better outcomes for those residents with complex circumstances. It highlighted a smaller number of priorities which will influence how we prioritise our resources. These priorities are aligned to both the demographic and economic needs profile of the borough and the findings from the community engagement activities which underpin the priorities in our Borough Plan.~~ A programme of activity is in place to support delivery of this vision with reports on progress provided regularly to CMT and elected councilors.

- The Cabinet consider risks as part of their decision making role on corporate policies, including the annual budget setting processes, major policy decisions and major projects. The Corporate Management Team review corporate risks through regular monitoring reports. Risks are identified within Service Plans and considered on a regular basis within departmental management teams and key operational risks are reported through to the Corporate Management Team.

5. Developing the entity's capacity, including the capability of its leadership and the individuals within it

- A full member learning and development programme is in place and there is a comprehensive induction programme for all councilors within the first few weeks of their election to office. Training on the Council's Code of Conduct for Councilors is compulsory. The council has adopted specific codes of conduct for councilors involved in planning or licensing decision-making and these councilors receive additional training in these areas as a pre-condition of their participation. A bespoke annual learning and development programme is provided for Councilors appointed as Members or Substitutes on the Scrutiny, Planning and ~~Alcohol and Entertainment~~ Licensing committees.
- There is a corporate induction programme in place for staff, which is largely e-learning based, and one for new managers, supplemented by various internal training courses. Within the New Manager Essential Programme the key objectives are for delegates to understand the roles and responsibilities (core standards and expectations) of the Brent Manager and the Management competencies. Key information and policies are highlighted to new staff and managers and held on the intranet.

6. Managing risks and performance through robust internal control and strong public financial management

- Decision making arrangements are set out in the Constitution. The Council operates a Leader and Cabinet model of decision making. Although some decisions are reserved for Full Council, most are made by the Cabinet or by committees, sub-committees or officers. There are currently no decision making powers delegated to individual Members.
- All forthcoming Key decisions by Cabinet are published in the Council's Forward plan and published every month on the Council's website.
- Reports and minutes of meetings are also published on the council's website and are available through the Libraries. This includes urgent decisions, which are reported to the next formal meeting of Cabinet.
- The council has an Audit ~~and Standards Advisory~~ Committee which meets ~~at least four times~~ 6 times during the year, ~~and considers the findings of the council's annual governance review and recommends approval of the Annual Governance Statement by the Audit committee in advance of approval of the annual statement of account with clear terms of~~

reference and an annual work programme for internal audit and risk management. It also advises on member standards issues.

- The Audit Advisory Committee, has been established to enhance the effectiveness of the Audit and Standards Committee, with clear terms of reference and an annual work programme to consider and advise on internal audit and risk management. This enables the independent Members to be equal voting members of the committee.
- The Audit and Standards Committee meets at least twice a year to approve the Annual Governance Statement and the annual statement of accounts.
- The Council maintains an Internal Audit service that operates in accordance with the published internal audit standards expected of a local authority in the United Kingdom. The Head of Internal Audit has direct access to the Chief Executive, the Section 151 Officer and the Chair of the Audit Committee and now the Chair of the Audit Advisory Committee.
- Robust business continuity management arrangements exist within the council, with all critical services having business continuity plans in place.
- The Council has a three year Medium Term Financial Strategy, which is reviewed and updated annually as part of the budget setting process to support the achievement of the council's corporate priorities. The budget and policy framework outlines the process and timetable to be followed each year when setting the council's budget. The financial management framework includes regular budget monitoring reports to departmental management teams, Corporate Management Team and Cabinet.

7. Implementing good practices in transparency, reporting, and audit to deliver effective accountability

- The statutory Forward Plan is published monthly on the internet, and details all key decisions proposed to be made by the council during the relevant period. Any key decision which is not on the Forward Plan may not be taken within that period, unless the report author is able to demonstrate to the Monitoring Officer and relevant members that urgency procedure requirements are met and, where required under Standing Orders, appropriate agreement of the Chief Executive or the relevant Chair of Scrutiny is obtained. All urgent decisions taken are monitored by the Monitoring Officer and regular reports taken to Full Council.
- Members are required to make sound decisions based on written reports which are prepared in accordance with the report writing guide and have to be cleared by both Finance and Legal. The Cabinet receives a briefing (Leader's Briefing) three weeks prior to the Cabinet meeting when members can ask detailed technical questions of officers. All reports must be reviewed and signed-off by or on behalf of the Chief Finance Officer and the ~~Chief Legal Officer~~ Director of Legal and HR Services and contain clear financial and legal advice to help members arrive at decisions.
- In accordance with the Local Government Act 2000, the Council has mechanisms in place to allow the effective, independent and rigorous examination of the proposals and decisions by the Cabinet. These mechanisms involve the Scrutiny process including call-in. The conduct of the Council's business is governed by the Constitution, which includes Standing Orders and Financial Regulations.
- All members and chief officers are required to complete an annual statement relating to third party transactions and a register of members' interests, which is updated by members, is maintained and published on the Council's website.

- The Brent Council Code of Conduct for Members, revised in 2018⁵, defines the standards of conduct expected of elected representatives, based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- In addition, the following codes, protocols and systems are well established within the council. All are regularly reviewed and updated to account for developments in governance arrangements and changes in local government.

These include:

- A declaration of interest process for members and senior officers as described above;
- Rules and protocols are in place and are being further developed for all partnership working;
- Organisation-wide performance appraisal and employee development schemes are in operation;
- There is a corporate complaints procedure in place in line with Ombudsman good practice requirements;
- Whistle-blowing, anti-fraud and anti-corruption / bribery policies are in place and publicised in compliance with the national transparency agenda; senior officers' remuneration is published on the council website.

Annual Review and reporting

Each year the council will carry out a review of the governance arrangements measured against this Code and the principles set out in the CIPFA/SOLACE Framework to ensure compliance with this Code, and the delivery of good governance within the local government framework and current good practice. The purpose of the review will be to provide assurance that governance arrangements are good and operating effectively and to identify any action required to improve effective governance in the future.

The outcome of the review will take the form of an Annual Governance Statement prepared on behalf of the Leader of the Council and the Chief Executive in accordance with the timetable for the preparation of the annual accounts. The findings of the review will be submitted to the **Audit and Standards Advisory Committee** and then the **Audit and Standards Committee** for consideration in accordance with the Audit and Accounts Regulations 2015. This requires findings of the review of the system of internal control to be considered by a committee, or by members of the council meeting as whole and **that the Annual Governance Statement be approved** by resolution of a committee, or members of the council meeting as a whole in advance of approving the statement of accounts.

The Governance Framework consists of a range of documents, policies and procedures developed, maintained and promoted by a number of different departments which are published and promoted to members, officers and others by publication on the council's website.

This Code will be reviewed after the Annual **review** and when any new CIPFA/SOLACE guidance is issued.

 Brent	<p style="text-align: center;">Annual Council Meeting 14 May 2018</p> <p style="text-align: center;">Report from the Chief Executive</p>
For Action	
Representation of Political Groups on Committees	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	1
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	James Kinsella, Governance Manager, Executive & Members Services email: james.kinsella@brent.gov.uk or Tel: 020 8937 2063

1.0 Summary

- 1.1 This report fulfils the Council's duty to review and determine the representation of different political groups on certain committees at its Annual Meeting or as soon as practicable thereafter. Subsequently, the Council has a duty to make appointments to those committees giving effect to the wishes of the political groups allocated the seats
- 1.2 The report also considers the position regarding Political Assistants following the outcome of the local elections.
- 1.3 As a result of the original poll for Willesden Green ward being countermanded Members are asked to note that the review detailed within this report has been based on a temporary Council membership of 60 as opposed to 63 councillors. Once the election in that ward has been held, a further review by Full Council will need to be undertaken to confirm the final representation of political groups on the Council and allocation of seats on committees. The outcome of that review will be reported to the next full Council meeting.

- 1.4 Members are also asked to note that the allocation of seats on committees reflects the proposed changes to the Constitution being recommended to Annual Council under Agenda Item 8 “Changes to the Constitution”.

2.0 Recommendations

2.1 Full Council:

- (i) agree the size of each committee;
- (ii) agree (where the rules of political balance apply) the allocation of seats on committees to each of the Council’s political groups as set out in the report;
- (iii) make appointments to those committees giving effect to the wishes of the political group allocated the seats;
- (iv) note that the political balance on sub-committees will be reviewed at the first meeting of the General Purposes Committee and the Licensing Committee; and
- (v) agree the Labour Group and Conservative Group be allocated political assistants as detailed within the report.

3.0 Detail

Representation of Political Groups

- 3.1 The Council is required to review and determine the representation of different political groups on certain committees at, or as soon as practicable, after its Annual Meeting.
- 3.2 As soon as practicable after the review, the Council then has a duty to determine the allocation to the different political groups of all seats on the relevant committees. The allocation is determined by applying the “political balance rules” prescribed by the Local Government and Housing Act 1989 and supplemented by the Local Government (Committees and Political Groups) Regulations 1990. These rules are set out in Appendix 1 to this report and are designed to ensure that the political composition of the Council’s decision making and deliberative committees, as far as possible, replicates the political composition of Full Council. Subsequently, the Council has a duty to make appointments to those committees giving effect to the wishes of the political group allocated the seats.
- 3.3 The Committees that the political balance rules apply to have similar duties in relation to any sub-committees they may have.
- 3.4 Given that the poll due to have been undertaken in Willesden Green ward on 3 May 2018 has been countermanded and the election for that ward is still to be held, the current membership of the Council is 60 members. According to the political balance rules, a political group for this purpose, is a group of two or more members. In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 formal notification has

been received about the formation of members into two political groups on the Council: the Labour Group and the Conservative Group.

3.5 The composition of the Council is therefore currently as follows:

57 Labour Group councillors (95%) and 3 Conservative Group councillors (5%).

3.6 The table below sets out the 5 ordinary committees of the Council which the political balance rules apply to; the size of each committee (excluding any non-voting co-opted committee members in accordance with the political balance rules); the total number of seats required to be allocated; the number of seats each political group is strictly entitled to based on the number of group members and any adjustments required by the political balance rules. The table reflects the proposed changes in committee structure detailed within the Changes to the Constitution report listed as Agenda Item 8 on the summons to the Annual meeting.

3.7 Previously the remit of the Alcohol and Entertainment Licensing Committee has meant that the political balance rules have not formally applied, however the Council has chosen to apply them as a matter of policy (not law). The change in remit for the newly constituted Licensing Committee, with it now being established as an ordinary committee of the Council carrying out other non-executive licensing and registration functions as well as acting as the Council's statutory licensing committee carrying out alcohol, entertainment and gambling functions, means the political balance rules now formally apply.

3.8 Subject to the changes in committee structure being approved, there are a total of 36 ordinary committee seats to which the political balance requirements will formally apply. As the 57 members of the Labour Group constitute 95% of the total membership of the Council, the proportion of seats the group is strictly entitled to is 34. However, as the political balance rules do not allow all the seats on a committee to be allocated to the same political group, at least 5 seats have to be allocated to the other political group. This will result in a final allocation of 31 seats to the Labour Group.

3.9 The Conservative Group are strictly entitled (based on the size of the group) to an allocation of 2 seats. However, as the Labour Group can only be allocated 31 and not 34 seats, the 3 remaining seats have to be allocated to the opposition group.

Ordinary Committees	Size	Labour Group	Conservative Group
		57 95%	3 5%
General Purposes Committee	8	7	1
Planning Committee	8	7	1
Audit & Standards Committee	5	4	1
Corporate Parenting Committee	5	4	1
Licensing Committee	10	9	1
Total seats	36		
Strict Entitlement (based on a proportion of total members)		34	2
Final Allocation (based on the political balance rules)		31 (-3)	5 (+3)

- 3.10 There are other committees which the political balance rules apply to but only principles (a), (b) and (d) (see Appendix 1, paragraph 3). Namely, the existing Scrutiny Committees and the Audit & Standards Advisory Committee
- 3.11 The table below confirms the size and make-up of these Committees. The Conservative Group is entitled to be allocated the single opposition group seat on all four Committees.

Other Committees	Size	Labour Group	Conservative Group
		57 95%	3 5%
Community and Wellbeing Scrutiny Committee	8 (plus 4 voting co-opted members and 2 non-voting co-opted members)	7	1
Resources and Public Realm Scrutiny Committee	8	7	1
Housing Scrutiny Committee	8	7	1
Audit & Standards Advisory Committee	5 (plus up to 5 voting co-opted members)	4	1

3.12 Subsequent to allocating seats, the Council has a duty to make appointments to the specified committees giving effect to the wishes of the political group allocated the seats. The appointments to committees being made by each political group have been detailed within the report on appointments to be considered as Agenda Item 10 on the Council summons).

3.13 The political balance rules do not apply to the Health and Wellbeing Board but it has been previously agreed that this Board comprise 4 Cabinet Members and one opposition Member. Members are therefore also asked to make the appointments to the Health and Wellbeing Board.

Political Assistants

3.14 Section 9 of the Local Government and Housing Act 1989 provides for the appointment of political assistants.

3.15 Where a council decides to make such appointments specific rules apply which vary depending on the size and number of the political parties. Following the local elections in May 2018 there is only one party which has

one tenth or more of the membership of the Council and in those circumstances the following rules apply:

Where the members of a relevant authority are divided into political groups only one of which has a membership that comprises one-tenth or more of the membership of the authority —

- (a) the groups qualifying for a post shall be that group and one other group; and*
- (b) the other group shall be the one with the next largest membership or, in a case in which there is more than one group with the next largest membership, such one of those groups as may be determined by the authority;*

- 3.16 On application of these rules, both the Labour Group and the Conservative Group will each qualify for a political assistant.

4.0 Financial Implications

- 4.1 The funding of the political assistant posts will be met from within existing resources. There are no other financial implications arising directly from this report.

5.0 Legal Implications

- 5.1 These are addressed in the body of the report.

6.0 Diversity Implications

- 6.1 None.

Background Papers

None.

Report sign off:


Peter Gadsdon
Director of Policy, Performance and
Partnership

Appendix 1

The political balance rules prescribed by the Local Government and Housing Act 1989 ('the Act') and the Local Government (Committees and Political Groups) Regulations 1990 ('the 1990 Regulations')

1. The rules are that seats on relevant committees must be allocated to different political groups so far as reasonably practicable in accordance with the following four principles:
 - (a) that not all the seats on the body are allocated to the same political group;
 - (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
 - (c) subject to paragraphs (a) and (b) above, that each political group is allocated the same proportion of the total seats across all the ordinary committees of the Council as the proportion of the members of the Council that belong to that group; and
 - (d) subject to paragraphs (a) to (c) above, that each political group is allocated the same proportion of the seats on each relevant body as the proportion of the members of the Council that belong to that group.
2. Principle (c) refers to "ordinary committees" which under the Act means those appointed under section 102(1)(a) of the Local Government Act 1972, namely General Purposes Committee, Audit & Standards Committee, Corporate Parenting Committee, Planning Committee and Licensing Committee.
3. Principles (a), (b) and (d) apply to a "body" to which the Council makes appointments. The Act provides that the bodies to which this principle applies include ordinary committees (as defined above) and ordinary sub committees, advisory committees and sub-committees, and joint committees where at least 3 seats are filled by appointments made by the Council.
4. Principles (a), (b) and (d) therefore apply to the Audit and Standards Advisory Committee. Strictly speaking, according to principle (b), the Labour Group is entitled to a majority of the seats on the Committee. However, to maintain the current size of the Committee, Full Council can depart from the rules provided no member votes against the proposal.
5. By virtue of the Local Government Act 2000, principles (a), (b) and (d) also apply to the Scrutiny Committees.
6. According to principle (c) above, the General Purposes Committee, Audit & Standards Committee, Corporate Parenting Committee, Planning Committee and Licensing Committee first have to be taken together to determine the *number* of seats that should be allocated to each group. Then, in accordance with paragraph (d) above, the number of seats each political group is entitled to has to be allocated proportionately to individual committees so far as possible.
7. The political balance principles do not apply to the London Councils' Joint Committees or the Joint Health Overview and Scrutiny Committee because only one appointment on each Committee is made by the Council.

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 Brent	Annual Council Meeting 14 May 2018
	Report from the Chief Executive
Calendar of Council Meetings 2018/2019 Municipal Year	

Wards Affected:	All
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One: Annual Calendar of Meetings 2018/19
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Devbai Bhanji Governance Assistant Tel: 020 8937 4011 Email: devbai.bhanji@brent.gov.uk

1.0 Purpose of the Report

- 1.1 This report presents a calendar of meetings for the 2018/2019 Municipal Year (Appendix 1). This Calendar reflects the proposed changes to the committee structure detailed within the Changes to the Constitution report (Item 6 on the Annual Council Meeting Summons) and associated governance schemes.

2.0 Recommendations

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the 2018/2019 Municipal Year, as attached in Appendix 1.
- 2.2 That Members agree that the Head of Executive and Member Services be authorised to make any alterations deemed necessary to the Municipal Calendar during the course of the municipal year having consulted the Leader of the Council; the Leader of the Opposition Group and the Chair of the affected meeting.

3.0 Detail

- 3.1 Attached as Appendix 1 is the calendar of meetings prepared for the 2018/2019 Municipal Year, which lists the dates proposed for Council, and its committee/sub-committee meetings, meetings of the Cabinet and other bodies.
- 3.2 In general, meetings of Full Council and the Cabinet take place on Mondays whilst most other meetings take place on Tuesdays, Wednesdays and Thursdays. With the exception of the Fostering Panel and some meetings of the Alcohol and Entertainment Licensing Sub-Committee, Fridays are avoided whenever possible.
- 3.3 As a basis for compiling the calendar, attempts have been made, wherever possible, to avoid clashes of appointments for Members.
- 3.4 Religious holidays have also been included on the calendar and meetings have been avoided as far as possible on these dates.
- 3.5 For information purposes, the calendar now lists principal civic events.
- 3.6 The dates of the meetings proposed for Full Council are as follows:
- (Monday 14 May 2018 – Annual Meeting of Council and Mayor Making)
Monday 9 July 2018
Monday 17 September 2018
Monday 26 November 2018
Monday 25 February 2019 (Council Tax and Budget Setting)
Wednesday 1 May 2019 (Annual Meeting of Council and Mayor Making)
- 3.7 The meetings of Full Council, the Planning Committee, the Scrutiny Committees, the Audit and Standards Advisory Committee and the majority of the remaining Committees will take place at 6:00 pm. Meetings of Cabinet will start at 4pm with Brent Connects meetings, Joint Committees and other bodies continuing to take place at 7:00 pm, unless otherwise indicated.
- 3.8 As previously, all Members will receive Outlook diary invitations once the Calendar of Meetings and committee appointments are agreed.
- 3.9 Provision has also been made for Member Learning and Development sessions throughout the Municipal Year.
- 3.10 Members are asked to note that the dates and times for meetings of the following bodies have been agreed jointly with the other authorities listed:
- Welsh Harp Joint Consultative Committee – London Borough of Barnet
 - Trading Standards Joint Advisory Board – London Borough of Harrow
 - Joint Committee of the London Boroughs of Brent Lewisham and Southwark - London Boroughs of Lewisham and Southwark
 - West London Prosperity Board - West London Alliance and the London Borough of Ealing which is hosting the Board throughout the 2018/2019 Municipal Year.
- 3.14 The dates of the five Brent Connects Forums are included. Each Forum will meet four times during the year.

- 3.15 Following the decision taken by Full Council at its meeting held on 11 July 2016, each Member is responsible for submitting his or her apologies for absence from meetings for Full Council. Such notifications shall be in writing and sent to the Head of Executive and Member Services, at thomas.cattermole@brent.gov.uk in good time and in any event, before the commencement of the meeting in question. If such notification is not received, the Member(s) apologies will not be recorded in the resulting minutes of the meeting.

4.0 Financial Implications

- 4.1 There are none specific to this report.

5.0 Legal Implications

- 5.1 There are none specific to this report.

6.0 Equality Implications

- 6.1 As outlined above, religious holidays have been included on the calendar and meetings have not been arranged on evenings where it has been deemed inappropriate to hold meetings because of the importance associated with any particular religious holiday.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 The draft Annual Calendar of Meetings was discussed by the Constitutional Working Group at its meeting held on Tuesday 8 May 2018.
- 7.2 Senior officers across the Council have been consulted on the draft Annual Calendar of Meetings.

Report sign off:

PETER GADSDON

Director of Performance, Policy and Partnerships

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MAY 2018	
Day	Committee Meeting
Monday 14 May	Annual Council Meeting
Tuesday 15 May	Ramadan starts
	Mandatory Member Learning and Development - Member Code of Conduct
Wednesday 16 May	Mandatory Member Learning and Development - Planning
Thursday 17 May	
Friday 18 May	
Saturday 19 May	Shavuout
Sunday 20 May	Shavuout
Monday 21 May	Shavuout / Cabinet - special
	General Purposes Committee
Tuesday 22 May	Licensing Committee (FULL)
	Mandatory Member Learning and Development - Alcohol and Entertainment Licensing
Wednesday 23 May	Mandatory Member Learning and Development - Corporate Parenting and Safeguarding Children
Thursday 24 May	Member Learning and Development - Scrutiny
Friday 25 May	
Saturday 26 May	
Sunday 27 May	
Monday 28 May	Spring Bank Holiday/Half term
Tuesday 29 May	
	Member Learning and Development - Safeguarding Vulnerable Adults
Wednesday 30 May	Member Learning and Development - Modern.gov and Casework Management
Thursday 31 May	

JUNE 2018

Day	Committee Meeting
Friday 01 June	
Saturday 02 June	
Sunday 03 June	
Monday 04 June	
Tuesday 05 June	Member Learning and Development - Equalities
Wednesday 06 June	Planning
Thursday 07 June	
Friday 08 June	
Saturday 09 June	
Sunday 10 June	
Monday 11 June	Health & Wellbeing Board
Tuesday 12 June	Member Learning and Development - Emergency Planning
Wednesday 13 June	Member Learning and Development - Finance Management
Thursday 14 June	Member Learning and Development - Audit Advisory Committee
Friday 15 June	Ramadan ends / Eid-al-Fitr
Saturday 16 June	
Sunday 17 June	
Monday 18 June	Cabinet
Tuesday 19 June	Brent Connects - Kilburn
Wednesday 20 June	Schools Forum
	Brent Connects - Kingsbury & Kenton
Thursday 21 June	West London Economic Prosperity Board
Friday 22 June	
Saturday 23 June	
Sunday 24 June	
Monday 25 June	
Tuesday 26 June	Member Learning and Development - Pension Fund Sub-Committee
	Brent Pension Fund Sub-Committee
Wednesday 27 June	Brent Connects - Willesden
Thursday 28 June	Trading Standards Joint Advisory Board
	Brent Connects - Harlesden
Friday 29 June	
Saturday 30 June	Brent Youth Parliament

JULY 2018

Day	Committee Meeting
Sunday 01 July	
Monday 02 July	
Tuesday 03 July	Brent Connects - Wembley
	Resources and Public Realm Scrutiny Committee
Wednesday 04 July	Alcohol and Entertainment Licensing Sub-Committee
	Joint Committee of the London Boroughs of Brent Lewisham and Southwark
	Planning
Thursday 05 July	
Friday 06 July	
Saturday 07 July	
Sunday 08 July	
Monday 09 July	Full Council
Tuesday 10 July	Community and Wellbeing Scrutiny Committee
Wednesday 11 July	Welsh Harp Joint Consultative Committee
	Member Learning and Development - Media Awareness
Thursday 12 July	Housing Scrutiny Committee
Friday 13 July	
Saturday 14 July	
Sunday 15 July	
Monday 16 July	Cabinet
	Teacher's Joint Consultative Committee
Tuesday 17 July	General Purposes Committee
	Health & Wellbeing Board
Wednesday 18 July	Alcohol and Entertainment Licensing Sub-Committee
	Planning (additional meeting)
Thursday 19 July	
Friday 20 July	
Saturday 21 July	
Sunday 22 July	
Monday 23 July	
Tuesday 24 July	Pension Board
Wednesday 25 July	Corporate Parenting Committee
	Member Learning and Development - Prevention Matters (Understanding Radicalisation)
Thursday 26 July	Audit and Standards Advisory Committee & Audit and Standards Committee

Friday 27 July	
Saturday 28 July	Brent Youth Parliament
Sunday 29 July	
Monday 30 July	School Summer holidays starts
Tuesday 31 July	Member Learning and Development

AUGUST 2018	
Day	Committee Meeting
Wednesday 01 August	Alcohol and Entertainment Licensing Sub-Committee
Thursday 02 August	
Friday 03 August	
Saturday 04 August	
Sunday 05 August	
Monday 06 August	
Tuesday 07 August	
Wednesday 08 August	
Thursday 09 August	
Friday 10 August	
Saturday 11 August	
Sunday 12 August	
Monday 13 August	Cabinet
Tuesday 14 August	
Wednesday 15 August	Alcohol and Entertainment Licensing Sub-Committee Planning
Thursday 16 August	
Friday 17 August	
Saturday 18 August	
Sunday 19 August	
Monday 20 August	
Tuesday 21 August	Eid-al-Adha begins
Wednesday 22 August	
Thursday 23 August	
Friday 24 August	
Saturday 25 August	Brent Youth Parliament / Eid-al-Adha
Sunday 26 August	
Monday 27 August	Summer Bank Holiday
Tuesday 28 August	
Wednesday 29 August	Alcohol and Entertainment Licensing Sub-Committee
Thursday 30 August	
Friday 31 August	End of summer school holidays

SEPTEMBER 2018

Day	Committee Meeting
Saturday 01 September	
Sunday 02 September	Janmashtami
Monday 03 September	
Tuesday 04 September	Barham Park Trust Committee
Wednesday 05 September	Resources and Public Realm Scrutiny Committee
Thursday 06 September	
Friday 07 September	
Saturday 08 September	
Sunday 09 September	Jewish New Year
Monday 10 September	Jewish New Year
Tuesday 11 September	Jewish New Year / Muslim New Year
Wednesday 12 September	Alcohol and Entertainment Licensing Sub-Committee
	Cabinet
	Planning
Thursday 13 September	Housing Scrutiny Committee
Friday 14 September	
Saturday 15 September	
Sunday 16 September	
Monday 17 September	Full Council
Tuesday 18 September	Yom Kippur
Wednesday 19 September	West London Economic Prosperity Board
	Yom Kippur
Thursday 20 September	
Friday 21 September	
Saturday 22 September	
Sunday 23 September	Tabernacles starts
Monday 24 September	
Tuesday 25 September	
Wednesday 26 September	
Thursday 27 September	General Purposes Committee
	Member Learning and Development - Housing Benefit and Welfare Reform
Friday 28 September	Alcohol and Entertainment Licensing Sub-Committee
Saturday 29 September	Brent Youth Parliament
Sunday 30 September	Tabernacles ends

OCTOBER 2018

Day	Committee Meeting
Monday 01 October	
Tuesday 02 October	
Wednesday 03 October	
Thursday 04 October	
Friday 05 October	
Saturday 06 October	
Sunday 07 October	
Monday 08 October	Community and Wellbeing Scrutiny Committee
Tuesday 09 October	Navratri starts
	Brent Connects - Kilburn
	Health & Wellbeing Board
Wednesday 10 October	Alcohol and Entertainment Licensing Sub-Committee
	Schools Forum
	Planning
Thursday 11 October	Member Learning and Development
	Brent Connects - Kingsbury & Kenton
Friday 12 October	
Saturday 13 October	
Sunday 14 October	
Monday 15 October	Cabinet
Tuesday 16 October	Joint Committee of the London Boroughs of Brent Lewisham and Southwark
	Brent Connects - Harlesden
Wednesday 17 October	Audit and Standards Advisory Committee
	Brent Connects - Willesden
Thursday 18 October	Navratri ends
Friday 19 October	
Saturday 20 October	
Sunday 21 October	
Monday 22 October	Half term
Tuesday 23 October	Brent Connects - Wembley
Wednesday 24 October	Alcohol and Entertainment Licensing Sub-Committee
Thursday 25 October	
Friday 26 October	
Saturday 27 October	Brent Youth Parliament

Sunday 28 October	
Monday 29 October	
Tuesday 30 October	Corporate Parenting Committee
	Member Learning and Development
Wednesday 31 October	

NOVEMBER 2018

Day	Committee Meeting
Thursday 01 November	
Friday 02 November	
Saturday 03 November	
Sunday 04 November	
Monday 05 November	
Tuesday 06 November	Alcohol and Entertainment Licensing Sub-Committee
	Planning
	Brent Pension Fund Sub-Committee
Wednesday 07 November	Diwali
Thursday 08 November	Hindu New Year
Friday 09 November	
Saturday 10 November	
Sunday 11 November	Remembrance Sunday
Monday 12 November	Cabinet
Tuesday 13 November	Member Learning and Development
Wednesday 14 November	Trading Standards Joint Advisory Board
Thursday 15 November	
Friday 16 November	
Saturday 17 November	
Sunday 18 November	
Monday 19 November	
Tuesday 20 November	West London Economic Prosperity Board
	Welsh Harp Joint Consultative Committee
Wednesday 21 November	Alcohol and Entertainment Licensing Sub-Committee
Thursday 22 November	Pension Board
Friday 23 November	Birthday of Guru Nanak
Saturday 24 November	Brent Youth Parliament
Sunday 25 November	
Monday 26 November	Full Council
Tuesday 27 November	Member Learning and Development
Wednesday 28 November	Teacher's Joint Consultative Committee
Thursday 29 November	Housing Scrutiny Committee
Friday 30 November	

DECEMBER 2018

Day	Committee Meeting
Saturday 01 December	
Sunday 02 December	First day of Hannukkah
Monday 03 December	Community and Wellbeing Scrutiny Committee
Tuesday 04 December	
Wednesday 05 December	General Purposes Committee
	Resources and Public Realm Scrutiny Committee
Thursday 06 December	
Friday 07 December	Alcohol and Entertainment Licensing Sub-Committee
Saturday 08 December	
Sunday 09 December	
Monday 10 December	Last day of Hannukkah
	Cabinet
Tuesday 11 December	Audit and Standards Advisory Committee
Wednesday 12 December	Schools Forum
	Planning
Thursday 13 December	Member Learning and Development
Friday 14 December	
Saturday 15 December	
Sunday 16 December	
Monday 17 December	
Tuesday 18 December	
	Member Learning and Development
Wednesday 19 December	Alcohol and Entertainment Licensing Sub-Committee
Thursday 20 December	
Friday 21 December	
Saturday 22 December	
Sunday 23 December	
Monday 24 December	Christmas Eve / Christmas school holiday start
Tuesday 25 December	Christmas Day
Wednesday 26 December	Boxing Day
Thursday 27 December	
Friday 28 December	
Saturday 29 December	
Sunday 30 December	
Monday 31 December	New Year's Eve

JANUARY 2019

Day	Committee Meeting
Tuesday 01 January	New Year's Day
Wednesday 02 January	
Thursday 03 January	
Friday 04 January	End of Christmas School Holidays
Saturday 05 January	
Sunday 06 January	
Monday 07 January	
Tuesday 08 January	
Wednesday 09 January	
Thursday 10 January	
Friday 11 January	
Saturday 12 January	
Sunday 13 January	
Monday 14 January	Cabinet
Tuesday 15 January	Resources and Public Realm Scrutiny Committee
	Member Learning and Development
Wednesday 16 January	Schools Forum
	Planning
Thursday 17 January	
Friday 18 January	Alcohol and Entertainment Licensing Sub-Committee
Saturday 19 January	
Sunday 20 January	
Monday 21 January	
	Brent Connects - Willesden
Tuesday 22 January	Brent Connects - Harlesden
	Health & Wellbeing Board
Wednesday 23 January	General Purposes Committee
	Health & Wellbeing Board
Thursday 24 January	Brent Holocaust and Genocide Memorial Day - To be confirmed
Friday 25 January	
Saturday 26 January	Brent Youth Parliament
Sunday 27 January	Holocaust and Genocide Memorial Day
Monday 28 January	
Tuesday 29 January	Brent Connects - Wembley
Wednesday 30 January	Community and Wellbeing Scrutiny Committee
Thursday 31 January	Member Learning and Development

FEBRUARY 2019

Day	Committee Meeting
Friday 01 February	
Saturday 02 February	
Sunday 03 February	
Monday 04 February	Corporate Parenting Committee
Tuesday 05 February	Audit and Standards Advisory Committee
Wednesday 06 February	Alcohol and Entertainment Licensing Sub-Committee
	Housing Scrutiny Committee
	Brent Connects - Kilburn
Thursday 07 February	
Friday 08 February	
Saturday 09 February	
Sunday 10 February	
Monday 11 February	Cabinet
Tuesday 12 February	Brent Pension Fund Sub-Committee
Wednesday 13 February	Planning
Thursday 14 February	
Friday 15 February	
Saturday 16 February	
Sunday 17 February	
Monday 18 February	Half term
Tuesday 19 February	Member Learning and Development
Wednesday 20 February	Alcohol and Entertainment Licensing Sub-Committee
	Brent Connects - Kingsbury & Kenton
Thursday 21 February	
Friday 22 February	
Saturday 23 February	Brent Youth Parliament
Sunday 24 February	
Monday 25 February	Full Council
Tuesday 26 February	Pension Board
Wednesday 27 February	West London Economic Prosperity Board
	Schools Forum
Thursday 28 February	Member Learning and Development

MARCH 2019


Day	Committee Meeting
Friday 01 March	
Saturday 02 March	
Sunday 03 March	
Monday 04 March	
Tuesday 05 March	Joint Committee of the London Boroughs of Brent Lewisham and Southwark
Wednesday 06 March	Alcohol and Entertainment Licensing Sub-Committee
	Welsh Harp Joint Consultative Committee
Thursday 07 March	
Friday 08 March	
Saturday 09 March	
Sunday 10 March	
Monday 11 March	Cabinet
Tuesday 12 March	Planning
Wednesday 13 March	Trading Standards Joint Advisory Board
Thursday 14 March	Resources and Public Realm Scrutiny Committee
Friday 15 March	
Saturday 16 March	
Sunday 17 March	
Monday 18 March	
	Community and Wellbeing Scrutiny Committee
Tuesday 19 March	General Purposes Committee
	Health & Wellbeing Board
Wednesday 20 March	Alcohol and Entertainment Licensing Sub-Committee
	Audit and Standards Advisory Committee
Thursday 21 March	
Friday 22 March	
Saturday 23 March	
Sunday 24 March	
Monday 25 March	
Tuesday 26 March	Brent Connects - Kilburn
Wednesday 27 March	Housing Scrutiny Committee
Thursday 28 March	Member Learning and Development
Friday 29 March	
Saturday 30 March	Brent Youth Parliament
Sunday 31 March	

APRIL 2019

Day		Committee Meeting
Monday 01 April		
Tuesday 02 April		Member Learning and Development
		Brent Connects - Harlesden
Wednesday 03 April		Alcohol and Entertainment Licensing Sub-Committee
Thursday 04 April		
Friday 05 April		
Saturday 06 April		
Sunday 07 April		
Monday 08 April		Easter School Holidays start
Tuesday 09 April		Brent Pension Fund Sub-Committee
Wednesday 10 April		Planning
Thursday 11 April		Member Learning and Development
Friday 12 April		
Saturday 13 April		
Sunday 14 April		
Page 50	Monday 15 April	Cabinet
		Resources and Public Realm Scrutiny Committee
	Tuesday 16 April	Brent Connects - Willesden
	Wednesday 17 April	Alcohol and Entertainment Licensing Sub-Committee
		Community and Wellbeing Scrutiny Committee
		Brent Connects - Wembley
	Thursday 18 April	
	Friday 19 April	Good Friday
	Saturday 20 April	First day of Passover
	Sunday 21 April	Easter
	Monday 22 April	Easter Monday / Easter School Holidays end
	Tuesday 23 April	
		Brent Connects - Kingsbury & Kenton
Wednesday 24 April		Corporate Parenting Committee
		Audit and Standards Advisory Committee
Thursday 25 April		Housing Scrutiny Committee
		Member Learning and Development
Friday 26 April		
Saturday 27 April		Passover ends
Sunday 28 April		

Monday 29 April	
Tuesday 30 April	
MAY 2019	
Day	Committee Meeting
Wednesday 01 May	Annual Council Meeting
Thursday 02 May	
Friday 03 May	
Saturday 04 May	
Sunday 05 May	

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 Brent	<p style="text-align: center;">Annual Council Meeting 14 May 2018</p> <p style="text-align: center;">Report from the Chief Executive</p>
For Action	
Members' Allowance Scheme - Review	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	2
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	James Kinsella, Governance Manager, Executive & Members Services email: james.kinsella@brent.gov.uk or Tel: 020 8937 2063

1. Summary

- 1.1 Council, on 26 February 2018, agreed the initial adoption of Brent Council's Members Allowance Scheme for 2018/19 from 1 April 2018. In presenting the initial proposals it was, however, agreed that a more detailed review of the Members' Allowance Scheme should be undertaken following the local borough elections in May 2018 in order to reflect any subsequent constitutional changes to the Council's political management arrangements, with the outcome of that review reported back to the Annual Council Meeting.
- 1.2 The report presents the outcome of this review, with Council now being asked to consider and adopt the amended Members' Allowance Scheme (the Scheme).

2. Recommendations

Full Council is asked:

- 2.1 To approve the amendments to the 2018/19 Members' Allowance Scheme in the proposed terms set out in this report, which will become effective from 15 May 2018;
- 2.2 To authorise the Director of Legal and HR Services to comply with the statutory requirements to publicise the amended Members' Allowance Scheme.

3. Detail

Background

- 3.1 Brent Council's Members' Allowance Scheme (which is included in the Council's Constitution at Part 6 and is published on the Council's website) was subject to formal review by Council back in February 2018. This included reference to the outcome of the most recent independent review undertaken on behalf of London Boroughs by an Independent Remuneration Panel (IRP) established through London Councils. This review was undertaken in accordance with the requirements in the Local Government Act 2000 and Local Authorities (Members' Allowances) (England) Regulations 2003, and was designed to meet the need for each local authority to conduct a formal independent review of the level of allowances for their Members at least once every four year.
- 3.2 The results of the independent review were published in January 2018 and the report entitled "The Remuneration of Councillors in London 2018 – Report of the Independent Panel" has been attached as Appendix 1, given the need for Members to have regard to it when making or considering any amendments to a Scheme. Prior to this, the outcome of the 2014 independent review had been used as a basis for Members to consider the application of any uplifts on an annual basis and other changes such as the payment of expenses for attending conferences outside of the borough and the introduction of maternity, paternity and sickness pay.
- 3.3 Whilst the Council is required to have regard to the recommendations made in the independent review, and these have been taken into account as part of this review, it will ultimately be for Full Council to decide on its final scheme and any changes in the payment of allowances to its Members. In undertaking any review, there is a need for the Council to specify the amount of entitlement by way of basic allowance (which is mandatory) and other allowances such as special responsibility and dependants' carers' allowances (which are discretionary).

Basic Allowances

- 3.4 In February 2018, it was agreed that the basic allowance for Members in Brent should be retained as £10,201, pending the outcome of this subsequent review. That level of basic allowance was originally set below the level recommended through the independent review in 2014, although the Scheme has allowed for Council to apply an annual uplift equal to any inflationary pay award agreed as part of the Local Government Pay Settlement in the previous financial year. In 2017/18 a 1% uplift was applied. Other than any annual uplifts being applied the last major review of the level of basic allowance was undertaken in September 2014
- 3.5 Having reviewed the basic allowance recommended as a result of the 2018 independent review (£11,045) and taken account of the increased workload and responsibilities now placed on Members, it is proposed that the level of basic allowance for Members in the 2018/19 Scheme should be increased to £12,000. It is felt this will better reflect the increasingly complex nature of the role Members are required to fulfil alongside the increased demands on their time and expectations in relation to their representational role.
- 3.6 The current Scheme also includes provision for an annual uplift to be applied to all basic, special and civic allowances with effect from April by a percentage equal to the inflation pay award agreed as part of the Local Government Pay settlement in the previous financial year, unless otherwise determined by the Council. The Scheme stated that this uplift should cease to apply after 31 March 2018. As part of this review, however, it is proposed that the provision to allow an annual uplift should continue to be applied and as a result it is recommended that the Scheme be amended as follows:

Annual Uplift

11. Basic, special and civic allowances under this Scheme shall be increased with effect from each April by a percentage equal to the inflation pay award agreed as part of the Local Government Pay settlement in the previous financial year, unless otherwise determined by the Council. ~~This annual uplift shall cease to apply after 31 March 2018~~
- 3.7 The uplift for 2018/19 has already been applied in relation to the revised level of basic allowance recommended in the report so any further uplift will apply from 2019/20 onwards.

Special Responsibility Allowance

- 3.8 The payment of Special Responsibility Allowances (SRA) are included within the Scheme. These are payments made to councillors, over and above their basic allowance to reflect the fact they have special responsibilities in relation to specific roles they undertake. The Scheme specifies the amount of each SRA against the special responsibilities they are applied to with no Member entitled to receive more than one SRA.

- 3.9 The 2018 independent review also included a review of payments in relation to Special Responsibility Allowance (SRA), with no changes made to existing SRA payments in February 2018, pending the outcome of the more detailed review now undertaken. Members were, however, advised that the independent review had again reiterated that as a guide no more than 50% of all councillors in an Authority should receive an SRA. The percentage of members to whom SRAs are currently payable in Brent is currently above this level.
- 3.10 The SRAs currently payable in Brent have therefore been subject to further review and as a result a number of changes have been proposed to the Schedule, as detailed in Appendix 2 of the report. These have been designed to better reflect the guidance within the independent review and also the accompanying increase proposed in the level of basic allowance.

Other Proposed changes to current scheme

- 3.11 In addition to the changes proposed in basic allowance and SRAs an additional change is also proposed in the level of allowance payable to the Independent Chair of the newly constituted Audit and Standards Advisory Committee in order to reflect the change in the remit of this body, as well as the special responsibilities as Chair (which has not previously been the case). The change proposed is to increase the allowance from £427 to £1,500. In addition it is also proposed to introduce an SRA for the Chair of the Audit and Standards Committee (who is also Vice-Chair of the Audit and Standards Advisory Committee) of £1,500 again reflecting the enhanced remit of these bodies.
- 3.12 These changes will be in addition to those already agreed in February 2018 relating to the payment of SRAs and attendance at Mandatory Member & Development Training sessions for Planning Committee, Licensing, Adoption and Permanency and Fostering Panels and also in terms of travel and subsistence allowances for Members with disabilities, which have already been applied.

Publicity

- 3.13 As soon as reasonably practicable after the making or amendment of a Scheme, copies of the Scheme (as amended) have to be made available for inspection at the Civic Centre and a notice has to be published in a local newspaper. It is recommended that the Director of Legal and HR Services be authorised to comply with these requirements.

4. Financial Implications

- 4.1 Whilst the report is proposing an increase in level of basic allowance for all Members this is offset by a significant reduction in the number of Special Responsibility Allowances (SRA) payable for specific roles.
- 4.2 The actual overall cost of the payment of allowances depends on which Members are appointed to the roles which receive an SRA, as only one such

allowance is payable irrespective of the number of roles held. At the end of each financial year, the payments made to each Member are published in accordance with statutory rules. For the 2017/18 Financial Year, the actual accounted amount for Members Allowances was £1,135,111.91.

- 4.3 Members' allowances are currently met out of the Executive and Members Services budget and any associated costs arising from changes to the Scheme will be contained within that budget.

5. Legal Implications

- 5.1 The proposed Members' Allowance Scheme complies with the relevant provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003; the Local Government and Housing Act 1989 and the Local Government Act 2000. In addition, there are separate provisions, namely sections 3 and 5 of the Local Government Act 1972 for the payment of allowances to the Mayor and the Deputy Mayor.
- 5.2 A scheme may be amended at any time but may only be revoked with effect from the 1 April of that financial year.

6. Consultation with Ward Members and Stakeholders

- 6.1 As part of the independent review all Boroughs were invited to make submissions to the Panel on the operation of the existing scheme. The Chair of the Panel also attended the London Council's Leaders Committee on 5 December 2017 to present the draft report.
- 6.2 The changes being recommended in this report were also subject to consideration by the Constitution Working Group in May 2018.

7. Equality Implications

- 7.1 Under section 149 of the Equality Act 2010, the council has a duty when exercising its functions to have "due regard" to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act and advance equality of opportunity and foster good relations between persons who share a protected characteristic and persons who do not. This is the public sector equality duty. The protected characteristics are age, disability, gender reassignment, marriage and civic partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.2 "Due regard" is the regard that is appropriate in all the circumstances. The weight to be attached to the effect is a matter for the council. As long as the council is properly aware of the effects and has taken them into account, the duty is discharged. Depending on the circumstances, regard should be had to the following:
- the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision;

- the need to remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic;
- the need to take steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes taking account of disabled persons' disabilities. There can be a positive duty to take action to help a disabled person. What matters is how they are affected, whatever proportion of the relevant group of people they might be;
- the need to encourage persons who share a protected characteristic to participate in public life (or in any other activity in which participation by such persons is disproportionately low); and
- the need to tackle prejudice and promote understanding.

7.3 In terms of the outcome of the 2018 independent review, the Panel have continued to advocate the setting of allowances at a level that enables people to undertake the role of councillor, whilst not acting as an incentive to do so. The recommended change in relation to members with disabilities is a further example of how the scheme can be used to remove barriers for those wishing to stand and to ensure any disadvantages are removed or minimised.

8. Human Resources/Property Implications (if appropriate)

None.

Report sign off:

Peter Gadsdon

Director of Policy, Performance and Partnerships

The Remuneration of Councillors in London 2018

Report of the Independent Panel



Contents

Introduction	p3
The role of elected members	p3
Recruitment of councillors	p4
The current financial and political climate	p4
Level of Basic Allowance	p4
Special Responsibility Allowances	p5
Interpretation of the scheme	p5
Training and support	p6
Barriers to being a councillor	p6
Travel and Subsistence Allowances	p6
Allowances for Mayor or Civic Head	p6
Update for Inflation	p6
Appendix A	p7
Special responsibilities – beyond the basic allowance	
Appendix B	p10
On behalf of the community – a job profile for councillors	
Appendix C	p11
The independent panel members	

Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the Panel') was established and reported in 2001, 2003, 2006, 2010 and 2014. It now comprises Sir Rodney Brooke CBE DL (Chair), Steve Bundred and Anne Watts CBE.

The Regulations require a review of the scheme every four years as a minimum. The current Panel has therefore completed a review of remuneration for councillors in London. We present our findings and recommendations in this report.

As a preparation for our work, we invited all London boroughs to give their views on the operation of the existing scheme. We are grateful for the feedback, which confirms that the existing London scheme of members' allowances is still fit for purpose. We make recommendations accordingly (**recommendations throughout the report are in bold type**). However, where issues have arisen from the comments we received, we have addressed them in this report.

The role of elected members

In our previous reports we reflected on the importance of the role of elected members. We repeat at Appendix B the job profile for councillors which we originally included in our 2010 report. The feedback we have received is that it continues to be appropriate.

The Local Governance Research Unit, based at Leicester Business School, recently launched a Councillor Commission as an independent review of the role and work of the councillor. The Commission's report points out that councillors oversee million-pound budgets, balancing complex financial pressures at a time of severe cutbacks in local authority spending, making decisions which will affect their areas for decades to come. In London each Borough Council is responsible for services crucial to its residents. Each has a revenue budget of up to £1.4bn as well as a substantial capital programme. The scale of their turnover and other financial activities are in many instances comparable with those of large publicly quoted companies.

Councillors are faced with unenviable choices. Demand for local authority services continues to grow. In particular, there is rapid growth in the number of old people with a corresponding increase in demand for social care. London itself faces acute housing problems. Councillors have an increased responsibility for health. Thus the strain on and competition for resources increase the demands made on elected members. The responsibilities and accountabilities are made clear after a tragedy like the Grenfell Tower fire.

The evidence we received confirms that the workload and responsibilities of councillors continue to increase and that their role has become more complex, and not only in the areas of social care, housing and health. There has been growth in the number of sub-regional meetings, partnerships and joint bodies (such as Boards for Health & Wellbeing and Safer Neighbourhoods) which require the commitment and time of leaders, cabinet members and front-line councillors. Partnership engagement makes great demands on councillors. There has been a marked increase in informal meetings, such as working groups, forums and community gatherings as well as formal meetings like local authority companies. The expectations of the public continue to rise.

While valuable to democracy, the use of social media adds to the pressure on councillors by increasing demands from their constituents in several different ways. Communication with councillors is not only easier but immediate. The public expects a speedy response, so that it is now more difficult for councillors in employment to deal with concerns as quickly as voters expect. Not only do social media make it easier for their constituents to get hold of councillors, but they also enable an isolated concern to become an organised campaign.

Recruitment of councillors

We received evidence that it is increasingly difficult to recruit people of quality who are prepared to stand for office as councillors. Though the low level of allowances was mentioned as a reason for this, a major disincentive is the time commitment required of a councillor. That time commitment (as well as finance) can make it difficult to combine the role with a job and a family life. As one councillor commented to the Leicester Business School Commission, 'Serving on outside bodies means that I am working every day of the week, weekends too'. As was pointed out in responses we received, the problem is exacerbated in London, where councillors are on the whole younger than in other parts of the country and often in employment. They also face substantially higher costs of living.

Though the time commitment may be the main disincentive to service as a councillor, it is important that, as far as reasonably possible, financial loss does not prevent people from becoming councillors. Allowances are not shown by polls to be something which influences councillors to take on the role, though they are instrumental in making it possible for some people to do so. Allowances should be set at a level that enables people to undertake the role of councillor, while not acting as an incentive to do so. If it is important that there are no financial incentives to being a councillor, it is equally important that there should not be a financial disincentive. It is clearly desirable that service as a councillor is not confined to those with independent means.

Since our last report the Government has removed the possibility of councillors joining the local government pension scheme. We believe that access to the pension scheme can be an important factor in making service as a councillor financially possible for a wider range of people. It is particularly significant for those who, like elected mayors, leaders and portfolio holders, give most or all of their time to service in local government and lose the opportunity to contribute to a pension scheme elsewhere. Loss of access to a pension scheme imposes a further financial penalty on councillors.

We do not repeat the arguments for appropriate remuneration for councillors which we have set out in our previous reports. We believe them to be self-evident. But we do repeat our belief in the importance of local democracy and the role of councillors within it.

The current financial and political climate

Because of the current financial climate, the local government pay settlement in recent years has been severely limited. Since our last report there have been three awards of 1%. Acutely sensitive to the current financial austerity, some boroughs have frozen members' allowances and failed to apply the pay awards to them. Indeed some boroughs have even reduced members' allowances.

Our recent reports have made no recommendations for increasing the levels of members' allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement. As the Government-appointed Councillors' Commission pointed out in their 2007 report, the recommendations of the London Panel has led to some convergence of members' allowances across London. Indeed, the Councillors' Commission recommended a similar system for the country as a whole. Following our recommendations, there is now considerable congruity in the basic allowance made by London boroughs.

However, most London boroughs have not adopted our recommendations in their entirety and there remain substantial differences in the amount of special responsibility allowances. We fully recognise that now is not the time to contemplate a general increase in councillors' allowances. Nevertheless we hope that in the longer term the financial situation will permit further convergence of members' allowances around our recommendations.

Level of Basic Allowance

In our last report we recommended that there should be a Basic Allowance paid to every councillor of £10,703. Updated for the local government staff pay awards since then, the figure is now £11,045. Given the loss of pension rights; growth in the volume and complexity of the work of councillors; and the limited increase in the Basic Allowance since our last report, we believe that there is a strong case for considering a larger increase. The basic allowance is now less than the allowances paid by many similar authorities outside London. In Wales, for example, the government-

appointed commission sets the basic allowance at £13,400 for members of local authorities with populations which are generally substantially lower than those of London boroughs.

However we reluctantly accept that, in the current financial climate, it would be inappropriate to recommend a general increase in members' allowances (beyond the annual updating). Pegging an annual increase to staff pay awards will ensure that councillors can receive annual increases which are in line with those received by staff. **We therefore recommend that the Basic Allowance be set at £11,045.** We believe that it remains sensible to frame recommendations which are common across London.

Special Responsibility Allowances

Given the extent of the responsibilities of leaders of London boroughs, the Panel's first report in 2001 recommended that their remuneration should equate to that of a Member of Parliament. [Our recommendations for other special responsibility allowances are related to that recommended for leaders.]

Since then the increase in the remuneration of Members of Parliament has substantially exceeded the annual local government pay increase to which we tied the special responsibility allowance for the leader of a London borough. At the time of our last report an MP received a salary of £67,060 while our recommendation for a borough leader (increases having been restricted to the local government staff pay increases) was for total remuneration of £65,472, a difference of £1,588. Updated for the local government pay awards, our recommendation for the current total remuneration of a London borough leader would be £68,130. Meanwhile the salary of MPs has increased to £76,011, a difference of £7,881. Moreover MPs continue to be entitled to a pension as well as to sundry other benefits (such as termination payments) which are not available to leaders.

In our current consultation we enquired whether the remuneration of an MP remains a sound comparator to fix the remuneration of a borough leader. In general the responses agreed that the comparator was appropriate and, if anything, that the Leaders of London boroughs warranted a higher remuneration than an MP, because they had greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed one respondent authority suggested that the direct responsibilities of a Leader should command the salary of a Junior Minister.

We sympathise with the responses. Certainly the way in which MPs' remuneration has outpaced that of leaders would prompt a review of the Leaders' allowances had the Panel not had regard to the current stringent economic circumstances. For the same reasons which prompt us to peg the Basic Allowance, **we recommend that the special responsibility allowance for a Leader should be in accordance with our former recommendation, plus the subsequent local government staff pay awards, ie £57,085. We recommend the maintenance of its relation to other special responsibility allowances, as set out in the Appendix to this report.** Nevertheless we hope that parity of the remuneration of the Borough leaders with the remuneration of Members of Parliament will be restored when the economic situation eases and that the other Special Responsibility Allowances will then be adjusted accordingly.

Interpretation of the Scheme

The responses from the boroughs generally indicated no problems with interpretation of our recommendations, though many had adopted lower figures, especially for special responsibility allowances. We continue to believe that the scheme we propose is sufficiently flexible to accommodate the varying political management arrangements of different London boroughs. Specifically, we were asked for guidance on what percentage of councillors should receive a special responsibility allowance. **We reiterate our view that no more than 50% of councillors should receive a special responsibility allowance. We also continue to believe that no member should receive more than one special responsibility allowance though we accept that there might exceptionally be special circumstances where allocation of more than one Special Responsibility Allowance might be justified, eg where members undertake a number of different time-consuming roles such as sitting on licensing hearings.**

We were asked to give more detailed guidance on the roles allocated to different bands and whether these could be tied to the time commitment required of a role, expressed as a percentage of the time commitment of the Leader. However, we believe that the percentages we identify should be tied not only to time commitment but also to levels of responsibility.

Training and Support

The responsibilities of councillors are substantial, extensive and complex. We have mentioned the Grenfell Tower tragedy as a chilling instance of those responsibilities. **We believe that every borough should have an ongoing programme of member training and development and that members should be expected to participate. We believe that members should be provided with logistical and clerical support to help them deal with their workload.**

Barriers to being a councillor

It is important that obstacles to becoming a councillor should be removed wherever possible. Child care costs can be a significant deterrent to service as a councillor. **We repeat our strong view that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents. The dependents' carers' allowance should be set at the London living wage but (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.**

We also repeat our belief that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies).

Travel and Subsistence allowances

We continue to believe that the Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

Allowances for Mayor or Civic Head

Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (ss 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

Update for inflation

We continue to recommend that for a period of four years the allowances we recommend should be updated annually in accordance with the headline figure in the annual local government pay settlement.

We have been asked whether it is necessary for the annual updating to be formally authorised by the council each year. The Regulations do seem to make this obligatory.

Sir Rodney Brooke CBE DL

Steve Bundred

Anne Watts CBE

London, January 2018

Appendix A

Basic allowance £11,045

Special responsibilities – beyond the basic allowance

The case for special allowances

The reasons for payment of additional special responsibility allowances should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

Calculation of special allowances

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below. We believe that the SRA, which the previous panel recommended for the leader of a London council (updated), continues to be appropriate.

Categories of special allowances

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating executive arrangements
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

Local discretion

It is for the councils locally to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. They must have regard to our recommendations. We believe these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.

BAND ONE

The posts we envisage falling within band one include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group
- Service spokesperson for first opposition group
- Group secretary (or equivalent) of majority group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums or community leaders
- Cabinet assistant
- Leadership of a strategic major topic
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

Remuneration

We propose that band one special responsibility allowances should be on a sliding scale of between 20 – 30 per cent of the remuneration package for a council leader.

This would be made up as follows:

Basic allowance: £11,045

Band One allowance: £2,582 to £9,397

Total: £13,627 to £20,442

BAND TWO

The types of office we contemplate being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g. planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

Remuneration:

We propose that band two allowances should be on a sliding scale between 40 – 60 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £11,045

Band two allowances: £16,207 to £29,797

Total: £27,252 to £40,842

BAND THREE

We see this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

Remuneration:

We propose that band three allowances should be between 70 – 80 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £11,045

Band three allowance: £36,917 to £43,460

Total: £47,962 to £54,505

BAND FOUR

Leader of cabinet

This is a full-time job, involving a high level of responsibility and includes the exercise of executive responsibilities. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service.

Remuneration:

We propose that the remuneration package for a council leader under band four of our scheme should be £68,130.

This is made up as follows:

Basic allowance: £11,045

Band four allowance: £57,085.

Total: £68,130

BAND FIVE

Directly elected mayor

A directly elected mayor has a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However we believe this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. We believe that the distinction is paramount and this should be reflected in the salary level.

Remuneration:

We propose that a directly elected mayor should receive a remuneration package of 25 per cent higher than that recommended for a council leader and that it should be a salary set at **£85,162**.

Appendix B

On behalf of the community – a job profile for councillors

Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
10. To participate in the activities of any political group of which the councillor is a member.
11. To undertake necessary training and development programmes as agreed by the authority.
12. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

Appendix C

The independent panel members

Sir Rodney Brooke CBE DL had a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities. He was knighted in 2007 for his contribution to public service.

Steve Bundred was chairman of Monitor, chief executive of the Audit Commission and chief executive of the London Borough of Camden.

Anne Watts CBE has an extensive career in equality and diversity and governance that spans the private, voluntary and public sectors with organisations including the Open University, the University of Surrey, the Commission for Equality and Human Rights and Business in the Community. She chaired the Appointments Commission.

SCHEDULE 1

BASIC, SPECIAL RESPONSIBILITY AND CO-OPTED MEMBER ALLOWANCES WITH EFFECT FROM 1 APRIL 2018 BUT AS AMENDED ON 14 MAY 2018

Basic Allowance

Payable to all councillors = ~~£10,201~~ £12,000

Special Responsibility Allowances **(No more than one allowance per member)**

1. Leader of the Council = £39,748 **(no change)**
2. Deputy Leader of the Council = £28,968 **(no change)**
3. Other Cabinet Members = £19,087 **(no change)**
4. Chair of the Community and Wellbeing Scrutiny Committee = £14,281 **(no change)**
5. Chair of the Resources and Public Realm Scrutiny Committee = £14,281 **(no change)**
6. Chair of the Housing Scrutiny Committee = £14,281 **(no change)**
- ~~7. Vice-Chair of the Community and Wellbeing Scrutiny Committee = £5,101~~
- ~~8. Vice-Chair of the Resources and Public Realm Scrutiny Committee = £5,101~~
- ~~9. Vice-Chair of the Housing Scrutiny Committee = £5,101~~
- ~~10. Members of the Scrutiny Committees = £3,234~~
- ~~11. 7. Chair of the Planning Committee = £14,281 **(no change)**~~
- ~~12. 8. Members of the Planning Committee = £3,266 £2,177~~
9. Chair of the Audit and Standards Committee & Vice-Chair of the Audit and Standards Advisory Committee) = £1,500
- ~~13. Chair of the Standards Committee = "2,177~~
- ~~14. Co-Chair of the Youth Parliament = £2,177~~
- ~~15. Chair of the Pension Fund Sub-Committee = £2,177~~
- ~~16. Chairs of the Service User Consultative Forums = £2,177~~
- ~~17. 10. Chairs of the Brent Connects Area Consultative Forums = £4,922 £1,250~~
11. Chair of the Licensing Committee = £3,234

- 18 12. Members of the Alcohol & Entertainment Licensing Committee = ~~£2,177~~ £1,000
- 19 13 Member of the Adoption and Permanency Panel = ~~£3,266~~ £3,234
- 20 14 Member of the Fostering Panel = ~~£3,266~~ £3,234
- 21 15 Leader of the Principal Opposition Group* = ~~£13,042~~ £6,000
- 22. ~~Other Group Leader(s) = £6,000~~
- 23 16 Group Whip for the majority group with over 50% of councillors = ~~£5,639~~ £4,000
- 24. ~~Deputy Whips for the majority group = £2,177~~
- 25 17 Mayor = ~~£9,181~~ £7,141
- 26 18 Deputy Mayor = ~~£7,141~~ £3,234

*For the purposes of this Scheme this is the second largest group of the Council. If there are two or more opposition groups of the same size, it is such group as the Council shall decide.

Co-opted Member Allowances

- 1. Chair of the Audit and Standards Advisory Committee (voting) = ~~£427~~ £1,500
- 2. Independent members of the Audit and Standards Advisory Committee (~~non-voting~~) and the ~~Audit Advisory Committee~~ (voting) = £427 **(no change)**
- 3. Education voting and non-voting co-opted members of the Community and Wellbeing Scrutiny Committee and non-voting co-opted members of the Housing Scrutiny Committee = £226 **(no change)**