

CHILTERN DISTRICT COUNCIL



Appointment to:

Independent Review of Members Allowances Panel

Information for Applicants

Issued by:

Democratic & Electoral Services
Chiltern District Council
King George V Road
Amersham
Buckinghamshire
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Dear Sir/Madam

Chiltern District Council is seeking to appoint members to serve on the Independent Review of Members Allowances Panel which advises on the basic and special responsibility allowance and other allowances that elected councillors may receive. A review of members' allowances is due to take place in autumn 2017 and the panel will make recommendations to the Council.

The pack contains the following information:

- 1) About the Council – some background information about Chiltern District Council
- 2) Political Structure – information on the political make-up of the Council and its Committees
- 3) A Description of the Role and Functions of the Panel
- 4) Personal Qualities Required and additional information
- 5) Current Members' Allowances Scheme

Application Process:

Please complete the application form and return it to: democraticservices@chiltern.gov.uk by no later than **Sunday 15 October**

Hard copies can be sent to: Democratic Services, Chiltern District Council, King George V Road, Amersham, HP6 5AW

Short-listed candidates will be invited for interview in October. Interviews will take place at Chiltern District Council in the traditional form of questions and answers. There will not be any other tests or activities. The appointments will be way of a recommendation to a meeting of the full Council.

Timetable:

1. Advert published 22 September (CDC website, local newspaper, Twitter, email parish clerks and other groups/organisations)
2. Interviews w/c 16 October by the Appointment of External Members Panel (EMP)
3. Appointments considered/confirmed by Full Council on 14 November
4. Member Allowances Panel meetings commence w/c 27 November 2017 to 31 January 2018

About our Council

Chiltern District Council provides services to 93,000 residents living in the district. These services include building control, business rates, car parks, community safety, council tax, cremation, electoral roll, environmental health / environmental protection, housing benefits and council tax support, housing, leisure centres, licensing, some open spaces, planning, refuse collection and street cleaning.

The Council has 40 elected Councillors which make decisions regarding the Council's services, budget and Council Tax, including strategies, policies and regulatory functions e.g. Planning and Licensing. Councillors also help residents with issues that they may have.

Chiltern and South Bucks District Councils use the same joint officer team for both Councils responsible for delivering statutory services and agreed functions through the Councils' employees and contractors.

A 2016 study by Halifax noted Chiltern to be the joint second healthiest district in the UK with 96.8% of people rating themselves in good or fairly good health.

Unemployment rate is low measured at 3.1% (Apr 16 – Mar 17) compared with 3.8% across the South East. Just over 6% of employees in Chiltern own their own businesses – higher than the rest of Buckinghamshire and the national average of 4.1%. The most significant sector is Professional, Scientific & Technical at just under a quarter of all businesses, the next highest being Information and Communication at around one tenth of all businesses.

In 2017, on average the price of a detached house in Chiltern was almost double the national average - £551,785 as of July 2017 (Land Registry data). National wealth indicators confirm that Chiltern District is an affluent area, although there are areas of deprivation.

Political Structure

Chiltern District Council is composed of 40 Councillors (also called Members) elected every four years. The Council has a Conservative majority 36 Conservative Councillors, 2 Liberal Democrats, and 1 Independent Member (with 1 vacancy as at September 2017).

The Cabinet takes the leading role in the development of the Council's plans, policies, strategies and budgets although all of these are subject to the approval of full Council.

The Cabinet is led by a Cabinet Leader who then selects between two and nine other Councillors to serve on the Cabinet – one of whom she will appoint as Deputy. Each Cabinet member is allocated a range of responsibilities and special interest areas – known as 'portfolios'. The Cabinet Leader also carries portfolio responsibilities.

The Council has established two Overview Committees, one for each Directorate, to scrutinise and support the work of the Cabinet and the Council as a whole, in addition to a separate Audit and Standards Committee.

The Council also maintains a number of other Committees including Planning, Licensing, Joint Staffing (alongside South Bucks District Council), Appeals and Complaints, and Governance & Electoral Arrangements. For the most part these Committees take decisions in their own right although the decisions made, together with any recommendations, will be reported to the subsequent Council meeting.

The Licensing Committee has also established a Sub-Committee which conducts public hearings in relation to alcohol, gambling and regulated entertainment as well as conducting hearings and appeals in relation to hackney carriage and private hire, operator, driver and vehicle licensing.

Full Council is a meeting of all Chiltern District Councillors and is the only meeting that can approve the Council's policy framework and budget, set the Council Tax and consider matters reported or referred to it by the Cabinet or the Overview, Standards, Regulatory and other Committees.

About the Independent Review of Members Allowances Panel

The Local Authorities (Members' Allowances) Regulations 2003 provide for local authorities to establish and maintain an Independent Review of Members Allowances Panel to be responsible for the monitoring of the Members' Allowance Scheme and to make recommendations to the Council regarding the scheme.

The panel will make recommendations regarding the Scheme of Allowances which set out the level and rules for the basic allowance that all Members may receive, special responsibility allowances that can be paid for specific roles, and childcare, dependent carers' and travel and subsistence allowances.

The Regulations provide that the Panel must comprise of at least three members. Due to a number of vacancies the Council is seeking to appoint additional members to the Panel.

Members of the Independent Remuneration Panel must not be an elected Member or member of any Committee of the Authority and must not be disqualified from becoming a Member of the Authority, i.e. must not be:

- an employee of Chiltern District Council
- an adjudged bankrupt
- have been sentenced to imprisonment for 3 months or more within the last 5 years.

Meetings normally take place during the day and are held around 3 to 4 times a year at the Council Offices in Amersham, although more frequent meetings may be required when a full review of the scheme is undertaken.

Description of the role

Main Duties and Responsibilities

To work with Democratic Services Officers at the Council to keep under review the Council's Members' Allowances Scheme, receive evidence and make recommendations to the Council on any proposed changes to that Scheme.

The Independent Review of Members Allowances Panel has the following functions:

- To make recommendations to the Council on the amount of basic allowance which should be payable to its elected members
- To make recommendations to the Council about the roles and responsibilities for which a special responsibility allowance should be payable and as to the amount of each such allowance
- To make recommendations as to whether the Council's allowances scheme should include an allowance in respect of expenses for the care of children and dependants, the amount of this allowance and the means by which it is determined
- To make recommendations on travel and subsistence allowances

Democratic Services will provide the Panel with information about the roles of Councillors in the Council and the way in which the Council operates and discharges its functions.

The Panel will have regard to this information and in addition may seek to undertake its own research on the role of Councillors and the work of other independent remuneration panels.

A copy of the current Members' Allowances Scheme is enclosed with this pack.

The Independent Review of Members' Allowances Panel established by Chiltern District Council shall also act as the Independent Remuneration Panel for any Parish and Town Councils within the District.

NB: Legal advice and administrative support are available from officers of the Council.

Personal Qualities Required

Candidates must be able to demonstrate independence, political impartiality and personal integrity. Some knowledge of the role of Councillors, of financial procedures and of staff remuneration/evaluation matters, would be advantageous but is not essential.

POST: Appointment to Independent Review of Members Allowances Panel		
Criteria Relevant to the Post	Essential	Desired
A good standard of literacy / numeracy	YES	
Communication Skills - ability to communicate effectively and work with others in order to produce a report and recommendations	YES	
Knowledge of Local Government and its functions including the role of elected Members		YES
Should not be a member (Councillor) or officer of Buckinghamshire County Council, Chiltern District Council or any Parish or Town Council in the District	YES	
Should not have a close personal association with any person associated with those councils previously mentioned	YES	
Ability to work as part of a team	YES	
Personal integrity	YES	
Commitment to upholding high standards	YES	
Commitment to confidentiality in accordance with Council's wishes	YES	
Resident of the Chiltern District		YES
No formal political affiliations		YES

Panel Members must not misuse any information gained in the course of their service on the Panel for personal gain or political purpose nor seek to use the opportunity of service on the Panel to promote their private interests or those of connected firms, businesses or other organisations.

Additional Information

Availability

It is envisaged that the initial commitment is likely to involve three or four meetings during Autumn 2017. The panel, when appointed, will need to prepare for these meetings and agree a programme for its work. Thereafter membership is likely to involve one to two days' work a year, including preparation time. But flexibility is needed to attend more meetings if necessary.

Communication is undertaken by electronic means whenever possible. All meetings are held in the daytime.

References

Please provide the name and address of all employment references covering the last three years, including your present or most recent employer.

Selection

Short listing for these appointments will be based upon an assessment of how applicants meet those criteria in the 'Personal Qualities Required' document that are tested from the application form. When completing the additional information section of the form, please show how you meet the criteria. Appointments will be made by full Council on the recommendation of the interviewing panel (Appointment of External Members Panel).

**CHILTERN DISTRICT COUNCIL
SCHEME OF MEMBERS' ALLOWANCES 2017/18**

GUIDANCE NOTES FOR MEMBERS

In accordance with the Local Authorities (Member's Allowances) (England) Regulations 2003 (Statutory Instrument 2003 No 1021) it was agreed at the Council meeting held on 28 February 2017 that the 2016/17 scheme automatically adjusts by 1% to create the 2017/18 scheme. The 2017/18 scheme is effective from 1 April 2017 and is set out below.

1. The allowances approved for the financial year 2017/2018 are as follows:

Post holder	Amount (£)
Basic Allowance (all Members)	4,646
Chairman of the Council	4,878
Vice-Chairman of the Council	1,951
Leader	13,473
Deputy Leader	6,737
Other Portfolio Holders	5,808
Chairmen of Overview Committees (2)	2,927
Chairman of Planning Committee	4,878
Vice-Chairmen of Planning Committee	1,394
Chairman of Licensing & Regulation Committee	2,323
Chairman of Audit & Standards Committee	697
Chairman of Governance & Electoral Arrangements Committee	186 (per meeting) **
Chairman of Appeals & Complaints Committee	186 (per meeting) **
Chairman of Personnel Committee	186 (per meeting) **
Chairman of Taxi & Private Hire Sub-Committee*	186 (per meeting) **
Chairman of Licensing Sub-Committee*	186 (per meeting) **

Miscellaneous:- Ordinary members of a Licensing Sub-Committee (including reserve) *	46 (per meeting)**
Ordinary members of a Taxi & Private Hire Sub-Committee (including reserve) *	46 (per meeting)**
Ordinary members of Planning Committee (11)	697
Party Group Leader/Secretary 4+ Members	929

Limitations on Payment of Special Responsibility Allowances:

* No Restriction – except the Chairman and Vice-Chairman of the Licensing & Regulation Committee are not eligible to receive the per meeting allowance for Taxi & Private Hire / Licensing Sub Committee meetings

** For the avoidance of doubt the relevant per meeting Special Responsibility Allowance for Chairman shall be payable to the Member chairing the meeting.

2. OTHER ALLOWANCES

Members may make claims for the following expenditure:

2.1. Travelling

The use of a Member's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs: www.hmrc.gov.uk/rates/travel.htm. The agreed rates as of March 2015 are as follows:

Cars and vans	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile

The shortest route must be taken. Mileage must be rounded to the nearest whole number.

In respect of long distance journeys, Members should claim standard second class rail travel fare where this is less than the equivalent mileage claim.

In cases of emergency where a Member's car is not available and there is no reasonable public transport a Member may travel by taxi. The amount of the actual fare and any reasonable gratuity paid may be claimed.

Members are asked to share cars when more than one Member is attending the same event.

Members should ensure that their vehicle insurance policy covers use for business purposes.

Claim forms should clearly state the:

- vehicle registration number;
- start point and destination for the journey;
- reason for the journey, ensuring this is within the approved duties listed above; and,
- number of miles claimed at the appropriate rate.

2.2. Public Transport

- Members should use the Council's Oyster card when travelling by train into London. This can be obtained from Democratic Services and should be returned after use.
- Train fares for approved duties will be paid at standard second class rate on production of a receipt/ticket.
- Bus fares for approved duties will be paid on production of a receipt/ticket.
- Approved taxi fares will be paid on production of a receipt.

Mileage/travel claims submitted by Members will be checked by Democratic Services against the guidelines and authorised for payment by the Chief Executive or his deputy. If any claims are refused or amended, Members will be advised by email of the reason.

Travel payments are not taxable.

2.3. Subsistence

Members incurring additional expense in the course of carrying out approved duties in respect of meals or overnight accommodation will be reimbursed approved expenses subject to evidence of expenditure being produced. The agreed rates are the same at the Officer Scheme:

Subsistence allowances	Breakfast	£7.24
	Lunch	£9.99
	Tea	£3.97
	Evening Meal	£12.36
Out of pocket expenses	Per Night	£5.00
	Per Week	£20.00
Overnight expenses	Per Night	Reasonable hotel expenses

Any meals provided free of charge by the Council or any other body cannot be claimed.

Claim forms should:

- show details of the claim, e.g. lunch purchased at meeting - £9.99.
- include a receipt for the amount claimed.

Subsistence payments are not taxable.

2.4. Dependent Carers' Allowance

A Dependent Carers' Allowance will be payable where members have responsibility for the care of a young, elderly or disabled dependant and need to engage the services of an alternative carer in order to discharge any of the approved duties defined in part 3.

The maximum rate at which dependent care may be claimed is:

£8.00	per hour for child care
£14.00	per hour for adult/elderly/disabled dependent care

Payment is subject to the production of proof of expenditure and an overall limit of £2,250 in the financial year to which this Scheme relates.

Payment would not normally be made where dependent care is, or can be, provided by a member of the claimant's household.

Claim forms should:

- show details of the claim e.g. babysitting x hours @ £8.00 per hour
- include a receipt for the amount claimed.

Payment of Dependent Carers' Allowance is taxable.

3. APPROVED DUTIES

Travelling and Subsistence Allowances will be payable at the rates paid to officers of the Council in connection with the following duties (known as "approved duties"):

- Attendance at a meeting of the Council;
- Attendance at a meeting of a committee or sub-committee of the Council;
- Attendance at a meeting of a joint committee or joint sub-committee of the Council;
- Attendance by the Chairman and/or Vice Chairman of the Council and the Party Group Leaders at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the Council;
- Attendance by the Chairman and/or Vice Chairman of a committee or sub-committee of the Council at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the committee or sub-committee, as the case may be;
- Attendance at a meeting of the Cabinet;
- Attendance at a meeting of a committee or sub-committee of the Cabinet;
- Attendance at a meeting of a joint committee or joint sub-committee of the Cabinet;
- Attendance by members of the Cabinet at a pre-arranged meeting with officers of the Council held for the purpose of briefing the Cabinet on the agenda and reports to be presented to a forthcoming meeting of the Cabinet;
- Attendance by members of the Cabinet at pre-arranged informal meetings of the Cabinet held for the purpose of, or in connection with, the discharge of any function of the Cabinet or a committee or sub-committee of the Cabinet;
- Attendance at pre-arranged formal meetings called by an officer;
- Attendance as a member of the Planning Committee at formal or informal site visits;
- Attendance at seminars and training events approved by the Council or

the Cabinet or by a committee or sub-committee of the Council or the Cabinet Provided that attendance at external conferences and training events shall also be authorised by the Chief Executive;

- Attendance at pre-arranged meetings with Management Team held for the purpose of, or in connection with, the discharge of any function of the Council or the Cabinet or of a committee or sub-committee of the Council or the Cabinet;
- Attendance at a meeting of a body to which the Council or the Cabinet makes appointments or nominations;
- Attendance at a meeting of a committee or sub-committee of a body to which the Council or the Cabinet make appointments or nominations;
- Attendance as a district councillor at meetings of the Town or Parish Council(s) active in the Councillor's ward;
- Attendance as a district councillor at meetings of the Neighbourhood Action Groups (NAG) and Local Area Forums;
- Attendance at a meeting of a local authority association of which the Council is a member;
- Attendance at any other meeting the holding of which has been authorised by the Council or the Cabinet or by a committee or sub-committees of the Council or the Cabinet, or by a joint committee or joint sub-committee of the Council or the Cabinet and to which representatives of more than one political group have been invited;
- Duties undertaken on behalf of the Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- Duties undertaken on behalf of the Council in connection with witnessing the common seal of the Council or the signing of any legal contractual, regulatory or consultative document that a member is authorised or empowered to sign;
- Duties undertaken on behalf of the Council in connection with the preparation for and conduct of a local inquiry at which a member will give

evidence on behalf of the Council.

The following are **not approved duties** in respect of claims for travel, subsistence or dependent carers' allowance:

1. Attendance at the Council Offices for discussions with Members or Officers as part of the normal working day – unless pre-arranged with officers.
2. Attendance at conferences or meetings not approved by Committee or the Chief Executive.
3. Attendance at training courses not approved by Committee or the Chief Executive.
4. Attendance at Group meetings.

4. PENSIONS

The Council has maintained its resolve that members shall not be entitled to join the Local Government Pension Scheme and that basic and special responsibility allowances shall not be treated as amounts in respect of which pensions are payable.

5. FORGOING ALLOWANCES

Any member shall be entitled to forgo entitlement to any or part of his or her allowances by giving notice in writing to the Chief Executive.

6. DURATION OF SCHEME

This Scheme will take effect on 1 April 2017 and continue in force to 31 March 2018.

7. REVIEW OF SCHEME

The Independent Review of Members Allowances Panel will next meet in autumn 2017 to consider the Scheme of Allowances for 2018-19. However, any amendments to this Scheme must be made following consideration of the further report and recommendations of the Independent Review of Members Allowances Panel and in accordance with Regulation 10 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

8. CLAIMS AND PAYMENT

The Basic Allowance and the annual Special Responsibility Allowances (SRAs) are payable pro-rata in equal monthly instalments over the Scheme year via the Council's payroll system. The per meeting SRAs are payable the month following the meeting. Payment of the Basic Allowance and SRAs will be made automatically, unless a Member indicates that they wish to forgo their allowances. The Council shall be entitled to make such deductions at source in respect of income tax, national insurance and other matters as it is authorised or required to do by order of HM Revenues and Customs or an English Court.

9. ADMINISTRATION OF SCHEME

The administration of this Scheme shall be the responsibility of the Chief Executive.

In consultation with the Head of Finance, the Chief Executive shall be entitled to introduce such guidance notes and forms and impose such requirements for making and proving claims for travelling and subsistence and dependant carers' allowances as are reasonably necessary for the efficient administration of the Scheme and for the internal and external audit of claims.

When a Member is elected he/she will be provided with a *Member Commencing Form* for completion and return to Finance. This includes details of the Member's bank / building society in order for monthly expenses to be paid. All Members are required to supply their date of birth on the form. Members over pension age (60 for women and 65 for men), are also asked to supply a photocopy birth certificate or other proof of age. This will ensure that National Insurance contributions are not deducted from allowances.

Allowances will be paid automatically on the 15th of each month unless a Member requests the Council on the *Member Commencing Form* not to pay allowances or to pay at a reduced amount.

9.1 Member Claim Form

Claims for allowances should be made using the appropriate form. This is available from: www.chiltern.gov.uk/councillors

Forms should be submitted to Democratic Services via email to: democraticservices@chiltern.gov.uk or via a paper form.

9.2 Claim Deadline

Meetings held on			Claim form deadline	Payment made
26 January	to	25 February	27 February	15 March
26 February	to	25 March	27 March	15 April
26 March	to	25 April	27 April	15 May
26 April	to	25 May	27 May	15 June
26 May	to	25 June	27 June	15 July
26 June	to	25 July	27 July	15 August
26 July	to	25 August	27 August	15 September
26 August	to	25 September	27 September	15 October
26 September	to	25 October	27 October	15 November
26 October	to	25 November	27 November	15 December
26 November	to	25 December	27 December	15 January
26 December	to	26 January	27 January	15 February

- Claims more than three months old will not be met.
- No claims will be met if submitted after the end of the financial year.

If Members have any queries regarding claims for allowances, they can contact Democratic Services (democraticservices@chiltern.gov.uk; 01494 732143).