

# Minutes

## OF THE ANNUAL MEETING OF THE

# Council



Listening Learning Leading

HELD AT 6.00 PM ON THURSDAY 21 MAY 2015

THE FOUNTAIN CONFERENCE CENTRE, HOWBERY PARK,  
CROWMARSH GIFFORD, WALLINGFORD, OX10 8BA

### Present:

Ann Midwinter (Chairman) - in the chair for the election of Chairman.

Anna Badcock, Joan Bland, Felix Bloomfield, Kevin Bulmer, Nigel Champken-Woods, Steve Connel, John Cotton, Margaret Davies, Pat Dawe, Anthony Dearlove, David Dodds, Stefan Gawrysiak, Elizabeth Gillespie, Jeannette Matelot Green, Tony Harbour, Paul Harrison, Stephen Harrod, Lorraine Hillier, Elaine Hornsby, Lynn Lloyd, Imran Lokhon, Jane Murphy, Anthony Nash, Toby Newman, David Nimmo-Smith, Richard Pullen, Robert Simister, Alan Thompson, David Turner, Margaret Turner, John Walsh and Ian White

### Apologies:

Martin Akehurst, Charles Bailey, Bill Service and Jon Woodley-Shead tendered apologies.

**Officers:** David Buckle, Steven Corrigan, Susan Harbour, Margaret Reed and Anna Robinson

## 1 Election of chairman

Mrs Midwinter reviewed her year as Chairman of the council, thanked councillors for all their support and her escort, vice-chairman and Mr Hewer for their assistance during the year. She paid tribute to officers for their continued resilience in the aftermath of the fire at the Crowmarsh offices in January and led Council in showing appreciation with a round of applause.

Mr Cotton and Mr Turner paid tribute to Mrs Midwinter in recognition of her work as Chairman of the council during the past year.

Mrs M Turner was nominated as Chairman.

**RESOLVED:** to appoint Mrs M Turner as Chairman of the council for the ensuing year.

Mrs Midwinter presented Mrs Turner with the chain of office.

Mrs Turner signed her declaration of acceptance of office, presented Mrs Midwinter with the past Chairman's badge, Mr Turner with the escort's badge and made an acceptance speech.

Mrs Turner in the chair.

## **2 Appointment of vice-chairman**

Mr Harrison was nominated as Vice-Chairman.

**RESOLVED:** to appoint Mr Paul Harrison as Vice-Chairman of the council for the ensuing year.

The Chairman presented Mr Harrison with the vice-chairman's chain of office.

Mr Harrison read out the oath of office, signed his declaration of acceptance of office and made an acceptance speech.

## **3 Minutes of the previous meeting**

**RESOLVED:** to approve the minutes of the meeting held on 19 February 2015 as a correct record, subject to the inclusion of Anna Badcock in the list of apologies for absence, and agree that the Chairman sign them as such.

## **4 Declarations of interest**

None.

## **5 Chairman's announcements**

The chairman reported that her charities for the forthcoming year were the Rainbow Trust Children's Charity, which provides emotional and practical support for families who have a child with a life threatening or terminal illness, and Dementia UK Admiral Nurses, which provides specialist dementia nurses who give much-needed practical and emotional support to family carers, as well as the person with dementia.

## **6 Election of leader of Council**

**RESOLVED:** to elect John Cotton as Leader of the council for a four year period ending on the day of the next post election annual meeting in 2019.

Mr Cotton appointed Jane Murphy as the Deputy Leader of the council and Anna Badcock, Elizabeth Gillespie, Tony Harbour, Lynn Lloyd and Robert Simister as Cabinet members with portfolios as follows:

John Cotton: Leader, corporate strategy and strategic policy (including local plan)

Anna Badcock: leisure, arts, communications, health and well-being and community safety

Elizabeth Gillespie: development management, building control and housing

Tony Harbour: waste, grounds maintenance, food safety and environmental health

Lynn Lloyd: IT, HR, customer services and corporate services project

Jane Murphy: Deputy Leader, finance, legal and democratic services and licensing

Robert Simister: property, economic development and technical services

The Leader's scheme of delegation is appended to these minutes.

## **7 Appointments to committees, panels and joint committees for 2015/16**

Council considered the report of the head of legal and democratic services on the appointment of those committees and joint committees which are required to be politically balanced together with the Communities Capital Grant Scheme Panel and Licensing Acts Committee and appointments to joint bodies.

The Chairman referred to the following recommendation tabled at the meeting covering these appointments and to reflect the allocation of an additional Planning Committee seat to the Opposition Forum group.

That for the 2015/16 municipal year Council:

1. appoints the committees, joint committees and panels and allocates seats to each political group as set in the report and the schedule circulated at the meeting;
2. allocates one of the Conservative group's seat on the Planning Committee to the Opposition Forum group;
3. agrees to amend the Constitution to allow for the chair of the Scrutiny Committee to be from the majority party;
4. appoints councillors and substitutes to sit on the committees and panels as set out in the schedule circulated at the meeting;
5. appoints councillors to the Licensing Acts Committee as set out in the schedule circulated at the meeting;
6. appoints councillors and substitutes to the Communities Capital Grant Scheme Panel as set out in the schedule circulated at the meeting;
7. appoints committee chairmen as set out in the schedule circulated at the meeting;
8. appoints Anna Badcock as the council's representative on the Oxfordshire Joint Health Overview and Scrutiny Committee;
9. appoints Ian White as the council's representative on the Thames Valley Police and Crime Panel;

10. authorises the head of legal and democratic services to make appointments to any vacant committee or panel and substitute positions in accordance with the wishes of the relevant group leader and any external appointments in consultation with the Leader of the Council;
11. authorises the head of legal and democratic services to amend the constitution as necessary to reflect the arrangements set out in this report.

In proposing the change to the constitution to remove the restriction on the appointment of a chairman of the Scrutiny Committee from the majority group, Mr Cotton, Leader of the council, stated that he envisaged the committee playing a greater role in policy development. This move was designed to enhance the role of the committee and not to weaken it. He acknowledged concerns raised that this appointment and the reduced number of opposition councillors could prevent the call-in of executive decisions. He asked officers to review the constitutional arrangements to address this.

**RESOLVED:** to

1. appoint the following committees and panels for the 2015/16 year and to appoint the membership, substitutes and chairmen as indicated to sit on them:

<b>Names</b>	<b>Planning Committee, 11 Members</b>
<b>Conservative (9)</b>	<b>Opposition Forum Group (2)</b>
Martin Akehurst	Margaret Davies
Joan Bland	David Turner
Felix Bloomfield (Chairman)	
Anthony Dearlove	
Jeannette Matelot Green	
Lorraine Hillier	
Toby Newman	
Richard Pullen	
Margaret Turner	
<b>SUBSTITUTES</b>	
<b>Conservative (9)</b>	<b>Opposition Forum Group (1)</b>
Charles Bailey	Stefan Gawrysiak
Paul Harrison	
Stephen Harrod	
Elaine Hornsby	
Imran Lokhon	
David Nimmo-Smith	
Ian White	
Jon Woodley-Shead	

<b>Names</b>	<b>Scrutiny Committee, 9 Members</b>
<b>Conservative (8)</b>	<b>Opposition Forum Group (1)</b>
Steve Connel	David Turner
Pat Dawe	
Jeannette Matelot Green	
Paul Harrison	
Imran Lokhon	
Richard Pullen (Chairman)	
John Walsh	
Ian White	
<b>SUBSTITUTES</b>	
<b>Conservative (8)</b>	<b>Opposition Forum Group (2)</b>
Joan Bland	Margaret Davies
Anthony Nash	Stefan Gawrysiak
Toby Newman	
David Nimmo-Smith	
Bill Service	

<b>Names</b>	<b>Joint Scrutiny Committee, 5 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Martin Akehurst	
David Dodds	
Richard Pullen (Co-Chairman)	
Bill Service	
Jon Woodley-Shead	

<b>Names</b>	<b>Joint Scrutiny Committee, 5 Members</b>
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Pat Dawe	
Jeannette Matelot Green	
Alan Thompson	
Ian White	

<b>Names</b>	<b>Joint Audit and Governance Committee, 4 Members</b>
<b>Conservative (4)</b>	<b>Opposition Forum Group (0))</b>
Charles Bailey	
Kevin Bulmer (Co-Chairman)	
Alan Thompson	
John Walsh	
<b>SUBSTITUTES</b>	
<b>Conservative (4)</b>	<b>Opposition Forum Group (0)</b>
Paul Harrison	
David Nimmo-Smith	
Richard Pullen	

<b>Names</b>	<b>Community Governance and Electoral Issues Committee, 6 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (1)</b>
Nigel Champken-Woods	Margaret Davies
Anthony Dearlove	
Paul Harrison (Chairman)	
Lorraine Hillier	
Bill Service	
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (2)</b>

Felix Bloomfield	Stefan Gawrysiak
Elaine Hornsby	David Turner
John Walsh	
Jon Woodley-Shead	

<b>Names</b>	<b>General Licensing Committee, 12 Members</b>
<b>Conservative (10)</b>	<b>Opposition Forum Group (2)</b>
Kevin Bulmer	Margaret Davies
Nigel Champken-Woods	Stefan Gawrysiak
Pat Dawe	
David Dodds (Chairman)	
Stephen Harrod	
Lorraine Hillier	
Anthony Nash	
David Nimmo-Smith	
Ian White	
Jon Woodley-Shead	
<b>SUBSTITUTES</b>	
<b>Conservative (10)</b>	<b>Opposition Forum Group (1)</b>
	David Turner

<b>Names</b>	<b>Licensing Acts Committee, 12 Members</b>
<b>Conservative (10)</b>	<b>Opposition Forum Group (2)</b>
Kevin Bulmer	Margaret Davies
Nigel Champken-Woods	Stefan Gawrysiak
Pat Dawe	
David Dodds (Chairman)	
Stephen Harrod	
Lorraine Hillier	
Anthony Nash	
David Nimmo-Smith	
Ian White	
Jon Woodley-Shead	

<b>Names</b>	<b>NNDR Appeals Panel, 5 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Joan Bland	
Nigel Champken-Woods	
Elaine Hornsby	
Imran Lokhon	
Anthony Nash	
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>



<b>Names</b>	<b>Housing Appeals Panel, 5 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Martin Akehurst	
David Dodds	
Jeannette Matelot Green	
Elaine Hornsby	
Alan Thompson	
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>

<b>Names</b>	<b>Communities Capital Grant Scheme Panel (formerly CIF), 9 Members</b>
<b>Conservative (8)</b>	<b>Opposition Forum Group (1)</b>
	Stefan Gawrysiak
<b>SUBSTITUTES</b>	
<b>Conservative (8)</b>	<b>Opposition Forum Group (2)</b>
	Margaret Davies
	David Turner

2. (with no councillor voting against) allocate one of the Conservative group's seat on the Planning Committee to the Opposition Forum group;
3. amend the Constitution to allow for the chair of the Scrutiny Committee to be from the majority party;
4. appoint Anna Badcock as the council's representative on the Oxfordshire Joint Health Overview and Scrutiny Committee;
5. appoint Ian White as the council's representative on the Thames Valley Police and Crime Panel;
6. authorise the head of legal and democratic services to make appointments to any vacant committee or panel and substitute positions in accordance with the wishes of the relevant group leader and any external appointments in consultation with the Leader of the council;
7. authorise the head of legal and democratic services to amend the constitution as necessary to reflect the arrangements set out in this report.

## **8 Councillors' allowances**

Council considered the report of the head of legal and democratic services and the accompanying independent remuneration panel's report on the councillors' allowances scheme.

John Cotton moved and Jane Murphy seconded a revised set of allowances circulated at the meeting. In moving the motion Mr Cotton stated that the council could afford an increase in allowances having the sixth lowest council tax in the country. The proposed allowances would still be lower than the average for the South East of England and the cost could be met from the contingency budget and not impact on the level of council tax. It was important that the level of allowances should not dissuade people from standing as a councillor or taking on a position of responsibility and, although the allowance should not be considered a salary, a councillor should not be out of pocket for doing so. The proposed rates reflected the allowances paid at Vale of White Horse District Council. This was a logical move given the alignment of officer remuneration across South Oxfordshire and Vale of White Horse district councils and the continued integration between the two councils.

The view was expressed that the proposed reduction in the level of special responsibility allowance for the chairman of the Scrutiny Committee did not reflect the significant level of responsibility of the role and served to downgrade its importance.

A minority of councillors, whilst supporting the proposals of the independent remuneration panel, did not support the higher overall levels tabled at the meeting. However, the vast majority of councillors supported the revised scheme as attached to these minutes.

### **RESOLVED: to**

1. agree a revised councillors' allowances scheme for 2015/16, as attached to these minutes, with effect from 11 May 2015;
2. authorise the head of legal and democratic services to implement and advertise the scheme, and make any consequential amendments to the constitution.

## 9 Urgent Cabinet decisions

In accordance with the overview and scrutiny procedure rules, Council noted that the following decisions were taken as a matter of urgency since the last Council meeting:

- On 20 February 2015 Rev'd Angie Paterson took a decision to undertake a Regulation 18 issues and scope consultation for the Science Vale Area Action Plan. The chairman of the scrutiny committee agreed to waive call-in to allow the consultation process to begin recognising that the committee had commented on the plan;
- On 15 March 2015 Lynn Lloyd took a decision to transfer £45,000 from the capital contingency budget within the provisional capital programme to the approved capital programme and to create a capital budget for the purchase of new polling booths for the May 2015 elections. The chairman of the scrutiny committee agreed to waive call-in to allow a formal order before the end of the financial year and to ensure delivery in time for the elections.

The meeting closed at 6.47

Chairman

Date

# **South Oxfordshire District Council only**

## **SCHEME OF DELEGATION OF THE LEADER OF THE COUNCIL TO CABINET MEMBERS AND OFFICERS**

### **Introduction**

1. The Local Government Act 2000 provides that the leader may discharge any executive functions or may arrange for the discharge of any of those functions by the cabinet, by another member of the cabinet, by a committee of the cabinet or by an officer of the council.
2. This scheme of delegation to cabinet members and to officers is made pursuant to the Local Government Act 2000 and was approved by the leader of the council on 21 May 2015 and came into force immediately. This scheme replaces all previous schemes.
3. The scheme may be amended by the leader of the council at any time during the year. The scheme is subject to the general terms and conditions described below.

### **Terms and conditions**

4. Any decision taken by a cabinet member under this scheme of delegation shall only be taken having regard to any advice from the strategic director responsible for the relevant function associated with the decision.
5. Any decision which could attract to the council adverse legal consequences shall be taken after consultation with the monitoring officer.
6. Any decision which could attract adverse financial implications shall be taken after consultation with the chief finance (section 151) officer.
7. Where functions may be discharged by a cabinet member under this scheme of delegation the cabinet member may arrange for the discharge of any of those functions by an officer of the council.
8. Any cabinet member exercising any delegated powers under this scheme also has the power to do anything which is calculated to facilitate or is conducive or incidental to the exercise of such delegated powers.
9. Once a cabinet member has exercised any delegated power under this scheme, he or she shall make a record of the decision which shall include the views of any officer consulted on the issue. The record of the decision shall be forwarded by the cabinet member or officer immediately to democratic services.

## **Responsibility for executive functions**

10. The following cabinet members are responsible and are delegated authority to take decisions in respect of the functions and projects set out below until they are amended or withdrawn by the leader in writing.

John Cotton: Leader, corporate strategy and strategic policy (including local plan)

Anna Badcock: leisure, arts, communications, health and well-being and community safety

Elizabeth Gillespie: development management, building control and housing

Tony Harbour: waste, grounds maintenance, food safety and environmental health

Lynn Lloyd: IT, HR, customer services and corporate services project

Jane Murphy: Deputy Leader, finance, legal and democratic services and licensing

Robert Simister: property, economic development and technical services

11. I delegate authority to the chief executive to discharge all executive functions and to request any member of the cabinet to act on behalf of the leader in the leader's and deputy leader's absence.

## **Scrap Metal Sub-Committee**

12. I establish a Scrap Metal Sub-Committee (known as a Panel) comprising any three members of the Cabinet, to include the Cabinet member for environmental health if he/she is available, to consider contested applications and authorise the head of legal and democratic services to invite an appropriate panel to conduct a scheduled hearing.

Councillor John Cotton

21 May 2015



Listening Learning Leading

## **Councillors' allowances scheme from 11 May 2015**

1. South Oxfordshire District Council, in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003, considered the report of its appointed Independent Remuneration Panel and approved the following scheme on 21 May 2015.
2. The scheme has effect from 11 May 2015.
3. In this scheme:
  - (a) 'councillor' means an elected councillor of the district council (the Council)
  - (b) 'co-opted member' means a person (other than a councillor) formally co-opted by resolution on to a committee of the Council for more than one meeting.
  - (c) 'calendar year' means a period 1 January to 31 December; 'financial year' means a period 1 April to 31 March; 'municipal year' means a period between Annual Council meetings.

### **Basic Allowance**

4. Each councillor shall be paid a basic allowance of £4,575 for the financial year.

### **Co-opted members of committees**

5. Other than the award of a basic allowance, this scheme applies to co-opted members on the same basis as to councillors.

### **Special Responsibility Allowances**

6. The following special responsibility allowances are paid per annum to those councillors holding positions of:

<b>Position of special responsibility</b>	<b>Allowance per annum</b>
Chairman of Council	£4,840
Vice-Chairman of Council	£1,210
Leader of the Council	£18,151

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Other Cabinet members	£8,470
Chairman of Scrutiny Committee	£2,040
Chairman of Planning Committee	£4,840
Chairman of the Audit and Corporate Governance Committee	£1,210
Chairman of the Licensing Acts Committee	£510
Chairman of General Licensing Committee	£2,040
Leader of an Opposition Group	£1,210

7. Where a councillor is entitled to more than one special responsibility allowance, only the higher or highest special responsibility allowance shall be paid.
8. Chairmen and vice chairman of committees not listed here are not paid a special responsibility allowance.
9. If the council abolishes a committee, any relevant special responsibility allowance will cease.
10. If the remit of any committee is substantially altered, the existing special responsibility allowance shall continue to be paid until the Independent Remuneration Panel decides to recommend otherwise.

### **Travel and subsistence allowance**

11. Travel and subsistence allowances shall be paid where a councillor has necessarily incurred costs on travel or subsistence in carrying out any approved duty specified in Schedule 1 to this scheme.
12. The amount of travel and subsistence allowances payable shall be at the maximum levels payable to council staff in line with the HM Revenue and Customs' rates.
13. Mileage claims can be made for travel between home and the meeting place(s) but normally in no other circumstances.
14. When it is impossible or impractical to use public transport or a councillor's normal private transport then, with the prior approval of the Head of Legal and Democratic Services, the actual fare by taxi/private hire vehicle together with reasonable gratuity (up to 10 per cent of the fare) will be paid on submission of a receipt.

15. In cases where prior approval was not sought or given, a claim for mileage by private car can be made. In cases of urgency retrospective approval can be requested of the Head of Legal and Democratic Services.
16. Where it is impossible or impractical for a councillor to use their private transport or use public transport due to a disability, then the councillor may seek approval from the Head of Legal and Democratic Services to use a taxi or private hire vehicle to travel to attend meetings or events specified as an approved duty in Schedule 1 to this scheme. This approval shall be effective until the councillor's re-election when a new approval will be required. The council will pay the actual fare together with reasonable gratuity (up to 10 per cent of the fare) on submission of a receipt.
17. Claims must be made on the correct form, signed, and sent to democratic services.

### **Carer's Allowance**

18. A carer's allowance shall be paid where a councillor has necessarily incurred expenditure for the care of one or more children or a dependent relative while undertaking any of the approved duties specified in Schedule 1 to this scheme. This allowance shall be no more than the costs incurred up to the following hourly limits and include a reasonable time for travel and 15 minutes for hand-over:

Childcare	Up to £6.50 per hour (in line with the national minimum wage)
Dependent Relative Care	Up to £17 per hour

19. Claims are not restricted to care provided by formal carers but every claim must be supported by a receipt or invoice.
20. Any amount exceeding the hourly limit will be paid only in exceptional circumstances.
21. A councillor cannot claim for more than one carer at the same time.

### **Claims and payments**

22. Where councillors attend a meeting at which they are representing more than one council or organisation, they must ensure they claim travel, subsistence and carer's allowances from one council or organisation only.
23. Any claim for payment of travel, subsistence and carer's allowances under this scheme shall be made in writing on the correct claim form within two months of the date of the duty to which the claim relates. Claims must be sent to Democratic Services (email: [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk)).
24. Mileage claims will not be paid unless supported by a VAT receipt for petrol. Other claims will not be paid unless dated receipts confirming the expenditure incurred are provided.



25. Basic allowances and special responsibility allowances will be paid monthly in instalments of one-twelfth of the annual amount payable. Payments will be made by BACS transfer on the same date as officers are paid. Travel and subsistence claims will be paid along with the basic allowances and special responsibility allowances.

### **Payment of basic allowances and special responsibility allowances**

26. Councillors wishing to claim such allowances must supply Payroll with such information as is required to permit payments to be made by BACS transfer and for tax and national insurance to be deducted. Any councillor not supplying these details within three months of election will be deemed to have elected to forego their entitlement to such allowances.
27. Any councillor may elect to forego any part of their entitlement to allowances under this scheme. If a councillor does not want to be paid their basic allowance or special responsibility allowance they must inform the Head of Legal and Democratic Services in writing.
28. If a councillor later wishes to start being paid a basic allowance or special responsibility allowance they must inform the Head of Legal and Democratic Services in writing. They may not claim for more than three months' backdated allowances.
29. A councillor who has elected to forego all or part of his/her basic allowance and/or special responsibility allowance is still entitled to claim travel, subsistence, and carer's allowances.

### **Part year entitlements and when allowances start**

30. Where a councillor becomes or ceases to be a councillor, or accepts or relinquishes any special responsibility for which an allowance is paid, allowances will be paid pro-rata to the number of days during the financial year in which he was a councillor or held the special responsibility.
31. The Chairman and Vice-Chairman of Council shall receive the appropriate special responsibility allowance from the day of his/her election to the specific role, ending on the day of the next annual meeting of the Council.
32. The chairman of a committee shall receive the appropriate special responsibility allowance from the day of his/her election to the specific role, ending on the day of the first meeting of a committee in the municipal year where a new chairman is elected to that specific role.
33. The Leader of the Council shall receive the appropriate special responsibility allowance from the day of his/her election as Leader until the day of the next post-election annual meeting or the date he/she ceases to be Leader.

34. A councillor who is nominated as a Cabinet member shall receive the appropriate special responsibility allowance from the date that the Leader states that their responsibility starts. The allowance shall cease on the date that the Leader states that their responsibility ends, or they resign the post, or cease to be a councillor, whichever is the earlier.
35. In a district council election year, all special responsibility allowances except that paid to the Chairman of Council and the Leader of the Council will cease on the fourth day after the date of the election.

## **Pensions**

36. Councillors are not eligible to join the local government pension scheme.

## **Publicity**

37. As soon as practicable after 1 April each year the Head of Legal and Democratic Services will make arrangements for the publication of the total paid to each councillor and co-opted member in each category of allowance in the preceding financial year.

## **Review of the scheme**

38. Regulation 21(e) of the Local Authorities (Members Allowances) (England) Regulations 2003 states that the adjustments to the level of allowances may be determined according to an index, subject to a maximum of four years before its application is reviewed.
39. For four years after this scheme is adopted, allowances payable under this scheme may be increased on 1 April each year subject to Council decision.
40. Basic allowances and special responsibility allowances may be increased by the same percentage as the annual staff pay increase.
41. Travel and subsistence allowances may be increased to the maximum rates payable to officers of the Council in line with the HM Revenues and Customs' rates.

## **Schedule 1 – approved duties for the purposes of payment of travel, subsistence, and carer’s allowances**

### **Authorisation**

1. The Head of Legal and Democratic Services has the authority to approve or refuse any claim.

### **Meetings – general provision**

2. Attendance at any meeting, the holding of which is authorised by the council or a committee or sub-committee or panel, provided that it is a meeting to which members of at least two political groups have been invited.

### **Council and committee meetings**

3. Attendance:
  - (a) at a meeting of the Council or a committee or sub-committee or panel of which the councillor is a member or acting as a substitute member;
  - (b) at a meeting of a committee or sub-committee or panel where the councillor is attending to represent the views of their ward on a report relating to that ward, or to represent the views of their political group, **but not where** the purpose is merely to observe and not to take part in the meeting;
  - (c) by ward councillors at formal visits of a committee accompanied by an officer to a site or event;

### **Events organised or promoted by the authority**

4. Attendance at:
  - (a) training events, seminars and presentations organised by the council;
  - (b) training events, conferences, seminars and tours not organised by the council but previously approved by the Head of Legal and Democratic Services.

### **Meetings with officers**

5. Attendance at:
  - (a) a meeting of one or more councillors called in pursuance of any function of the Council;
  - (b) a meeting with an officer at the council offices or elsewhere (but not purely in relation to ward matters);

- (c) a meeting of a councillor in receipt of a special responsibility allowance (or their deputy) with an officer in relation to the functions for which they receive that allowance, including briefing meetings;
- (d) a meeting for the opening of tenders where such attendance is required by the Council's Constitution;
- (e) a meeting of councillors and officers with other principal authorities.

### **Meetings outside the council**

6. Attendance:

- (a) at properly convened meetings of outside organisations, after appointment by the Leader or Council to those organisations and when acting as a representative of the Council;
- (b) at a meeting of any association of authorities of which the Council is a member;
- (c) solely in the capacity of district councillor at parish and town council meetings within the relevant councillor's ward. Where the councillor is also a parish/town or acting as a county councillor, no allowance shall be paid.

### **Other duties**

7. Any other duty approved by the Head of Legal and Democratic Services for the purpose of, or in connection with, discharging the functions of the Council or its committees.

### **Cases where no allowance can be claimed, unless an officer of the council has formally requested the councillor to attend to represent the council:**

- 8. travel as a result of working on ward business, local issues, or individual casework;
- 9. attendance at school governing bodies;
- 10. political group meetings including meetings of more than one group;
- 11. events of a primarily social nature, unless this is a duty undertaken by the Chairman or Vice-Chairman of Council in their official capacity;

### **Cases where no allowance can be claimed:**

- 12. any duty where the allowance should properly have been claimed from another body;

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13. visits to sites before committee meetings other than those organised and attended by a council officer;
14. duties of a party political nature;
15. attendance at meetings within the councillor's own ward on business relating only to that ward.