



**COTSWOLD**  
**DISTRICT COUNCIL**

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# **ANNUAL COUNCIL**

# **AGENDA**

**Tuesday 14th May, 2019 12 noon**

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**Council Chamber, Trinity Road, Cirencester**

## NOTES

### (i) Questions Arising on the Agenda

If any Member has any questions arising on the Council Agenda, or any of the Committee Agendas that follow, he/she is requested to give advance notice of such question to an Officer of the Democratic Services Section so that a full response can be made available either prior to, or at, the Meeting. If no such advance notification is given, a full response to any question cannot be guaranteed at the Meeting.

### (ii) Declarations of Interest

Members are invited to declare any interests they may have in any matter identified for discussion at the Meeting, including those which fall within the provisions of Section 106 of the Local Government Finance Act 1992.

### (iii) Committees

Each Committee will each meet in turn at the conclusion of the Annual Council Meeting to make their respective Chairman and/or Vice-Chairman appointments (Agendas attached).

N.B. An initial Meeting of the Cabinet is not required as the Constitution provides that, by virtue of office, the Leader of the Council is automatically the Chairman of the Cabinet.

### (iv) Mobile Phones/Pagers

All mobile phones/pagers should be **SWITCHED OFF OR SET TO SILENT MODE BEFORE** the start of the Meeting.

### (v) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know before the start of the meeting.

Recording/filming should not be disruptive or distracting to the good order and conduct of the Meeting. To assist with this, an area of the meeting venue will be designated from which proceedings can be recorded/filmed, and 'roaming' around the venue while recording is not permitted. The Chairman will exclude anyone whose behaviour is disruptive.

Recording/filming should only be of Members and Council Officers, and not any members of the public (unless they are formally addressing the Meeting or unless specific permission has been given by those individuals).

For further information, please read the Notices displayed inside and outside of the meeting venue and/or speak with the Committee Administrator.

(vi) Lunch

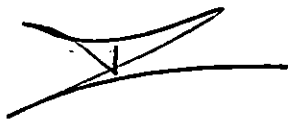
At the conclusion of the formal business, lunch will be provided. Invitations to the Meeting and lunch will also be extended to all Honorary Aldermen and to those former Councillors who either did not seek re-election or who were unsuccessful at the recent elections.

(vii) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Ben Amor on 01285 623236 who will be the Committee Administrator responsible for the Meeting.

Distribution:

All Members of the Council



**Nigel Adams**  
Head of Democratic Services

3<sup>rd</sup> May 2019

PLEASE NOTE THE  
START TIME OF  
THE MEETING

## FORTY-SEVENTH ANNUAL MEETING COTSWOLD DISTRICT COUNCIL

14<sup>TH</sup> MAY 2019

### AGENDA

(1) **Apologies**

(2) **Declarations of Interest**

(a) To receive any declarations of interest from Members under:-

(i) the Code of Conduct for Members; and/or

(ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council tax or arrangements for administering the Council Tax).

(b) To receive any declarations of interest from Officers under the Code of Conduct for Officers.

(3) **Election of Chairman of the Council** from among the Councillors, to hold Office until the Annual Meeting in 2020; and to receive a Declaration of Acceptance of Office.

Details of nomination(s) received will be reported when received.

(4) **Appointment of Vice-Chairman of the Council** from among the Councillors, to hold Office until the Annual Meeting in 2020; and to receive a Declaration of Acceptance of Office.

Details of nomination(s) received will be reported when received.

(5) **Announcements from the Chairman/Leader/Head of Paid Service**

(6) **Membership of the Council**

To receive details of Councillors elected on 2<sup>nd</sup> May 2019.

(7) **Records of Attendances**

To receive the Records of Attendances at Meetings during the 2018/19 Council Year.

(8) **Election of Leader of the Council** (who shall be Chairman of the Cabinet) from among the Councillors, to hold Office for the four-year term of the Council.

Details of nomination(s) received will be reported as soon as possible.

(9) **Appointment of the Cabinet**

In accordance with the Constitution, to receive the appointments of the Leader of the Council in respect of the other Cabinet Members.

(10) **Appointment of Committees**

To make appointments to the following Committees:-

- (i) Planning and Licensing Committee
- (ii) Overview and Scrutiny Committee
- (iii) Audit Committee

The Briefing Note of the Head of Paid Service will follow once the political groups on the Council have made their appointments to the Committee places allocated.

(11) **Members' Allowances 2019/20**

To agree a scheme of Members' Allowances for 2019/20.

(12) **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

(END)

COTSWOLD DISTRICT COUNCIL

ANNUAL COUNCIL MEETING

14<sup>TH</sup> MAY 2019

Present:

Councillor Julian Beale - Chairman

Councillors -

Stephen Andrews	Robin Hughes
Mark Annett	Sue Jepson
Gina Blomefield	Julia Judd
Claire Bloomer	Richard Keeling
Tony Berry	Juliet Layton
Ray Brassington	Andrew Maclean
Patrick Coleman	Nick Maunder
Rachel Coxcoon	Richard Morgan
Tony Dale	Dilys Neill
Andrew Doherty	Richard Norris
Mike Evemy	Nigel Robbins
Jenny Forde	Gary Selwyn
Joe Harris	Lisa Spivey
Mark Harris	Ray Theodoulou
Nikki Ind	Steve Trotter
Stephen Hirst	Clive Webster
Roly Hughes	

CL.1 DECLARATIONS OF INTEREST

Councillor Mark Harris declared an interest in respect of Agenda Item (11), as the Chairman of the Independent Review Panel was a constituent within his Ward.

Councillor Joe Harris declared an interest in respect of Agenda Item (11), as he had historically attended a dinner at which the Chairman of the Independent Review Panel had been present.

There were no declarations of interest by Officers.

CL.2 ELECTION OF CHAIRMAN OF THE COUNCIL

The retiring Chairman of the Council, Councillor Julian Beale, welcomed new and returning Members to the Meeting along with former Members and a number of Honorary Alderman. He explained that he wished to congratulate Councillor Joe Harris and his fellow party colleagues for a well-conceived and excellent campaign which he considered had been conducted in a fine manner and one which, had demonstrated 'a time for change'. Councillor Beale added that he wished to extend his personal thanks to all Members and Officers who had assisted him during his two year term as Chairman and

offered his congratulations to the Head of Paid Service who had admirably conducted the recent District and Parish Elections.

Councillor Joe Harris extended his thanks to Councillor Beale for his service as Chairman of the Council over the past two years and for the professional and open to all approach he had applied to the role.

Councillor Beale then reported/invited nominations for Chairman of the Council for the ensuing year.

Councillor Nigel Robbins had been Proposed by Councillor Claire Bloomer and Seconded by Councillor Ray Brassington. They commented that Councillor Robbins was an experienced Member at County, District and Town Council levels; and that he had previously served as Mayor of Cirencester. They believed that he was therefore well-suited to fulfilling the role of Chairman of the Council.

In the absence of further nominations, it was

**RESOLVED that Councillor Nigel Robbins be elected Chairman of the Council, to hold office until the Annual Meeting of the Council in May 2020.**

Notes:

- (i) Councillor Robbins read out his Declaration of Office, which he duly signed.
- (ii) Councillor Robbins then took the Chair.
- (iii) Councillor Robbins thanked Members for electing him as Chairman of the Council and explained that it was a matter of pride to represent the Council and that he hoped he would be as inclusive a Chairman as Councillor Beale and would undertake the role with agreement from all parties.

CL.3 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

The Chairman reported/invited nominations.

Councillor Dilys Neill had been Proposed by Councillor Lisa Spivey and Seconded by Councillor Tony Dale.

In the absence of further nominations, it was

**RESOLVED that Councillor Dilys Neill be elected Vice-Chairman of the Council, to hold office until the Annual Meeting of the Council in May 2020.**

Notes:

- (i) Councillor Neill then read out her Declaration of Acceptance of Office, which she duly signed.

(ii) Councillor Neill thanked Members for the confidence expressed in appointing her as Vice-Chairman of the Council and stated that she had learnt a great deal from the approach taken previously by Councillor Beale.

#### CL.4 ANNOUNCEMENTS FROM THE CHAIRMAN, LEADER OR HEAD OF PAID SERVICE

The Chairman explained that he would endeavour to represent the Council fairly both within and outside of the Council Chamber and that the Council's new administration's prospectus had an ambition to change with the main aims of transparency; urgency of responding to climate change; the educational and social element of the District's market towns; and an increase in social housing provision. He added that the appointment of Honorary Alderman would be subject to a review and subsequent report at a future Council Meeting. The Chairman also expressed his desire for Members to become involved in a competition to design a pledge or affirmation for Council Meetings, which the Vice-Chairman would judge. He concluded by congratulating newly-appointed Independent Ward Member for Tetbury East and Rural, Councillor Nikki Ind, on her appointment to the role of Mayor of Tetbury.

The Chairman then welcomed Mr. Christopher Horne, formerly, of Moreton-in-Marsh, to the Meeting. Mr. Horne advised of his family's connection to historic politicians of the District and gifted a painting of William Gladstone, former British Prime Minister, to the Council's administration for display within the Council's offices.

The Chairman extended his thanks to Mr. Horne and accepted the painting on behalf of the Council.

Councillor Berry wished to extend his thanks to Councillor Beale for being, what he considered, an 'exceptional' Chairman. Councillor Berry also wished to extend his thanks to his group for their support during his short term as Leader of the Council and also to Officers for their assistance. He concluded by congratulating Councillor Joe Harris on a successful campaign and stated that he was inheriting a Council 'in pretty good shape' and one that was also financially sound.

There were no announcements from the Head of Paid Service.

#### CL.5 RECORD OF ATTENDANCES

The Council received the Record of Attendances at Meetings during the past Council Year.

#### CL.6 LEADER OF THE COUNCIL

The Chairman of the Council reported/invited nominations.

Councillor Joe Harris had been Proposed by Councillor Mike Evemy and Seconded by Councillor Rachel Coxcoon.

Councillor Evemy explained that he considered it 'an honour' to nominate Councillor Harris as the first Leader of the Council's new administration and stated that, without his input, it would be unlikely that the Group would be



running the Council. Councillor Evely added that Councillor Harris had eight previous years of experience on the Council and was both passionate about Cirencester and the wider District as a whole.

In the absence of any further nominations, it was

**RESOLVED that Councillor Joe Harris be appointed Leader of the Council, to hold Office until the Annual Meeting of the Council in May 2023.**

Notes:

(i) It was noted that, by virtue of the Constitution, the Leader of the Council would also be Chairman of the Cabinet. It was also noted that, under the 'Strong Leader' executive arrangement, the Leader appointment was for the term of the Council rather than on an annual basis.

(ii) Councillor Harris thanked Members for their support, echoed the comments previously made by Members regarding Councillor Beale, and stated that he was looking forward to working with his colleague Members in a more constructive environment. He added that the Council had been the subject of a historic election result which had been reflected in large media coverage nationally; and that, whilst often disagreeing with them, he wished to extend his thanks to the previous administration and Councillor Berry as previous Leader of the Council. Councillor Harris echoed the comments made by the Chairman in regard to the new administration's priorities and he hoped that all Members would be involved in the decision-making process and would consequently feel their role at the Council to be a worthwhile and fulfilling one.

**CL.7 APPOINTMENT OF THE CABINET**

It was noted that Councillor Joe Harris, as Leader of the Council, had made the following Cabinet appointments for the 2019/20 Council Year:-

<u>Councillor</u>	<u>Portfolio Area</u>
Mike Evely (Deputy Leader)	Finance
Rachel Coxoon	Planning, Policy, Climate Change and Energy
Tony Dale	Economic Development, Skills and Young People
Andrew Doherty	Waste, Flooding and Environmental Health
Jenny Forde	Health, Well-being and public safety
Mark Harris	Car Parks and Town & Parish Councils

<u>Councillor</u>	<u>Portfolio Area</u>
Lisa Spivey	Housing and Homelessness
Clive Webster	Development Management, Landscape and Heritage

The Leader explained that he did not consider that the Cabinet in its current form to be the best method of governance, and that he would insist that the Cabinet would exercise its power with caution. He added that whilst a potential future move could be to move away from the Cabinet system, the current increase to nine Cabinet Members would help to deliver the ambitious programme for the Council. Whilst recognising the various financial implications, the Leader also explained that the important and busy first year of the council term did, in his view, justify the increase in membership.

#### CL.8 APPOINTMENT OF COMMITTEES

The Council was requested to make appointments to the various Committees of the Council for the 2019/20 Municipal Year.

Attention was drawn to the Briefing Note from the Head of Democratic Services, which set out the allocations of each of the political groups within the Council to the various Committee and it was

**RESOLVED that the Committee appointments for 2019/20 be confirmed,**

**Record of Voting - for 34, against 0, abstentions 0, absent 0.**

#### Note:

Details of the various appointments are set out in the Appendix to these Minutes.

#### CL.9 MEMBERS' ALLOWANCES 2019/20

The Head of Paid Service introduced the item and informed Members that the Chairman of the Independent Review Panel (IRP), Mrs. Jane Winstanley, was unable to be present at the Meeting due to a prior engagement. He drew attention to the views of the Panel, as detailed within the circulated report, and of the strong view that delaying any increase would result in more difficulties in uprating any allowances in the future. The Head of Paid Service concluded by clarifying previous Council discussions and decisions on this item, and the Council decision at the September 2018 Meeting, that the Panel's recommendations should be presented at the first Meeting of the newly-elected Council in May 2019 for decision.

The Deputy Leader of the Council and Cabinet Member for Finance then Proposed that the Council accept the recommendations of the Panel to increase Members' Allowances with a basic allowance of £5,000 per annum, and with future allowance amounts to be indexed against staff pay awards. He added that the newly-elected Council in May 2023 should then decide the levels of Members' Allowances for the next term having agreed the recommendations made by the Independent Review Panel at that time.

The Cabinet Member for Car Parks and Town and Parish Councils Seconded the Proposition. He explained that the allowances would be in line with many other Councils across the county and would enable a more diverse range of people to stand for election to the Council in the future.

Councillor Berry, as Leader of the Conservative Group, commented that his Group could not support the Proposition as the rises in salary for Officers over the same period equated to 14% in comparison. He also drew attention to the increase in Cabinet Members and the additional expenses this would incur.

Various Members drew attention to the potential that the increase in Member Allowances would have in encouraging a wider and more diverse membership of the Council and that, currently, the Council was considered to be 'under-remunerating' its Members. Those Members also explained that some residents of the District, having been surveyed by the IRP, had agreed that member allowances should be increased and that the increase had been delayed for too great a time.

Other Members highlighted the unsuitable timing of any decision being made on this item given the recent election of Members to the Council and in addition, the greater increase to Member Allowances than had been received by Officers over the past 11 years.

The Deputy Leader of the Council was invited to address the Council again and reminded Members that the timing of consideration of this item was in line with the previous administration's decision to defer any action on this item until the first Meeting of the newly-elected Council in May 2019. He also drew attention to the fact the Panel had recommended an increase of up to £5,500 per annum per Member and that the Proposition incorporated an increase from £4,000 to £5,000 per annum.

In accordance with Council Procedure Rule 16.6, a recorded vote was requested; and this request was supported by the requisite number of Members.

On being put to the vote, the PROPOSITION was APPROVED.

**RESOLVED that the Council supports the recommendations of the Independent Remuneration Panel in relation to 2019/20 and beyond.**

Note:

The Record of Voting was as follows:-

For: - Councillors Claire Bloomer, Ray Brassington, Patrick Coleman, Rachel Coxcoo, Tony Dale, Andrew Doherty, Mike Evemy, Jenny Forde, Joe Harris, Mark Harris, Roly Hughes, Nikki Ind, Juliet Layton, Andrew Maclean, Nick Maunder, Dilys Neill, Nigel Robbins, Gary Selwyn, Lisa Spivey and Clive Webster - Total: 20;

Against: - Councillors Stephen Andrews, Mark Annett, Julian Beale, Tony Berry, Gina Blomefield, Stephen Hirst, Robin Hughes, Sue Jepson, Julia Judd, Richard Keeling, Richard Morgan, Richard Norris, Ray Theodoulou and Steve Trotter - Total: 14;

Abstentions: - Total: 0;

Absent: - Total: 0

CL.10 OTHER BUSINESS

There was no other business that was urgent.

Note:

The Chairman reminded Members that all Committees would meet at the conclusion of the Council Meeting to deal with their respective Chairman and/or Vice-Chairman elections/appointments.

The Meeting commenced at 12.05 p.m. and closed at 1.40 p.m.

Chairman

(END)

**APPENDIX**

**APPOINTMENT OF COMMITTEES - COUNCIL YEAR 2019/20**

**PLANNING AND LICENSING COMMITTEE**

<b>Liberal Democrat Group Representation (8):</b>	Claire Bloomer
	Ray Brassington
	Patrick Coleman
	Roly Hughes
	Juliet Layton
	Dilys Neill
	Gary Selwyn
	Clive Webster
<b>Conservative Group Representation (6):</b>	Tony Berry
	Stephen Hirst
	Sue Jepson
	Julia Judd
	Richard Keeling
	Steve Trotter
<b>Non-Grouped Member Representation (1):</b>	Nikki Ind

**Total Members: 15**

**OVERVIEW AND SCRUTINY COMMITTEE**

<b>Liberal Democrat Group Representation (4):</b>	Claire Bloomer Patrick Coleman Dilys Neill Gary Selwyn
<b>Conservative Group Representation (3):</b>	Stephen Andrews Gina Blomefield Richard Norris
<b>Non-Grouped Member Representation (1):</b>	Andrew Maclean
<b>Total Members: 8</b>	

**AUDIT COMMITTEE**

**Liberal Democrat Group Representation (3):** Patrick Coleman  
Roly Hughes  
Nick Maunder

**Conservative Group Representation (2):** Richard Morgan  
Ray Theodoulou

**Total Members: 5**

(END)

(6) **MEMBERSHIP OF THE COUNCIL**

Ward	Name
Abbey	Mark HARRIS
Blockley	Susan Lesley JEPSON
Bourton Vale	Richard Geoffrey KEELING
Bourton Village	Nicolas Aristides MAUNDER
Campden & Vale	Mark Fraser ANNETT Georgina Geraldine BLOMEFIELD
Chedworth & Churn Valley	Jennifer Claire FORDE
Chesterton	Roland Charles HUGHES
Coln Valley	Raymond THEODOULOU
Ermin	Julia Charlotte Pontifex JUDD
Fairford North	Andrew John DOHERTY
Fosseridge	Miles Julian BEALE
Four Acres	Arthur Raymond BRASSINGTON
Grumbolds Ash with Avening	Richard Andrew MORGAN
Kemble	Anthony Willmott BERRY
Lechlade, Kempsford & Fairford South	Stephen Ian ANDREWS Ian Stephen TROTTER
Moreton East	Rachel Theresa COXCOON
Moreton West	Clive Samuel WEBSTER
New Mills	Claire Jane WARDELL
Northleach	Antony Nigel DALE
Sandywell	Robin Lawrence HUGHES
Siddington & Cerney Rural	Michael Stephen EVMY
South Cerney Village	Juliet Mary LAYTON
St Michael's	Joseph Adam HARRIS
Stow	Dilys Jane NEILL
Stratton	Patrick Charles Bourne COLEMAN
Tetbury East & Rural	Nicola IND
Tetbury Town	Stephen Gartland HIRST
Tetbury with Upton	Richard NORRIS
The Ampneys & Hampton	Lisa Claire SPIVEY
The Beeches	Nigel Philip ROBBINS
The Rissingtons	Andrew Murray MACLEAN
Watermoor	Gary Martyn SELWYN



COTSWOLD DISTRICT COUNCILRECORD OF ATTENDANCESMAY 2018-APRIL 2019

MEMBER	TOTAL COMMITTEES		TOTAL SUB-COMMITTEES		ATTENDANCE AS SUBSTITUTE	ATTENDANCE AS OBSERVER	APOLOGIES	SUBSTITUTE APPOINTED	OTHERWISE ABSENT
	P	A	P	A					
SI Andrews	22	20	4	4	2	10	2	1	-
Mark F Annett	8	7	1	1	1	0	2	N/A	-
Julian Beale	9	9	-	-	1	2	0	-	-
AW Berry	21	20	3	3	0	1	1	1	-
AR Brassington	19	18	4	4	0	5	1	0	-
T Cheung	9	9	-	-	0	0	0	-	-
Sue Coakley	27	27	4	4	0	0	0	-	-
Alison Coggins	18	17	3	2	0	0	2	-	-
PCB Coleman	18	16	-	-	0	0	2	-	-
AJ Doherty	14	14	-	-	1	1	0	-	-
RW Dutton	19	18	-	-	1	2	1	N/A	-
Jenny Forde	7	7	-	-	2	3	0	-	-
David Fowles	18	17	1	0	0	4	1	-	1
C Hancock	15	12	-	-	0	0	3	N/A	-
JA Harris	6	6	-	-	1	3	0	-	-
M Harris	6	5	-	-	2	1	1	N/A	-

MEMBER	TOTAL COMMITTEES		TOTAL SUB-COMMITTEES		ATTENDANCE AS SUBSTITUTE	ATTENDANCE AS OBSERVER	APOLOGIES	SUBSTITUTE APPOINTED	OTHERWISE ABSENT
	P	A	P	A					
Maggie Heaven	6	4	-		4	0	2	N/A	-
Jenny Hincks	10	9	-		0	0	1	N/A	-
SG Hirst	28	25	5	5	0	2	2	2	1
RC Hughes	17	16	1	1	0	1	1	1	-
RL Hughes	18	16	3	3	0	0	2	1 1 N/A	-
Mrs. SL Jepson	10	8	-		1	1	2	2 N/A	-
RG Keeling	10	10	-		1	3	0	-	-
Juliet Layton	19	17	7	7	0	0	4	2 2 N/A	-
MGE MacKenzie-Charrington	28	18	3	3	0	0	9	3 6 N/A	1
RA Morgan	10	8	-		0	3	2	0 1 N/A	-
Dilys Neill	18	13	1	1	0	0	5	1 1 N/A	-
NJW Parsons	15	13	-		0	1	2	N/A	-
SDE Parsons	11	10	-		0	0	1	1	-
NP Robbins	10	8	-		0	4	2	N/A	-

MEMBER	TOTAL COMMITTEES		TOTAL SUB-COMMITTEES		ATTENDANCE AS SUBSTITUTE	ATTENDANCE AS OBSERVER	APOLOGIES	SUBSTITUTE APPOINTED	OTHERWISE ABSENT
	P	A	P	A					
Tina Stevenson	6	3	-	-	1	3	2	N/A	1
Lynden Stowe	6	6	-	-	0	0	0	-	-
R Theodoulou	9	8	-	-	2	0	1	1	-
LR Wilkins	21	20	-	-	0	3	1	-	-

#### NOTES

1. **'Total Committees'** includes attendance at Meetings of the Council, the Cabinet and the Planning and Licensing, Audit, and Overview and Scrutiny Committees.
2. **'Total Sub-Committees'** includes attendances at Meetings of the Licensing Sub-Committees.
3. **'P'** - possible number of Meetings attended during period.
4. **'A'** - actual number of Meetings attended during period.
5. **'AooB'** - excused attendance as absent elsewhere on official Council business.
6. **'N/A'** - substitutions do not apply to Meetings of the Council, the Cabinet or the Licensing Sub-Committee (Licensing Act 2003 Matters).
7. Councillor AW Berry resigned from the Audit Committee on 30<sup>th</sup> October 2018. Councillor RW Dutton attended the Meeting as his Substitute and following the Meeting of the Committee on 30<sup>th</sup> October 2018, was appointed to the Committee.
8. Councillor Jenny Forde served on the Overview and Scrutiny Committee until 29<sup>th</sup> October 2018 until being replaced by Councillor Jenny Hincks owing to Councillor Hincks becoming an Independent Member of the Council, having previously been a Member of the Liberal Democrat Group.
9. Councillor Mark F Annett resigned as Leader of the Council on 27<sup>th</sup> September 2018.

10. Councillor AW Berry was appointed to the Cabinet on 6<sup>th</sup> October 2018.
11. Councillor Mrs. SL Jepson was appointed to the Planning and Licensing Committee on 12<sup>th</sup> December 2018, following Councillor Berry being appointed as Leader of the Council on 11<sup>th</sup> December 2018 and therefore resigning from the Committee.

(END)

COTSWOLD DISTRICT COUNCIL

DECISIONS BY THE LEADER OF THE COUNCIL AND INDIVIDUAL CABINET MEMBERS

MAY 2018-APRIL 2019

<b>LEADER/ CABINET MEMBER</b>	<b>NO. OF MEETINGS HELD</b>
Leader	14
Deputy Leader and Forward Planning	9
Enterprise and Partnerships	0
Environment	4
Housing, Health and Leisure	4
Planning and Licensing Services and Cirencester Car Parking Project	2

(END)



**COUNCIL (ANNUAL MEETING)**

**14<sup>TH</sup> MAY 2019**

**AGENDA ITEM (11)**

**REVIEW OF MEMBERS' ALLOWANCES 2019/20**

<b>Accountable Members</b>	Council
<b>Accountable Officer</b>	Nigel Adams Head of Paid Service 01285 623202 nigel.adams@cotswold.gov.uk

<b>Purpose of Report</b>	To consider the recommendations of the Independent Remuneration Panel following its review of Members' Allowances.
<b>Recommendations</b>	<b>That the Council considers the recommendations of the Independent Remuneration Panel in relation to 2019/20 and beyond.</b>
<b>Reasons for Recommendations</b>	The Independent Remuneration Panel reports to the Council on a scheme for Members' Allowances. In undertaking its work, the Panel is not fettered by any financial constraints or otherwise imposed by the Council, and is not advised either prior to, during or after its deliberations of the financial provision made by the Council in respect of Members' Allowances.

<b>Wards Affected</b>	N/A
<b>Key Decision</b>	No
<b>Recommendation to Council</b>	N/A

<b>Financial Implications</b>	<p>The financial implications of the Panel's recommendations for 2019/20 are as follows:-</p> <p>A. <u>2019/20 - based on a Basic Allowance of £5,000 per Member per annum</u></p> <p>(i) the additional cost of the proposed increase in the Basic Allowance would be £34,000;</p> <p>(ii) if the Panel's recommended increase in the Basic Allowance was adopted, and the two changes to SRA multipliers, this would also give rise to an increase in the overall cost of Special Responsibility Allowances (SRAs) of £21,000;</p>
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	<p>(iii) it is difficult to establish the additional mileage costs that might be claimed in respect of attendance at parish/town council meetings.</p> <p>B. <u>2019/20 - based on a Basic Allowance of £5,500 per Member per annum</u></p> <p>(i) the additional cost of the proposed increase in the Basic Allowance would be £51,000;</p> <p>(ii) if the Panel's recommended increase in the Basic Allowance was adopted, and the two changes to SRA multipliers, this would also give rise to an increase in the overall cost of Special Responsibility Allowances (SRAs) of £34,000;</p> <p>(iii) it is difficult to establish the additional mileage costs that might be claimed in respect of attendance at parish/town council meetings.</p> <p>We would seek to meet these additional costs from existing budgets (which have traditionally shown varying degrees of underspend).</p>
<b>Legal and Human Rights Implications</b>	The Local Government Act 2000, and subsequent Regulations, requires Councils to establish and maintain an Independent Remuneration Panel which will broadly have the functions of providing an authority with advice on its allowances scheme, the amounts to be paid and to whom. The Council must have regard to the Panel's recommendations when determining its Allowances Scheme.
<b>Environmental and Sustainability Implications</b>	None
<b>Human Resource Implications</b>	None
<b>Key Risks</b>	None
<b>Equalities Impact Assessment</b>	<p>Remuneration of Members should be set at a level such that no individual or sector of the community is discouraged from serving as a councillor.</p> <p>In addition, allowances schemes should be designed to reflect the respective responsibilities and/or workloads of members.</p>
<b>Related Decisions</b>	<p>Various - Approval of Schemes of Allowances Council, 28<sup>th</sup> September 2018 - Deferral of scheme approval for 2019/20 to this meeting</p>
<b>Background Documents</b>	None
<b>Appendices</b>	<b>ANNEX A</b> - Report and Appendices presented to September 2018 Meeting of the Council

	<b>ANNEX 'B'</b> - Minute Extract - Council, September 2018 <b>ANNEX 'C'</b> - Panel report <b>ANNEX 'C'</b> - Comparator Information
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<b>Performance Management Follow Up</b>	(i) Implement Council decision(s). (ii) Advertise/publicise new Scheme.
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**Background Information**

1. In accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, an Independent Remuneration Panel has reviewed the Council's current Member Allowances Scheme.
2. The Panel's findings were presented to the Council Meeting on 28<sup>th</sup> September 2018 for consideration. However, Members deferred a decision at that time; and asked the new Council, at this Meeting, to consider and determine a new scheme.
3. Various background documents are attached as Annexes to this report, to aid Members in their deliberations.
4. The Panel Chair, Jane Winstanley, hopes to be present at the Council Meeting.

(END)





25<sup>TH</sup> SEPTEMBER 2018

COUNCIL

AGENDA ITEM (11)

REVIEW OF MEMBERS' ALLOWANCES

<b>Accountable Members</b>	Council
<b>Accountable Officer</b>	Nigel Adams Head of Paid Service 01285 623202 nigel.adams@cotswold.gov.uk
<b>Purpose of Report</b>	To consider the recommendations of the Independent Remuneration Panel following its review of Members' Allowances.
<b>Recommendations</b>	<b>That the Council considers the recommendations of the Independent Remuneration Panel.</b>
<b>Reasons for Recommendations</b>	The Independent Remuneration Panel reports to the Council on a scheme for Members' Allowances. In undertaking its work, the Panel is not fettered by any financial constraints or otherwise imposed by the Council, and is not advised either prior to, during or after its deliberations of the financial provision made by the Council in respect of Members' Allowances.
<b>Wards Affected</b>	N/A
<b>Key Decision</b>	No
<b>Recommendation to Council</b>	N/A
<b>Financial Implications</b>	<p>The financial implications of the Panel's recommendations are as follows:-</p> <p>A. <u>2018/19</u></p> <p>(i) the additional cost of the proposed increase in the Basic Allowance would be £17,000;</p> <p>(ii) if the Panel's recommended increase in the Basic Allowance was adopted, and the two changes to SRA multipliers, this would also give rise to an increase in the overall cost of Special Responsibility Allowances (SRAs) of £12,500;</p> <p>(iii) it is difficult to establish the additional mileage costs that might be claimed in respect of attendance at parish/town council meetings.</p>

	<p>It is expected that these additional costs could be met from the existing budget.</p> <p><b>B. <u>2019/20 - based on a Basic Allowance of £5,000 per Member per annum</u></b></p> <p>(i) the additional cost of the proposed increase in the Basic Allowance would be £34,000;</p> <p>(ii) if the Panel's recommended increase in the Basic Allowance was adopted, and the two changes to SRA multipliers, this would also give rise to an increase in the overall cost of Special Responsibility Allowances (SRAs) of £21,000;</p> <p>(iii) it is difficult to establish the additional mileage costs that might be claimed in respect of attendance at parish/town council meetings.</p> <p>An increase may need to be built into next year's base budget to cater for these additional costs.</p>
<b>Legal and Human Rights Implications</b>	The Local Government Act 2000, and subsequent Regulations, requires Councils to establish and maintain an Independent Remuneration Panel which will broadly have the functions of providing an authority with advice on its allowances scheme, the amounts to be paid and to whom. The Council must have regard to the Panel's recommendations when determining its Allowances Scheme.
<b>Environmental and Sustainability Implications</b>	None
<b>Human Resource Implications</b>	None
<b>Key Risks</b>	None
<b>Equalities Impact Assessment</b>	<p>Remuneration of Members should be set at a level such that no individual or sector of the community is discouraged from serving as a councillor.</p> <p>In addition, allowances schemes should be designed to reflect the respective responsibilities and/or workloads of members.</p>
<b>Related Decisions</b>	Various - Approval of Schemes of Allowances
<b>Background Documents</b>	<p>(i) Comparator data from other authorities.</p> <p>(ii) Full Panel report.</p>
<b>Appendices</b>	<p><b>Appendix 'A'</b> - Summary Scheme of Allowances as recommended by the Independent Remuneration Panel (including details of current allowances)</p> <p><b>Appendix 'B'</b> - Current List of Approved Duties</p>

**Performance Management  
Follow Up**

- (i) Implement Council decision(s).
- (ii) Advertise/publicise new Scheme.

**Background Information**

1. General

1.1 In accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, an Independent Remuneration Panel has reviewed the Council's current Member Allowances Scheme.

1.2 The members of the Panel were:-

- Mrs Jane Winstanley, M.B.E. - retired, independent Chair - who has served on the Panel since its original inception;
- Mr Michael Paget-Wilkes - the independent person who assists the Monitoring Officer in the consideration of Code of Conduct complaints relating to district/parish/town councillors;
- Mr Simon Harper - Head of Democratic Services, Gloucestershire County Council - who has also served on the Panel since its original inception.

1.3 To assist with the review, all Councillors were consulted via questionnaire. A total of 22 replies were received from Members, and the Panel received copies of all returns. In addition, ten interviews were planned, across a cross-section of Members (e.g. party, role) - many more Members had offered to be interviewed. Nine interviews were carried out; and the other planned interviewee (who had been unable to attend due to unforeseen circumstances) provided a further written submission. The Panel would like to thank Members for their involvement in the review, in particular those who attended an interview.

1.4 The following information was also provided to assist the Panel's deliberations:-

- existing allowances scheme;
- comparator data from South West councils, including Gloucestershire authorities;
- comparator data from CIPFA Nearest Neighbour Family Members.

1.5 The Panel reviewed the various elements of the Council's existing scheme and its methodology in the light of the questionnaire responses, the interview and additional written submissions, and the comparator data.

1.6 The Panel was generally content with the structure of, and methodology used for, the scheme. However, whereas previous schemes had been underpinned by the notion of a voluntary principle - to reflect that councillors served out of a sense of public duty - the Panel felt that it was now well recognised and accepted that serving councillors should be appropriately recompensed for that service and not have their allowances reduced by a form of 'public service discount' (albeit that the roles should not be compared to salaried positions). When viewed alongside the fact that allowances had not been increased since 2018, the Panel did not consider that the voluntary principle should continue to be applied.

1.7 The Panel's recommendations are set out in Appendix 'A', alongside the current scheme.

1.8 The Panel Chair, Jane Winstanley, hopes to be present at the Council Meeting.

2. The Basic Allowance

2.1 The Panel's major concern was the fact that the level of Basic Allowance has fallen well behind the average, having remained unchanged for what is now its eleventh year.

2.2 It was noted that the Basic Allowance had initially been set at £3,600 per Member per annum (in 2002/03); had remained at that level for three years; modest increases had been applied for 2006/07 (£200), 2007/08 (£100) and 2008/09 (£100); and that since that time, i.e. since April 2008, the Basic Allowance had remained unchanged at £4,000 per Member per annum.

2.4 Against this background, the Panel believes that an increase is now critical - CDC rates have fallen well behind the average; and it is considered that any continued freeze will only exacerbate the position and make future increases more difficult. The Panel is also mindful of the significant reduction in councillor numbers in 2015 (44 to 34) which led to each councillor representing a higher number of electors and, in many cases, and enlarged geographical area comprising more parishes.

2.5 It is acknowledged that, on some occasions, Councillors felt unable to award themselves any increases when staff were the subject of a pay freeze. However, staff have benefitted from pay increases from 2016, and a further award has been agreed for 2019/20. Furthermore, since April 2008, the average RPI figure has increased in the region of 3.2% per annum; and CPI has increased by around 2.3% per annum.

2.6 The Panel's recommendations provide for an increase for the current councillors, to be backdated for the current year; and a further increase for the first year of the new Council term (2019/20).

2.7 The Panel felt that remuneration of Members should be set at a level such that no individual or sector of the community is discouraged from serving as a councillor; and to enable the Council to attract a wide range of people as potential members.

2.8 Subject to the recommended increases being applied, the Panel considers that an annual increase should then be applied, in line with an agreed index/measure (e.g. CPI or staff pay award). This would apply to the remaining three years of the Council term; with the Panel then conducting a comprehensive review in the final year of the term, with changes to be effective from the first year of the following term. Notwithstanding this, the Panel would conduct a light-touch annual 'sense-check' of the allowances; and, if there is a significant change in structure, will bring forward its comprehensive review.

### 3. Special Responsibility Allowances

3.1 Special Responsibility Allowances (SRAs) are paid to those councillors with significant responsibilities. They are calculated by using the basic allowance as the multiple to make up the SRA payments.

3.2 The Panel believes that the range of SRAs applied, and the multipliers currently used, remain largely valid.

3.3 The current multipliers are as follows:-

<i>Role</i>	<i>Multiplier</i>
Chairman of Council	1
Vice-Chairman of Council	0.5
Leader of the Council	3
Deputy Leader of the Council	2
Other Cabinet Member	1.5
Chairman of Planning and Licensing Committee	1.5
Vice-Chairman of Planning and Licensing Committee	0.5
Chairman of Audit Committee	0.5
Chairman of Overview and Scrutiny Committee	0.5
Leader(s) of registered minority political groups	0.5

3.4 The only changes recommended by the Panel are as follows:-

- to increase the multiplier for the Chairman of the Overview and Scrutiny Committee to 1 - to reflect the changing role of that committee and the hope that it would continue with a more pro-active approach;
- to increase the multiplier for the minority group leader(s) to 1; with the division of such sum (in the event of there being more than one minority group) being proportionate to the number of members in each minority group - to reflect the fact that shadow appointments are not made.

#### 4. Other Allowances

4.1 The Panel were content with the current arrangements in respect of mileage; fares/parking; child care; dependent care; and co-optees.

4.2 The Panel believes that the process relating to the **subsistence allowance** is complicated given the number of claims made; and that some rates are out-of-date. Accordingly, and having regards to schemes applied elsewhere, the Panel has sought to simplify things, with the reimbursement of reasonable subsistence costs (on presentation of receipts) for approved duties where no food is provided. In addition, there would be no reimbursement for meetings at council offices; conference costs would be covered as for other claims; and no alcoholic drinks could be claimed for.

4.3 Insofar as the **ICT Allowance** was concerned, the Panel noted that there was a difference of opinion amongst Members over a financial payment (which then enabled Member choice in ICT procurement) and direct provision by the Council. The Panel felt that it should review the situation following the outcome of the review of Members' ICT (on the understanding that should a payment continue to be made, the current sum was inadequate).

4.4 At a recent meeting of the Members' ICT Working Group, there was agreement that an allowance-based payment remained the most appropriate way forward (especially for dual or triple-hatted members). The Panel will therefore revisit this aspect and make a further recommendation to the December Council Meeting.

#### 5. Approved Duties

5.1 The Panel felt, particularly with the operation of Cabinet governance, that the representational role of the councillor was paramount - particularly as a two-way communications channel.

5.2 In this regard, the Panel was of the view that regular attendance at local council meetings should be encouraged (acknowledging that it is not a legal requirement); and that mileage should be claimable for such attendance (unless the District Councillor was also a member of the local council concerned).

5.3 This was the only change recommended to the current list of approved duties (copy attached at **Appendix 'B'**).

(END)

**COTSWOLD DISTRICT COUNCIL**  
**REVIEW OF MEMBERS' ALLOWANCES**

Item	Current Allowance	Panel Recommendations
<p><b><u>A. Basic Allowance</u></b></p> <p>This is a general allowance paid to all Councillors. All Councillors receive the same amount per annum. This allowance is paid automatically to each Councillor on a monthly basis.</p>	<p>£4,000 per annum per Councillor</p>	<p><b>2018/19</b></p> <p>£4,500 per annum per councillor (backdated to 1/4/18)</p> <p><b>2019/20</b></p> <p>Minimum of £5,000 per annum per councillor (the Panel believe that an increase to £5,500 could be justified)</p> <p><b>2020/21, 2021/22, 2022/23</b></p> <p>To be increased annually in line with an agreed measure - CPI or staff pay awards</p>
<p><b><u>B. Special Responsibility Allowances</u></b></p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of an elected Member. Any such allowance is paid automatically to the relevant Councillor on a monthly basis.</p>		

The affected positions and sums payable are as follows:-

- Chairman of the Council
- Vice-Chairman of the Council
- Leader of the Council
- Deputy Leader of the Council
- Cabinet Member (x 4)
- (excluding Leader and Deputy)
- Chairman of the Planning and Licensing Committee
  
- Vice-Chairman of the Planning and Licensing Committee
- Chairman of the Audit Committee
- Chairman of the Overview and Scrutiny Committee
- Leaders of registered minority political groups

Position	Sum	Multiplier
Chairman of Council	£4,000 per annum	1
Vice-Chairman of Council	£2,000 per annum	0.5
Leader of the Council	£12,000 per annum	3
Deputy Leader of the Council	£8,000 per annum	2
Other Cabinet Member	£6,000 per annum	1.5
Chairman of Plg & Lic Cttee	£6,000 per annum	1.5
Vice-Chairman of Plg & Lic Cttee	£2,000 per annum	0.5
Chairman of Audit Cttee	£2,000 per annum	0.5
Chairman of O&S Cttee	£2,000 per annum	0.5
Leaders of registered minority political groups	£2,000 per annum divided equally between the respective group leaders	0.5

No change except:-

(i) increase the multiplier for Chairman of O&S Cttee to 1;

(ii) increase the multiplier for the minority group leader(s) to 1; with the division of such sum (in the event of there being more than one minority group) being proportionate to the number of members in each minority group.

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<p><u>C. Mileage Allowance</u></p> <p>This is an allowance paid in respect of mileage incurred by a Councillor in travelling to and from official Meetings and other approved duties.</p> <p>The rates are as follows:-</p> <p style="padding-left: 40px;"><b>Motor Cycle</b></p> <p style="padding-left: 40px;"><b>Motor Car</b></p> <p>The rates specified above may be increased in respect of the carriage of passengers, not exceeding four, to whom a mileage allowance would otherwise be payable, by</p> <p style="padding-left: 40px;"><b>Bicycle</b></p>	<p>36.4p per mile</p> <p>45p per mile</p> <p>20p per mile for the first passenger; and 10p per mile for the second and subsequent passengers</p> <p>45p per mile</p>	<p>No change.</p>
<p><u>D. Fares/Parking</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at official Meetings and other approved duties.</p> <p><b>VAT receipts</b> must be produced.</p>	<p>Actual expenditure incurred</p>	<p>No change.</p>
<p><u>E. Subsistence Allowance</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred in respect of meals/subsistence when attending official</p>		<p>Simplify - reimburse reasonable subsistence costs (on presentation of receipts) for approved duties where no food is provided.</p>



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<p>Meetings or other approved duties (when a meal etc. is not provided). Receipts must be produced.</p> <p>Any reimbursed amount must not exceed maxima rates, which currently are as follows:-</p> <p>Breakfast allowance (absence from home for more than 4 hours, before 11.00 a.m.)</p> <p>Lunch allowance (absence from home for more than 4 hours, including the period between 12.00 p.m. and 2.00 p.m.)</p> <p>Evening meal allowance (absence from home for more than 4 hours, ending after 6.00 p m.)</p> <p>In the case of an absence overnight from a Councillor's usual place of residence (where accommodation is not provided), actual expenditure incurred shall be reimbursed, upon production of receipts, up to a maximum of</p> <p>For such an absence overnight in London, or for the purpose of attending an annual conference (including or not including an annual meeting) of the Local Government Association or such other association of bodies as the Secretary of State may for the time being approve for the purpose, the maximum figure against which actual expenditure incurred can be reimbursed, upon production of receipts, shall be increased by a supplementary figure of</p>	<p>£6.00</p> <p>£8.00</p> <p>£15.00</p> <p>£85.00</p> <p>£100.00</p>	<p>No reimbursement for meetings at council offices.</p> <p>Conference costs to be covered in the same way.</p> <p>No alcoholic drinks can be claimed for.</p>
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<p><u>F. Child Care Allowance</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of "door to door" travel time to and from approved duties.</p> <p>The allowance is payable to any Councillor with a child or children under the age of 14 years who is/are, at the time, part of the claimant's household living with him/her and who would normally be looked after by him/her. The carer must not be someone who also ordinarily lives with the claimant as part of the household.</p> <p>The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to the Council's Head of Democratic Services, for payment direct by the Council. The Head of Democratic Services shall have the delegated authority to ensure that care costs are reasonable based upon local rates. (N.B. A separate claim form is available in the respect).</p>	Actual expenditure incurred.	No change.
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<p><u>G. Dependant Care Allowance</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of "door to door" travel time to and from approved duties.</p> <p>The allowance is payable to any Councillor with a dependant relative or relatives who would normally be looked after by him/her. The carer must not be someone who ordinarily lives with the claimant as part of the household.</p> <p>The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to the Council's Head of Democratic Services, for payment direct by the Council. The Head of Democratic Services shall have the delegated authority to ensure that care costs are reasonable based upon local rates. (N.B. A separate claim form is available in the respect).</p>	Actual expenditure incurred.	No change.
<p><u>H. ICT Allowance</u></p> <p>An allowance to support the direct provision of ICT equipment/broadband connectivity and support.</p>	£300 per annum	No change pending outcome of review of Members' ICT.

<p><u>I. Co-optee's Allowance</u></p> <p>A co-optees' allowance is not payable, but if any non-Councillor representative of any Council Committee is required to attend a formal tribunal/hearing, (s)he be eligible to claim a daily allowance of</p> <p>In the event that such representative is required to Chair such tribunal/hearing the daily rate to be increased to</p> <p>Co-opted Members are entitled to the same travelling and subsistence rates as elected Members.</p>	<p>£50.00</p> <p>£100.00</p>	<p>No change.</p>
<p><u>J. Approved Duties</u></p> <p>A list of qualifying approved duties for the payment of travel and/or subsistence allowances.</p>	<p>Current List attached.</p>	<p>No change except to include, as an approved duty for the payment of mileage, attendance at formally-convened Parish/Town Council Meetings, Parish Meetings and/or Parish Gatherings.</p> <p>N.B. Mileage cannot be claimed where the District Councillor also serves on the town/parish council concerned.</p>

(END)

**Approved Duties 2018/19**

The following are deemed to be qualifying approved duties for the purposes of payment of travel and/or subsistence allowances -

- (i) Attendance at meetings of the Council, Cabinet, Committees, Sub-Committees, Panels, Boards and Working Parties formally constituted by the Council, whether as a member of that body or as an observer.
- (ii) Attendance at meetings of the Local Government Association at National, Regional or County level, but not when held immediately before or after the Annual Conference;
- (iii) Attendance at Provincial Council meetings;
- (iv) Attendance at meetings of Outside Bodies to which a Member has been appointed to serve as the Council's representative (except where such allowances are payable by the Outside Body);
- (v) Attendance at a seminar or Away Day for Members;
- (vi) Attendance at approved Conferences;
- (vii) Attendance of Chairmen and Vice-Chairmen of Council, Cabinet and Committees, together with the relevant Ward Councillor(s), at any formal meeting organised by the District Council for the purpose of parish liaison/engagement (N.B. this does not include attendance at Parish/Town Council Meetings, Parish Meetings or Parish Gatherings);
- (viii) Attendance at Interview Panels and formal meetings to shortlist candidates for interviews;
- (ix) The giving of official evidence on behalf of the Council at judicial proceedings and planning inquiries;
- (x) Attendance of Chairman and Vice-Chairman of Planning (Regulatory) Committee and appropriate Ward Councillor(s) at Local Planning Inquiries and Informal Hearings, either as formal witnesses or observers;
- (xi) A visit to a Government Department (previously authorised by the Council, Cabinet or a Committee);
- (xii) Attendance at meetings of Leaders/Chairmen of District Councils in the County (including as a substitute member);
- (xiii) Deputising for the Chairman of the Council by any Councillor in the absence of both the Chairman and Vice-Chairman of the Council;
- (xiv) Attendance at the Council Offices by Chairmen and Vice-Chairmen (Council, Cabinet and Committees) for discussion with Chief Officers or their nominated representatives on the agenda for a meeting;
- (xv) Attendance at the Council Offices by Cabinet Members, in their capacity as Portfolio Holders, for decision-making purposes and/or discussions with Chief Officers or their nominated representatives;
- (xvi) Attendance by Members of an Overview and Scrutiny Committee at decision-making meetings, in order to perform their overview and scrutiny role.

(END)

MINUTE EXTRACT - COUNCIL MEETING, 28<sup>TH</sup> SEPTEMBER 2018CL.23 REVIEW OF MEMBERS' ALLOWANCES

The Council was requested to consider the recommendations of the Independent Remuneration Panel following its review of Members' Allowances.

The Head of Paid Service introduced the item and, in so doing, welcomed Mrs. Jane Winstanley, the Chair of the Independent Remuneration Panel to the Meeting. He also explained that whilst the final decision on any scheme was reserved by law to the Council, Members were required to have regard to the recommendations of the Panel.

Mrs. Winstanley then proceeded to present the findings of the Panel. She explained that all Members should be commended on not having increased their Allowances during a time when Officers had not received an increase in salary. She thanked Members for their time given to contribute to the review, and to be interviewed by the Panel; and added that the Panel had informally sought the views of constituents in regards to the proposed changes – as part of which there had been public recognition of the difficult decisions Members had to make on behalf of the Council, including in respect of their own remuneration.

Mrs. Winstanley then highlighted a number of key findings of the Panel - with specific regard to the ICT allowance, she explained that a no change recommendation had been made pending the outcome of the current review Members' ICT; car allowances should be set at the HMRC level; and the Panel would undertake further work, including liaison with the Department Work Pension (DWP), in respect of allowances for those Members who were registered as carers.

Mrs. Winstanley praised those Members who received a private income and had therefore elected not to claim the full allowance permitted.

In conclusion, Mrs. Winstanley reiterated that, owing to the fact that allowances had not been increased for 10 years and, in the hope of encouraging younger people to stand for election, the Panel had recommended what it considered to be realistic and reasonable allowances, and a scheme which would bring the Council more in line with many of its peers. She also thanked all Officers and Members for their assistance in the Panel's work.

A Member commented that he felt it would be beneficial for all Members to see the full Panel report and the comparison tables of the Council against other authorities. The Head of Paid Service explained that comparisons had been made against all south west councils, the other Gloucestershire authorities and West Oxfordshire District Council. He also confirmed that overall, the Councils' basic allowance was far less than other authorities, which had led to the Panel's recommendations, which also sought to ensure that the Council did not continue to 'artificially deflate allowances'.

Another Member commented that the Panel had undertaken a large volume work in regards to reviewing the allowances and, given the fact no increase had been made in 10 years, expressed his support for the Panel's recommendations.

It was PROPOSED and SECONDED that the Panel's recommendations be approved.

Other Members, however, expressed their view that, whilst supporting the majority of recommendations, the recommendation for backdating the increase to 1<sup>st</sup> April 2018 was 'immoral' and commented that Members had been aware of the available allowances when elected to office in May 2015. Those Members also considered that, given the closeness to the end of the four-year Council term, any increase should apply from the start of the new Council term in May 2019.

An AMENDMENT was duly Proposed and Seconded that the Panel's recommendations be presented at the first Meeting of the newly-elected Council in May 2019 for decision.

A Member commented that he considered a pre-determined formula allowing annual, smaller, increases to be the best approach.

A FURTHER PROPOSITION was made and seconded that a £5,000 basic allowance be applied, which should then be increased annually in-line with any staff pay award.

At this juncture, an adjournment was requested to enable Members/Groups to consider the various Propositions. The Chairman agreed to this request.

Note:

At this juncture, the Meeting was adjourned in order to allow time for Members to consider the various Propositions.

On reconvening, the Original Proposition and Further Proposition were withdrawn; meaning that the Amendment remained, which would be the subject of a formal vote (as the only remaining Proposition).

In accordance with Council Procedure Rule 16.6, a recorded vote was requested; and this request was supported by the requisite number of Members.

A Member expressed his disappointment that the work of the Panel was not being recognised and that he felt the Council should make a decision at the Meeting. He commented that the Panel had spoken to constituents who had been shocked to find out the current amount paid to Councillors and who considered the allowances merited increase; and felt, therefore, that a decision should not be delayed until May 2019.

The Leader of the Council commented that the suggested increase, in percentage terms of 125%, was entirely justifiable and was disproportionate to Officer awards over the same period. The Leader therefore expressed his support for deferring a decision.

Some Members commented that any deferment of the decision would result in no current Member getting an opportunity to vote on the recommendations. Those Members explained that the Panel had been set up at the request of the Council and had delivered its findings which did not suggest a large increase in allowances.

Attention was drawn to the fact that some Members attended a large number of parish council meetings in addition to those of the Council and the workload of some Members was very substantial; and that some non-executive directors of the Council received more in allowances than elected Members.

Other Members reiterated their support for the proposal for deferment explaining that backdating allowances gave entirely the wrong impression; and were of the opinion that Officer salaries should be reviewed prior to any determining Members' allowances.

On being put to the vote, the PROPOSITION was APPROVED.

Note:

The Record of Voting was as follows:-

For: - Councillors SI Andrews, Mark F Annett, Julian Beale, AW Berry, Alison Coggins, RW Dutton, David Fowles, C Hancock, Maggie Heaven, SG Hirst, RL Hughes, Mrs. SL Jepson, RG Keeling, MGE MacKenzie-Charrington, RA Morgan, NJW Parsons, SDE Parsons, Tina Stevenson, Lynden Stowe, R Theodoulou and LR Wilkins - Total: 21;

Against: -Total: 0;

Abstentions: - Councillors AR Brassington, T Cheung, Sue Coakley, PCB Coleman, Jenny Forde, JA Harris, M Harris, Jenny Hincks, RC Hughes, Juliet Layton, Dilys Neill, Total: 12;

Absent: - Councillor NP Robbins, Total: 1.

(END)



**REVIEW OF MEMBERS' ALLOWANCES - 2018/19 AND 2019/20**  
**REPORT OF INDEPENDENT REMUNERATION PANEL**

1. Introduction and Background

1.1 The Local Government Act 2000, and subsequent Regulations, require Councils to establish and maintain an Independent Remuneration Panel which will broadly have the functions of providing an authority with advice on its allowances scheme, the amounts to be paid and to whom. The Council must have regard to the Panel's recommendations when determining its Allowances Scheme.

1.2 The Panel can meet and review allowances on an annual basis, or can recommend annual allowance adjustments by means of an index. The Panel would also need to meet to review allowances where the Council intends to make major changes to its Constitution and/or political management arrangements.

2. The Panel

2.1 For the purpose of this year's review, the Panel comprised:-

- Mrs Jane Winstanley, M.B.E. - retired, independent Chair - who has served on the Panel since its original inception;
- Mr Michael Paget-Wilkes - the independent person who assists the Monitoring Officer in the consideration of Code of Conduct complaints relating to district/parish/town councillors;
- Mr Simon Harper - Head of Democratic Services, Gloucestershire County Council - who has also served on the Panel since its original inception.

2.2 The terms of reference for the Panel were as follows:-

- (1) To review the current level of allowances and expenses paid to elected Members;
- (2) to advise the Council on appropriate allowances for Councillors;
- (3) to take account of similar functions elsewhere;
- (4) to take account of the role of Councillors and, in particular, the 'public service' nature of the role;

- (5) to take account of the differing levels of involvement and responsibilities of Councillors;
- (6) to review the methodology used in determining allowance payments, including the formula for escalation of allowances.

2.3 The aims of the Panel were as follows:-

- (1) To be objective;
- (2) to be impartial;
- (3) to ensure that any scheme was easily understood, easily administered, and transparent.

### 3. The Review Process and Work Undertaken by the Panel

3.1 In its work, the Panel had regard to the following:-

- (1) Government Guidance on Members' Allowances
- (2) The Local Authorities (Members' Allowances) (England) Regulations 2003
- (3) Cotswold District Council Political Management Structure
- (4) Terms of Reference of Cabinet and Committees, and Cabinet Member remits/responsibilities (including decision-making by individual Cabinet Members)
- (5) Existing Allowances Scheme for Cotswold District Council; and details of the CDC Basic Allowance figures since 2003/04
- (6) Comparator data from other Authorities, including on a County and Regional basis; and also in respect of CIPFA Nearest Neighbour Family Members.

3.2 To assist with the review, all Councillors were consulted via questionnaire. A total of 22 replies were received from Members, and the Panel received copies of all returns. In addition, ten interviews were planned, across a cross-section of Members (e.g. party, role) - many more Members had offered to be interviewed. Nine interviews were carried out; and the other planned interviewee (who had been unable to attend due to unforeseen circumstances) provided a further written submission. The Panel would like to thank Members for their involvement in the review, in particular those who attended an interview.

3.3 The Panel held one formal meeting, at which it reviewed the various elements of the Council's existing scheme and its methodology in the light of the questionnaire responses, the interview and additional written submissions, and the comparator data.

3.4 In undertaking its work, the Panel has not been fettered by any financial constraints or otherwise imposed by the Council. The Panel was not advised either prior to, during or after its deliberations of the financial provision made by the Council in respect of Members' Allowances.

#### 4. Time Commitment and The Voluntary Principle

4.1 The Panel noted that, in the past, the basic allowance had been calculated having regard to an expected minimum time input; together with the notion of the voluntary principle that had been introduced previously, in order to underpin the fact that Councillors serve out of a sense of public duty and are not in the commercial market place in the traditional sense.

4.2 The Panel accepted that it was for individual Councillors to decide how much time they wished, or indeed were able, to give; and an evaluation based purely on hours was not robust. In addition, Special Responsibility Allowances sought to reflect not only increased responsibilities but also a likelihood of greater time requirements.

4.3 Whereas previous schemes had been underpinned by the notion of a voluntary principle, the Panel felt that it was now well recognised and accepted that serving councillors should be appropriately recompensed for that service and not have their allowances reduced by a form of 'public service discount' (albeit that the roles should not be compared to salaried positions). When viewed alongside the fact that allowances had not been increased since 2018, the Panel did not consider that the voluntary principle should continue to be applied.

4.4 Subject to the above, the Panel was generally content with the structure of, and methodology used for, the scheme.

#### 5. The Basic Allowance and Possible Annual Adjustment

5.1 The basic allowance is intended to recognise the time commitment of all Councillors, including such inevitable calls on their time at meetings with officers and constituents, and meeting attendance. Paid at a flat rate the basic allowance is also intended to cover costs such as telephone calls, postage, travel costs of journeys not eligible for payment and other incidental costs such as the use of their homes.

5.2 The Panel also noted that some Members still considered that a basic allowance of £4,000 was reasonable, particularly as there had been an increase as a result of last year's review.

5.3 The Panel's major concern is the fact that the level of Basic Allowance has fallen well behind the average, having remained unchanged for what is now its eleventh year.

5.4 It is noted that the Basic Allowance had initially been set at £3,600 per Member per annum (in 2002/03); had remained at that level for three years; modest increases had been applied for 2006/07 (£200), 2007/08 (£100) and 2008/09 (£100); and that since that time, i.e. since April 2008, the Basic Allowance has remained unchanged at £4,000 per Member per annum.

5.5 Against this background, the Panel believes that an increase is now critical - CDC rates have fallen well behind the average; and it is considered that any continued freeze will only exacerbate the position and make future increases more difficult. The Panel is also mindful of the significant reduction in councillor numbers in 2015 (44 to 34) which led to each councillor representing a higher number of electors and, in many cases, an enlarged geographical area comprising more parishes.

5.6 It is acknowledged that, on some occasions, Councillors felt unable to award themselves any increases when staff were the subject of a pay freeze. However, staff have benefitted from pay increases from 2016, and a further award has been agreed for 2019/20. Furthermore, since April 2008, the average RPI figure has increased in the region of 3.2% per annum; and CPI has increased by around 2.3% per annum.

5.7 The Panel's recommendations provide for an increase for the current councillors, to be backdated for the current year; and a further increase for the first year of the new Council term (2019/20).

5.8 The Panel strongly believes that remuneration of Members should be set at a level such that no individual or sector of the community is discouraged from serving as a councillor; and to enable the Council to attract a wide range of people as potential members.

5.9 Subject to the recommended increases being applied, the Panel considers that an annual increase should then be applied, in line with an agreed index/measure (e.g. CPI or staff pay award). This would apply to the remaining three years of the Council term; with the Panel then conducting a comprehensive review in the final year of the term, with changes to be effective from the first year of the following term. Notwithstanding this, the Panel will conduct a light-touch annual 'sense-check' of the allowances; and, if there is a significant change in structure, will bring forward its comprehensive review.

**5.10 It is therefore recommended that the basic allowance be increased as follows:-**

**(a) for 2018/19 - £4,500 per annum per councillor (backdated to 1/4/18);**

**(b) for 2019/20 - a minimum of £5,000 per annum per councillor (although the Panel believes that an increase to £5,500 could be justified);**

**(c) for 2020/21, 2021/22, 2022/23 - the Basic Allowance to be increased annually in line with an agreed measure - CPI or staff pay awards.**

## **6. Special Responsibility Allowances**

6.1 The Panel was reminded that, under the Regulations, the Council could provide for Special Responsibility Allowances (SRAs) in addition to the entitlement of basic allowance for those Councillors who had significant responsibilities.

6.2 The Panel noted that some Members had commented on the levels of some SRAs; and others had done so on the differentials between some of the SRAs, particularly in relation to Cabinet Members and the levels of individual decision-making.

6.3 The Panel feels that the range of SRAs applied, and the multipliers currently used, remain largely valid, but recommend the following two changes:-

- to increase the multiplier for the Chairman of the Overview and Scrutiny Committee to 1 - to reflect the changing role of that committee and the hope that it would continue with a more pro-active approach;
- to increase the multiplier for the minority group leader(s) to 1; with the division of such sum (in the event of there being more than one minority group) being proportionate to the number of members in each minority group - to reflect the fact that shadow appointments are not made.

6.4 It is therefore recommended that:

(a) Special Responsibility Allowances be applied as follows:

<b>Role</b>	<b>Multiplier</b>
<b>Chairman of Council</b>	<b>1</b>
<b>Vice-Chairman of Council</b>	<b>0.5</b>
<b>Leader of the Council</b>	<b>3</b>
<b>Deputy Leader of the Council</b>	<b>2</b>
<b>Other Cabinet Member</b>	<b>1.5</b>
<b>Chairman of Planning and Licensing Committee</b>	<b>1.5</b>
<b>Vice-Chairman of Planning and Licensing Committee</b>	<b>0.5</b>
<b>Chairman of Audit Committee</b>	<b>0.5</b>
<b>Chairman of Overview and Scrutiny Committee</b>	<b>1</b>
<b>Leader(s) of registered minority political groups *</b>	<b>1</b>

(\* with the division of such sum (in the event of there being more than one minority group) being proportionate to the number of members in each minority group - to reflect the fact that shadow appointments are not made)

(b) no one Member should be entitled to receive more than one Special Responsibility Allowance;

(c) a majority of Councillors should not be in receipt of special responsibility allowances at any given time.

## 7. Other Allowances

7.1 The Panel is content with the current arrangements in respect of mileage; fares/parking; child care; dependant care; and co-optees.

7.2 The Panel believes that the process relating to the **subsistence allowance** is complicated given the number of claims made; and that some rates are out-of-date. Accordingly, and having regard to schemes applied elsewhere, the Panel has sought to simplify things, with the reimbursement of reasonable subsistence costs (on presentation of receipts) for approved duties where no food is provided. In addition, there would be no reimbursement for meetings at council offices; conference costs would be covered as for other claims; and no alcoholic drinks could be claimed for.

7.3 Insofar as the **ICT Allowance** is concerned, the Panel notes that there is a difference of opinion amongst Members over a financial payment (which then enabled Member choice in ICT procurement) and direct provision by the Council. The Panel feels that it should review the situation following the outcome of the review of Members' ICT (on the understanding that should a payment continue to be made, the current sum is inadequate).

**7.4 It is therefore recommended that, subject to the change to the subsistence allowance set out in paragraph 7.2 above, the other allowances remain unchanged (it being noted that the ICT Allowance for Members will be the subject to further review/recommendation in due course).**

## 8. Approved Duties

8.1 The Panel feels, particularly with the operation of Cabinet governance, that the representational role of the councillor is paramount - particularly as a two-way communications channel.

8.2 In this regard, the Panel is of the view that regular attendance at local council meetings should be encouraged (acknowledging that it is not a legal requirement); and that mileage should be claimable for such attendance (unless the District Councillor is also a member of the local council concerned).

8.3 This is the only change recommended to the current list of approved duties.

**8.4 It is therefore recommended that, subject to the change set out in paragraph 8.2 above, the current list of approved duties be retained.**

## 9. Implementation

9.1 The Panel is satisfied that, in the light of the information available, its recommendations are appropriate and reasonable.

9.2 It should be emphasised that a Councillor may, by notice in writing, elect to forego any part of his or her entitlement to an allowance under the scheme.

10. Conclusions

10.1 The Panel commends to the Council the various recommendations made in this report. The allowances scheme is intended to be a comprehensive package and the Panel would request that the Council considers the scheme as a whole, particularly given the method by which it has been arrived at. If the Council, due to budgetary or other pressures, feels that it needs to reduce the overall financial implications, the Panel would strongly recommend that the Council considers a proportionate decrease across the whole range of allowances rather than select individual elements to be reduced.

10.2 Finally, the Panel would like to thank the Council for inviting it to undertake this exercise, which has proved both stimulating and interesting. In particular, the Panel would like to pass on its thanks to all the Councillors who responded to the original questionnaire, and the Officers in providing the necessary background information to allow the Panel to come to its conclusions.

(END)



**MEMBERS' ALLOWANCES - COMPARATOR DATA**

ANNEX 'D'

**1. CDC BASIC ALLOWANCE 'HISTORY'**

2003/4	£3,600
2006/7	£3,800
2007/8	£3,900
2008/9	£4,000

N.B. No change since 1<sup>st</sup> April 2008.

**2. COMPARISON FIGURES 2018/19**

	<b>Basic</b>	<b>Leader</b>	<b>Cabinet Member</b>	<b>Planning Chairman</b>
	£	£	£	£
<b>Cotswold</b>	<b>4,000</b>	<b>12,000</b>	<b>6,000</b>	<b>6,000</b>
Cheltenham	5,427	17,093	13,454	3,148
Forest Of Dean	4,750	11,400	6,650	4,750
Gloucester City	5,713	19,996	9,998	4,570
Stroud (2016/17 figures)	5,265	10,201	N/A	5,100
Tewkesbury *	7,200	8,800	4,400	2,200
West Oxfordshire *	4,700	21,150	11,750	5,875
South Hams *	5,151	15,453	5,151	5,151
Uttlesford *	5,151	12,620	6,181	3,863
Hambleton *	6,050	24,200	9,075	6,050
Mole Valley *	4,370	7,500	4,000	2,560
Babergh *	4,000	8,000	2,000	4,000
Malvern Hills *	4,200	12,600	6,300	3,150 x 2
Derbyshire Dales *	4,416	13,021	N/A	4,416
South Northamptonshire *	5,341	20,565	6,876	4,125
Chiltern *	4,646	13,473	5,808	4,878
Harborough *	5,160	12,901	5,160	5,160
Mid Devon *	4,865	14,595	6,081	6,081
Bromsgrove *	4,326	12,978	5,624	5,624
Fylde * (2017/18 figures)	3,750	10,000	N/A	4,000

\* CIPFA Nearest Neighbour Family Member

(END)

**CHAIRMEN ETC. NOMINATIONS  
AND  
COMMITTEE ETC. SELECTION  
2019/2020**

**BRIEFING NOTE**

**(14<sup>TH</sup> MAY 2019)**

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Nigel Adams  
Head of Paid Service

**BRIEFING NOTE**

This Briefing Note contains details of the political groupings, Committee etc. allocations and the nominations for the various Chairmen etc. positions. Further nominations can be made up until, and/or at, the relevant Meeting.

\*\*\*\*\*

**Political Groupings Etc.**

- (1) I have been advised of the following provisional Political Groupings within the Council (in accordance with the 'Widdicombe' Rules):-

**Liberal Democrat**

## Councillors

Claire Bloomer  
 Ray Brassington  
 Patrick Coleman  
 Rachel Coxcoon  
 Tony Dale  
 Andrew Doherty  
 Mike Every  
 Jenny Forde  
 Joe Harris  
 Mark Harris  
 Roly Hughes  
 Juliet Layton  
 Nick Maunder  
 Dilys Neill  
 Nigel Robbins  
 Gary Selwyn  
 Lisa Spivey  
 Clive Webster

Total: 18

## Councillors

Stephen Andrews  
 Mark Annett  
 Julian Beale  
 Tony Berry  
 Gina Blomefield  
 Stephen Hirst  
 Robin Hughes  
 Julia Judd  
 Richard Keeling  
 Sue Jepson  
 Richard Morgan  
 Richard Norris  
 Ray Theodoulou  
 Steve Trotter

Total: 14

(2) The following Councillors have not joined/formed any political group:-

- Councillor Nikki Ind (Independent candidate)
- Councillor Andrew Maclean (Green Party candidate)

### **Chair and Vice-Chair of the Council**

(3) The nominations received in respect of these positions (Annual Council Meeting, Agenda Items (3) and (4)) are attached - **page 5**.

### **Strong Leader and Cabinet Governance Arrangements**

(4) The Council operates the Strong Leader and Cabinet form of governance. The Cabinet comprises the Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom shall be appointed as Deputy Leader). The Leader is elected by the Council, for a four-year term.

(5) One nomination has been received thus far for the Leader of the Council, in respect of Councillor Joe Harris - see **page 6**. This will be dealt with at Council Meeting Agenda Item (8)).

(6) In the event of Councillor Joe Harris being elected Leader, his appointments to the Cabinet are also attached - **pages 7-9** (Council Meeting Agenda Item (9) refers). Such appointments are purely for information/noting.

### **Committee Memberships** (Annual Council Meeting Agenda Item (10))

(7) With the exception of the Cabinet, the Regulations in respect of political proportionality on Committees will apply (the 'Widdicombe Rules').

(8) The Constitution currently provides for each non-grouped member to have an entitlement to one committee place.

(9) Based on the number of Members across each group, and the number of non-grouped members, the following allocation of seats is suggested across those Committees that are subject to the 'Widdicombe Rules' (the allocations also reflect the preferences of the non-grouped members) - it should be noted that, to reflect the political balance and Constitutional requirements, one seat has been added to the membership of the Overview and Scrutiny Committee:-

	Liberal Democrats (18)	Conservative (14)	Green (1)	Independent (1)	Total
Planning and Licensing	8	6	0	1	<b>15</b>
Audit	3	2	0	0	<b>5</b>
Overview and Scrutiny	4	3	1	0	<b>8</b>
<b>Total Seats</b>	<b>15</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>28</b>

(10) It is for the political groups to make their own decisions regarding the allocation of Committee places to their members (within the overall allocation of seats); and the allocations made are attached - **pages 10-12**.

(11) A Member of the Cabinet is not able also to serve on the Audit Committee or the Overview and Scrutiny Committee; but is able to serve on the Planning and Licensing Committee.

(12) The Chair of the Council is not able to serve on the Cabinet or the Audit Committee or the Overview and Scrutiny Committee; but is able to serve on the Planning and Licensing Committee.

(13) The Vice-Chair of the Council is not able to serve on the Cabinet; but is able to serve on any other Committee.

(14) The Chair and Vice-Chair of the Council cannot both serve on the Planning and Licensing Committee.

### **Chair Etc. Nominations and Chair Etc. Restrictions**

(15) The Chair of the Council, by virtue of office, is not eligible to hold office as a Chair of a Committee during his/her term.

(16) No Member of the Cabinet is entitled to hold the office of the Chair or Vice-Chair of a Committee.

(17) No Member of the Council is entitled to hold the office of the Chair of more than one Committee at any time.

(18) No Member of the Council is entitled to hold the office of the Chair of the Council or the Chair of any Committee for a continuous period of more than three years. Nor is he/she eligible to be a Chair or Vice-Chair of any Committee within one year of ceasing to hold office as Chair of any Committee.

(19) A nominee for election/appointment as a Chair or Vice-Chair (of either the Council or of a Committee), or as Leader of the Council, is not required to be present at the Meeting at which the election/appointment is to take place.

(20) There is no requirement for a secret ballot to be held in respect of voting on Member appointments.

(21) With the exception of the Planning and Licensing Committee, all Committee Vice-Chair positions have been dispensed with.

(22) The nominations made in respect of the Chair and Vice-Chair of the Council, the various Committee Chair positions, and the Vice-Chair of the Planning and Licensing Committee, are attached - **pages 13-15** (to be dealt with by each Committee in turn at the close of the Annual Council Meeting).

(END)

**ANNUAL COUNCIL MEETING - 14<sup>TH</sup> MAY 2019****Agenda Items (3) and (4)****Election/Appointment of Chair/Vice-Chair of the Council****Council Year 2019/20**

The following nominations have been received to date:-

(3) Chair of the Council

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Nigel Robbins	Claire Bloomer	Ray Brassington

(4) Vice-Chair of the Council

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Dilys Neill	Lisa Spivey	Tony Dale

**ANNUAL COUNCIL MEETING - 14<sup>TH</sup> MAY 2019**

**Agenda Item (8)**

**Election of Leader of the Council - Council Years 2019/23**

The following nomination has been received to date:-

**Leader of the Council**

**Nominee**

Joe Harris

**Proposer**

Mike Evemy

**Secunder**

Rachel Coxcoon

**ANNUAL COUNCIL MEETING - 14<sup>TH</sup> MAY 2019****Agenda Item (8)****Appointment of the Cabinet - Council Year 2019/20**

If appointed as the Leader of the Council, Councillor Joe Harris intends to make the following Cabinet appointments:-

<b>Councillor</b>	<b>Portfolio Area</b>
Joe Harris (Leader)	-
Mike Evely (Deputy Leader)	Finance
Rachel Coxcoon	Planning Policy, Climate Change and Energy
Tony Dale	Economic Development, Skills and Young People
Andrew Doherty	Waste, Flooding and Environmental Health
Jenny Forde	Health, Well-being and Public Safety
Mark Harris	Car Parks and Town & Parish Councils
Lisa Spivey	Housing and Homelessness
Clive Webster	Development Management, Landscape and Heritage

**Total Members: 9**

**Note:**

Details of the responsibilities within each portfolio area are as follows:-

Leader - Cllr Joe Harris

- Policy framework including the corporate plan
- Co-ordination of executive functions
- Democratic services/Legal services
- Press and communication
- Publica
- Cirencester town centre masterplan
- Democratic renewal and consultation



Deputy Leader and Cabinet Member for Finance - Cllr Mike Evemy

- Financial strategy and management
- Revenues and benefits
- Property and asset management
- Grants
- Cotswold Water Park

Cabinet Member for Planning Policy, Climate Change and Energy - Cllr Rachel Coxcoon

- Climate change and energy planning
- Strategic forward planning
- Local plan
- Neighbourhood plans
- Community Infrastructure Levy and S106 Agreements
- Allowable solutions

Cabinet Member for Economic Development, Skills and Young People - Cllr Tony Dale

- Local Enterprise Partnership and county-wide partnerships
- Promoting enterprise, sustainable tourism, visitor information centres
- Economic development
- Youth development and services

Cabinet Member for the Waste, Flooding and Environmental Health - Cllr Andrew Doherty

- Waste and recycling
- Drainage and flood resilience
- Public protection
- Food safety
- Building control
- Cemeteries
- Street cleaning & litter picking
- Noise and public nuisance
- Licensing

Cabinet Member for Health, Well-being and Public Safety - Cllr Jenny Forde

- Improving social mobility
- Tackling social isolation
- Public health, well-being and mental health
- Crime, disorder and community safety
- Supporting and safeguarding people
- Public conveniences
- Leisure, museums and arts

Cabinet Member for Car Parks and Town & Parish Councils - Cllr Mark Harris

- Delivery of Cirencester car park
- Car parking and enforcement
- Parish and Town Council support
- Support for community events
- Community building/liaison role

Cabinet Member for Housing and Homelessness - Cllr Lisa Spivey

- Tackling homelessness and improving housing security
- Support for community land trusts
- Promotion of self-build and system build housing
- Strategic oversight of tenure and housing needs assessment
- Delivery of council and social rented housing
- Liaison with housing developers
- Universal Credit

Cabinet Member for Development Management, Landscape and Heritage - Cllr Clive Webster

- Development management
- Heritage and design management
- Landscape conservation
- AONB liaison

(END)

**ANNUAL COUNCIL MEETING - 14<sup>TH</sup> MAY 2019**

**Agenda Item (9)**

**Appointment of Committees - Council Year 2019/20**

**PLANNING AND LICENSING COMMITTEE**

**Liberal Democrat Group Representation (8):** Claire Bloomer  
Ray Brassington  
Patrick Coleman  
Roly Hughes  
Juliet Layton  
Dilys Neill  
Gary Selwyn  
Clive Webster

**Conservative Group Representation (6):** Tony Berry  
Stephen Hirst  
Sue Jepson  
Julia Judd  
Richard Keeling  
Steve Trotter

**Non-Grouped Member Representation (1):** Nikki Ind

**Total Members: 15**

**OVERVIEW AND SCRUTINY COMMITTEE**

<b>Liberal Democrat Group Representation (4):</b>	Claire Bloomer Patrick Coleman Dilys Neill Gary Selwyn
<b>Conservative Group Representation (3):</b>	Stephen Andrews Gina Blomefield Richard Norris
<b>Non-Grouped Member Representation (1):</b>	Andrew Maclean

**Total Members: 8**

**AUDIT COMMITTEE**

**Liberal Democrat Group Representation (3):** Patrick Coleman

Roly Hughes

Nick Maunder

**Conservative Group Representation (2):** Richard Morgan

Ray Theodoulou

**Total Members: 5**

**PLANNING AND LICENSING COMMITTEE MEETING - 14<sup>TH</sup> MAY 2019****Agenda Items (3) and (4)****Election/Appointment of Chair/Vice-Chair  
of the Planning and Licensing Committee****Council Year 2019/20**

The following nominations have been received to date:-

(3) Chair of the Committee

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Juliet Layton	Dilys Neill	Claire Bloomer

(4) Vice-Chair of the Committee

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Ray Brassington	Patrick Coleman	Roly Hughes

**OVERVIEW AND SCRUTINY COMMITTEE MEETING - 14<sup>TH</sup> MAY 2019**

**Agenda Item (3)**

**Election of Chair of the Overview and Scrutiny Committee**

**Council Year 2019/20**

The following nomination has been received to date:-

(3) **Chair of the Committee**

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Stephen Andrews	Gina Blomefield	Richard Norris

**AUDIT COMMITTEE MEETING - 14<sup>TH</sup> MAY 2019**

**Agenda Item (3)**

**Election of Chair of the Audit Committee**

**Council Year 2019/20**

The following nomination has been received to date:-

(3) Chair of the Committee

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Patrick Coleman	Nick Maunder	Roly Hughes

(END)