



Kettering Borough Council Independent Review Panel Briefing Pack

February 2012

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Kettering
Borough Council

Briefing Pack Contents

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SECTION 1

1. INTRODUCTION AND TERMS OF REFERENCE FOR THE PANEL

Introduction

1.1 The Independent Review Panel on Members' Allowances last met in 2007, when the number of Borough Councillors reduced from 45 to 36 and the number of wards from 23 to 17.

1.3 The existing scheme of Members' Allowances was adopted on 27th June 2007 (see Appendix i, p20) following consideration of the recommendations of the Independent Review Panel and the views of the Policy and Improvement and Executive Committees on those recommendations. The Council resolution is reproduced below. It can be seen that some recommendations were in line with the recommendations of the Independent Review Panel and some were not. The resolution was:-

- (i) *Pensions not be payable on Members' Allowances;*
- (ii) *the recommendations of the Independent Review Panel in respect of the Leaders' Allowance be approved and the Leader of the Opposition take 50% of the total of the Leaders' Allowance;*
- (iii) *the Deputy Leader of the Authority receive 75% of the Special Responsibility Allowance of the Leader and the Deputy Leader of the Opposition receive a Band B allowance for that role;*

- (iv) the Deputy Leader of the Council be taken out of the pool for Executive members, that the pool remain as the same total as previously identified and should there be any increase or decrease in the number of Executive members then the total should be divided amongst them;*
- (v) the basic allowance for members of the Authority be set at the level recommended by the Independent Review Panel;*
- (vi) the ward initiatives fund be set at the level recommended by the Independent Review Panel and that it be allowed to roll forward over four financial years;*
- (vii) the Special Responsibility Allowance for the Chair of the Standards Committee be set at the same level as that for other Committee Chairs and Town and Parish Council members of the Standards Committee be entitled to a Special Responsibility Allowance at the same level as that for independent members of the Standards Committee; and*
- (viii) All remaining recommendations of the Independent Review Panel and constitutional changes be agreed.*

1.4 A copy of the current Scheme of Members' Allowances is included as Appendix ii, p 39.

- 1.5 The membership of the Panel is Professor Steve Leach of the Department of Public Policy at De Montfort University (Chair), Sue Watts (representing the voluntary sector) and Barry Matthews (representing the business community).
- 1.6 The composition of the review panel, its terms of reference and the objectives of the Review contained in this briefing pack have been agreed by the Standards Committee of Kettering Borough Council.

Terms of Reference

- 1.7 To examine the basic principles of the Members' Allowances Scheme and recommend any changes (if any).
- 1.8 To recommend a level of basic allowance for members.
- 1.9 To recommend a level of special responsibility allowances taking into account the current bandings as set out in the existing scheme of members allowances giving consideration to paying an allowance to the Deputy Chair of certain committees that carry a heavy workload.
- 1.10 To either confirm or recommend changes to the current arrangements in respect of childcare and dependent carer's allowances (currently reimbursement of cost or £7 per hour, whichever is lower).
- 1.11 To recommend whether or not any members of the Council should be eligible to join the Local Government Pension scheme.

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- 1.12 To give consideration to the Mayor's and Deputy Mayor's allowances taking into account that the Council no longer holds a dispensation in respect of income tax.
- 1.13 To review the operation of the Ward Initiatives Fund and recommend any changes in respect of its application or the level of funding.
- 1.14 To make any recommendations considered necessary in respect of members' travel allowances.
- 1.14 To consider whether the provision of Members' laptops should continue to operate outside of the allowances scheme or whether members should use their basic allowance to provide their own IT (as appropriate).

SECTION 2

2. OBJECTIVES OF THE REVIEW

- 2.1 Kettering Borough Council requires a scheme of Members' Allowances that adequately supports Councillors in fulfilling the Council's priorities (Appendix v, p 50) and provides the best possible opportunity for any resident who is qualified to become a local councillor to stand for election and serve. Financial support for councillors must therefore reinforce the culture of an improving Council and address, as far as possible, any disincentives to serving as a councillor.
- 2.2 The existing scheme of Members' Allowances provides for a payment to be made to the independent chair and independent members of the Standards Committee, including the two town/parish representatives. The new scheme of Members' Allowances should take into account the requirements of the Localism Act in respect of independent representation and co-opted members.
- 2.4 In 2003 the Independent Review Panel considered the provisions of the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003. This legislation provided access to the Local Government Pension Scheme to those Council members whose authorities, acting on the recommendations of their Independent Review Panel, decided should be eligible for membership. The Council resolved to accept the recommendation of the Panel that the Local Government Pension Scheme should not be extended

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to members of Kettering Borough Council at that time. However, the Panel did recommend that this should be kept under review and this recommendation was endorsed by the Council. The Independent Review Panel is therefore requested to consider whether Kettering Borough Council members should be included in the Local Government Pension Scheme.

SECTION 3

3. SCOPE OF THE REVIEW

3.1 Any new scheme for Kettering Borough Council should be in accordance with all relevant legislation (appendix vi, p 51), and the scheme should be capable of supporting any new activities or statutory duties introduced by the Localism Act 2011.

3.2 The budget for 2011/12 is detailed at Appendix iii, p 47. The Panel is asked to consider the level of allowances taking into account implications for councillors' workload as a result of the Localism Act 2011. The overall draft budget for 2012/13 stands at £298,000.

3.3 Does the Panel endorse the following basic principles?

(i) Only one Special Responsibility Allowance should be payable to any member.

(ii) Duties qualifying for a Special Responsibility Allowance must be within one or more of the following categories:-

(a) acting as leader or deputy leader of a political group;

(b) being a member of the authority's executive

(c) being the Chair or Deputy Chair of a Committee or Sub-Committee;

- (d) representing the Council at meetings of or arranged by any other body;
- (e) membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods;
- (f) any other duties which require time and effort equal to, or greater than, the other examples listed

Mayor and Deputy Mayor's Allowances

3.4 The Panel is also asked to consider the allowances paid to the Mayor and Deputy Mayor to support these roles and to recommend to the Council any change it considers should be made. The allowances are currently:-

Mayor: £6,823 per annum

Deputy Mayor: £1,295 per annum

The above allowances are paid in two instalments, in June and November.

It should be noted that the above allowances are now taxable as Kettering Borough Council no longer holds a dispensation from the Inland Revenue in respect of its mayoral allowances. When the Panel last considered the level of allowance paid to the Mayor and Deputy Mayor in 2007, a dispensation in respect of income tax was in place.

A further sum is set aside each year by the Council to cover its Civic Expenses, such as civic hospitality, civic insignia and associated items. The use of this money is regulated by law to 'defray expenses incurred in the reception and entertainment of distinguished persons visiting the area of the authority and persons representative of, or connected with, the local authority or other public services'.

In 2011/12 this provision is £5,799. This element of the Civic Budget is now managed by the Democratic Services Manager.

- 3.5 Although the Council will need to take account of its financial position in considering the recommendations of the panel, it wants the panel to consider a scheme only against the objectives of the review. The Council will consider affordability issues.

SECTION 4

4. THE ROLES OF A COUNCILLOR

4.1 In June 2007 the Council was the second authority in the East Midlands to achieve the standards for the Councillor Development Charter. The Council was re-accredited with the Charter in April 2011. The Member Development Working Group has been meeting since August 2005 to continually review issues relating to member development and effectiveness and part of its remit is to promote local democracy. The cross-party group has produced a document setting out the roles of a councillor and its work has been endorsed by full Council. This document is enclosed as Appendix viii, p 61 and should be taken into account when recommendations are made by the Panel on the level of basic and special responsibility allowances.

4.2 A diagram is attached as Appendix iv, p 49 showing the Council's structure in relation to the following areas of its operation:

- Community Leadership, Participation and Consultation
- Policy and Resource Allocation
- Regulatory, Overview and Scrutiny

The Executive

4.3 The Council's Executive comprises of between 2 and 9 members in addition to the Leader. The composition of the current Executive is the Leader, the Deputy Leader and seven other members. Members of the Executive are allocated portfolios by the Leader, which are subject-based but cut across issues where necessary. Members of the Executive may be allocated more than one portfolio. Portfolio holders take the lead in representing the Executive both internally and externally in their areas. There is currently no delegation of powers to individual members of the Executive, with decisions being made collectively. The Executive meets monthly. Members of the Executive can be called to account by the scrutiny committees and can be subject to questioning in public by members of that committee. The Executive Committee has, in the past consisted of six members plus the Leader, five members plus the Leader and seven members plus the Leader. As decided by the Council at its meeting of 27th June 2007, the size of the Executive Committee currently has no impact on the overall special responsibility budget for Executive members because the available budget is split accordingly, except in relation to the Deputy Leader.

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The Panel is requested to recommend whether an increase/decrease in the size of the Executive should result in an increase/decrease in the overall budget for the Executive or whether the increase/decrease should continue to be shared.

Overview and Scrutiny Committees

4.4 The Council currently operates two overview and scrutiny committees:-

- The Monitoring and Audit Committee
- The Research and Development Committee

Chairing an overview and scrutiny committee requires specific skills and an effective Chair is one of the key elements in ensuring the Council delivers the objectives of efficient, transparent and accountable local government.

Task and Finish Groups

4.5 The Council also operates a system of time-limited task and finish groups, of which five are allowed at any one time. These groups inform the work of the two overview and scrutiny committee and meet for a variable number of times, depending on the work to be carried out.

Planning Policy Committee

4.6 The Planning Policy Committee is a committee of Council and is politically proportional. The Committee considers and recommends to Council for approval the Plans and alterations which together comprise the Development Plan. It also considers and recommends to Council and any joint committee established by order of the Secretary of State in respect of strategic planning policy issues that affect the area. The Planning Policy Committee also responds to various consultations in respect of the growth area and other strategic planning matters.

Regulatory Committees

4.7 The Planning Committee meets every four weeks. It also meets to consider major or controversial planning applications as and when required. When the Independent Review Panel met in 2007 the Council operated a system of two Planning Committees (A and B) which met alternately, with the full Planning Committee meeting for major applications. Chairs of both Committees A and B therefore received a Chair's allowance. The Panel is asked to consider whether the Chair of the Planning Committee should receive an enhanced allowance in recognition of the heavier workload.

The full Licensing Committee meets rarely, but the Licensing Sub-Committee in respect of taxi licensing and the Licensing Sub-Committee in respect of premises licensing meet as and when required, but on average once a month.

The Chairs attend briefings before meetings and they are the spokespersons for their committees' areas of responsibility to the Council and to the community. The Deputy Chair of the Planning Committee also attends briefings. Chairing a Planning Committee is particularly onerous as planning issues tend to generate the most public interest and the most intense lobbying. The Chairs of the Licensing and Planning Committees have a particular duty to ensure that all parties involved in an issue are treated in accordance with the principles of natural justice.

Geographic Forums

4.8 The Council currently operates three geographic forums:-

- The Kettering Town Forum
- The Rural Forum
- The A6 Towns Forum

The Chairs do not currently receive a Special Responsibility Allowance. The Chairs of Forums operate in an environment where the Council, although taking the Chair, is more often acting in the role as a facilitator. Membership of the Forums is constituted from relevant partners, stakeholders, other agencies and includes town and parish councillors on the A6 Towns and Rural Forums as appropriate. Each of the geographic forums meets quarterly.

4.9 A table showing the number of times each of the Council's Committees has met over the last two municipal years is attached as Appendix ix, p 65

The Council Appointee on an Outside Body

4.9 The Council is invited to appoint representatives to a wide range of external bodies. These include the management committees of local charities and service providers, local cultural and educational organisations and local government associations. In some cases, the appointment requires significant commitment by the member to the affairs of the body to which they are appointed.

Leader/Spokesperson of a Political Group and Deputies

4.10 Each of the political groups meets separately to consider political strategy and tactics and considers matters such as appointments to committees and nominations to outside bodies. The group leaders also occasionally meet together to resolve issues relating to the conduct of business. The leader of the largest group outside the administration is the Leader of the Opposition. The Deputy Leaders of the political groups need to be able to undertake the full range of duties and responsibilities of their Leaders at short notice.

The Mayor and Deputy Mayor

4.11 The Mayor has several roles: -

- As Chair of the Council
- As the “first citizen” of the Borough
- As a focal point for the community
- As a focus for charitable works
- To promote both the Council and the Borough as a whole

The only qualification for being Mayor is that of being an elected Councillor. In practice, it helps if the Mayor has experience of the work of the Council, is familiar with the constitution and has sufficient time available to devote to attending a reasonable number of civic engagements. Under the Employment Protection (Consolidation) Act 1978, members are permitted reasonable time off from their work in order to carry out Council duties, including that of the Mayor, though this does not automatically attract payment from the employer. Prospective Mayors who are in work

are advised to negotiate with their employer an appropriate level of leave for their Mayoral year.

The role of "First Citizen" is essentially representative, and requires the Mayor to be a figurehead. The Mayor and Deputy Mayor are, however, specifically excluded from Chairing committees, sub committees and working parties of the Council or any other body on which Borough Councillors are a majority of those present.

In addition to the purely civic functions, the Mayor undertakes a large number of engagements bringing him/her in to contact with many different bodies, varying from formal dinners, ceremonies and church services to more localised events such as charity events and coffee mornings. The Mayor will also be looked upon to take part in any official ceremony associated with the Council's own business, for example, opening new facilities.

SECTION 5

5. THE WARD INITIATIVES FUND

- 5.1 Guidelines on the use of the Ward Initiatives Fund are included as Appendix vii, p. 52. The Ward Initiative Fund is currently £625 per member per annum.
- 5.2 The fund enhances the capacity of members to help organisations in their wards and complements their role as a community leader. It can also be used to provide information or for training. It enhances the economic, social and well-being of residents in individual wards by providing funding to organisations that might not receive funding from other sources. It can also help projects to succeed which might otherwise fail through lack of funding.
- 5.3 It is important that councillors understand the scheme and its limitations, particularly the statutory prohibitions on its use. Councillors need to be aware of other policies and grant schemes that their Council may have adopted, which could potentially conflict with the ward-based scheme.
- 5.4 Individual ward members may pool their funds if they feel that a scheme would benefit residents of more than one ward. Individual members are responsible for ensuring funds are distributed in an equitable manner. One or more ward councillors can also join with one or more councillors from an adjacent ward or wards to fund a project, provided it can be shown that the project benefits residents from both or all wards concerned.
- 5.5 There is an allocation in each of the four years of the scheme, which is the same as the four year term between local elections. Any monies not spent can be rolled over into the next year. However in the fourth year any balances left in the fund are lost and absorbed within the Council's general balances, if not spent before the deadline imposed.

SECTION 6

6. TIMESCALES AND RESOURCES

6.1 The Independent Review Panel to meet during March 2012, with recommendations being reported to Council on 25th April 2012, when a new Scheme will be adopted.

6.2 Recommendations of the Panel to be considered by the following Committees prior to adoption of a new Scheme of Members' Allowances by Council:-

Standards Committee <i>(Approval of the briefing pack only)</i>	30th January 2012
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Independent Review Panel meeting	24th February 2012
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Research and Development Committee <i>(this date may be moved to the end of the month)</i>	13th March 2012
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Executive Committee	4th April 2012
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Council	25th April 2012
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6.3 The Panel will decide on the methods it will use to conduct its review. The Council will provide such administrative support, including research, as the Panel reasonably requires.

6.4 Members and officers will be available to discuss any issue with the panel. The Council would expect the Panel to make use of previous work in this area, including the previous reports of the Panel which the Council highly values as thorough and helpful approach.

KETTERING BOROUGH COUNCIL

REVIEW OF MEMBERS' ALLOWANCES

REPORT OF THE INDEPENDENT REVIEW PANEL

(1) Introduction: The Context of the Review

1.1 In April 2007, the independent review panel on members' allowances, established in 1999, was reconvened. Its membership now comprises Steve Leach, Professor of Local Government at De Montfort University, Leicester (who chaired the panel), Carol Merrin, Business Development Liaison Executive at the Northamptonshire Chamber of Commerce and Matt Sparkes, Executive Director of Groundwork North Northamptonshire.

1.2 The panel held a meeting on April 17th at the Borough Council Offices. It received helpful verbal evidence from five councillors including the council leader and deputy leader. The views of the Chief Executive and Head of Democratic and Legal Services were noted. The panel also studied carefully the contents of the Briefing Pack provided by the council, which contained details of the current allowances scheme and the changes in electoral arrangements which have been introduced, together with a good deal of other relevant information. Relevant elements of the briefing pack are included as Appendix 1.

- 1.3 The panel was made aware that the constraints of the timetable for the review process, necessitated by the need to await the Boundary Committee's recommendations and the approval of the Standards Committee, meant that there may have been more councillors who would have liked to present evidence but had not had the time to do so (and the panel did meet two weeks prior to the local election)! These factors were of course outside the control of the panel.
- 1.4 As was the case in 2003, the panel felt that a major 'first principles' review of the scheme was neither expected nor needed. The principles which were set out in the 2003 report (and are reproduced as Appendix 2) remain relevant. The panel heard nothing from members and officers which implied significant dissatisfaction with the existing scheme, which remains broadly congruent with the level and distribution of allowances adopted by Kettering's family of benchmarking authorities.
- 1.5 In these circumstances, the panel felt it was appropriate to make recommendations which involved no significant increase on the overall level of allowances paid to members in Kettering BC. This view was supported by the recognition that members in Kettering receive other forms of support in their roles which go beyond what is provided in many other comparable authorities (e.g. provision of lap tops, political assistants, the ward initiative fund, the accredited member training and development programme).

1.6 There are, however several changes to the allowances scheme which the panel do wish to recommend in the response to the following contextual factor.

(i) the impact of the reduction in council size from 45 to 36

(ii) the changes in relation to councillor roles, political leadership and partnership working proposed in the 2006 White Paper 'Strong and Prosperous Communities'

(iii) arguments presented to it at its meeting on April 17th particularly in relation to deputy leadership positions, pensions, and specific aspects of travel and subsistence and childcare and dependent carers allowances

These issues are considered in Sections 2-5 below.

(2) The Basic Allowance

2.1 The basic allowance is currently £3,548, which is very close to Kettering's family average. There are two main reasons for reviewing this figure: the impact of the electoral boundary changes in Kettering and the implications of the recent White Paper.

2.2 The argument was put to the panel that the overall volume of work carried out by councillors in Kettering was unlikely to change (in the short-medium term) and would now have to be shared amongst 36 rather than 45 councillors. It was argued that the **total level** of basic allowances paid to the 36 councillors, under the new arrangements should be the same as that paid currently. The panel agreed with this proposal, and recommends a change in the basic allowance which reflects it (see 2.4 below).

2.3 It is apparent that the proposals in the White Paper imply an enhanced role for local members, in relation to activities such as neighbourhood advocacy, local partnership working, neighbourhood-based scrutiny and the 'Community Call for Action'. In principle these proposals imply that there is a case for raising the basic allowance. However they have not yet been taken forward into legislative proposals, and it is therefore not yet possible to assess their impact (in terms of time commitments). The panel felt that it would be premature to adjust the basic allowance, until the impact of these proposals could be assessed. It is however prepared to review this decision if evidence of increased workload subsequently becomes available.

2.4 The panel's recommendation (reflecting the boundary changes in Kettering) is that the basic allowance should be increased from £3,548 to £4,435. It notes that this allowance is supplemented in Kettering with other, relatively generous forms of support (see para 1.5).

(3) Special Responsibility Allowances: Leaders and Deputy Leaders

3.1 In its 2003 report, the panel reviewed the SRA paid to the leader of the council, and recommended that it should be increased by 20% to reflect the increased demands on the role of council leader which have been apparent since 2001. That process has continued, and is likely to do so further when the 'strengthened leadership' proposals in the White Paper are implemented. The argument the panel would wish to make in relation to the White Paper proposals on leadership is similar to the one relating to ward members' role (see 2.3), namely that it would prefer to reconsider this issue when the

legislation has been enacted and its impact on the council leader's role has become apparent. The panel is therefore not recommending any change to the current council leaders SRA.

3.2 However, the panel was persuaded in response to evidence presented to it that there was a case for considering SRAs for **deputy** leaders both of the council itself, and the main opposition group. The role of deputy leader varies from authority to authority. In some cases it is a relatively nominal role (i.e. deputising for the leader on a limited number of occasions). In others it involves a significant level of responsibility. In Kettering BC, it is clear that the deputy roles are substantive rather than nominal. In these circumstances, and to respond to the increasing demands on council leadership since 2003, particularly in relation to partnership working, the panel recommends:

(i) that an SRA of £2,365 be paid to the deputy leader of the council, in addition to his or her allowance as an executive member, resulting in an overall SRA of £7,684

(ii) that an SRA of £1,183 be paid to the deputy leader of the principle opposition group

3.3 Because of the distinctiveness of the deputy opposition leader role, the panel's view is that if the individual concerned holds an additional position of responsibility (e.g. chair of an overview and scrutiny panel) the normal expectation of not paying more than one SRA to any one individual should be waived.

3.4 These proposals assume the continuation of the current practice of the deputy council leader and deputy opposition leader having a significant range of responsibilities. If this situation were to change in the future, the panel would wish to reconsider its recommendations, including the possibility of re-allocating a deputy leader's (council or opposition) SRA to the respective leader.

Executive Members

3.5 The panel received no arguments for changing the current SRAs for executive members. It noted that the recommendation made in the 2003 report for an enhanced SRA for the 'Best Value and Performance' cabinet portfolio had been side-lined by changes in the composition of the executive. The panel would not now wish to make distinctions between different executive posts (deputy leader excepted). Its recommendation is that the SRAs for members of the executive remain unchanged at £5,318 (although still of course subject to annual updating).

3.6 The panel noted that, when the size of the executive was reduced from 7 to 6 a decision was taken to re-allocate the SRA of the outgoing member amongst the remaining executive members. The panel endorses this decision, on the basis that the overall level of responsibility of the executive has not changed – rather it is now distributed amongst fewer executive members. If a decision were to be taken in the future to marginally increase or decrease the size of the executive, the same principle should be applied – decrease or increase of individual SRAs to compensate for the changes. Significant changes in the

overall level of responsibility of the executive would require a further independent review.

Other special responsibility allowances

- 3.7 The panel received no representations, nor saw any reason to recommend changes in any of the other SRAs, with one exception. The 2003 panel report recognised the volume of work associated with the then new liquor licensing responsibilities of the council, and recommended an enhanced SRA for the Chair of the Licensing Committee to respond to this new responsibility. This allowance was as we understand it, subsequently distributed amongst a group of chairs exercising these responsibilities. The panel was informed that the workload of this committee has now reverted to its pre-2003 level. In these circumstances an enhanced SRA is no longer appropriate. The panel therefore recommends that the SRA for the Chair of the Licensing Committee should be brought into line with the SRAs allocated to the Chairs of Scrutiny Committees and the various Planning Committees and Sub-Committees at £2,365. (current rates).
- 3.8 The SRAs paid to the Chair of the Standards Committee should remain at £1,183, and those paid to its independent members at £591. The panel sees no reason why this latter SRA should not also be paid to the Committee members who represent town or parish councillors.
- 3.9 The panel recommends that the present system of allowances paid to the Mayor and Deputy Mayor should also continue unchanged.

3.10 The panel received representations that a further range of positions of responsibility – deputy chairs of overview and scrutiny and regulatory committees, chairs of topic specific task groups of overview and scrutiny and chairs of the area forums – should receive SRAs. The panel disagreed with this view. Although there is a degree of responsibility associated with each of these roles it is small compared with the positions to which SRAs are currently allocated. The basic allowance can reasonably be expected to cover minor responsibilities of this nature.

(4) Pensions entitlement

4.1 The panel reconsidered the issue of whether or not some (or all) member allowances should be eligible for pensions (it received two member representation that this provision should be introduced). Whilst there does not appear at present to be much demand for this initiative in Kettering, the panel was mindful of the authority's concern (echoed in the recent White Paper) to encourage a greater number and wider range of candidates for council office. Given the potential incentive which pension eligibility provides, and the increasing spread of this practice in other authorities, the panel felt it was appropriate to recommend that a scheme of pensions eligibility should be introduced for all council allowances. The current take-up is likely to be limited, but the principle of trying to attract a wider range of would-be councillors is an important one.

(5) The Ward Initiatives Fund

5.1 The Ward Initiatives Fund continues to be valued by members and is very much in the spirit of the White Paper's commitment to strengthening the leadership role of local councillors. The panel recommends that it should continue. However concern was expressed about the potential for the misuse of this resource in a pre-election year. Although there is no evidence of such misuse (e.g. allocation of grants in a way which might be construed as seeking votes) there is a case in terms of ethical standards for the fund not being used in a pre-election year.

5.2 There is also of relevance here that the council size is to be reduced from 45 to 36, using the same logic that the panel used in increasing the basic allowance to take into account this reduction in numbers, it recommends that the current overall allocation to the Ward Initiatives Fund should be retained, and redistributed amongst the 36 members following the May 2007 election. This would imply an increase from £500 per councillor per year to £625. However it is also recommended (see 5.1 above) that this annual sum should be aggregated for 2007-2011 period to £2,500, and made available in three annual instalments of £833 over the 2007-2010 period.

Travel, subsistence and childcare allowances

5.3 There are three ways in which the panel felt that improvements could be made. First, the current approach to the re-imbursalment of childcare and dependent carers allowance (as recommended in the 2003 panel report) is that such expenses should be re-imbursed on the production of receipts. The panel now

recognises that this may not be the best system to adopt, particularly in relation to evening 'childminding' where the carers may not be in the habit of issuing invoices. The panel recommends that in future an hourly rate of £7 per hour should be introduced, covering the period of absence involved (including journey times).

5.4 The relatively low level of mileage allowance paid when members (or officers) travel to conferences, seminars and training events was noted. This may have been set at a level which encourages the use of public transport, which is a laudable aim. However there are certain journeys (e.g. Kettering to Birmingham) where the time saving of travelling by car is considerable. The panel suggests that 12.6p per mile allowance is reviewed and set at a level whereby journey costs (including depreciation costs) can be recovered.

5.5 For a borough council which prides itself on its environmental awareness and orientation, there may also be a case for not paying a higher mileage allowance for cars with larger engines. The panel would prefer to see a standard rate (45p per mile suggested), and a parallel standard rate (12p per mile suggested) once 8,500 miles per annum has been exceeded.

(6) Strengthening accountability

6.1 The panel was pleased to note that the proposals made in the 2003 report to draw up job descriptions for councillors had been adopted. It noted the concern expressed by members about members who regularly failed to turn up for meetings. The panel has no power, of course, to vary the basis allowance

in such circumstances. Although this issue is essentially one for party groups, there is the possibility that the council could publish from time-to-time attendance records, which might help to limit frequent absences.

(7) Conclusion

7.1 The overall impact of the panel's recommendations (summarised below) is effectively cost-neutral. It involves a tiny increase in the overall sum allocated to members' allowances. It will impose no additional costs on the council tax payers of Kettering.

Summary of Recommendations

1. The **Basic Allowance** in Kettering BC should be increased to £4,435.
2. Special Responsibility Allowances should be set as follows:
 - Leader of the Council £10,797
 - Deputy Leader of the Council £7,684
 - Member of the Executive (other than Leader and Deputy Leader) £5,318
 - Leader of the principle opposition £5,318
 - Chair of the Scrutiny Committees, Planning Policy and Planning Sub-committees and the Licensing Committee £2,365
 - Deputy leader of the principle opposition £1,183
 - Co-opted member and Chair of the Standards Committee £1,183
 - Independent members of the Standards Committee £591
3. The basic allowance and SRAs should all be updated from April 1, 2007 to take into account inflation during the previous year in line with the current criteria.

4. The allowance paid to the Mayor and Deputy Mayor should continue at their current levels (updated for inflation)
5. The opportunity for councillors to be included in the Local Government Pension Scheme should be provided (in relation to all allowances) for those members wishing to take advantage of it.
6. The ward initiatives fund allocations should be increased to £625 per annum, and paid in three instalments of £833 during the first three years of the post 2007 administration.
7. Minor changes to the payment of childcare and travel and subsistence allowances as recommended in Paras 5.3 – 5.5 of this report, should be considered by the council.

BOROUGH OF KETTERING

	COUNCIL	Item 10	Page 1 of 3
Report Originator	Jonathan Eatough Head of Democratic & Legal Services	<i>Fwd Plan Ref No:</i> A06/088	
Wards Affected	All	27th June 2007	
Title	REPORT OF INDEPENDENT REVIEW PANEL – MEMBERS' ALLOWANCES		

1. PURPOSE OF REPORT

- (i) For Council to consider the recommendations of the Independent Review Panel on Members' Allowances and the comments of the Executive and the Policy & improvement Committee and to agree an amended Scheme of Allowances; and
- (ii) To seek approval for some minor changes to the Constitution in order to enable more flexible arrangements in relation to the allocation of committee chairs.

2. INFORMATION

- 2.1 A detailed report is to be submitted to and considered by the Policy and Improvement Committee at its meeting on 19th June 2007. The Executive Committee will meet on the 20th June 2007 and consider the recommendations of the Policy and Improvement Committee in respect of this matter. The report of the Independent Review Panel is attached as Appendix "A" and the assessment of the financial implications are attached as Appendix "B".
- 2.2 As this agenda must be published before both the Executive Committee and Policy and Improvement Committee are due to meet, officers will circulate the comments and recommendations of these committees separately to this report.
- 2.3 As members may be aware, there is a Constitutional Review Task and Finish Group that is undertaking a major review of the Council's Constitution. In the meantime there are a number of minor amendments that have been identified as useful. These revolve around rules linking the chairmanship of the various committees including the Planning Policy Committee, the Employment Committee and the Local Strategic Partnership Executive Board with members of the Executive. There is no legal reason why this is required and it is recommended that this restriction be lifted in order to give greater flexibility in the appointment of Chairs.

BOROUGH OF KETTERING

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3. CONSULTATION AND CUSTOMER IMPACT

- 3.1 The Briefing pack that was used by the review panel was seen by Group Leaders and was available for all members to see on the Members' Intranet.
- 3.2 All members were notified of the date when the review panel was to meet and invited to make oral or written representations. A number of members took advantage of this. Initial consideration of the report at Council on the 25th April 2007 led to it being referred back to scrutiny for further consideration and this further consultation with members is due to take place as outlined in paragraph 2.1 above. Copies of the reports to the Policy & Improvement Committee and the Executive are available on the Internet and Internet.

4. POLICY IMPLICATIONS

- 4.1 The terms of reference of the IRP included consideration of barriers to becoming councillors for different sections of the community and accordingly is in line with the Council's existing equal opportunities plans.

5. USE OF RESOURCES

Financial

- 5.1 The cost of the scheme of allowances was something that was specifically excluded from consideration by the Independent Review Panel. (Appendix "B"). If appropriate an updated cost comparison will be circulated separately once the views of the Policy and Improvement Committee and Executive Committee are known.

Constitutional

- 5.2 The Council's Constitution requires that proposed changes to the Constitution (of which Members' Allowances is also part) are considered by a scrutiny committee and the Executive Committee before they are considered and adopted by Council.

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6. RECOMMENDATION

that:-

(i) a new Scheme of Members' Allowances be approved in respect of

1. the basic allowance;
2. the special responsibility allowances for the deputy leader and members of the Executive;
3. the Chair of the Standards Committee;
4. pensions entitlement; and

(ii) all other recommendations of the Independent Review Panel be approved; and

(ii) the Constitutional amendments as outlined in the report be approved.

Background Papers:

Title of Document: Independent Review Panel
Briefing Pack
Date: April 2007

Previous Reports/Minutes:

Ref: Standards Cmte
Date: 27/02/07
04/04/05

Ref: Council
Date: 17/12/03
25/4/07

Ref: Executive
Date: 20.6.07

Ref: Policy & Improvement Cttee
Date: 19.6.07

Contact Officer: Jonathan Eatough
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REPORT OF INDEPENDENT REVIEW PANEL – MEMBERS' ALLOWANCES

A report was submitted which considered the recommendations of the Independent Review Panel on Members' Allowances and the comments of the Executive Committee and the Policy and Improvement Committee on those recommendations. The report also sought approval for some minor changes to the Constitution in order to enable more flexible arrangements in relation to the allocation of committee chairs.

Councillor Mary Malin proposed and Councillor Michael Tebbutt seconded that:-

- (i) Pensions not be payable on Members' Allowances

Councillor West proposed and Councillor Adams seconded as an amendment that:-

"The report of the Independent Review Panel be approved in its entirety"

Following discussion on the amendment it was withdrawn by the proposer and seconder with the consent of the meeting.

Some members expressed the view that pensions should be available to those members who wished to take them up. However, it was noted that this would involve a cost to the Council and that members already had the option of investing their allowance into a private pension scheme if they so wished.

(Voting: For 23, Against 5; Not Voting 2)

Councillor Dearing proposed and Councillor Bain seconded that:-

- (ii) the proposals in respect of the Leaders' Allowance be approved;
- (iii) the Leader of the Opposition take 50% of the total of the Leaders' Allowance;
- (iv) the Deputy Leader of the Council be taken out of the pool for Executive members;

- (v) as contained in the Independent Review Panel recommendations, the pool remain as the same total as previously identified;
- (vi) should there be any increase or decrease in the number of Executive members then the total should be divided amongst them;

(Voting: For 29; Against 1)
Councillor Zanger Voted against the motion

It was proposed by Councillor Corazzo and Seconded by Councillor Hakewill that:-

- (vii) the Deputy Leader of the Authority receive 75% of the Special Responsibility Allowance of the Leader;
- (viii) The Deputy Leader of the Opposition receive a Band B allowance for that role (£1,183 per annum).

(Voting: For 29; Against 1)
Councillor Zanger Voted against the motion

It was proposed by Councillor Pote and seconded by Councillor Perry that:-

- (ix) the basic allowance for members of the Authority be set at the level recommended by the Independent Review Panel (£4,435)

(Voting: For 29; Against 1)
Councillor Zanger Voted against the motion

It was proposed by Councillor Bayes and seconded by Councillor West that:-

- (x) All remaining recommendations of the Independent Review Panel be agreed

It was proposed by Councillor Hakewill and seconded by Councillor Brown as an amendment that:-

- (xi) the ward initiatives fund be set at the level recommended by the Independent Review Panel (£625) and that it be allowed to roll forward over four financial years ;
- (xii) the Special Responsibility Allowance for the Chair of the Standards Committee be set at the same level as that for other Committee Chairs (£2,365);

- (xiii) Town and Parish Council members of the Standards Committee be entitled to a Special Responsibility Allowance at the same level as that for independent members of the Standards Committee (£591).

Councillor Bayes also confirmed, and it was agreed by Councillor West as the seconder, that recommendations relating to constitutional changes contained within the report and travel and child and dependant carer's allowances were included in his motion.

(Voting on the Amendment: For 29; Not Voting 1)

(Voting on the Substantive Motion: For 29; Not Voting 1)

RESOLVED that:-

- (i) Pensions not be payable on Members' Allowances;
- (ii) the recommendations of the Independent Review Panel in respect of the Leaders' Allowance be approved and the Leader of the Opposition take 50% of the total of the Leaders' Allowance ;
- (iii) the Deputy Leader of the Authority receive 75% of the Special Responsibility Allowance of the Leader and the Deputy Leader of the Opposition receive a Band B allowance for that role (£1,183 per annum);;
- (iv) the Deputy Leader of the Council be taken out of the pool for Executive members, that the pool remain as the same total as previously identified and should there be any increase or decrease in the number of Executive members then the total should be divided amongst them;
- (v) the basic allowance for members of the Authority be set at the level recommended by the Independent Review Panel (£4,435);
- (vi) the ward initiatives fund be set at the level recommended by the Independent Review Panel (£625) and that it be allowed to roll forward over four financial years;

- (vii) the Special Responsibility Allowance for the Chair of the Standards Committee be set at the same level as that for other Committee Chairs (£2,365) and Town and Parish Council members of the Standards Committee be entitled to a Special Responsibility Allowance at the same level as that for independent members of the Standards Committee (£591);
- (viii) All remaining recommendations of the Independent Review Panel and constitutional changes be agreed;

1. The Scheme

This scheme is made under the Council's powers conferred by the Local Authorities (Members' Allowances) Regulations 1991 (as amended) and the Local Authorities (Members' Allowances) (England) Regulations 2001. It has effect from 27 June 2007 until further notice.

2. Basic Allowance

A Basic Allowance shall be paid each financial year to each Councillor in twelve instalments. The amount of the allowance to be as shown in the schedule to this scheme.

3. Special Responsibility Allowance

A Special Responsibility Allowance shall be paid each financial year in twelve instalments to the postholders identified in the schedule to the scheme, provided that no one individual receives more than one allowance.

The amount of each allowance to be as shown in the schedule to this scheme.

4. Attendance Allowance

No attendance allowances are payable under the scheme.

5. Childcare and Dependant Carers Allowance

Members may claim for the reimbursement of costs of arranging for the care of their children or dependants as are necessarily incurred in the performance of their duties as a councillor as are defined in the Regulations.

6. Election

Members may by notice in writing to the Head of Democratic and Legal Services elect to forego any part of their entitlement to an allowance under this scheme.

7. Pro-rata Payments

Where a Member ceases to be or becomes a Councillor part-way through the financial year or the scheme is amended, the level of

basic and special responsibility allowance shall be payable pro-rata for the period of the year served. Where a Member assumes or relinquishes part-way through a year an office attracting special responsibility allowance, that payment shall also be pro-rata to the period of service.

8. Claims

A claim form will be provided to all Councillors on becoming a member of the authority. A Member who has elected to forgo any part of their entitlement to an allowance under this scheme may at any time revoke that election by giving notice in writing to the Head of Democratic and Legal Services. The revocation shall take effect and the allowances foregone shall become payable from the date of its receipt.

9. Annual Increase

The amounts paid under the scheme shall be increased on 1st April each year by an equivalent percentage amount as that paid to officers on spinal column points 35-40.

Members' Allowances

Scheme Schedule

based upon Council Resolution of 27th June 2007

Current Allowances (2011-12)

Basic Allowance (per annum)	£4,856
Special Responsibility Allowance (per annum)	
Leaders' allowances	
Leader of the Council	£11,821
Deputy Leader of the Council	£8,866
Leader of the Opposition	£5,911
Deputy Leader of the Opposition	£1,295
Executive Members' "Pool"	£29,113
currently split between the 7 Executive Members - £4,159 each (excluding the Leader and Deputy Leader of the Council)	
Chairs of Scrutiny Committees, Planning Policy Committee, Planning Committee, Planning Sub-Committees, Licensing Committee and Standards Committee	£2,589
Standards Committee members (independent and town and parish representatives)	£647
Childcare and Dependant Carers Allowance	Cost (to a maximum of £7/hour)
Mileage allowances	45p per mile up to 8,500 miles, 12p per mile thereafter
Mayor's Allowance	£6,823
Deputy Mayor's Allowance	£1,295

MEMBERS' ALLOWANCES

BACKGROUND

In September 1999 the Council established an Independent Review Panel to carry out a review of the allowances councillors receive for undertaking their public duties and make recommendations to the Council.

At the Council meeting held on 17th December 2003 members considered a further report from the Independent Review Panel which had been convened to address issues raised by proposed changes to the Council's Constitution and in the light of the Local Authorities (Members Allowances)(England) Regulations 2003.

In April 2007 the Panel reconvened to consider the Council's Scheme in the light of the recent Ward Boundary Review and the reduction in both the number of councillors and the number of wards. Recommendations made by the Panel were subsequently adopted by Council.

THE SCHEME

The current Scheme is contained in the Council's Constitution (Part 8). The Constitution is available on the Members' Intranet.

In summary, the allowances which are or may be payable to elected members are:-

Basic Allowance

The basic allowance is the same for each councillor and is paid in 12 monthly instalments throughout the year. Payments are made on the 15th of each month.

The basic allowance is intended to recognise the time commitment of all councillors including inevitable calls on their time, such as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs, such as the use of a councillor's own home.

Special Responsibility Allowance

The Council also pays special responsibility allowances to those councillors and co-opted members with significant responsibilities. The special responsibility allowance is also paid monthly. Under the current scheme, no individual member can receive more than one special responsibility allowance.

Amounts of Allowances

Please see the Council's Constitution, Part 8.

Childcare and Dependant Carers' Allowance

Childcare and Dependant Carers' Allowance is payable to those councillors who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties, such as committee or Council meetings and meetings of outside bodies to which the councillor has been appointed as the Council's representative. The amount payable is the reimbursement of the actual cost.

Travel and Subsistence Allowances

Members can claim travel allowances for approved duties, namely journeys incurred in attending the following:-

- A meeting of the Council or its committees, sub-committees, working parties or forums (whether a member of the committee, or as a speaker at the committee)
- A meeting of an outside body, on which the member has been appointed by the Council
- An approved duty as a member of any outside body
- A joint committee of two or more local authorities
- Official and courtesy visits on behalf of the authority
- Tender openings
- Executive Meetings
- Meetings of other local authorities as the Council's representative
- Travel expenses incurred by members in their representational role (eg site meetings)
- Members' training events
- Approved conferences and seminars

Members cannot claim travel and subsistence allowances in respect of the following:-

- Meetings that have been convened wholly or partly for political purposes, for example, group meetings
- Any journey that is undertaken on behalf of another local authority

Members should record start and end odometer readings when claiming travel allowances for approved duties and these should be inserted on the travel claim form.

Consideration must be given to the most effective and economical method of undertaking the journey. Wherever practicable, journeys should be undertaken with other members and/or officers of the Council using the same

vehicle. Where journeys involve travel outside the Borough, the use of public transport should be considered as a first choice. In considering the mode of transport councillors should take into the account the following:

- Accessibility of public transport starting point
- Closeness of the destination to a convenient public transport interchange
- Cost of public transport in relation to the cost of the use of their own transport
- Whether two or more members or officers are travelling to the same destination
- Time of both the outward travel and the return journey
- Safety of using public transport (eg if travelling back alone late at night)

Public Transport Fares

Public transport fares will be reimbursed on the basis of standard class fares and claims must be supported by receipts. The cost of parking at the railway station will not be reimbursed (unless disabled), as councillors are expected to use the Municipal Offices or London Road car parks.

Mileage rates

Mileage rates are in accordance with the recommendations of the Independent Remuneration Panel.

Subsistence Expenses (non-training events)

Maximum subsistence allowances are as nationally agreed.

Subsistence Expenses (training events)

Per day as agreed.

Wherever possible, receipts for expenditure in relation to subsistence expenses should be produced in support of claims.

MEMBERSHIP OF OTHER LOCAL AUTHORITIES

Where a member of an authority is also a member of another authority that member may not receive allowances from more than one authority in respect of the same duties.

WITHHOLDING OF ALLOWANCES

If a councillor is suspended from duty during an investigation by the Standards Committee or the Standards Board, allowances will not be paid to the councillor concerned during the period of investigation.

In accordance with Part III of the Local Government Act 2000, where payment of any allowance has already been made in respect of any period during which a councillor is:-

- suspended or partially suspended
- ceases to be a member of the authority
- is in any other way not entitled to receive the allowance in respect of that period

the Council may require that such part of the allowance as relates to any such period be repaid to the authority.

PENSIONS

In 2003, the Council resolved that the opportunities to schedule councillors in the Local Government Pension Scheme should not be taken at that time. This was reaffirmed when reviewed in June 2007.

PUBLICITY

The Council is required to publish the recommendations of the Independent Review Panel, the Scheme of Allowances and actual allowances paid to members each year.

RENUNCIATION OF ALLOWANCES

Members may, if they so wish, elect to forego any part of their entitlement to an allowance under the Scheme. Any such election may be revoked at any time by giving notice in writing to the Head of Democratic and Legal Services.

TAXATION

The basic allowance and any special responsibility allowance, co-optee's allowance or childcare and dependent carer's allowance counts as earnings for benefit purposes and taxable income for income tax purposes. Generally, travel and subsistence allowances are non-taxable.

A comprehensive guide to Councillors' Tax and Benefits is published by the Local Government Information Unit. A copy of this guide is held in the Democratic and Legal Services Unit and is available for inspection by request. Information on tax and benefits can also be obtained from the Council's Payroll Manager.

PAYMENT OF ALLOWANCES AND CLAIMS FOR TRAVEL/ SUBSISTENCE

Members' allowances are paid monthly directly into members' bank accounts on the 15th day of each month.

Travel and subsistence allowances are paid monthly on the 15th of the month, following submission of a claim form which should be received by Democratic and Legal Services prior to the 2nd day of the month. Please note that claims for travel and subsistence allowances should be claimed monthly and in any case within three months. Any claims submitted which are older than three months may not be paid.

ANNUAL INCREASE

The amounts paid under the scheme shall be increased with effect from 1st April each year in line with the NJC staff pay award for spinal column points 35-40.

TRAVEL EXPENSES FORMS ARE AVAILABLE FROM AMY NIMMO IN DEMOCRATIC SERVICES.

**ANALYSIS OF MEMBERS' ALLOWANCES 2011/12
BASIC AND SPECIAL RESPONSIBILITY**

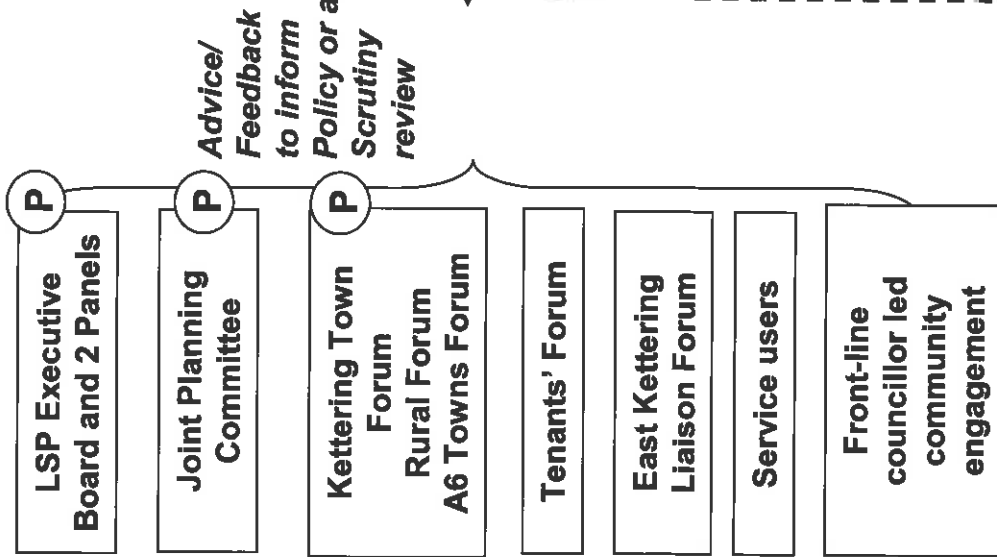
Allowance	No. of Members receiving allowance	Individual Allowance £	TOTAL £
Basic	36	4,856	174,816
Leader of the Council	1	11,821	11,821
Deputy Leader of the Council	1	8,866	8,866
Leader of the Opposition	1	5,911	5,911
Deputy Leader of the Opposition	1	1,295	1,295
Executive (SRAs)	7	4,159	29,113
Committee Chairs (SRAs)	6	2,589	15,534
Standards Committee Members	5	647	3,235
		SUB TOTAL	250,591
Mayor's Allowance	1	6,823	6,823
Deputy Mayor's Allowance	1	1,295	1,295
		GRAND TOTAL	258,707

Staff No	Surname	Inits	Basic Allowance	Special Responsibility (Incl Mayors)	Standards comm	Committee Chair Allowance	Total
			MEM001	MEM002	MEM007	MEM008	
5016	FREER	TJ	4,856.00	4,159.00			9,015.00
5026	MALIN	MP	4,856.00	8,866.00			13,722.00
5061	GROOME	CR	4,856.00				4,856.00
5078	WEST	JA	4,856.00	5,911.00			10,767.00
5087	HAKEWILL	J	4,856.00				4,856.00
5089	LAMB	C	4,856.00			2,589.00	7,445.00
5102	LYNCH	S	4,856.00			2,589.00	7,445.00
5104	ADAMS	L	4,856.00	1,295.00			6,151.00
5106	BAYES	M	4,856.00				4,856.00
5111	CORAZZO	P	4,856.00				4,856.00
5112	DEARING	MR	4,856.00	4,159.00			9,015.00
5116	HENSON	JR	4,856.00				4,856.00
5117	HOLLOBONE	P	4,856.00				4,856.00
5122	TEBBUTT	M	4,856.00			2,589.00	7,445.00
5125	WILEY	AML	4,856.00	4,159.00			9,015.00
5128	MILLER	JJ			2,589.00		2,589.00
5129	LANDRY	TL			647.00		647.00
5135	BISHOP	DJ	4,856.00			2,589.00	7,445.00
5136	BAIN	D	4,856.00				4,856.00
5137	BULLOCK	J	4,856.00	4,159.00			9,015.00
5138	DERBYSHIRE	J	4,856.00				4,856.00
5139	MARKS	P	4,856.00			2,589.00	7,445.00
5140	ROBERTS	R	4,856.00	11,821.00			16,677.00
5141	SOANS	D	4,856.00				4,856.00
5142	TALBOT	ME	4,856.00				4,856.00
5143	ZANGER	DG	4,856.00	4,159.00			9,015.00
5144	WATTS	K	4,856.00				4,856.00
5145	EDWARDS	S	4,856.00				4,856.00
5147	KILPATRICK	S			647.00		647.00
5148	CARTER	PR			647.00		647.00
5149	CHRISTIE	BH			647.00		647.00
5150	MANNIS	E	4,856.00				4,856.00
5152	BELLAMY	S	4,856.00	4,159.00			9,015.00
5153	JELLEY	IF	4,856.00	4,159.00			9,015.00
5154	BROWN	M	4,856.00				4,856.00
5155	BUNDAY	L	4,856.00				4,856.00
5156	DON	M	4,856.00				4,856.00
5157	GEORGE	M	4,856.00				4,856.00
5158	MILLS	AJ	4,856.00				4,856.00
5159	SMITH	J	4,856.00				4,856.00
5160	MORETON	RC	4,856.00				4,856.00
	Matthews	N			647.00		647.00
			174,816.00	57,006.00	5,824.00	12,945.00	250,591.00
Other Member expenses							
			Mayor's Allowance				6,823.00
			Deputy Mayor's Allowance				1,295.00
			Civic Expenses				5,800.00
			Ward Initiatives (£625 cllr x 36)				22,500.00
			Members Training (Details of Courses)				10,000.00
			Lahnstein Visit				1,000.00
							47,418.00
TOTAL MEMBER EXPENSES							298,009.00

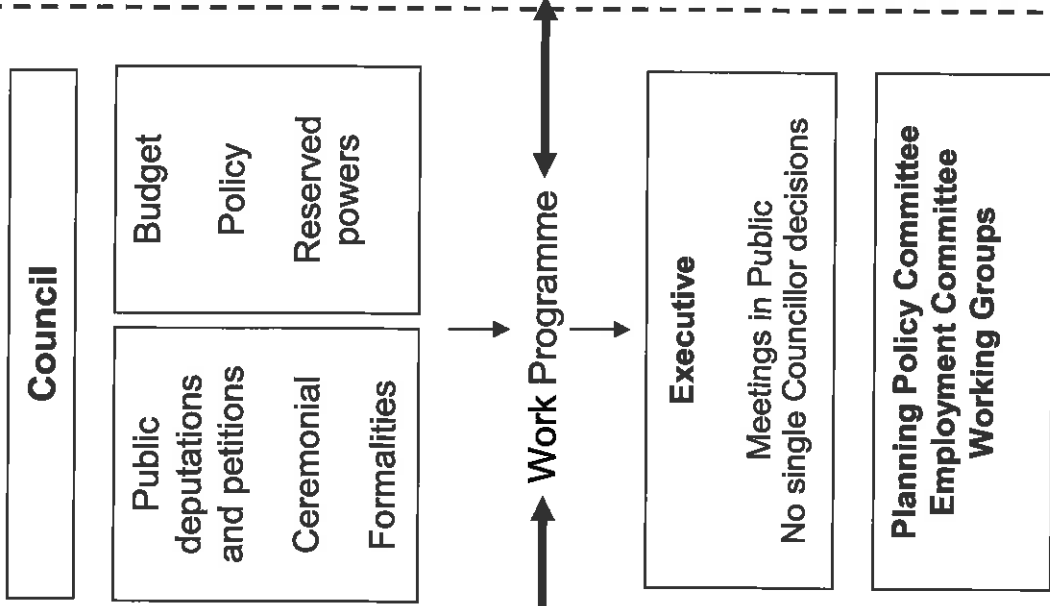
Plus Reserves

THE BIG PICTURE

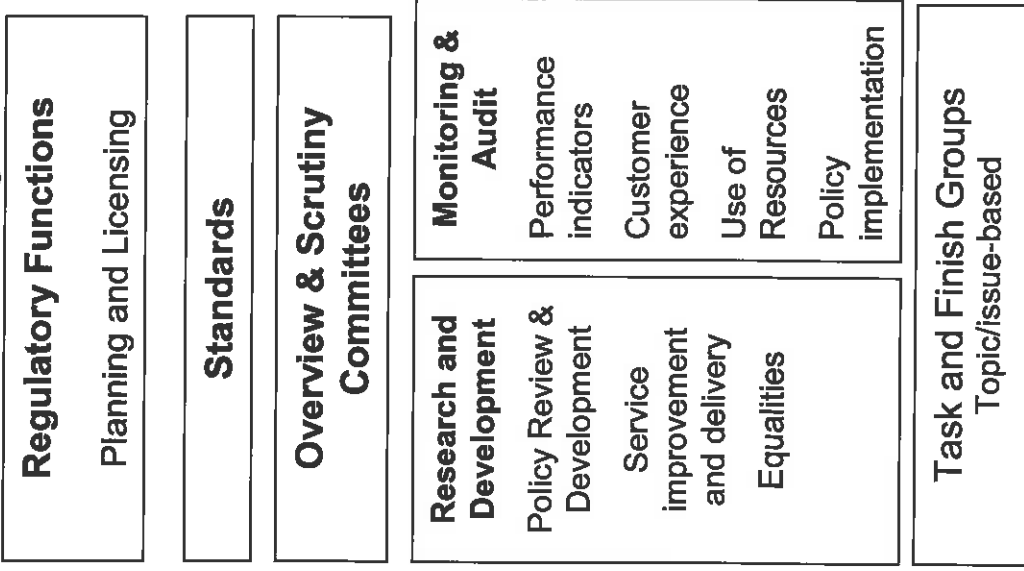
Community Leadership, Participation & Consultation



Policy & Resource Allocation



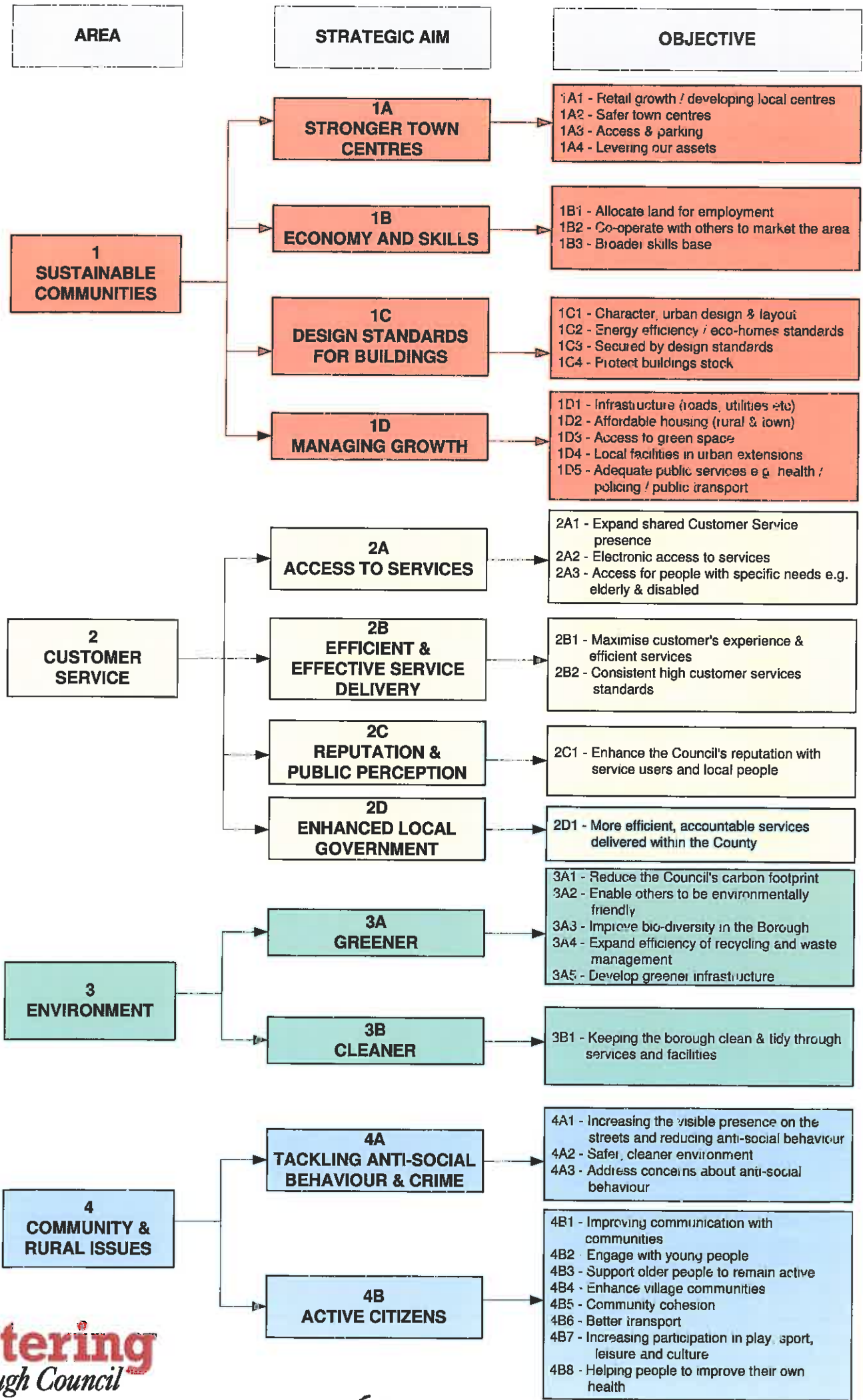
Regulatory, Overview & Scrutiny



Local and National Issues

P = Partnership meetings

SUSTAINABLE PLACE MAKING



THE STATUTORY FRAMEWORK

The Local Government Act 1972 (as amended by the 1989 Act)

The Local Authorities (Members' Allowances) Regulations 1991 (as amended)

The Local Government and Housing Act 1989 as amended by the Local Government Act 2000

The Local Authorities (Members' Allowances) (Amendment) Regulations 1995

The Local Authorities (Members' Allowances) (England) Regulations 2001

The Local Authorities (Members Allowances)(England) Regulations 2003

The Local Government Act 2000 Part III

The Localism Act 2011

GUIDELINES ON THE USE OF THE WARD INITIATIVES FUND

1. INTRODUCTION

- 1.1 The ward initiative fund of £625 per member exists to enhance the capacity of members to undertake their community representation role. The fund does not form part of the Scheme of Members' Allowances.
- 1.2 These guidelines set out the prohibitions on the use of the fund, but do not cover all the authorised uses to which the fund may be put. It is hoped that members will be innovative in producing proposals for use of the fund and will share their experiences of the outcomes of any new uses.
- 1.3 Members should note that they cannot access the fund directly. All payments will be made by officers and are subject to the usual internal controls on expenditure and the prohibitions listed below. Members are advised not to incur expenditure themselves and then seek to recover their costs from the fund without first being assured that such costs are refundable.
- 1.4 Before payments from the fund may be authorised members are required to sign an undertaking not to use it for improper purposes.

2. PROHIBITIONS ON THE USE OF THE FUND

- 2.1 The fund may not be used for any purpose for which the Borough Council could not itself incur expenditure. Nor may it be used for any purpose which would breach the Council's constitution or policy framework.
- 2.2 This prohibition includes:
 - expenditure which would be in breach of the Code of Recommended Practice on Local Authority Publicity
 - expenditure which would be in breach of any statutory provision relating to elections and referendums
 - expenditure which would be contrary to the Council's commitments to local people as recorded in the policy directory
- 2.3 Examples of prohibited expenditure include:
 - anything which is, or is liable to misrepresentation as being, party political or to promote any candidate in an election. Anything published with financial support from the fund may not include reference to political affiliations, use political slogans, expressly

advocate policies as being of a particular political party or directly attack policies and opinions of other parties, groups or individuals

- no publications or events shall be funded which are issued or held during the period between the notice of an ordinary Borough Council election and the election itself, nor will support be given during such period in relation to a ward in which a by-election is to be held. For other local, parliamentary or European parliamentary elections the prohibition relates to any event or publication which gives, or could be misrepresented as giving, any publicity whatsoever to a candidate at the election or a permitted participant at a referendum.
- no publications or events shall be funded which appear designed to influence local people in deciding whether or not to sign a petition or vote in a referendum for an elected Mayor

2.4 Determinations to withhold funding will be made by the Head of Democratic and Legal Services and shall be in writing detailing the basis of the determination. Appeals against a determination to withhold funding will be heard by the Standards Committee, advised by the Monitoring Officer, within one month of any such appeal by a member.

3. AUTHORISED USES OF THE FUND

3.1 Subject to the prohibitions noted in Section 2 the fund may be used for any purpose which in the opinion of the member concerned will enhance their community representation role. Such purposes will include:

- providing information to constituents, whether in the whole ward or a part thereof and whether about the Council or about any other matter affecting the economic, social or environmental well-being of the ward or that part of the ward
- seeking the views of constituents, whether in the whole ward or a part thereof and whether about the Council or about any other matter affecting the economic, social or environmental well-being of the ward or that part of the ward
- training for any purpose connected with members' roles for which no provision has been made in the members' training programme
- any other purpose which in the opinion of the member will enhance the economic, social and environmental well-being of their ward or part thereof.

3.2 Members may co-operate with other Councillors on any authorised use and may pool their fund allocations for this purpose.

4. ADMINISTRATION OF THE FUND

4.1 The Head of Democratic and Legal Services and such other officers delegated by this postholder shall have responsibility for administering the fund. A report will be published in each Members' Insight Bulletin on expenditure authorised, to include the originating member, the amount and the purpose authorised.

4.2 Amounts underspent as at 31st March each year shall roll over to the next financial year until 2015, when the fund will close at the end of February. Any amounts not spent will return to balances.

4.3 These guidelines shall be reviewed periodically by the Head of Democratic and Legal Services after consultation through the Independent Review Panel for Members' Allowances.

Councillor	2007/08	Total Spent	2008/09	Total Spent	2009/10	Total Spent	2010/11	Total Spent
Adams	Hire North Park Pavilion	£3.94	KIT Rebike Tutti Frutti Hire of Grange Grange Methodist Hire KRISP	£808.10	Kool Kids Youth Club Crescents Community K Factor Tickets K Fed	£185	KCU Ltd Grange Gymnastics Grange School PTA Kettering Special Needs Youth Group Youth Works CIC	£1502.96
Bain		£0.00		£0.00	Sea Cadets Ise Valley Scout Group Green Patch	£1850	Ise School Special Status	£650
Bayes	Kettering Allotment Assoc	£625	Trees & Hedging	£625		£0.00	Friends of Brambleside	£1250
Bishop	Hire of St Mary's School	£22.50	KCU Ltd Metal Detector Federation of School Councils William Knibb Forum	£354.95	KCU Ltd K Fed Friends of Kettering Library Police Bikes	£700	K Fed Home Start KCU Ltd	£517.08
Brown	Speed Camera	£215	Rothwell Library Platform Cherry tree Rothwell Youth Group	£755	Rothwell Junior Garden	£150	Rothwell Aztecs FC Rothwell Planters Rothwell Fair Rothwell Lions	£1380
Bullock		£0.00		£0.00	Warkton Church Clock	£250	Geddington Memorial Plaque Police Speed Gun Litter Bin – Cranford Samuel Lee Charity	£2250
Civil	Hire- Ise Valley Millbrook Scouts	£625		£0.00		£0.00	Ise Valley Scout Group	£1875

Councillor	2007/08	Total Spent	2008/09	Total Spent	2009/10	Total Spent	2010/11	Total Spent
Corazzo	Hire – North Park Pavilion Maple Rd – Mock ups Hire- Ronald Tree Nursery Grange School Keyrings	£343.94	Hire- Grange Methodist KRISP	£110	Kool Kids Youth Club Crescent Community K Factors Tickets K Fed	£185	KCU Ltd Grange Gymnastics Grange School PTA Kettering Special Needs Youth Group Youth Works CIC Grange Methodist Church	£1861.06
Dearing	Speed Camera	£215	Dog Bin – Desborough Vine Community Mini- bus	£720.25	Loatlands School	£50	Desborough H Centre - Signage Desborough H Centre – Cabinets Vine Community Centre Desborough Town Centre Partnership Desborough Pocket Park	£1514
Derbyshire	Speed Camera	£215	Desborough Youth Cricket Club Dog Bin – Desborough Marlow House Mini-bus	£970.25		£0.00	Vine Community Trust Desborough Community Transport Desborough Civic Society Loatlands School Fund Desborough Junior FC	£1314.75
Edwards	5th Kettering Scouts Counties Flower Show Bin - Hawthorn Rd Counties Community Assoc	£359	Highfield Barns Com Assoc Counties Community Centre	£350	Counties Community Centre	£440	Highfields Surestart Friends of Highfield Pensioners Resident day Homeless Centre	£1350.47

Councillor	2007/08	Total Spent	2008/9	Total Spent	2009/10	Total Spent	2010/11	Total Spent
Freer	Leaflets Wren Spinney School Hall Meadow St Thomas Moore Westside Comm Group	£630	Hire – St Thomas Moore Sound System Hall Meadow Westside Comm Group	£610	St Thomas Moore	£300	Hall Meadow Courses Chairs- St Thomas Moore Park Bench Kettering Town Harriers	£843
Groome, C		£0.00	Burton Latimer Clock Kettering Eisteddfod	£541.66	Burton Latimer Cemetery Bench Burton Latimer Christmas Lights Cemetery bench	£790.19	Printer - Burton Latimer Civic Centre Police bike Friends of Burton Library Burton Latimer Pocket Park	£1168.15
Groome, R	Wild Magic	£50	Burton Latimer Clock	£441.66	Burton Latimer Cemetery Bench Burton Latimer Christmas Lights Cemetery bench	£790.19	Cherry tree Burton Latimer Civic Centre cladding Burton Latimer Heritage Society St Nicholas Church Friends of Burton Library	£1218.15
Hakewill	Speed Camera Leaflet Delivery Broughton Leaflets	£255		£0.00	St Mary's Court - DVD	£21.06	Broughton under 5's Harrington Village Hall Broughton Indoor Bowls Great Cransley Notice Board Mawsley Youth Club St Andrew's Group B4Y	£2223.94

Councillor	2007/08	Total Spent	2008/9	Total Spent	2009/10	Total Spent	2010/11	Total Spent
Henson, J	5 th Kettering Scouts Counties Flower Show Bin – Hawthorn Road Counties Comm Assoc Drill Hall Rev Robert Hill	£625	KCU CAB HARA Bishop Stopford 10 th Kettering Rainbows 5 th Kettering Beavers Counties Gardening Kettering Eisteddfod	£625	Counties Gardening St Jude's YMCA Southfield Recycling	£250	Counties Gardening 10 th Kettering Rainbows Pensioners Resident Day Homeless Centre	£999.32
Henson, L	5 th Kettering Scouts Counties Flower Show Bin – Hawthorn Road Counties Comm Assoc Drill Hall Rev Robert Hill	£625	KCU CAB HARA Bishop Stopford 10 th Kettering Rainbows 5 th Kettering Beavers Counties Gardening Kettering Eisteddfod	£625	Counties Gardening St Jude's YMCA Southfield Recycling	£250	Counties Gardening 10 th Kettering Rainbows Pensioners Resident Day Prizes/Refreshments for event Homeless Centre	£999.67
Hollobone		£0.00		£0.00	Sea Cadets Ise Valley Scout Group Green Patch	£1850	Ise School Special Status	£650
Lamb		£0.00	Barton Seagrave Community Association Wallis Spinney Pocket Park	£1250	Barton Seagrave School Barton Rd – bin Latimer School PTA	£625	Latimer School PTA	£625
Lynch, M		£0.00	Warriors Youth FC	£500	Kettering Warriors FC Ise Valley Scout Group	£1250	Kettering Warriors FC	£500
Lynch, S		£0.00	Warriors Youth FC	£500	Rhymetime Nursery Ise Valley Scout Group	£1250	Ise Valley Scout Group	£750

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Councillor	2007/08	Total Spent	2008/9	Total Spent	2009/10	Total Spent	2010/11	Total Spent
Malin	Leaflets Wren Spinney School Hall Meadow St Thomas Moore Westside Community Group	£630	Hall Meadow – IT system Westside Community Group	£600	Westside Community Group	£245	St Thomas Moore – chairs Park bench Kettering Harriers Hall Meadow	£843
Marks	Kettering Allotment Association	£625		£0.00		£0.00	Friends of Brambleside	£1875
Perry	Speed camera Broughton Parish Council	£280	Loddington & Mawsley Cricket Club Mawfsey Toddler Group	£125		£0.00	Pytchley Youth Shelter Mawsley Allotment B4Y St Andrew's Group	£2095
Pote 151	Speed camera Police	£615	Rothwell Aztecs FC Rothwell Junior School	£635	Young Detectives scheme	£250	Rothwell Planters Police Rothwell Aztecs FC – kit	£1000
Manns / Rennie		£0.00	Keystone Escape Youth Centre	£1000	KFED - Holocaust	£100	Keystone – Wii Teamwork	£1400
Roberts		£0.00	Barton Cricket Club Townswomen Guild	£373	Barton Road - Bin	£265	Barton Seagrave Community Centre	£1862
Smith- Haynes		£0.00	Rockingham Road Pavilion – hire Graffiti Paint	£189.25	Stamford Road Park – tree Police bike & uniform St Andrew's Church	£1094.69	32 nd All Saints Rainbows KCU Ltd	£1009.34
Soans	Speed camera	£215	Marlow House minibus	£1000	Desborough pocket park	£500	Desborough minibus Desborough pocket park	£785

Councillor	2007/08	Total Spent	2008/9	Total Spent	2009/10	Total Spent	2010/11	Total Spent
Talbot	Speed camera	£215	Rothwell - bin	£440.50	Youth works	£500	3 rd Rothwell Guides	£600
Tebbutt	Speed camera Desborough bowls	£465			Desborough Junior FC Young Detectives scheme United Reform – boiler	£800	Havelock Infants Litter bins x 2 Police camera calibration	£1235
Titcombe		£0.00	Rockingham Road Pavilion - hire	£11	Stamford Road Park – tree Police bike & uniform St Andrew's Church	£1094.69	32 nd All Saints Rainbows	£549.36
Watts	St Mary's School – hire MIND - hire	£37.50	MIND – hire KCU ltd Federation of schools councils William Knibb forum Metal detector	£469.95	KCU ltd Friends of Kettering library KOPA Police bikes	£750	KFED Homestart KCU ltd	£1000
West		£0.00		£0.00	Kettering school of boxing Keystone Escape Youth Group	£1250	Kettering school of boxing Keystone - ramp	£1250
Wiley	Speed camera Wilbarston Primary School	£635	Wilbarston Primary School Braybrooke Primary School	£615	Stoke Albany War Memorial Wilbarston Primary School Braybrooke Primary School	£625	Rushton PCA	£150
Zanger	Pocket Park German Scout twinning Scouts Christmas Lights	£150	Trophy BL Darby & Joan Club BL community centre Leaflet delivery Burton Latimer clock	£959.66	Town Council Trophy Town Christmas Lights	£235	BLTC Civic Centre Union Jack flag Christmas lights switch-on Chevrons Youth Group	£1155.34

Kettering

Borough Council

THE ROLE OF A COUNCILLOR

Local Authority Councillors report to the Electorate and are responsible for representing the electorate as a member of the local Council.

Key Objectives

The key objectives of the role are:-

- To oversee and ensure high quality services are provided to local people
- To decide service priorities in line with Council decisions
- To represent and advocate on behalf of the people who live within their ward
- To promote the values and policies of their party if appropriate

Accountability

Councillors are accountable at all times for their actions as elected representatives and must sign up to a Code of Conduct.

Tasks

Typical tasks undertaken by a Local Councillor are:-

- To attend full Council and other formal Council Committee meetings as agreed, and contributing to effective decision-making
- To assist in the formulation of Council strategies and policies
- To participate in agreeing and setting a budget, including deciding on service priorities
- To monitor performance against targets in all areas of the Council's activities
- Where delegated by the Council to take appropriate decisions to improve performance, reporting such decisions in full
- To promote and represent the Council in the local communities and elsewhere
- To attend local community events on a regular basis
- To conduct regular surgeries to enable members of the public to bring issues of importance or of personal concern to the direct attention of an elected Councillor
- To take effective action on issues of importance or personal concern on behalf of those who attend surgeries or otherwise communicate with you

- To regularly attend party branch meetings, if appropriate, and reporting in full on all activity undertaken
- To ensure that at all times all duties are performed in compliance with equal opportunities
- To ensure that at all times all duties are performed in compliance with the highest standards of probity

The Local Authority Councillor Personal Profile

Eligibility to Stand for Election

You cannot stand for election as a local Councillor if:-

- You are employed by the Borough Council
- Are bankrupt
- You have been given a prison sentence of 3 months or more (even if the sentence was suspended) in the last five years
- You have been disqualified from standing by a court or tribunal

To stand for election as a local Councillor you must:-

- Be at least 21 years old
- Be a British, Commonwealth or Irish citizen or citizen of another member state of the European Union
- Be on the electoral roll for the Borough; or
For all of the last year you must have lived in the Borough or worked in the Borough in that time; or
Have occupied land or other premises in the Borough

As a local Councillor you should have a reasonable level of literacy, numeracy and able to attend evening meetings. It will be useful if you have the following knowledge, experience, skills and abilities. However, there is training available for local Councillors if required.

- Experience of dealing with a wide range of people
- Experience of being part of a group
- Experience of negotiating and compromising
- Experience of being a member of a committee
- Communication skills
- Listening skills
- Influencing and networking skills
- Negotiating skills
- Problem-solving skills
- Ability to speak in public
- Understanding of accountability and controls
- General political awareness
- Knowledge of local government issues, structures and legal framework
- Commitment to meeting the needs of the local community
- Commitment to customer care and quality in service provision
- Commitment to equal opportunities

The Local Authority Councillor
Role Specification

The Councillor has a policy for the training and development of its elected members covering all aspects of a councillor's work. This will enable the councillor to develop the following knowledge and skills:-

Role	Some of the knowledge and skills needed
Policy Maker	Policy analysis, knowledge of legislation and parameters for action.
Committee Member	Meeting, chairing/intervention skills. Knowledge of the Council's Constitution.
Case worker for individuals and families	Listening/counselling skills. Knowledge of Council policies and procedures. Knowledge of how to access Council and other agencies. Knowledge of legislation and rights.
Pressure group representative	Knowledge of local groups and agencies. Campaigning skills. Knowledge of public speaking. Knowledge of local media. Advocacy skills.
Council representative on other bodies	Knowledge of Council's own policies and understanding of parameters for action. Influencing skills. Communication and networking skills.
Formal leadership role	Strategic management skills. Ability to synthesise information to set a programme of action. Chairing skills. Ability to influence and win support of the Group/Council.
Back-bench role	Knowledge of local groups and agencies. Ability to monitor and evaluate service performance. Ability to challenge and question. Advocacy skills. Speed reading.
Other roles	Knowledge of local agencies. Knowledge of Council policies. Advocacy skills. Knowledge of legislation.

COMMITTEE MEETING FREQUENCIES 2009-2011		
	2009-10	2010-11
Council	6	6
Executive	11	12
Planning	17	16
Research and Development	4	5
Monitoring and Audit	5	4
Planning Policy	8	7
Licensing	11	15
A6 Towns Forum	4	4
Rural Forum	3	3
Kettering Town Forum	4	4
Employment	2	2
Standards	4	2
Tenants' Forum	11	11
East Kettering Liaison Forum	2	3
Member Development Group	6	10
Task and Finish Groups	5	2
Employment	2	2
Joint Consultative Forum	3	2
LSP Executive Board	4	4
TOTAL	112	114