

Agenda

Meeting name	Annual Meeting of the Council
Date	Thursday, 14 May 2020
Start time	6.30 pm
Venue	This meeting will be held by video conference
Other information	This meeting is open to the public and can be observed at this link: https://youtu.be/vUp64oY-90o

Members of the Council are summoned to the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	M. Graham MBE (Chair)	P. Faulkner (Vice-Chair)
	T. Bains	R. Bindloss
	R. Browne	S. Carter
	P. Chandler	R. Child
	P. Cumbers	R. de Burle
	J. Douglas	C. Evans
	C. Fisher	A. Freer-Jones
	M. Glancy	A. Hewson
	L. Higgins	E. Holmes
	J. Illingworth	S. Lumley
	J. Orson	A. Pearson
	P. Posnett MBE	D. Pritchett
	R. Smedley	M. Steadman
	J. Wilkinson	P. Wood

Quorum: 14 Councillors

Meeting enquiries	Democratic Services
Email	democracy@melton.gov.uk
Agenda despatched	Tuesday, 5 May 2020

No.	Item	Page No.
	<p>REMOTE MEETING ARRANGEMENTS</p> <p>Meeting Participants :</p> <p><u>Zoom video conferencing webinar:</u> An invitation will be sent to Members for this meeting</p> <p>Public Access :</p> <p><u>You Tube:</u> The meeting will be available to view at this link: https://youtu.be/vUp64oY-90o</p>	
1.	APOLOGIES FOR ABSENCE	
2.	<p>DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.</p>	1 - 2
3.	<p>ELECTION OF MAYOR AND DEPUTY MAYOR</p> <p>To Approve that the current arrangements for the Mayor and Deputy Mayor should remain in place until such time as current national restrictions in relation to the Coronavirus Pandemic are lifted or until the expiry of a period of 6 months, whichever occurs sooner.</p>	
4.	MAYOR'S ANNOUNCEMENTS	
5.	<p>ELECTION OF LEADER</p> <p>To elect the Leader of the Council for the period until the Annual Meeting in 2023.</p> <p>Note: This decision will normalise the decision made at the Annual Meeting on 16 May 2019 where the Leader should have been elected for a period of 4 years.</p>	
6.	<p>NOTIFICATION BY THE LEADER OF THE APPOINTMENT TO THE EXECUTIVE</p> <p>The Council is requested to note the appointment of the Deputy Leader as may be announced by the Leader.</p> <p>The Council is requested to note the appointment of members of the Executive as may be announced by the Leader.</p>	

	<p>The Council is requested to note the Executive Portfolios as may be announced by the Leader.</p> <p>The Council is requested to note the Leaders Scheme of Delegation (<i>To follow</i>).</p> <p>The Leader to provide a verbal review of the last municipal year and to report on the proposed policies of the Council for the forthcoming year.</p>	
7.	<p>POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS</p> <p>To receive a report from the Monitoring Officer to consider:</p> <ul style="list-style-type: none"> a) The Appointment of the Scrutiny Committee and Standing Committees of the Council for the Municipal Year 2020/21. b) Approval of the terms of reference and number of voting places on the Scrutiny Committee and Standing Committees of the Council for the Municipal Year 2020/21. c) Approval of the political balance calculation. d) Approval of the allocation of committee seats to political groups and membership of each committee for the Municipal Year 2020/21. e) Election of Chairs and Vice Chairs of Committees for the Municipal Year 2020/21. 	3 - 12
8.	<p>MELTON BOROUGH COUNCIL CONSTITUTION</p> <p>To confirm the Constitution (including the Council's Officer Scheme of Delegation at Chapter 2 – Part4).</p> <p>Please find link to the current version of the Council's Constitution below:</p> <p>Melton Borough Council Constitution</p>	
9.	<p>PROGRAMME OF MEETINGS 2020/21</p> <p>The Director for Governance and Regulatory Services (and Monitoring Officer) to submit a report on a proposed Calendar of Meetings for 2020/21.</p>	13 - 20
10.	<p>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND WORKING GROUPS</p> <p>The Director for Governance and Regulatory Services (and Monitoring Officer) to submit a report which asks Members to consider nominations for representatives to serve on outside bodies and working groups.</p>	21 - 28

11.	INDEPENDENT PERSON APPOINTMENT The Monitoring Officer to submit a report on the Independent Person Panel.	29 - 34
12.	REVIEW OF MEMBERS' ALLOWANCE SCHEME The Director for Governance and Regulatory Services (and Monitoring Officer) to submit a report on the Review of Members' Remuneration undertaken by the Welland Independent Remuneration Panel.	35 - 52

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Council in relation to Committee Minutes which do not become the subject of debate at Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 3.12(2) and 3.12(3) of the Code of Conduct

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Annual Council

14 May 2020

Report of: Monitoring Officer

Political Balance and Allocation of Seats to Political Groups

Corporate Priority:	All
Relevant Ward Member(s):	Not applicable
Date of consultation with Ward Member(s):	Not applicable
Exempt Information:	None

1 Summary

- 1.1 To approve the political balance calculation for the council, agree the number of voting places and approve and allocate seats on relevant committees (as appointed by Council) in accordance with statutory requirements concerning political balance.
- 1.2 To elect Chairmen and Vice Chairmen of Committees.

2 RECOMMENDATIONS

That Council:

- 2.1 **Appoints the Scrutiny Committee and Standing Committees as set out in paragraph 5 for the Municipal Year 2020/21.**
- 2.2 **Agrees the terms of reference and number of voting places on the Scrutiny Committee and Standing Committees as detailed at paragraph 5.1 for the Municipal Year 2020/21.**
- 2.3 **Approves the political balance calculation set out at paragraph 5.2;**
- 2.4 **Approves the allocation of committee seats to political groups as set out in paragraph 5.2 and notes the membership of each committee as set out in Appendix A;**
- 2.5 **Approves election of Chairs and Vice Chairs of Committees as set out at Appendix B.**

3 Reason for Recommendations

- 3.1 In order to comply with legislative and constitutional requirements the Council must appoint its committees, review the allocation of seats in accordance with political balance rules and elect Chairmen and Vice-Chairmen of Committees at its annual meeting.

4 Background

- 4.1 The Council has recently reviewed its political balance and allocation of seats in a decision made by the Chief Executive in consultation with Members on [6 April 2020](#). This decision confirmed that Members supported the inclusion of the non-aligned member in the political balance calculations.
- 4.2 It is proposed that the arrangements for departing from the statutory rule (which provides that only members who are part of a formally constituted group can be included in the calculations for the purposes of political balance) be maintained. This will allow the current arrangement, which allows a non-aligned member to be included on the political balance calculations, to be maintained, subject to the requirement that no member present and voting, votes against this proposal.
- 4.3 The political balance calculations below are based on the assumption that the Council wishes for the non-aligned member to be included in the political balance calculation.

5 Main Considerations

5.1 Establishment of Scrutiny Committee and Standing Committees

- 5.1.1 The MBC Constitution (Chapter 2, Part1, Section 4) provides that the Council at its Annual Meeting must appoint at least one Scrutiny Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council Meeting and which are not Cabinet functions. The Council must also confirm the terms of reference and size of those Committees.
- 5.1.2 The Council's Scrutiny Committee and other Standing Committees and corresponding seats/voting places are confirmed below:

Audit & Standards	Planning	Scrutiny	Employment	TOTAL SEATS/VOTING PLACES
10	11	10	7	38

- 5.1.3 The Council also has a Licensing Committee with 10 seats/voting places (This committee is not subject to political balance calculations).
- 5.1.4 The Terms of Reference for the Scrutiny Committee and Standing Committees can be found in Chapter 2, Parts 6 – 11 of the Council's [Constitution](#).

5.2 Political Balance and Allocation of Seats

- 5.2.1 Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations, imposes a duty on the Council to review the representation of different political groups and allocation of seats at its annual meeting in respect of its ordinary committees.

- 5.2.2 The Section does not apply to the Council's Cabinet, Licensing Committee or to other working groups (apart from the Joint Staff Working Group) all of which are exempt from political balance.
- 5.2.3 The current composition of the Council (including the non aligned member) is shown in the following table. Using 38 as the total number of voting places across all committees, the final column shows the total number of places each group is entitled to, using the calculated proportions.

Group Name or Non-aligned	No of Cllrs	Percentage across the Council	Allocation of Seats over 4 Committees 38 seats	
			Decimal	Rounded no
Conservative	21	75%	28.5	29
Opposition	6	21.43%	8.14	8
Non-aligned	1	3.57%	1.36	1
Totals	28	100%	38 seats	38 seats

- 5.2.4 The allocations set out in the table below show the allocation of seats to political groups (and the non-aligned councillor) as agreed between the political groups:

Group Name or Non-aligned	Audit & Standards	Planning	Scrutiny	Employment	TOTAL
Conservative	8 (7.5)	8 (8.25)	8 (7.5)	5 (5.25)	29
Opposition	2 (2.14)	2 (2.36)	2 (2.14)	2 (1.50)	8
Non-aligned	0 (0.36)	1 (0.39)	0 (0.36)	0 (0.25)	1
Totals	10	11	10	7	38

- 5.2.5 Appendix A shows the membership of each committee, as informed by Group Leaders where known at the time of publication.

5.3 Appointment of Chairmen and Vice Chairmen

- 5.4 Nominations for Chair and Vice Chair from each Group Leader shall be circulated before the meeting for determination by members for the following committees :

- Audit and Standards Committee
- Employment Committee
- Licensing Committee
- Planning Committee
- Scrutiny Committee

6 Options Considered

- 6.1 In line with relevant legislation the Council must review the Political Balance and allocation of seats at its Annual Council Meeting. There are no alternative options.

7 Consultation

- 7.1 The information presented in this report has been compiled in consultation with Group Leaders.

8 Next Steps – Implementation and Communication

- 8.1 Any changes to membership of Committees will be reflected on the Council's website page for each Committee.

9 Financial Implications

- 9.1 There are no financial implications arising from this report.

Financial Implications reviewed by: Director for Corporate Services 30.04.20

10 Legal and Governance Implications

- 10.1 The Council's Constitution (Chapter 2, Part1-Section 4) provides the business that must be included in the agenda for the Annual Council Meeting.
- 10.2 The Council is required to review the representation of Groups at its Annual Meeting each year and as soon as practicable after an event, which alters the political balance between the Groups and to determine the allocation of seats to be filled by appointments by the Council. This is in accordance with Sections 15 to 17 of the Local Government and Housing Act 1989 and Section 8 of the Local Government (Committees and Political Groups) Regulations 1990 (Requirement to Constitute Political Groups).
- 10.3 The Council must allocate seats on committees so as to give effect to the political balance rules:
- 10.3.1 The allocation of seats shall conform to the principles of proportionality contained in sections 15 and 16 of the Local Government and Housing Act 1989. There is a duty to give effect to the following principles, as far as reasonably practicable, in the order shown:
- a) Not all the seats on the body are allocated to the same political group
 - b) A majority of the seats on a body are allocated to a group if it comprises a majority of the total membership of the authority;
 - c) Subject to (a) and (b) above, that the number of seats on ordinary committees allocated to each group bears the same proportion to the total of all seats on ordinary committees as is borne by the number of members of that group to the total membership of the authority; and
 - d) Subject to (a) to (c) above, that the number of seats on a body allocated to each group bears the same proportion to the number of seats on that body as is borne by the number of members of that group to the total membership of the authority.

For political balance, a group is required to have at least two members in order to be formally constituted as a political group.

- 10.4 The political proportionality rules that apply in allocating seats on Committees etc. set out in Section 15 and 16 of the Local Government and Housing Act 1989 apply only to political groups and **not non-aligned (un-grouped) Members**. Alternative arrangements not

complying with section 15 and 16 of the 1989 Act may be made by virtue of Section 17 of the 1989 Act by **passing a resolution with no member voting against the resolution.**

Legal Implications reviewed by: Monitoring Officer 30.4.20

11 Equality and Safeguarding Implications

- 11.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

12 Community Safety Implications

- 12.1 There are no community implications arising from this report.

13 Environmental and Climate Change Implications

- 13.1 There are no environmental or climate change implications arising from this report.

14 Risk & Mitigation

- 14.1 The Council would be in breach of its statutory and constitutional obligations if it fails to consider the business contained within this report.

15 Background Papers

- 15.1 There are no background papers.

16 Appendices

- 16.1 Appendix A – Membership of Committees
16.2 Appendix B – Nominations for Committee Chairmen and Vice Chairmen (**To follow**)

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Chief Officer Responsible:	Adele Wylie , Director for Governance and Regulatory Services
Chief Officer Contact Details:	01664 504205 awylie@melton.gov.uk

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Committee Membership 2020-21

Committee	Group Name or Single Cllr	Councillor name
Audit and Standards Politically Balanced 8 Conservative 2 Opposition	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	
Substitutes	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	
Employment 7 Members Politically Balanced 5 Conservative 2 Opposition (Leader & Deputy Leader as Chair & Vice Chair)	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	
Substitutes	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	

Planning 11 Members Politically Balanced 8 Conservative 2 Opposition 1 Non-aligned	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	
	Non-aligned	
Substitutes	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	
Scrutiny Politically balanced 8 Conservative 2 Opposition (Must not include Leader or Cabinet Member)	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	

Committee	Group Name or Single Cllr	Councillor name
Licensing 10 Members Political balance not required	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	

NB: The Licensing Committee is not required to be politically balanced
3 out of the 10 Members may take part in Licensing Sub Committees
and Licensing Panels

NOMINATIONS FOR COMMITTEE CHAIRMEN AND VICE CHAIRMEN 2020/21

Committee	Chair 2020/21	Vice-Chair 2020/21
Audit and Standards		
*Employment		
Licensing		
Planning		
Scrutiny		

*The Leader and Deputy Leader are the Chair and Vice Chair of the Employment Committee

While holding the position of Mayor or Deputy Mayor, a Councillor will not also hold the position of leader of a political group, party whip or chairman or vice chairman of a committee

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Helping people | Shaping places



Annual Council

14 May 2020

Report of: Director for Governance and Regulatory Services

Programme of Meetings 2020/21

Corporate Priority:	All
Relevant Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1** To set out the proposed calendar of meetings for the Municipal Year 2020-2021 which must be approved at the Annual Council Meeting. The report presents the programme of meetings and the principles that have been applied in compiling it.

2 RECOMMENDATIONS

That Council:

- 2.1 Approves the programme of meetings for the Municipal Year 2020-2021 (Appendix A).**

3 Reason for Recommendations

- 3.1** To approve the Council's meetings dates for the coming Municipal Year in order to comply with legislative requirements.

4 Background

- 4.1** The Annual Calendar of Meetings is designed each year to ensure adherence to statutory, financial and constitutional obligations of the Council. The schedule is also underpinned by a series of principles which afford some consistency from year to year. The principles are attached at Appendix B.

5 Main Considerations

- 5.1** As well as ensuring statutory financial deadlines are able to be met, the timetable has been drafted taking into account bank holidays, Leicestershire school holidays and Council meetings of the Leicestershire County Council.
- 5.2** No changes are proposed to current start times. Planning Committee meetings will continue to start at 6.00 p.m. and all other Committee and Council Meetings will start at 6.30 p.m. as is currently the case. Cabinet meetings are scheduled for 4.00 p.m. and the Leader will have discretion to amend the time according to Member availability.
- 5.3 Compliance with Government Guidance on Social Distancing in response to the Covid-19 Pandemic**
- a) All council meetings are currently being held remotely due to the current national response to the Covid-19 Pandemic. We will continue to review these arrangements in line with government guidance and will advise Members of any changes.
 - b) The need to respond quickly in the current circumstances has required the council to invoke emergency procedures for vital and time critical decisions, whilst other non-urgent decisions have been deferred. This will mean that the proposed programme will be subject to review and it may be that some of the scheduled meetings will not be required. Where this is the case, they will be cancelled in consultation with the relevant chairman and notification will be sent to members.
- 5.4** Subject to the current restrictions on social distancing being lifted, meetings will be held at Parkside apart from during the period leading up to an election when the Council Chamber is engaged for that purpose.
- 5.5** In addition to the schedule proposed, Extraordinary Council and Ad hoc Cabinet and Committee meetings may be convened for business that cannot wait until the next meeting or where an item of business is of a high level of significance to need a meeting dedicated to that purpose. Sub Committees may also convened as set out in the Constitution.
- 5.6** Occasionally scheduled meetings listed in the Programme of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular decision-making body.
- ## **6 Options Considered**
- 6.1** The version of the programme of meetings presented has had a number of iterations and has been amended to reflect the views of the Senior Leadership Team, Group Leaders and to ensure that the Council's decision making is compliant with statutory and local requirements.
- 6.2** It is a legislative requirement to publish a notice of the ordinary meetings of the Council and its Committees.

7 Consultation

- 7.1 Group Leaders have been consulted and requested to provide feedback on the programme.

8 Next Steps – Implementation and Communication

- 8.1 Subject to approval, calendar invites for relevant meetings will be sent out to all members.
- 8.2 The Programme of Meetings will be displayed on the Council's notice board and published on the Council's website.

9 Financial Implications

- 9.1 There are no financial implications.

Financial Implications reviewed by: Director for Corporate services 22.4.20.

10 Legal and Governance Implications

- 10.1 An approved Annual Programme of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines are able to be planned and made in accordance with the relevant legislation.
- 10.2 Publication of the Annual Calendar of Meetings ensures advance notice is given of decision-making meetings to be held in accordance with the Access to Information Procedure Rules set out in the Council's Constitution.
- 10.3 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

Legal Implications reviewed by: Monitoring Officer 30.4.20

11 Equality and Safeguarding Implications

- 11.1 There are no equality and safeguarding implications as no service, policy or organisational changes are being proposed.

12 Community Safety Implications

- 12.1 There are no community safety implications.

13 Environmental and Climate Change Implications

- 13.1 There are no environmental and climate change implications.

14 Risk & Mitigation

- 14.1 The programme of meetings is presented for Council for approval to avoid the risk of non-compliance with legislation.

15 Background Papers

- 15.1 There are no background papers.

16 Appendices

- 16.1 Appendix A – Proposed Programme of Meetings 2020-2021
- 16.2 Appendix B – Principles for the Programme of Meetings

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Chief Officer Responsible:	Adele Wylie , Director for Governance and Regulatory Services
Chief Officer Contact Details:	01664 504205 awylie@melton.gov.uk

PROGRAMME OF MEETINGS - 2020/21

	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
F	1								1 BANK HOLIDAY				
	2			1					2				1
	3			2			1		3				2
M	4	1		3			2		4	1	1		3 BANK HOLIDAY
T	5	2 SCRUTINY		4	1 SCRUTINY		3 SRUTINY	1	5	2	2 SCRUTINY		4
W	6	3	1	5	2		4	2 LCC Council	6	3	3		5
T	7 PCC Election	4	2	6	3	1	5	3 LICENSING	7 PLANNING	4 PLANNING	4 PLANNING	1 PLANNING	6
F	8 BANK HOLIDAY	5	3	7	4	2	6	4	8	5	5	2 BANK HOLIDAY	7
	9	6	4	8	5	3	7	5	9	6	6	3	8
	10	7	5	9	6	4	8	6	10	7	7	4	9
M	11	8	6	10	7	5	9	7	11	8	8	5 BANK HOLIDAY	10
T	12	9	7 SCRUTINY	11	8	6	10	8	12	9 CABINET (Budget)	9 AUDIT & STANDARDS	6	11
W	13 LCC AGM	10	8 LCC Council	12	9	7	11	9	13	10	10	7	12 AGM
T	14 AGM	11 LICENSING	9	13	10 LICENSING	8	12 PLANNING	10 PLANNING	14	11	11	8	13
F	15	12	10	14	11	9	13	11	15	12	12	9	14
	16	13	11	15	12	10	14	12	16	13	13	10	15
	17	14	12	16	13	11	15	13	17	14	14	11	16
M	18	15	13	17	14	12	16	14	18	15	15	12	17
T	19	16	14	18	15	13	17	15	19	16	16	13	18
W	20 CABINET	17 CABINET	15 CABINET	19	16 CABINET	14 CABINET	18 CABINET	16 CABINET	20 CABINET	17 LCC Council (Budget)	17 CABINET	14	19 LCC AGM
T	21	18	16	20 PLANNING	17 PLANNING	15 PLANNING	19	17 COUNCIL	21	18	18 LICENSING	15	20
F	22	19	17	21	18	16	20	18	22	19	19	16	21
	23	20	18	22	19	17	21	19	23	20	20	17	22
	24	21	19	23	20	18	22	20	24	21	21	18	23
M	25 BANK HOLIDAY	22	20	24	21	19	23	21	25	22	22	19	24
T	26	23	21	25	22	20	24 AUDIT & STANDARDS	22 SCRUTINY	26 SCRUTINY (BUDGET)	23	23	20 SCRUTINY	25
W	27	24	22 COUNCIL	26	23 COUNCIL	21	25	23	27 AUDIT & STANDARDS	24 COUNCIL (Council Tax)	24 COUNCIL	21	26
T	28 PLANNING	25 PLANNING	23 PLANNING	27	24	22	26	24	28	25	25	22	27
F	29	26	24	28	25	23	27	25 BANK HOLIDAY	29	26	26	23	28
	30	27	25	29	26	24	28	26	30	27	27	24	29
	31	28	26	30	27	25	29	27	31	28	28	25	30
M		29	27	31 BANK HOLIDAY	28	26	30	28 BANK HOLIDAY			29	26	31 BANK HOLIDAY
			28 AUDIT & STANDARDS		29 AUDIT & STANDARDS (Statement of Accounts)								
T		30			30 LCC Council	27		29			30	27	
W			29			28		30			31	28	
T			30			29		31				29	
F			31			30						30	
						31							

Leicestershire & Nottingham School Holidays

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Principles for Programme of Meetings 2020/21

Council

- 4th Wednesday of month (except where it clashes with LCC)
- Jul/Sep/17 Dec (Thurs)/Feb/Mar/May
- **Budget** – 24 Feb 2021 (Must be after LCC Budget Council)
- **Annual Council** – 12 May 2021

Cabinet

- 3rd Wednesday of month (except where it clashes with LCC)
- May/Jun/Jul/Sep/Oct/Nov/Dec/Jan/Feb/Mar
- Quarterly Reports
 - Q2 – Nov
 - Q3 – Feb
 - Q4 – May
- Oct 2020 meeting to be held on 14 Oct to avoid school holidays
- **Budget** – 9 Feb 2021 to enable enough time between Cabinet & Council meetings

Audit & Standards Committee

- 5 meetings (Tuesday)
- July/Sep/Nov/Jan/Mar
- **Statement of Accounts/Annual Governance Statement** - 29 Sep 2020
(Note: 2020 Statement of Accounts will be September, will return to July thereafter)
- Jan 2021 meeting to be held on Wednesday, 27 Jan to avoid clash with Budget Scrutiny

Employment Committee

- As required

Licensing Committee

- 4 meetings (Thursday)
- Jun/Sep/Dec/Mar

Planning Committee

- Every 4 weeks (Thursday)

Scrutiny Committee

- Tuesday
- Jun/Jul/Sep//Nov/Dec/Mar/Apr
- **Budget** – 26 Jan 2021

Other Factors

- Every attempt will be made to avoid Leics and Nottingham school holidays
- Avoid conferences
- Draft Programme of Meetings to be circulated to Group Leaders for comment in advance of publication for Annual Council

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Annual Council

14 May 2020

Report of: Director for Governance and
Regulatory Services

Appointment to Outside Bodies and Working Groups

Corporate Priority:	All
Relevant Ward Member(s):	All
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 To present the proposed nominations for representatives on outside bodies and working groups for the Municipal Year 2020/21.

2 RECOMMENDATIONS

That Council:

- 2.1 **Approves that the appointments in Column A of Appendix A should be designated according to the role/portfolio holder/ward member as indicated.**
- 2.2 **Appoints representatives to serve on the outside bodies and working groups listed at Appendix A (other than those in Column A).**

3 Reason for Recommendations

- 3.1 To approve the Council's representatives on outside bodies and working groups for the forthcoming year.

4 Background

- 4.1 The Council appoints representatives to various outside bodies as attached at Appendix A.
- 4.2 The list of community bodies is reviewed regularly to ensure it remains current.

5 Main Considerations

- 5.1 Members are asked to appoint representatives to the remaining outside bodies for the forthcoming municipal year.
- 5.2 It is proposed that the appointments indicated in Column A should be allocated in accordance with the relevant role, ward member or portfolio holder. This will mean that in future the holder of those roles specified will automatically be appointed to the outside body and Council will simply be asked to note those appointments in future years.
- 5.3 Members are reminded that any outside bodies they are appointed to by Council need to be recorded on their register of interests.
- 5.4 Members will be asked for a report at the end of the municipal year to update members on their work throughout the year and this shall be presented at the next Annual Meeting.
- 5.5 Nominations to the community bodies will be circulated at the meeting.

6 Options Considered

- 6.1 There are no alternative options.

7 Consultation

- 7.1 There has been consultation with the political Group Leaders and other Councillors involved.

8 Next Steps – Implementation and Communication

- 8.1 The Outside Organisations listed will be advised of the appointed council representative.

9 Financial Implications

- 9.1 There are no financial implications arising from this report.

Financial Implications reviewed by: Director for Corporate Services 04.05.20

10 Legal and Governance Implications

- 10.1 It is a constitutional requirement to review the appointments to outside organisations and working groups at the annual meeting.
- 10.2 Appointments are made by the Council in the interests of openness and transparency.

Legal Implications reviewed by: Monitoring Officer 04.05.20

11 Equality and Safeguarding Implications

- 11.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

12 Community Safety Implications

- 12.1 There are no community safety implications arising from this report.

13 Environmental and Climate Change Implications

13.1 There are no environmental or climate change implications arising from this report.

14 Risk & Mitigation

14.1 The risks relate to reputational damage should the council choose not to put forward representatives on outside bodies.

15 Background Papers

15.1 There are no background papers.

16 Appendices

16.1 Appendix A – Nominated Representatives on Outside Bodies And Working Groups 2020/21

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NOMINATED REPRESENTATIVES ON OUTSIDE BODIES AND WORKING GROUPS 2020/21

Organisation	No. Cllrs	Column A: Appointments Designated by Role/Ward Member	Column B : Conservative Group Nominations	Column C : Opposition Group Nominations
East Midlands Councils Representative	1	Leader of the Council		
Fairtrade Steering Group	1			
Friends of Carnegie Museum	1	Relevant Portfolio Holder		
Grantham Canal Partnership	1	Ward Member		
Homestart Management Committee	1			
LGA – General Assembly	1	Leader of the Council		
Leicestershire & Rutland Heritage Forum	1	Relevant Portfolio Holder		
Leicestershire and Rutland Playing Fields Association	1	Relevant Portfolio Holder		
Melton Business Improvement District (BID)	1	Relevant Portfolio Holder		

Organisation	No. Cllrs	Column A: Appointments Designated by Role/Ward Member	Column B : Conservative Group Nominations	Column C : Opposition Group Nominations
Melton & Oakham Waterways Local Authority Working Group	1			
Melton & District Furniture Project	1			
Melton Safer Communities	1	Relevant Portfolio Holder		
Melton Young Singles Trust (MYST)	1			
Members' Advisory Group	1	Relevant Portfolio Holder		
Police and Crime Panel	1	Leader of the Council		
Rural Services Network & SPARSE	1	Leader/Deputy Leader		
Sir John Sedley Educational Foundation	1			
Seniors' Forum	4			

*In the event that the Leader or the allocated Chair is unable to attend, the Deputy Leader or the relevant Portfolio Holder be appointed as their substitute

Joint Staff Working Group

Working Group	Group Name or Single Cllr	Councillor name
7 Members Political Balance required: 5 Conservative 2 Opposition	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Opposition	
	Opposition	

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Annual Council

14 May 2020

Report of: Monitoring Officer

Independent Person Appointment

Corporate Priority:	Service excellence in all we do Ensuring the right conditions to support delivery
Relevant Ward Member(s):	Not applicable
Date of consultation with Ward Member(s):	Not applicable
Exempt Information:	No

1 Summary

- 1.1 It is a requirement of the Localism Act 2011 that the Council appoints at least one Independent Person who must be consulted before decisions in respect of complaints are taken and who may be consulted by councillors who are complained about.
- 1.2 This report seeks authority to appoint named individuals as Independent Persons who form a pool of Independent Persons that have been through a recruitment exercise by Leicestershire District Authorities.

2 Recommendations

- 2.1 That Council appoint the following people as Independent Persons to perform the roles set out in section 28(7) of the Localism Act 2011 with effect from 15th May 2020 until the end of the 2020/21 Council Year:
 - i) Mrs Christine Howell
 - ii) Mr Michael Pearson
 - iii) Mr Richard Gough
 - iv) Mr Mark Shaw
- 2.2 That Council note that the appointment for Gordon Grimes will remain in place.

3 Reason for Recommendations

- 3.1 To comply with the requirements of section 28 of the Localism Act 2011.

4 Background

- 4.1 The Localism Act 2011 received Royal Assent on 15th November 2011. The Act required the Council to put in place arrangements for investigating and taking decisions on

complaints relating to borough councillors and parish councillors in the Borough. Those arrangements must include the appointment of one or more Independent Persons who must be consulted before decisions in respect of complaints are taken and who may be consulted by councillors who are complained about.

- 4.2** The Independent Person can only be appointed following the submission of an application following advertisement and approval by a majority of the members of the Authority. In order to be eligible the Independent Person must not be or have been in the previous 5 years a member, co-opted member or officer of the Council (or a relative, partner or close friend of that member).
- 4.3** The Council appointed two Independent Persons in 2012 however it currently only has one (Mr Gordon Grimes) who has been appointed until 2022 which does not represent best practice.
- 4.4** In 2012, a joint recruitment exercise was undertaken with some Leicestershire Authorities and each Authority were asked to formally appoint the successful applicants to a pool of Independent Persons who would be available to be called upon by both Members and the Monitoring Officer during any standards investigations. This process was repeated in 2016 and six applicants were successful in being appointed to the pool for the period ending May 2019. One has since resigned which leaves 5 Independent Persons making up the current pool (one of which is the Council's appointed Independent Person). In 2012 and subsequently Melton decided not to join this pool with other Leicestershire Authorities.

5 Main Considerations

- 5.1** The Monitoring Officer has previously informed the Audit and Standards Committee that she considered there to be a risk in only having one Independent Person able to be consulted. The risk is because there is a lack of resilience, independency could be questioned due to the amount of time being designated by the Authority and the Independent Person may deal with multiple complaints about a particular member or Council which would not reflect best practice. In addition, the Monitoring Officer cannot offer the facility of consulting with an Independent Person for councillors who are complained about as the Independent Person will need to be consulted on a decision on how to progress a complaint and to undertake both roles would constitute a conflict.
- 5.2** The Monitoring Officer explored the option of joining other Leicestershire Authorities in using a pool of Independent Persons to secure a wider selection of individuals. The other Leicestershire Authorities were agreeable to the Council joining particularly as the current pool were coming to the end of their four year term in May 2020.
- 5.3** A recruitment campaign was launched by all Authorities in March 2020 led by Hinckley and Bosworth Borough Council. Monitoring Officers at three Districts including Melton Borough Council were due to undertake the interview process in April 2020. This process was communicated to the Chair of the Audit and Standards Committee and the Portfolio Holder for Corporate Governance, Access and Engagement.
- 5.4** Unfortunately during the recruitment exercise, the World Health Organisation declared a pandemic due to Covid-19. The Monitoring Officers reached a consensus that the recruitment would be stopped and those Authorities who were already part of the pool would seek authority to extend appointments and those joining the pool would seek to appoint the identified Independent Persons for one year only.

- 5.5** As an interim measure, and in order to facilitate an effective recruitment exercise, it is proposed that the term of appointment of this Council's Independent Persons is extended to the end of the 2020/21 Municipal Year.
- 5.6** It is recommended that the Council therefore appoints the 4 Independent Persons, continues with the appointment of Mr Grimes and then participates in the joint recruitment exercise to appoint Independent Persons with effect from 2021/22. All the current Independent Persons have been contacted and have agreed to remain part of the pool, with Council approval, until the end of the 2020/21 municipal year.
- 6 Options Considered**
- 6.1** To take no action and continue with the current appointment to one Independent Person. This is not considered the best option as identified within the report.
- 6.2** There is also the option to recruit another Independent Person however, it is more time and cost effective to join the pool of Independent Person with the other Leicestershire Authorities and the Council will likely get a wider selection of candidates.
- 7 Consultation**
- 7.1** The Audit and Standards Committee would usually have received this report and recommended to Council. This is not possible however in the current circumstances and the report has therefore been sent to the Chair of the Audit and Standards Committee for her comment and endorsement.
- 8 Next Steps – Implementation and Communication**
- 8.1** The current pool of Independent Persons will be notified that Melton Borough Council has joined the pool.
- 8.2** The Monitoring Officer will work with other Monitoring Officers to recruit a new pool of Independent Persons by 2021.
- 9 Financial Implications**
- 9.1** Independent Persons have previously been appointed on the basis that they receive basic allowance of £491 per year and may also claim basic expenses. For the newly appointed Independent Persons under the new arrangements and in line with other Leicestershire Authorities, they may only claim expenses, as per the Members' Allowances Scheme 2020/21 recommended for approval.
- Financial Implications reviewed by: Director for Corporate Services 05.05.20**
- 10 Legal and Governance Implications**
- 10.1** Implications are contained within the report.
- Legal Implications reviewed by: Monitoring Officer 05.05.20**
- 11 Equality and Safeguarding Implications**
- 11.1** The recruitment process was undertaken in accordance with equalities legislation and advertisements were listed in local newspapers and online to reach a range of audiences.
- 12 Community Safety Implications**
- 12.1** There are no community safety implications

13 Environmental and Climate Change Implications

13.1 There are no environmental and climate change implications

14 Other Implications (where significant)

14.1 There are no other implications.

15 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Non compliance with legislation if the Councils only Independent Person is unavailable	Significant	Marginal	
2	Lack of independence due to only one Independent Person	Low	Marginal	

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant		1		
	3 Low		2		
	2 Very Low				
	1 Almost impossible				

Risk No	Mitigation
1	A wider pool as recommended would eliminate this risk.
2	A wider pool as recommended would eliminate this risk.

16 Background Papers

None

17 Appendices

17.1 None

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Annual Council

14 May 2020

Report of: Director for Governance and Regulatory Services

Review of Members Allowance Scheme

Corporate Priority:	All
Relevant Ward Member(s):	N/A
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 The Members Allowance Scheme was last reviewed in [February 2019](#) in preparation for the change of governance to the Cabinet Model. In that review the Welland Independent Remuneration Panel (The Panel) recommended that a further review was undertaken in January 2020 in order to evaluate the impact of the changes to governance arrangements.
- 1.2 The Panel undertook a review which commenced in February 2020 and their findings and recommendations are contained in the attached report (Appendix A).

2 RECOMMENDATIONS

That Council:

- 2.1 **Approve the recommended changes to the Scheme of Members of Allowances shown in paragraph 10 of the Report of the Independent Remuneration Panel (Appendix A) and detailed below:**
 - 2.1.1 **That the basic allowance (index linked to Officers' annual National Joint Council salary award) remains unaltered;**
 - 2.1.2 **That the Leader of the Council's SRA be set at 3 x Basic Allowance;**
 - 2.1.3 **That the Deputy Leader's SRA be set at 2 x Basic Allowance;**
 - 2.1.4 **That the Cabinet Members' SRA be set at 1.25 x Basic Allowance;**
 - 2.1.5 **That the Scrutiny Chair's SRA be set at 1.25 x Basic Allowance;**
 - 2.1.6 **That the Scrutiny Vice-Chair's SRA be £2,000 pa;**
 - 2.1.7 **That the Regulatory Chairs' and Vice-Chairs' SRA remain unaltered;**

- 2.1.8** That the Leader of the Opposition's SRA be £2,000 pa;
- 2.1.9** That the site visit allowance be £35.00 per visit;
- 2.1.10** That car mileage be set at the HMRC rate of 45p per mile;
- 2.1.11** That the hourly rate for carers allowance be set at £10.50 per hour with an annual maximum claim of £1500;
- 2.1.12** That the allowances for Independent Person (£491 p.a.) and Parish Representative (£318 p.a.) be removed;
- 2.1.13** That the proposed revised special responsibility allowances be backdated to the start of the 2019/20 municipal year.
- 2.2** Approve a supplementary estimate of £11,410 from the Corporate Priorities Reserve to cover the cost of backdating the proposed revised special responsibility allowances to the start of the 2019/20 Municipal Year.
- 2.3** Approve a supplementary estimate of £13,060 from the Corporate Priorities Reserve to cover the additional costs of the proposals in 2020/21.
- 2.4** Notes that the Member Allowances Scheme will be amended to reflect the changes approved at this meeting and be incorporated as part of the Council's Constitution.

3 Reason for Recommendations

- 3.1** To allow Members to consider the findings of the review conducted by the Welland Independent Remuneration Panel.
- 3.2** To ensure that the impacts of the change to governance arrangements which came into effect in May 2019 are reflected in the Scheme of Members Allowances.

4 Background

- 4.1** The Council is required under government regulations made in 2003, and subsequent amendments, to establish and maintain an Independent Remuneration Panel (IRP) to review and make recommendations to the Council on the range and levels of remuneration for councillors.
- 4.2** The Council maintains the Independent Welland Remuneration Panel in accordance with the legislative requirement.
- 4.3** Each Council is to review its Member remuneration arrangements annually and approve a scheme for the forthcoming financial year to which the allowances relate. The Welland Panel usually completes a full review every 4 years or when there is a change in Member roles and responsibilities.
- 4.4** Following approval of the Council's new governance arrangements, The Panel last reviewed the Council's Member Allowances Scheme in 2019 and the Council approved the recommendations in February 2019, including a recommendation to carry out a further review in 2020. The current scheme can be found at [Chapter 5 of the Council's Constitution](#).
- 4.5** The purpose of the Panel is to review the existing Scheme of Allowances, including the Special Responsibility Allowances paid to Members and to make recommendations to the Council on the appropriate level of payments to be made in the future.

5 Main Considerations

- 5.1** The Panel must make recommendations to the Council on payments to be made to Members based on evidence. The evidence considered by the Panel is detailed in the attached report (Appendix A).
- 5.2** In summary, the Panel, chaired by Mr. John Cade of the University of Birmingham, invited members to make representations in person on 4 February 2020, alternatively members were invited to provide representation by email. The Panel also interviewed the Monitoring Officer and the Chief Executive. The Panel also received comparative data for other Leicestershire Authorities and Peer Authorities with similar composition and/or demographic to Melton Borough.
- 5.3** Following consideration of the evidence and representations from Officers and Members, the Panel have made recommendations as contained in paragraph 10 of the report at Appendix A.

6 Options Considered

- 6.1** Following consideration of the Panel's findings, Council may:
- a) refuse the recommendations and retain the current Scheme of Members Allowances;
 - b) accept the recommendations in full or in part, or
 - c) propose alternative arrangements.

7 Consultation

- 7.1** Members have been consulted throughout the review and the representations put forward have informed the findings of the Panel.

8 Next Steps – Implementation and Communication

- 8.1** Should Council approve the recommendations of the Panel for increases to the Scheme for 20/21, the recommendations will be implemented with immediate effect.
- 8.2** The Member Allowances Scheme will be updated and re-published in the Council's Constitution.
- 8.3** The next review of Members Expenses will be due in 2024, or earlier if there are any significant changes in member roles and responsibilities.

9 Financial Implications

- 9.1** There will be a net increase of approx. £13,050 for 20/21 should the recommendations of the Panel be approved, no allowance has been made in the 2020/21 budget for changes to the Special Responsibility Allowance .
- 9.2** The Panel also propose that the Council consider backdating the payments for the period from the date of the Annual Meeting on 16 May 2019 to 13 May 2020. Should Council approve this recommendation the financial implication would be a further £13,050 unbudgeted expenditure and require a further draw on reserves (Subject to an adjustment for the change in number of Cabinet Members part way through the year).
- 9.3** There will be a modest additional cost for Planning Site Visits and Carers Allowance and a modest saving with proposed new car mileage rate and removal of the Independent Person and Parish Representative allowances.
- 9.4** The cost of the review is £2,000 and allowed for within the 2019/20 budget (cost has been accrued for). This is made up of the following and is inclusive of travel, subsistence and any other out of pocket expenses incurred by the chair (other panel members are able to claim travel expenses):
- Review £1,000
 - Final Report £500
 - Presentation of Report to Council £500
- 9.5** If the allowances are backdated the total additional cost of the proposals over that budgeted for are £24,473. The backdated amount which has not been budgeted for may need to be set aside as a provision in 2019/20 accounts and will be an overspend on the budget for that year (this equates to £11,410 for the period 16 May 2019 to 31 March 2020). The increased ongoing amount of £13,050 will need to be met as a supplementary estimate from the corporate priorities reserve as an unbudgeted amount.
- 9.6** At the current time due to the COVID-19 response and the financial implications associated with this, the council's reserve are difficult to estimate with any certainty with the situation changing on a daily basis. The financial implications of this proposal will increase the draw on these reserves.

Financial Implications reviewed by: Director for Corporate Services 04.05.20

10 Legal and Governance Implications

- 10.1** The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI1021) and subsequent amendments to the regulations (SI 2003/1022 and SI2003/1692 ["the Regulations"]) require all local authorities to set up and maintain an advisory Independent

Remuneration Panel to review and provide advice about the allowances to be paid to Members.

10.2 All Councils are required to convene their Remuneration Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members Allowances Scheme.

10.3 Where a recommendation is made that allowance levels should be determined according to an index, the Panel must recommend how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an Independent Remuneration Panel.

10.4 The purpose of the Panel is to review the existing Scheme of Allowances, including the Special Responsibility Allowances paid to Members and to make recommendations to the Council on the appropriate level of payments to be made in the future.

Legal Implications reviewed by: Monitoring Officer 05.05.2020

11 Equality and Safeguarding Implications

11.1 An Equality Impact Assessment has been undertaken on the policy. There is no anticipated impact which would disadvantage any person with protected characteristics.

12 Community Safety Implications

12.1 There are no community safety implications.

13 Environmental and Climate Change Implications

13.1 There are no environmental or climate change implications.

14 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Inability to recruit and retain good quality members due to the level of remunerations available.	Significant	Critical	Medium Risk
2	Increases may put pressure on the council's financial position.	Significant	Critical	Medium Risk

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant			1,2	

	3 Low				
	2 Very Low				
	1 Almost impossible				

Risk No	Mitigation
1	The use of the Independent Panel and their consideration of member representations and comparative data should ensure that any recommendations reflect the time commitment and level of responsibility for each member role.
2	The impact on the Council's financial position is set out in the Financial Implications.

15 Background Papers.

15.1 There are no background papers.

16 Appendices

16.1 Appendix A - Report of the Welland Independent Remuneration Panel

16.2 Appendix B – Financial Implications of the proposed recommendations.

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The Welland Partnership Members Remuneration Panel

Report to Melton Council Meeting

1. Purpose of Report

- 1.1 This Report has been prepared by the Independent Panel set up to make recommendations and provide guidance to the Council in respect of its scheme for Members' allowances.
- 1.2 The Report sets out the Panel's recommendations for the Council's consideration.

2. Framework

- 2.1 The Local Government (Members' Allowances) 2003 Regulations put in place a consolidated and simplified framework for allowances that covers Principal Councils and Parish and Town Councils.
- 2.2 Part 4 of the Regulations makes provision for the establishment of an Independent Panel to make recommendations concerning allowances, travel and subsistence and pension provision. The Welland Remuneration Panel, comprising John Cade (Chair), John Greenwood, Ian Davis and Gordon Wells, is compliant with the necessary arrangements.
- 2.3 A Council is unable to revoke or amend its scheme of allowances without first considering the recommendations of an Independent Panel. Whilst the Council is not bound by the recommendations of the Panel, there is a duty placed upon it to consider the recommendations, publish the Panel's recommendations and publish its Scheme.

2.4 Essentially, legislation provides that Local Authorities' Schemes of Allowances:

- Must make provision for a Basic Allowance, payable to all Members.
- May make provision for Special Responsibility Allowances.
- May include provision for payment of travel and subsistence expenses.
- May include provision for Co-optee Allowances

2.5 Government guidance on the scheme has generally become more relaxed. There are, however, three constraints on the Panel's work which it is important to highlight:

- Attendance Allowances are prohibited.
- The Basic Allowance has to be paid equally to all Members.
- Where one or more Groups on a Council form an Administration, a Special Responsibility Allowance must be paid to a Member of the Opposition – usually paid to the Leader of the Opposition.

2.6 Allowances can be backdated to the beginning of the financial year and can be withheld when a Councillor is suspended.

2.7 For the avoidance of doubt the Council has also adopted the good practice that only one Special Responsibility Allowance can be claimed.

3. Our way of working

3.1. As with our previous reviews for your Council, we are always keen to hear from as many Councillors as possible on the scope of the allowances scheme. There is rarely a consensus of view – some Councillors emphasising the voluntary nature of the role while others believe there is a need for better remunerations. We need to be aware of these opinions in conjunction with the comparative information we look at from neighbouring and similar sized Councils.

3.1 Our Panel met to take evidence at Parkside, Melton Mowbray on Tuesday 4th February 2020.

3.2 Over the course of the day we met with Councillor Joe Orson (Leader of the Council), Councillor Ronnie De Burle (Cabinet Portfolio Holder for Corporate Finances and Resources), Councillor Pat Cumbers (Scrutiny Chair), Councillor Rob Bindloss (Scrutiny Vice-Chair), Edd de Coverly (Chief Executive) and Adele Wylie (Monitoring Officer). We also had conference calls with Councillor Leigh Higgins (Deputy Leader and Portfolio Holder for Growth and Prosperity) and Councillor Elaine Holmes (Leader of the Opposition). We also received a written submission from Councillor Jacob Wilkinson (Vice-Chair Audit and Standards Committee). In addition to the conference call the Deputy Leader also provided us with a written submission.

3.3 We are very grateful to all those who gave us oral and written evidence.

3.4 The other key component to our work is to examine how Melton's allowances compare with neighbouring and similar sized Authorities.

3.5 We are very grateful here for the comparative information provided to us by Natasha Taylor (Democratic Services Manager). This was provided both in table and graph format which we found very helpful. The comparative Councils are: Babergh, Blaby, Charnwood, Hinckley and Bosworth, Mid Suffolk, N.W Leicestershire and Selby.

3.6 Natasha also provided us with excellent support throughout the process.

4. Context

4.1 There is an important context to our review. In anticipation of your move to an Executive/Scrutiny model of governance at your Annual General Meeting on 16th May 2019 you asked us to undertake a preliminary review. This was presented to your Council meeting on 13th February 2019.

4.2 This posed a challenge for us. Whilst there were certain matters already determined (i.e. the establishment of a Scrutiny Committee) other matters, understandably, were still in the course of being decided. So, whilst we felt confident enough to recommend new Special Responsibility Allowances (SRAs) for the Scrutiny Chair and Vice-Chair positions and an enhanced SRA for the Deputy Leader post, we took the view that we needed to see how other roles developed before making further recommendations. You agreed this approach at your Council meeting.

4.3 So essentially this review has been about examining the impact of your move from a Committee to an Executive/Scrutiny form of governance.

5. Findings

5.1 Basic Allowance

1.1.1. As with other Councils, this is a contentious area. For most Councils the genesis for this allowance will have been a factor of the mean non-manual salary for the locality with a significant discount for public service applied.

1.1.2. There is no doubt that this level of remuneration makes it difficult for younger people of working age with commitments such as mortgages to become Councillors. But to improve this

situation would require not marginal change but significant uplifts.

1.1.3. In the evidence we received, a thoughtful case for linking basic allowances to the national living wage was made. In our view, whilst this would provide for a slightly greater increase than your current model with index linking to your Officers' annual pay award, it would still not "bridge the gap". Moreover, we are mindful of the following 3 factors:

- a) Previously you have said that, in a sense of "One Council" you would want future increases to be in line with your Officers' increases.
- b) The move from a Committee system to an Executive/Scrutiny system of governance is essentially neutral in terms of time commitment of non-Executive Councillors. (Indeed, in other Councils it has been said that, with the removal of Committee work, time commitment reduces.)
- c) The statistics we were provided with show that for the basic allowance you are not out of step with comparator Councils.

5.1.4. For the above reasons we believe the basic allowance should remain unaltered at £4,900 pa with index linking to Officers' annual pay awards (with the next one imminent)

1.1. Special Responsibility Allowances

1.1.1. Leader

1.1.1.1. In our report to you of January 2019 we wrote that a move to an Executive model of governance can be expected to place increased responsibility on Executive Members. However, we needed to see the evidence for this before making any recommendations.

1.1.1.2. In the evidence given to us we were told of the inevitable “gravitational pull” to the Chair of the Cabinet – ie the Leader – in being the focal point for strategic policy decisions and contact by Partners.

1.1.1.3. We recommend that the Leader’s SRA should be set at a factor of 3 x Basic Allowance (£14,700 pa)

1.1.2. Deputy Leader

1.1.2.1. In our report to you of January 2019, we felt that there was sufficient information to determine that the role of the Deputy Leader would be augmented. The role would not only have a portfolio in its own right but would also have an important deputising role for the Leader. We therefore recommended that this SRA should be a factor of 1.85 of the Basic Allowance which your Council confirmed.

1.1.2.2. We believe from the evidence we received that there is a case for providing a further modest increase to a factor of 2 x Basic Allowance (£9,800 pa).

1.1.2.3. This will place the Deputy Leader’s SRA towards the upper end of the band for other comparable Authorities.

1.1.3. Cabinet Members

1.1.3.1. There can be no dubiety that Cabinet Members have more personal responsibility and accountability than Committee Chairs in that they have delegated powers to take individual decisions themselves (based on an Officer’s report).

1.1.3.2. They also currently receive the lowest SRA of all their comparator Authorities.

1.1.3.3. We believe that they should receive an SRA of a factor of 1.25 x Basic Allowance (£6,125 pa).

1.1.4. Scrutiny Chair and Vice-Chair

1.1.4.1. In our report to you of January 2019 we wrote that we heard both from the Leader and Chief Executive that they saw a pro-active and robust overview and scrutiny function as an essential ingredient for the good governance of the Council.

1.1.4.2. This led us to recommending – which you agreed – that the Chair of the Scrutiny Committee should receive an SRA equivalent to that of a Cabinet Member (“parity of esteem”).

1.1.4.3. The evidence we received confirmed our view that this relationship should be maintained and we recommend that the Chair of Scrutiny should receive an SRA of a factor of 1.25 x Basic Allowance (£6,125 pa).

1.1.4.4. We also believe that an adjustment should be made to the Vice-Chair of Scrutiny’s SRA to be £2,000 pa.

1.1.5. Regulatory Committees

1.1.5.1. Regulatory Committees are largely unaffected by a move from a Committee system of governance to an Executive/Scrutiny model.

1.1.5.2. We received a number of comments that, whilst the Planning Committee was meeting less frequently, the Licensing Committee met even less often.

1.1.5.3. We understand why it is therefore felt that the latter should have a lower SRA. However, we maintain our view that, given that the SRA is a remuneration for responsibility held, not the amount of time spent, the remuneration for the 3 Regulatory Chairs and Vice - Chairs should remain the same (i.e. £4,166 pa and £1228 pa respectively).

1.1.5.4. The payment of site visit allowances (currently £32.64 per visit) was also raised with us.

1.1.5.5. We take the view that, whilst new technology can help in the remote viewing of plans, certain more high-profile planning applications definitely benefit from Members seeing the site of the proposal first-hand.

1.1.5.6. We, therefore, recommend that the site visit allowance should be £35.00 per visit and should be index linked in the same way as all other allowances.

1.1.6. Leader of the Opposition

1.1.6.1. With there being no scrutiny function under your previous Committee governance arrangements you paid a sum of £711 pa to the Leader of the Opposition to recognise the additional responsibilities this created. This now needs to be removed.

1.1.6.2. We, therefore, recommend that the Leader of the Opposition receives an SRA of £2,000 pa.

2. Car Allowances

2.1. We also received evidence around the existing car mileage allowance of 65p per mile on which there will be a significant subsequent tax deduction. We believe it would make more sense – and help to demonstrate the Council’s “green” credentials – to reduce this to 45p per mile. This is the HMRC advised figure for which there is no tax liability and is the rate paid by your comparator Authorities, with one exception.

3. Child Care and Dependant Carers’ Allowance

3.1. We also received evidence from the Monitoring Officer that the current hourly rate of £6.95 for carers was insufficient and not in line with current market rates. We believe this should be amended so that a Member shall be entitled to claim an allowance

of up to £10.50 per hour in respect of expenses actually incurred in arranging child care and dependants' relative care whilst engaged on any of the approved duties subject to a maximum amount in any year of £1500.

4. Payment in Respect of other Roles

- 4.1. It is recommended that the payments in respect of the Independent Person (£491 p.a.) and Parish Representative (£318 p.a.) are removed to reflect current practice in terms of remuneration for these roles.

5. Budget Implications

The full year budget cost of our recommendations is £13,063. There will also be a modest additional cost for Planning Site Visits and a modest saving with proposed new car mileage rate and removal of the Independent Person and Parish Representative allowances.

The financial implications are set out in detail in the attached appendix.

6. Recommendations

- 6.1. That the basic allowance (index linked to Officers' annual salary awards) remains unaltered.
- 6.2. That the Leader of the Council's SRA be set at 3 x Basic Allowance.
- 6.3. That the Deputy Leader's SRA be set at 2 x Basic Allowance.
- 6.4. That the Cabinet Members' SRA be set at 1.25 x Basic Allowance.
- 6.5. That the Scrutiny Chair's SRA be set at 1.25 x Basic Allowance.
- 6.6. That the Scrutiny Vice-Chair's SRA be £2,000 pa.

- 6.7. That the Regulatory Chairs' and Vice-Chairs' SRA remain unaltered.
- 6.8. That the Leader of the Opposition's SRA be £2,000 pa.
- 6.9. That the site visit allowance be £35.00 per visit.
- 6.10. That car mileage be set at the HMRC rate of 45p per mile.
- 6.11. That the hourly rate for carers allowance be set at £10.50 per hour with an annual maximum claim of £1500.
- 6.12. That the allowances for Independent Person (£491 p.a.) and Parish Representative (£318 p.a.) be removed.
- 6.13. That the special responsibility allowances be backdated to the start of the 2019/20 municipal year.

John Cade,
Chairman, Welland Partnership Members Remuneration Panel

March 2020

Financial Implications of the Independent Remuneration Review of Members Expenses 2020

Role	Previous SRA	Factor	New SRA £	Annual Increase £	Increase %	2019/20* Impact (Rounded to £10)	2020/21** Impact
Basic Allowance	4,900		4,900				
Leader	13,036	3	14,700	1,664	13%	1,460	1,660
Deputy Leader	9,064	2	9,800	736	8%	640	730
Scrutiny Chairman	4,166	1.25	6,125	1,959	47%	1,710	1,960
Portfolio Housing & Communities	4,166	1.25	6,125	1,959	47%	1,710	1,960
Portfolio Finance & Resources	4,166	1.25	6,125	1,959	47%	1,710	1,960
Portfolio Corporate Governance	4,166	1.25	6,125	1,959	47%	1,710	1,960
Portfolio Environment & Regulatory	4,166	1.25	6,125	1,959	47%	1,710	1,960
Audit & Standards Chairman	4,166		4,166	0	0%	0	0
Licencing Chairman	4,166		4,166	0	0%	0	0
Planning Vice Chairman	1,228		1,228	0	0%	0	0
Planning Chairman	4,166		4,166	0	0%	0	0
Licencing Vice Chairman	1,228		1,228	0	0%	0	0
Audit & Standards Vice Chairman	1,228		1,228	0	0%	0	0
Scrutiny Voce Chairman	1,228	£2,000	2,000	772	63%	680	770
Leader of Opposition	1,904	£2,000	2,000	96	5%	80	90
	62,244		75,307	13,063	21%	11,410	13,050

* Period 16 May 2019 to 31 March 2020

** Period 1 April 2020 to 31 March 2021

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