



## Regulatory & Appeals Committee

Date: Wednesday, 8 June 2016  
Time: 7.00 pm  
Venue: Committee Room 1  
District Council Offices, Queen Victoria Road, High Wycombe Bucks

### Membership

Chairman: Councillor J A Savage  
Vice Chairman: Councillor Mrs L M Clarke OBE

Councillors: S Broadbent, M Clarke, A D Collingwood, C Etholen, R Gaffney,  
M Hussain JP, D Knights, I L McEnnis, R Raja and Ms J D Wassell

### Standing Deputies

Councillors: K Ahmed, Miss S Brown, A R Green and Mrs G A Jones

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## Agenda

Item	Page
1. <b>APOLOGIES FOR ABSENCE</b> To receive any apologies for absence.	
2. <b>MINUTES</b> To confirm the minutes of the meeting held on 2 March 2016 (previously circulated)	
3. <b>DECLARATIONS OF INTEREST</b> To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.  Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.	

<b>Item</b>		<b>Page</b>
4.	<b>CONTRACT STANDING ORDERS</b> Members will recall that the Contract Standing Orders were agreed by Full Council on 11 April 2016.  The Committee agreed that the Procurement Manager should be invited to this meeting to briefly outline the changes to these Standing Orders, and afford Members an opportunity to ask any questions. Enclosed on Pages 1-17 is a summary of the changes that were agreed.	1 - 17
5.	<b>MEMBERS` ALLOWANCES SCHEME</b>	18 - 48
6.	<b>SCHEME FOR THE ENROLMENT OF HONORARY ALDERMEN</b>	49 - 52
7.	<b>ACTIONS TAKEN UNDER DELEGATED AUTHORITY</b> These will be circulated at the meeting for information.	
8.	<b>SUPPLEMENTARY ITEMS</b>	
9.	<b>URGENT ITEMS</b>	

**For further information, please contact Iram Malik 01494 421204,  
[committeeservices@wycombe.gov.uk](mailto:committeeservices@wycombe.gov.uk)**

**Summary of Agreed Changes to Contract Standing Orders**  
**(agreed by Full Council: 11 April 2016)**

Subject Area: At what value of purchase is competition mandatory?					
Item	Change	Current CSO value	Proposed CSO value	Reason	
1	<p>The value at which a single verbal quote is permitted with no recorded justification for the lack of competition.</p> <p>Currently CSOs require some level of competition for all purchases above £ 250. Above that level the rigour of the competitive process increases with value.</p> <p>This Change 1 would increase the value at which competition is required, with no further justification, to £ 500</p> <p>Only Budget Holders and holders of procurement cards would be authorised to enable payment of such items</p>	£ 250	£ 500	Cost of officer time in seeking competitive bid outweighs potential savings.	

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 2</p>	<p>2 To permit non-competitive award up to a value of £5000, provided Officers retain a written record which demonstrates how value for money was achieved without a competitive process.</p> <p>Please see the revised Authorisation Table at Annex 1</p>	<p>As stated above, currently some level of competition is mandatory for purchases above £ 250.</p> <p>This £250 threshold would move to £500 if Change 1 above were authorised.</p> <p>Currently between this threshold and £5000 CSOs require Officers to obtain two verbal quotes with email confirmation.</p> <p>Any non-competitive award has to be justified using a single tender justification process which may only apply in a limited range of specific circumstances. See Annex 2.</p> <p>This proposed Change 2 is for purchases with values between £500 and £5000, competition is to be advisable but not mandatory. Officers must retain evidence of competition in the form of email, paper or any other written format, or retain a written explanation of how value for money was achieved without a competitive process.</p>	<p>N/A</p>	<p>£ 5000</p>	<p>The cost of preparing a written brief in sufficient detail that bidders can respond competitively can outweigh the saving achievable especially for one off items required by senior staff.</p> <p>An informal survey suggests that the £5000 threshold is at the lower end of similar threshold specified by other equivalent Local Authorities.</p> <p>The requirement to retain a justification would be tested through internal audits</p>
<p>Subject Area: For paper tenders, at what value must a Head of Service be present at the opening</p>					

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	Item	Change	Current CSO value	Proposed CSO value	Reason
3	<p>The value at which it is mandatory for a Head of Service to be present at the opening of a paper tender.</p> <p>Please see the revised Authorisation Table at Annex 1</p>	<p>It is proposed that the threshold at which it is mandatory for a Head of Service to be present at the opening of a paper tender be increased from £25,000 to £100,000.</p> <p>Below £100,000 the Ordering Officer must be present.</p>	£25,000	£100,000	Reduce the administrative burden on Heads of Service.
Subject Area: At what value of purchase is Head of Service authority required to award a contract?					
Page 34	Item	Change	Current CSO value	Proposed CSO value	Reason
	<p>The alignment of the value at which Head of Service authorisation for <b>purchase orders</b> is required, compared to the value of authorisation that is required for <b>written contracts</b>.</p> <p>Please see the revised Authorisation Table at Annex 1</p>	<p>Electronic purchase orders generated by the finance system, and written contracts which are generated by the legal team may both create a commitment between the Council and a supplier.</p> <p>Currently the value at which Head of Service authorisation is required differs between the two. Looking back, this is a long standing anomaly</p> <p>This proposed Change 4 would align the value at which authorisation by a Head of</p>	£ 5000	£ 25,000	Correct historical anomaly. The other hierarchical authorisation levels are already aligned.

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		<p>Service is required for electronic purchase orders generated by the finance system (£25,000) with that required for written contracts which are generated by the legal team (currently £5,000).</p> <p>It is proposed that the Head of Service authorisation value for written contracts be increased by £20,000.</p>			
Subject Area: At what value does the Council require its Officers to raise a purchase order					
Page 24	Item	Change	Current CSO value	Proposed CSO value	Reason
	<p>Value at which a purchase order is required.</p> <p>Please see the revised Authorisation Table at Annex 1</p>	<p>The Council will no longer require its Officers to raise purchase orders for individual purchases below £ 500.00.</p> <p>The practice of reviewing and approving Suppliers before buying from them will continue.</p>	£0.01	£ 500	There is a cost incurred in raising and processing purchase orders. Also, losing sight of the accrued value of orders of that value has no material affect on the Council's accounts.

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What are Purchase Orders used for at WDC?					
	Item	Change	Current CSO value	Proposed CSO value	Reason
Page 5	6	<p>Explanation of the uses of Purchase Orders at WDC</p> <p>Electronic purchase orders may have one, or two separate purposes at WDC.</p> <p>1) A legal function, to create a contractual commitment.</p> <p>2) A financial function, to record a financial commitment and to initiate the invoice payment process.</p> <p>An electronic purchase order is not the only means of achieving purpose 1. They do however always have purpose 2.</p> <p>CSOs do not currently explain both of the Purchase Order purposes. Under this proposed Change 6 an explanation is to be added. The explanation will recognise the obligation (already implicit in the Authorisation Table) that a formal contract prepared by the Legal Team is required for any legal commitment over £50,000.</p>	N/A	N/A	CSOs do not currently explain both of the functions of a Purchase Order at WDC.
Subject Area: When is single bid authorisation required to justify the use of a non-competitive procurement process?					

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	Item	Change	Current CSO value	Proposed CSO value	Reason
Page 6	7	<p>The authorisation of non-competitive award: minimum threshold at which the “single tender” process applies.</p> <p>(Please see Annex 2 attached)</p>	<p>Any non-competitive award has to be justified using a “Single Tender” justification process which may permit such awards only in a limited range of specific circumstances. The process has no minimum value.</p> <p>Under this Change 7 the minimum value would be amended to £5000, to reflect Change 2 above, if that change were approved.</p>	<p>£0</p> <p>£5000</p>	<p>Consequential change</p>
		<p>The authorisation of non-competitive award: circumstances when non - competitive award is justified.</p> <p>(Please see Annex 2 attached)</p>	<p>Change 8 is a general clarification of the wording of the circumstance under which competitive award may be permitted. The changes are grammatical.</p>	<p>N/A</p> <p>N/A</p>	<p>Existing wording to be improved</p>
	9	<p>The authorisation of non-competitive award: Item 3.4.1(Please see Annex 2 attached)</p>	<p>The second repeat occasion of non-competitive award may be authorised by the Corporate Director as well as by the Chief Executive.</p>	<p>N/A</p> <p>N/A</p>	<p>Improve flexibility and resilience of decision making.</p>



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Subject Area: When and where does the Council advertise?						
	Item	Change	Current CSO value	Proposed CSO value	Reason	
Page 7	10	<p>Specify the minimum requirement when and where Officers must advertise.</p> <p>Please see the revised Authorisation Table at Annex 1</p>	<p>Currently Contract Standing Orders fall short of making advertising mandatory.</p> <p>Under this Change 10 Officers would be required to advertise all opportunities over £10,000, as a minimum on the Council's website. Opportunities over £25,000 would as a minimum be advertised on Contracts Finder. Opportunities above the EU Thresholds would be advertised in OJEU and on Contracts Finder as required under the Public Contract Regulations 2015.</p> <p>Advertising opportunities worth less than £10,000 would be optional.</p> <p>Where opportunities are not advertised, in order to ensure that value for money is achieved, the requirement for competitive award will remain, also Officers will be required to ensure variety in the selection of bidders approached over time. In addition, the Council will</p>			<p>The Council is keen to encourage SMEs and Local Businesses. One way of doing this is to make them aware of opportunities as they arise.</p> <p>The Council's Procurement Strategy reads: We aspire to advertise all opportunities unless there is a good reason not to.</p> <p>Under the Public Contract Regulations 2015, for contracts over £25,000, where a contracting authority advertises a contract award opportunity, the contracting authority must publish information about the opportunity on Contracts Finder (the Government's website), regardless of what other means of advertising it uses.</p> <p>Currently Contract Standing Orders fall short of making advertising mandatory. Officers have requested clarity on this issue.</p>

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		conduct a regular spend analysis to identify purchase patterns and opportunities to achieve additional savings.”			
Subject Area: What changes are necessary to take account of the Public Contract Regulations 2015?					
	Item	Change	Current CSO value	Proposed CSO value	Reason
11	<p>Changes to CSOs driven by changes to public procurement legislation.</p> <p>Please see the summary of key changes implemented by the Public Contract Regulations 2015 at Annex 3.</p>	<p>In 2013 when Contract Standing Orders were last reviewed the Council was subject to the Public Contract Regulations 2007, as amended in specific areas by associated legislation.</p> <p>In April 2015 much of the preceding legislation was replaced by the Public Contract Regulations 2015. These new regulations implemented significant changes; some of these are listed in Annex 3 below.</p> <p>CSOs will be amended to reflect these legislative changes.</p> <p>Officers have been operating in accordance with the new legislation, guidance was circulated under separate cover.</p>	N/A	N/A	See “Change”
12	Changes to CSOs driven by changes to the Construction (Design & Management)	CSOs carry advice to Officers specifically regarding construction (works) contracts			See “Change”

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	Regulations	and the associated CDM regulations.  The Construction (Design & Management) Regulations 2015 implement changes that need to be reflected in CSOs.			
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**Annex 1 – Authorisation Table**

Est. Value (excl. of	Advertise	Competition	No. Quotations/Tenders requested	Opening - Paper Tenders.	Form of contract	Authority required to award contract/
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VAT)				(The record of Tenders which are submitted electronically, is signed by the Head of Financial and Commercial services only.)		place purchase order
<£500	Discretionary	Discretionary	Single verbal quote sufficient with email confirmation	N/A	Verbal	Budget Holder or Procurement Card Holder
£ 501 - £5,000	Discretionary	Discretionary	<p>Competition is advisable evidenced in the form of email, paper or any other written format.</p> <p>However a single verbal quote with email or any other written confirmation may be sufficient. In this case the ordering officer must retain a written explanation of how the procurement process followed achieved the best value for money for the Council.</p>	Ordering Officer	Purchase Order/MWO	Budget Holder
£ 5001 - £10,000	Discretionary	Mandatory	3 quotes which may be evidenced in the form of email, paper or any other written format .	Ordering Officer	Purchase Order/ MWO or Contract	
£ 10,001 – £25,000	Mandatory As a minimum on the Council's	Mandatory		Ordering Officer	Purchase Order/ MWO or Contract	

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	web site					
£25,001 - £50,000	Mandatory As a minimum on Contracts Finder and the Council's web site.	Mandatory	Min. 3 written quotes (each signed by a bidder employee) or tenders. The choice of quote or tender should be subject to consultation with Legal Services or Procurement Manager/Supervising Officer.	Ordering Officer	Purchase Order/ MWO or Contract	Head of Service ( <a href="#">White Sheet</a> )
£50,001- £100,000	Mandatory As a minimum on Contracts Finder and the Council's web site.	Mandatory	Min. 3 written tenders shall be invited and recorded	Ordering Officer	Contract document	
£100,001- £500,000 <sup>5</sup>	Mandatory As a minimum on Contracts Finder and the Council's web site. Contracts above the relevant EU Thresholds must be advertised in accordance with the EU Procurement Directives	Mandatory	Min. 5 tenders shall be invited and recorded	Head of Service responsible for seeking tender in presence of independent witness.	Contract document	Head of Service in consultation with the appropriate Cabinet Member under delegated powers with report on action taken ( <a href="#">Green Sheet</a> )
£500,001+		Mandatory	Min. 5 tenders shall be invited and recorded	Chairman or Vice-Chairman of Council or any other Member if both unavailable, Corporate Director or nominated representative, plus a	Contract document	Corporate Director and then Cabinet or duly authorised Committee £500,000 to £2,000,000, or full Council over

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				nominated officer from the department seeking the tender.		£2,000,000.  <a href="#">Cabinet Report</a> or <a href="#">Council Report</a>
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### Annex 2 - Changes to the Single Tender Process as track changes to the existing text.

#### 3 Single tenders

3.1 Although you have an obligation to obtain competitive quotations for [Goods](#), [Services](#) and [Works](#) contracts, in certain limited circumstances, contracts can be awarded without competition. These are known as single tenders.

3.2 Even if it is not required below, you are advised to seek the advice of the District Solicitor or Procurement Manager before awarding a single tender contract.

3.3 Contracts under single tenders can only be awarded once you have completed the [relevant form](#) in full and obtained all the necessary signatures. You should give a copy of the form to the Procurement Manager with one working day of it being completed. The Procurement Manager must sign the form to acknowledge receipt.

3.4 You are required to seek single tender authorisation -for any non-competitive award worth more than £ 5000.00.

3.5 The **only** circumstances under which you can award a single tender are as follows:

	Qualifying circumstances	Authority required	Additional requirements
1	<p><b>For solutions other than provision of advice or project management</b></p> <p>You have an existing contract which was competitively tendered and all the following conditions apply:</p> <p>a) The relevant head of service in consultation with the District Solicitor reasonably considers that a new contract for the same solution on the same terms and conditions can be justified and the reasons for that opinion are noted on the single tender form</p> <p>b) The new contract is not likely to invalidate the original competitive tender in the opinion of the District Solicitor</p>	<p>HoS on first occasion. Chief Exec <u>or</u> <u>Corporate Director</u> on second occasion.</p>	<p>A maximum of two consecutive occasions of new award are permitted</p> <p><u>i.e. a maximum of three awards in total.</u></p> <p>Each new award may not exceed the original contract term or 12 months whichever is the shorter</p> <p>The total value of both new awards may not exceed £ 100,000 in total</p>
2	<p><b>For provision of advice or project management</b></p> <p>You have an existing contract</p>	<p>HoS</p>	<p>The relevant competitive exercise has been conducted in the previous 12 months</p>

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	Qualifying circumstances	Authority required	Additional requirements
	<p>which was competitively tendered and all the following conditions apply:</p> <p>a) The relevant head of service in consultation with the District Solicitor reasonably considers that a new contract for the same solution on the same terms and conditions can be justified and the reasons for that opinion are noted on the single tender form</p> <p>b) The new contract is not likely to invalidate the original competitive tender in the opinion of the District Solicitor</p>		<p>One new award is permitted.</p> <p><u>i.e. a maximum of two awards in total.</u></p> <p>The total value of the new award may not exceed £ 50,000.</p>
3	<p>For <u>Goods, Works</u> or <u>Services</u> which were <u>not</u> competitively tendered:</p> <p>a) <u>None of the other Qualifying Circumstances as stated in the table apply, and;</u></p> <p>b) the relevant Head of Service in consultation with the District Solicitor reasonably considers that <u>a new contract for the same solution on the same terms and conditions- a non-competitive contract award</u> can be justified and the reasons for that opinion are noted on the single tender form.</p>	Decision of the Head of Service in consultation with the Cabinet Member for the relevant service the Cabinet member for Finance and the Head of Financial and Commercial Services	<p>One <del>new</del> award is permitted.</p> <p>The total value of the <del>new</del> award may not exceed £100,000</p>
4	<p>The <u>Goods, Services</u> or <u>Supplies</u> are <u>proprietary</u> articles, or are sold at a fixed price and no satisfactory alternative is available.</p> <p>The cost of the <u>Goods, Works</u> or <u>Services</u> do not exceed the European procurement threshold limits.</p>	HoS Up to £ 100,000	None
5	<p>The procedures relating to the Contract are controlled by Government requirements or the provision of any agency agreement.</p> <p>The cost of the <u>Goods, Works</u> or <u>Services</u> do not exceed the European</p>	HoS Up to £ 100,000	None



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	<b>Qualifying circumstances</b>	<b>Authority required</b>	<b>Additional requirements</b>
	procurement threshold limits.		
6	<p>There would be no genuine competition in the reasonable opinion of the relevant Head of Service and the reasons for that opinion is noted on the single tender form with evidence proportionate to the value.</p> <p>The cost of the <a href="#">Goods</a>, <a href="#">Works</a> or <a href="#">Services</a> does not exceed the European procurement threshold limits.</p>	HoS Up to £ 100,000	None
7	<p>The <a href="#">Goods</a> to be purchased are required as a partial replacement for, or in addition to, existing goods or installations, and obtaining these goods from another supplier would mean acquiring goods with different technical characteristics which would result in the following;</p> <p>(i) incompatibility between existing and acquired goods or</p> <p>(ii) disproportionate technical difficulties in the operation and maintenance of the existing goods or installations</p> <p>(iii) the cost of the goods or installation do not exceed the European procurement threshold limits.</p>	HoS Up to £ 100,000	None

Note: Heads of Service are not permitted to delegate authority for Single Tenders

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### **Annex 3 – Key changes resulting from PCR 2015.**

- Timescales for the existing specified EU Procurement processes have been changed.
- New EU Procurement processes have been added.
- We can no longer use pre-qualification questionnaires on contracts valued between £ 25,000 and £164,176 (the EU Services threshold).
- We must pay all correctly submitted invoices within 30 days and must pass that obligation on to the main contractor and all their sub-contractors.
- Procurement documents must be available on the internet at the time we advertise (we can no longer prepare our Tender documents during the PQQ stage, if there is one)
- From April 1st 2015, if we advertise any contract worth more than £25,000 but less than the the EU Thresholds then we must also advertise it on the Government's website "Contracts Finder".
- From April 1st 2015 the award of any contract worth more than £ 25,000 but less than the EU Thresholds must be published on Contracts Finder whether or not the opportunity itself was advertised.
- From April 1st 2015 any opportunity advertised in the Official Journal of the European Union must also be advertised on Contracts Finder.
- From April 1st 2015 any contract award published in the Official Journal must also be published on Contracts Finder.
- The old EU "Part B" services which were largely exempt from the legislation are no longer recognised, there is a shorter list of services to which a new Light Touch regime applies above £ £589,148.

# Agenda Item 5.

## **MEMBERS' ALLOWANCES SCHEME**

Councillor Mrs L Clarke OBE, Chairman of the Allowances Sub Group

**Wards affected:** None directly

### **PROPOSED RECOMMENDATIONS TO COUNCIL:**

That

- (a) the proposed recommendations from the Allowances Sub Group, as set out at paragraph 10 of the report, be agreed.
- (b) the Council's budget be amended to fund the additional financial requirement, and the Cabinet Member for Finance and Head of Finance & Commercial Services be asked to identify how the additional financial requirement is met.

### **Corporate Implications**

1. Changes to the Constitution are made by Council, following recommendation from this Committee or Cabinet or another committee if appropriate.
2. The proposals set out within this report propose amendments to the Members' Allowances Scheme, which forms part of the Council's Constitution.
3. The proposals result in an additional budget requirement of £114,376. There is currently no budgetary provision for increases in members' allowances.

### **Executive Summary**

4. This report sets out proposed amendments to the Council's Members' Allowances Scheme, following work under taken by the Allowances Sub Group.

### **Background and Issues**

5. At the meeting of the Regulatory and Appeals Committee held on 2 November 2015, Members were presented with the report from the Independent Remuneration Panel setting out recommendations following their review of members' allowances. The Committee considered these recommendations in detail and in turn, made onward recommendations to Full Council. A copy of the report and Minutes of the Regulatory and Appeals Committee, setting out the Committee's responses to each of the Panel's recommendations are set out at appendix A to this report.
6. These recommendations included the establishment of a sub-group, comprising Councillors Mrs Clarke OBE, Collingwood, Green, and Knights,

to undertake further work in relation to four outstanding issues.

7. Firstly, the Committee felt that the Leader's allowance should be set higher than that of the Chairman of the Council and asked the Sub-Group to undertake further work on these levels. Secondly, the Committee rejected the Independent Remuneration Panel's recommendation that the level of the basic allowance should remain unchanged, and that there should be an increase. Members asked the Sub-Group to undertake further work on this matter, and report back to this Committee. Thirdly, the Committee rejected the Panel's recommendation that a special responsibility allowance of £50 per Planning Committee site visit be introduced to replace the existing special responsibility payment to Planning Committee Members. The Committee felt that something should be put in place to recognise this aspect but that the Sub-Group should give further consideration to this and report back to the Committee. The final issue related to the rejection by the Committee of the Panel's recommendation to introduce a special responsibility payment of £50 per meeting at Licensing Panels, and the request for the Sub-Group to consider this further and report back to Members.
8. The Committee's recommendations were agreed by Full Council at their meeting held on 14<sup>th</sup> December 2015.
9. The Sub-Group has completed its work on these issues, and are now reporting back to the Regulatory and Appeals Committee on the outcome of their deliberations. To assist with their work, the Sub-Group received information relating to the level of allowances from neighbouring District and Borough Authorities with a similar size population as the Council. Information relating to the level of allowances from neighbouring Buckinghamshire Authorities was also taken into account. The Sub-Group also noted that the level of the basic allowance for Members of the Council had not been increased for a number of years, other than in line with annual pay increases received by staff.

## **Proposals**

10. The Committee is invited to consider the following recommendations from the Sub-Group:
  - a) Basic Allowance – Having noted that this allowance had not been increased for a number of years, and in noting that the average level of the basic allowance of the top 12 District and Borough Councils via population was £6,100, it is proposed that the basic allowance be increased to £6,000.
  - b) Special Responsibility Allowance (SRA) for Chairmen of Regulatory & Appeals, High Wycombe Town, Audit, and Licensing Committees – in order to reflect the workload of these positions, it is proposed to amend the 'multiplier' in the current Scheme from 0.25 x basic allowance to 0.5 x basic allowance. Multiplier for other Chairmen

positions to remain unchanged.

- c) SRA for Chairman of Improvement and Review Commission – in order to reflect the workload of this position, it is proposed that the ‘multiplier’ in the current Scheme be amended from 0.75 x basic allowance to 1 x basic allowance.
- d) SRA for Vice-Chairmen of Committees – It is proposed to amend the multiplier in the Scheme from the current level of 0.25 x basic allowance to 0.5 x basic allowance of the relevant Chairman’s level.
- e) The Chairman of the Council’s Allowance – The Sub-Group considered in detail the level of the Chairmen and Mayor’s allowance for the top 12 District and Borough Councils via population, together with neighbouring Buckinghamshire Authorities. Having also noted the Regulatory and Appeals Committee’s comments that the level of the Leader’s allowance should be higher than that of the Chairman’s, it is proposed that the Chairman’s allowance be set as basic allowance x 2. This is a reduction from the current level of £15,500.
- f) The Vice-Chairman of the Council’s Allowance – It is proposed that this should be set as basic allowance x 0.75. This results in an increase from the existing level of £2,700.
- g) Daytime Meeting SRA Payment – It is proposed that the existing SRA payment to Planning Committee members in the Scheme is removed, and replaced by a daytime meeting SRA payment of £100 per meeting. This will apply to Members attending planning site visits, daytime meetings of the Licensing Panel, and any daytime meetings of the Regulatory & Appeals Committee or its panels. This payment would not be payable to Cabinet or Deputy Cabinet members, or to any Committee Chairmen and Vice-Chairmen.
- h) SRA for Deputy Cabinet Members – It is proposed that this payment is withdrawn from the Scheme and that should the Leader wish to make a payment to Deputy Cabinet Members, this should be drawn from the ‘Cabinet pot’ of allowances, i.e. temporary levels would need to be put in place to fund these positions by reducing the levels for the other Cabinet positions. The Scheme does provide for temporary variations to be made and this is what the current Leader has implemented with her own Cabinet positions.
- i) Link to Officer pay (national pay settlements) and annual increase – it is proposed to maintain the existing link to Officer pay when a national pay settlement is agreed, and the allowances should also receive an annual increase in line with the level of RPI each year.
- j) Implementation of Proposals – The Sub-Group recommend that the above proposals should be implemented with effect from the Annual Council meeting on 24 May 2016 (backdated).

- k) Future Independent Remuneration Panel reviews – it is proposed that the Council adopt a four yearly review cycle, to be held in the last year of a Council term.

## **FINANCIAL IMPLICATIONS**

- 11. There is currently no budgetary provision for increases in members' allowances. Implementation of the above proposals will result in an additional budget requirement of £114,376.

### **Next steps**

- 12. The recommendations from the Committee will be considered by Full Council at their next meeting on 18 July 2016.

## **Background Papers**

Members Allowances Scheme

Regulatory and Appeals Committee report 2 November

Allowances from Other Local Authorities

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Appendix A

## REGULATORY & APPEALS COMMITTEE REPORT – 2 NOVEMBER 2015

### MEMBERS' ALLOWANCES REVIEW

Officer contact: Ian Hunt, Democratic Services Manager

DDI: 01494 421208

Wards affected: None directly

### **PROPOSED RECOMMENDATIONS TO COUNCIL:**

*That*

- a) *The report of the Independent Remuneration Panel (IRP) on Members' Allowances be noted.*
- b) *The Panel be thanked for its work.*
- c) *The recommendations from the IRP, as set out at paragraph 8 of the report, be considered and determined accordingly.*
- d) *the Democratic Services Manager be authorised to amend the Scheme accordingly to reflect any agreed amendments.*

### **Corporate Implications**

The Council is required under the Local Authorities (Members Allowances) (England) Regulations 2003 to appoint an Independent Remuneration Panel (IRP) to look at councillors' allowances and report its views on the terms and conditions of the Members' Allowances Scheme to the Council. No changes may be made to a scheme by the Council unless the IRP has first considered the matter, and the Council is required to consider the findings of the IRP.

### **Executive Summary**

1. Before agreeing any amendments to the Scheme of Members' Allowances, the Council is required to consider the report of an Independent Remuneration Panel (IRP) appointed to review those allowances and make recommendations to the Council. The Panel met in July and September this year to consider the scheme of allowances and considered several issues associated with the scheme. The IRP's report is attached to this report as appendix 1.
2. In accordance with the Regulations, notice of receipt of the IRP report has been published in a local newspaper and also on the Council's web site. A copy of the IRP report has also been made available to all Members of the Council.

### **Background**

3. The IRP first met in 2000 to consider and make recommendations concerning basic and special responsibility allowances. The Council's current Scheme of Allowances was introduced following the meeting of the IRP in December 2006



and was updated as a result of the Panel’s recommendations made at their previous reviews in 2008, 2010 and 2013. The recommendations arising from the last review were considered by this Committee in June 2013, and by full Council in July 2013. The updated scheme was then duly implemented.

4. Full details of the IRP’s deliberations in this current review are contained within their detailed report at appendix 1.

**The Current Review**

5. It is good practice for an Authority’s Members’ Allowances Scheme to be reviewed every 2 years, and this review was undertaken two years since the previous review, and immediately after the District Council Elections in May 2015. The present scheme was taken as the starting position for the review.
6. The full report from the IRP at appendix A sets out in detail the methodology of the current review, the process that the IRP adopted, together with the documentation and data that the IRP considered throughout the review. This included detailed benchmarking data and analysis from other District and Borough Councils across the country of their Schemes, and the current Members Allowances Scheme for the Council.
7. All Members of the Council were also invited to submit any representations to the IRP, together with indicating whether they also wished to make any representations in person. The IRP’s report, attached as appendix 1, documents the representations that were received and also provides details of the discussions held in person with Councillors.

**Summary of Recommendations Arising From The Review**

8. The report from the IRP at appendix 1 provides a full detailed summary of the issues considered throughout the review. The following table summarises these issues considered by the Panel and the recommendations currently being made to the Council:

No.	Issue	Recommendation & Comments
1	The level of the Chairman’s allowance.	The IRP recommend that the allowance for the Chairman of the Council should be the same as for the Leader of the Council and should not be more.
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2	The Chairman's allowance not to include travel expenses	The IRP recommend that the allowance should be for the role of Chairman and any travelling expenses incurred should be claimed in the normal way as for any member incurring expenses in their roles.
3	Establishment of a separate budget code 'Chairman's Office expenses' and a portion of the Chairman's allowance no longer be held back for expenses incurred during the year.	The IRP recommend this. This would result in greater transparency for the allowance - the Chairman would then receive all the published amount. The separate code will ensure no further ambiguity arises and that the costs incurred during the year are met from a specific code with nothing owed back to the Chairman at the end of the year
4	The temporary levels implemented by the Leader of the Council (appendix 'A' to the enclosed IRP report).	The IRP recommends that these levels be made permanent and the multipliers as set out within the Scheme be amended accordingly to reflect this.
5	No change to be made to the Basic Allowance.	<p>The IRP recommends that the current level remains unchanged at £4660.</p> <p>The IRP also recommends that at the next meeting of the IRP, it should be asked to review this allowance bearing in mind, particularly, any submissions from Councillors showing a breakdown of their main councillor activities and associated time demands for say, two separate months during the intervening period</p>
6	Link to Officer pay	That the current position be retained.

Appendix A

7	Payment of no more than 1 Special Responsibility Allowance (SRA)	Maintain the current provision of paying 1 SRA (the highest) only.
8	Number of SRA payments to Members	The IRP recommend that no more than 40% of Members should receive an SRA payment. (The Panel are mindful of the existing number of Members who receive SRA payments and the comments set out in the HMRC guidance document on members' allowances referred to in the attached IRP report)
9	SRA payment for being a member of the Planning Committee	The IRP recommend that this be withdrawn from the Scheme and be replaced by number 10 below
10	SRA Payment of £50 per site visit attendance for members of the Planning Committee	The IRP recommend that this provision be introduced to the Scheme and replace the existing SRA payment to Planning Committee members to encourage attendance at site visits for planning applications.
11	SRA Payment of £50 per meeting attendance for Licensing Panel members	The IRP recommend that this provision be introduced to the Scheme, in light of the Panel meetings being in office hours and their length.
12	Carer's allowance	The level of the allowance be maintained at no less than the minimum wage, as it is

		from time to time.
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**Next Steps**

9. Subject to the views of the Committee, the proposed recommendations from the IRP will proceed to full Council at their next meeting on 14 December 2015. Any amendments agreed to the Scheme would then be implemented with immediate effect.

**Background Papers**

The Local Authorities (Members Allowances) (England) Regulations 2003;  
Relevant papers from the review held in Democratic Services;

# Agenda Item 5.

Appendix Ai to 2 November 2015 report

## Appendix 1

### THE INDEPENDENT REMUNERATION PANEL

#### WYCOMBE DISTRICT COUNCIL

#### REPORT AND RECOMMENDATIONS

SEPTEMBER 2015

## **1. BACKGROUND**

- 1.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, all local authorities are required to appoint an Independent Remuneration Panel (IRP) to look at councillors' allowances and report its views on the terms and conditions of the Members' Allowances Scheme to the Council.
- 1.2 The IRP had last met to review the scheme in March/April 2013, making recommendations to the Council's Regulatory and Appeals Committee, and full Council. Prior to this, previous reviews had also been undertaken in 2010, 2008 and 2004.
- 1.3 The Council is required to publish details of the IRP's recommendations, together with the Council's determination of the Scheme. This includes placing an advertisement in at least one newspaper in the area setting out that a report had been received from the IRP, publishing the report on the web site, where copies of the report are available for inspection, and describing the main features of the IRP's recommendations including the amounts of allowances the IRP has recommended should be payable to elected Members.
- 1.4 Once the Council has determined the Scheme, it is also required to publish, again in at least one newspaper in the area, that a scheme has been adopted, where this can be inspected, the main features of the scheme, and that in determining the Scheme the Council had regard to the IRP's recommendations.

## **2. MEMBERSHIP**

- 2.1 The Regulations require that an IRP should have at least three Members although a local authority may appoint a larger size Panel.
- 2.2 At the commencement of the current review, there were four Members of the IRP as follows:

Mr B Long (Chairman)  
Mr J Donald  
Mrs V Stattersfield  
Dr B Reid

- 2.3 Mr Long, Mr Donald and Mrs Stattersfield had previously served on the IRP during the last reviews. Dr Reid had been recruited to serve on the IRP since the last review.
- 2.4 The Panel was supported throughout the review by Ian Hunt, Democratic Services Manager and Peter Druce, Senior Democratic Services Officer.

### **3. PROCESS AND METHODOLOGY**

3.1 The IRP met on two occasions during the current review. The first meeting was held on 23 July 2015, and the second meeting took place on 7 September 2015.

#### 23 July 2015

3.2 The Council had agreed at the last review that prior to commencing a review, the IRP should initially meet with the Leader of the Council to discuss the forthcoming review and to invite the Leader to outline any proposals or changes that he/she would like to be considered.

3.3 In accordance with this decision, the IRP met with the Leader of the Council, Councillor Katrina Wood, on 23 July 2015. The Leader confirmed that she had been elected to the role at the Annual Council meeting on 26 May 2015. Upon commencing her role, she had made her various Cabinet appointments, increasing the total numbers on the Cabinet from 8 to 10. She explained that she realised this would result in two additional special responsibility allowance (SRA) payments therefore being made, and she wished to implement these two additional appointments at no extra cost.

3.4 The IRP noted that the Leader had decided to reduce some of the SRA payments to her members in order to keep the cost within the overall allowance budget. In summary, the SRA payment to the Leader, the Deputy Leader, Cabinet Members, and Deputy Members were reduced. Members of the IRP were presented with a summary of the revised levels.

3.5 It was noted that the Members' Allowances Scheme provided for temporary changes to SRA payments provided these were within the overall total budget.

3.6 Appendix 'A' to this report sets out the temporary changes made by the Leader of the Council. Appendix 'B' shows the SRA levels set out in the Scheme.

3.7 Following the meeting with the Leader of the Council, the IRP retired to have a separate meeting to consider the overall allowances review. In advance of the meeting, IRP members had been provided with the following documentation:

- The existing Members Allowances Scheme.
- Report of the allowances review by the IRP in 2013, together with the covering report presented to the Regulatory & Appeals Committee.
- Minutes of the Regulatory & Appeals Committee meeting at which the IRP report was considered.
- Minutes of the Full Council meeting that considered the recommendation from the Regulatory & Appeals Committee

3.8 Upon reviewing the documentation and discussing the forthcoming review, the IRP agreed that it would be extremely helpful to have a detailed data analysis of Members Allowances and SRA payments operated by other District, County and Unitary authorities. The IRP also agreed that all Members of the Council should be informed of

the review, and be invited to either submit written representations or speak to the Panel in person on any matter relating to the Members Allowances scheme.

- 3.9 The IRP agreed that a whole day should be set aside to allow for meetings with Members in a morning session, with the afternoon session set aside for reviewing all the documentation in detail, and the formulation of recommendations. It was agreed that this should take place on Monday 7 September 2015, commencing at 10.30am.
- 3.10 It was noted that the final report and associated recommendations of the IRP would be presented to the Council's Regulatory & Appeals Committee at their next meeting. The IRP agreed to invite the Chairman of the Council's Regulatory & Appeals Committee to meet them as part of the review.
- 3.11 The Committee would then consider the report, onwardly then making recommendations to Full Council.
- 3.12 Attached as appendix 'C' to this report is the email (and reminder email) that was circulated to all Members of the Council about the review.

#### 7 September 2015

- 3.13 In advance of the meeting held on 7 September, the IRP was supplied with the additional documentation that had been requested, as referred to in paragraph 3.8 above.

#### Representations from Councillors

- 3.14 Following the email (and further reminder email) sent to Members about the review, 4 District Council Members had indicated that they wished to speak with the IRP, and 2 Councillors had submitted written representations to the IRP. The Chairman of the Regulatory & Appeals Committee had also agreed to meet with the Panel.

#### Verbal Submissions

- 3.15 The IRP first heard from Councillor Mrs Lesley Clarke OBE and Councillor Ian McEnnis. Councillor Mrs Clarke OBE had been Chairman of the Council for the municipal year, May 2014 to May 2015, and Councillor McEnnis had been appointed the new Chairman of Council in May 2015. He had also been Chairman of the Council on two previous occasions. Councillor Mrs Clarke OBE had prepared a brief report for the IRP, setting out her comments in advance, which had been circulated to Panel Members.
- 3.16 The IRP noted that from the current Chairman's allowance, £3,700 was withheld at the start of a chairman's year to meet costs that are incurred by the Chairman during the course of the year. A meeting is held between the Chairman, Accountancy, and the Democratic Services Manager at which the detail of this is outlined. This has been an historic arrangement over the years. At the end of the Chairman's year, if there are any monies left from the balance withheld, this is repaid to the outgoing Chairman.
- 3.17 Councillor Mrs Clarke OBE submitted to the IRP that it was never fully explained to her what the £3,700 were being held back for. She commented that her initial thought was that it was to pay for the Chairman's Reception, but had subsequently discovered that this was already funded elsewhere. Councillor Mrs Clarke OBE outlined to the Panel that

the allowance for the Chairman is published but nowhere does it state that £3,700 is withheld for costs associated with undertaking the role. She commented that this gave a false impression of how much the Chairman was receiving directly as an allowance.

- 3.18 Councillor Mrs Clarke OBE informed the IRP that the expenses that were being paid out of the £3,700 included the costs of security for road closures for the Battle of Britain, wreaths for Battle of Britain, velvet collar for Chairman's chain, Christmas cards, sundry catering costs for events that are part of the Council's calendar (i.e. Battle of Britain, Commonwealth Flag Raising, Armed Forces Day, etc), High Sheriff's visit to Wycombe, picture framing for the Chairman, parking charges for various attendees to Chairman's functions, and flowers decorations for various occasions. She commented that these were Chairman Office's expenses and not directly incurred by the Chairman.
- 3.19 Councillor Mrs Clarke OBE then outlined that her own personal expenditure as Chairman had been a total of £35 (a donation to Amersham Town Council and a ticket for her husband to attend the Scouting Dinner with her). She therefore felt the sum of £3,665 should have been repaid to her. Members of the IRP noted that, following a meeting she had held with the Democratic Services Manager, she had accepted a lesser sum as it had not been possible to fund the full amount due to the lack of budgetary provision.
- 3.20 In summary, Councillor Mrs Clarke OBE commented that the Scheme was not transparent as it did not currently show that the sum of £3,700 was withheld from the Chairman to pay for costs. In addition, she felt that it was not truthful in not revealing this, and recommended that a separate budget code should be set up within the Council for the costs for 'the Chairman's Office' where such costs could be met. The full allowance identified within the Scheme would then be paid to the Chairman. Councillor Mrs Clarke OBE commented that this would be much more transparent, open and truthful, and that the Chairman would not then be paying for Chairman's Office costs from his/her allowance.
- 3.21 Councillor McEnnis was in attendance as Councillor Mrs Clarke OBE had expected to be unavailable and he was going to attend on her behalf. However, in the event she was able to attend. Councillor McEnnis commented that he also didn't realise some of these costs were paid from the withheld amount. He also stated that he had never claimed for travelling expenses during his current or previous service as Chairman. Councillor McEnnis also commented on the Christmas cards and stated that the chairman's office traditionally pays for a portion of these (i.e. it currently came out of the withheld amount), together with the Leader and Chief Executive, but that the portions from the Leader and Chief Executive are met from Council funds.
- 3.22 The IRP thanked Councillors Mrs Clarke OBE and McEnnis for their attendance and their submission. The Panel commented that they were supportive of a separate budget code being established for 'Chairman's Office' to meet costs associated with the role of Chairman, and making this more transparent and operationally, more efficient. They questioned both Councillors on how much time and personal commitment the role of Chairman demanded, and noted that this would often result in telephone calls at any time, a large number of emails, more detailed cases often being referred to the Chairman which can result in a large amount of time being allocated, and the attendance at a number of events.



- 3.23 The IRP then heard from two newly elected Councillors. Councillor Tony Lee and Councillor Graham Peart had been elected to the Council at the District Council elections held in May 2015.
- 3.24 Councillor Lee informed the IRP that he had worked in Westminster and his son was an MP. Upon being elected to the Council in May, he been appointed to the Planning Committee and the Audit Committee. He commented that he had no background in planning, and emphasised the importance of seeing the sites in question ahead of making decisions on planning applications. Councillor Lee also stated that he had not claimed a penny of travelling expenses since being elected as he felt this would cost more to process it.
- 3.25 The IRP asked Councillor Lee, as a new member to the Council, how much time he spent on council duties. He responded that this was 1 – 1 and a half hours per day on average, and he often attended 2 meetings a week. This did not include attending planning site visits, which he commented tended to be held once a month. The IRP also asked about constituency work, and Councillor Lee stated that he was still a relatively new member so had not received much work. The IRP asked if, as a new member, he would be willing to keep a log of his councillor activities and the time spent on them, to assist the Panel in determining whether the basic allowance was at the correct level. Councillor Lee stated that it appeared that some councillors appeared to be more active than others, and perhaps should be rewarded for that, but accepted this would be difficult to implement within an allowances scheme.
- 3.26 Councillor Peart outlined that he was slightly confused by the allowances scheme and felt the current basic allowance level of £4,660 was not going to attract anyone to the role. He particularly referred to attracting younger people to the role, and commented that it may be better not to have any allowance at all.
- 3.27 The IRP also asked Councillor Peart how much time he spent on council duties, and he responded by indicating that he spent on average, a couple of hours a day. He also felt that some councillors appeared to be more active than others. The IRP asked if he would be willing to keep a log of activities and time spent on doing them, and Councillor Peart stated that he would be willing to do this if asked. He also confirmed he had been appointed to the role of Deputy Cabinet Member for Finance, and was also on the Audit Committee. In summarising his views to the IRP, he felt that the role should be undertaken voluntary, with out of pocket expenses met.
- 3.28 The IRP also heard from Councillor Tony Green, who had been on the Council since 1999, and who was currently Chairman of the High Wycombe Town Committee. Councillor Green had prepared a written submission for the IRP, which he circulated in the meeting at the commencement of his comments. The submission outlined that there was no nationally agreed level of allowances for councillors, resulting in allowances varying between different authorities. Councillor Green also commented that councillors within the same authority but with different workloads or commitments receive the same allowance. He also submitted that some Committees have higher workloads than others, such as Planning Committee which met on a monthly basis and whose members are also expected to attend site visits during the day. In addition, Councillor Green referred to the role of a member serving on a Licensing Panel, meetings for which are held during office hours and which can last for several hours. Councillor Green also stated that as there is no requirement for a councillor to be a member of any Committees, some councillors can attend less than one meeting a month but receive the same

allowance as a member who is on a number of Committees and attending several meetings a month.

- 3.29 Councillor Green also commented on the level of the basic allowance, stating that having compared the allowances paid in Wycombe with those of neighbouring district councils, he believed that the Wycombe allowances were, in the main, below those of its neighbours, especially when the population of the districts were taken into account. Within his written submission, he presented a brief table showing the level of basic allowance and population for Wycombe and other district councils.
- 3.30 Councillor Green also provided within his submission an estimation of the number of hours that he spent attending council related meetings and their associated work. He had also estimated the time spent dealing with emails and other correspondence. The IRP thanked Councillor Green for his summary.
- 3.31 His written submission also referred to an authority that paid the Chairmen of their Licensing Committee and Standards Committee an allowance for each meeting they attended. Councillor Green informed the IRP that he believed that payment for members of the Planning Committee and Licensing Panels would help compensate Councillors for the time they spent doing this work.
- 3.32 In conclusion, Councillor Green believed that the basic allowance should be around £5,000 and that the allowance for Committee Chairmen should be around £3,000. He also informed the Panel that he believed that a payment of £50 per meeting should be paid to members of the Planning Committee who attend both the meeting and the associated site visit, and £50 per meeting to members who sit on a Licensing Panel.
- 3.33 The IRP thanked Councillor Green for his attendance and for his written submission.
- 3.34 The Panel also met with Councillor John Savage, the Chairman of the Regulatory and Appeals Committee. The IRP thanked Councillor Savage for meeting with them and asked how their report was normally handled at the Committee meeting. Councillor Savage explained that Members of the Committee discussed and debated the report and recommendations, before submitting their comments with recommendations on to the Full Council. The Panel then referred to their previous discussions with Members earlier in the day, and their feeling was that some members did more than others when undertaking their role. The IRP had asked if Members would be prepared to log their activities and the time spent undertaking them, and also asked Councillor Savage whether he would also be prepared to do this. He responded that inevitably some members would have larger workloads than others, and that, personally, the keeping of a spreadsheet to log activities was not something he would undertake. The IRP commented that without a breakdown of hours and activities, this made an informed evaluation of the basic allowance harder to undertake, and Councillor Savage commented that he fully noted this, but that he would not personally undertake it.
- 3.35 The IRP also asked Councillor Savage about SRAs, commenting it was their feeling that 40 members currently received such an allowance, and asked if he felt this was too many. Councillor Savage commented that he was surprised it was that many who did receive an SRA, acknowledging that he received one as Chairman of the Regulatory and Appeals Committee. He did question if Deputy Cabinet Members should receive a payment but fully supported the Leader, Deputy Leader and Cabinet Members receiving

one. He commented he had also previously been Chairman of the Council and that he would have undertaken that no matter what the level of allowance.

- 3.36 The IRP thanked Councillor Savage for his attendance and co-operation.

#### Written Representations

- 3.37 The Panel had received 2 written submissions from Councillors. Councillor Chris Whitehead had submitted that he had incurred travelling expenses attending Parish Council meetings within his ward and expenses associated with hiring a table in the local monthly covered market. He had commented that both of his claims for payment had been rejected as they fell outside of the approved duties for payment within the current Scheme. In addition, Councillor Whitehead had also submitted why wasn't payment of the allowances tax free, commenting that either it was a salary and therefore taxable, or an expenses allowance, in which case he felt this should not be.
- 3.38 In considering Councillor Whitehead's submission, the IRP noted the approved duties summary within the Allowances Scheme which did not include the attendance at Parish Council meetings. In relation to the comments about tax, the Panel noted that the HMRC view was that the allowances are remuneration for the position held and hence as such is fully taxable.
- 3.39 The Panel had also received a written submission from Councillor Alex Collingwood, who commented that the workload and responsibility for all councillors had increased substantially since the cabinet system was introduced. He also submitted that all allowances including special responsibility should increase by inflation annually. In addition, Councillor Collingwood's submission outlined that the basic allowance should increase to £6,000 per annum with effect from May 2016, or alternatively, the basic allowance be kept as it was, and all councillors receive a £100 allowance per meeting for committee meetings including task and finish group meetings. His submission also asked the IRP to review the special responsibility allowances and compared to neighbouring authorities, with a view to bringing them into line based on the size of the Council and budget. In conclusion, Councillor Collingwood's submission also commented that he was keen to get more younger people involved and being councillors, and that a large number of existing councillors worked full time.
- 3.40 The IRP were grateful for Councillor Collingwood's submission. The Panel had obtained comparative data for other authorities covering every allowance within the Scheme, including special responsibility allowances and felt that Wycombe's allowances compared favourably, although did feel that the level of the Chairman's allowance was high compared to other authorities. With regard to the level of the basic allowance, the IRP agreed that the existing level for Wycombe again compared favourably, although did comment that they required more detailed data from Councillors on the time spent when undertaking Council duties to be able to properly evaluate whether any increase in the basic allowance should take place.

#### Review of Documentation

- 3.41 The Panel reviewed in detail all the documentation with which it had been presented, together with the submissions received from Councillors.

- 3.42 As stated above, the Panel felt that in order to properly evaluate whether there was a case to increase the level of the basic allowance, details relating to the amount of time that Members spent on their Council duties was required. The Panel commented that this was why they had asked Members when speaking with them about how long they spent on their Council duties, as they felt they did not currently have sufficient data or any indication as to how much time was spent, or the nature of the duties undertaken. The IRP encourage Members to submit such information to future reviews to assist them.
- 3.43 In addition, a member of the Panel had obtained the HMRC guidance document relating to members allowances. With regard to the basic allowance at paragraphs 67 and 68 of the document, it stated that “having established what local Councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated. It is important that some element of the work of members continues to be voluntary – that some hours are not remunerated.”
- 3.44 The IRP also felt that, when comparing the level of allowances with other local authorities, there was currently no case for increasing the basic allowance at the current time.
- 3.45 The Panel was grateful for the written submissions from Councillor Mrs Clarke OBE and Councillor Green.
- 3.46 With regard to the submission from Councillor Mrs Clarke OBE, the IRP supported the additional transparency for the allowance for the Chairman of the Council, and the setting up of a separate budget code for expenditure associated with the Chairman during his/her year. The Panel, having compared the level of the allowance with other authorities, also felt that the level for the Chairman’s allowance should not exceed that of the Leader of the Council.
- 3.47 With regard to the submission from Councillor Green, the IRP did not feel that the basic allowance should be increased, and were also satisfied that, upon reviewing the comparative data with other local authorities in detail regarding the special responsibility allowances, including Committee Chairmen, the level of allowance for Committee Chairmen should remain unchanged. However, the Panel did note with interest the proposal relating to attending planning site visits and serving on a Licensing Panel. They also took into account the views of Councillor Lee in his verbal submission. To this end, the IRP felt that the existing special responsibility payment for being a member of the Planning Committee should be withdrawn and that a new special responsibility allowance payment of £50 per attendance at a site visit should be introduced to encourage attendance at site visits. In addition, the IRP wished to recommend that a new special responsibility allowance payment of £50 per meeting should be introduced for serving on a Licensing Panel, due to the meeting being held in office hours and the length of the meetings.
- 3.48 The IRP also considered, with interest, the revised temporary levels that the Leader of the Council had introduced (attached as appendix ‘A’ to the report), and agreed that these revised levels should be adopted as the new permanent levels.
- 3.49 The Panel also further reviewed the HMRC guidance document on members’ allowances and noted comments relating to special responsibility allowances. Paragraph

71 stated that “the Regulations do not limit the number of special responsibility allowances which may be paid, nor so the regulations prohibit the payment of more than one special responsibility allowance to any one member”. Paragraph 72 went on to state that “however, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance, the local electorate may rightly question whether this was justified”.

3.50 The IRP felt that at least 40 members of Wycombe District Council were currently in receipt of a special responsibility allowance. In light of the HMRC guidance outlined in the above paragraph, the Panel wished to recommend that no more than 40% of Members of the Council should receive this allowance. The IRP did wish to maintain the current arrangement that only one special responsibility allowance should be paid (the highest) where a member may qualify for more than one.

#### **4. SUMMARY OF RECOMMENDATIONS**

4.1 The IRP noted the relevant statutory regulations and legislative framework, when considering its recommendations arising from the current review of allowances. In addition, all documentation submitted, together with the verbal and written submissions received from Councillors were also taken into full account and considered in great detail. The IRP also noted that its recommendations were advisory.

4.2 The Panel wished to make clear that some of the recommendations made are as a result of representations made to them by Councillors.

4.3 The Panel’s conclusions and recommendations were as follows:

<b>No.</b>	<b>Issue</b>	<b>Recommendation &amp; Comments</b>
1	The level of the Chairman’s allowance.	The IRP recommend that the allowance for the Chairman of the Council should be the same as for the Leader of the Council and should not be more.
2	The Chairman’s allowance not to include travel expenses	The IRP recommend that the allowance should be for the role of Chairman and any travelling expenses incurred should be claimed in the normal way as for any member incurring expenses in their roles.
3	Establishment of a separate budget code ‘Chairman’s Office expenses’ and a portion of the Chairman’s allowance no longer be held back for expenses incurred during the year.	The IRP recommend this. This would result in greater transparency for the allowance - the Chairman would then receive all the published amount. The separate code will ensure no further ambiguity arises and that the costs incurred during the year are met from a specific code with nothing owed back to the Chairman at the end of the year.

4	The temporary levels implemented by the Leader of the Council (appendix 'A' to this report).	The IRP recommends that these levels be made permanent and the multipliers as set out within the Scheme be amended accordingly to reflect this.
5	No change to be made to the Basic Allowance.	The IRP recommends that the current level remains unchanged at £4660  The IRP also recommends that at the next meeting of the IRP, it should be asked to review this allowance bearing in mind, particularly, any submissions from Councillors showing a breakdown of their main councillor activities and associated time demands for say, two separate months during the intervening period.
6	Link to Officer pay	That the current position be retained.
7	Payment of no more than 1 SRA	Maintain the current provision of paying 1 SRA (the highest) only.
8	Number of SRA payments to Members	The IRP recommend that no more than 40% of Members should receive an SRA payment. (The Panel are mindful of the existing number of Members who receive SRA payments and the comments set out in the HMRC guidance document on members' allowances)
9	SRA payment for being a member of the Planning Committee	The IRP recommend that this be withdrawn from the Scheme and be replaced by number 10 below
10	SRA Payment of £50 per site visit attendance for members of the Planning Committee	The IRP recommend that this provision be introduced to the Scheme and replace the existing SRA payment to Planning Committee members to encourage attendance at site visits for planning applications.
11	SRA Payment of £50 per meeting attendance for Licensing Panel members	The IRP recommend that this provision be introduced to the Scheme, in light of the Panel meetings being in office hours and their length.
12	Carer's allowance	The level of the allowance be maintained at no less than the minimum wage, as it is from time to time.

**5. NEXT STEPS**

- 5.1 The comments and recommendations of the Panel will be referred to the next meeting of the Regulatory and Appeals Committee on 2 November 2015, with a view to a recommendation from that Committee being taken to full Council on 14 December 2015.

## APPENDIX A

**Schedule 1**

(NB: This is a working copy for the current IRP review and not the formal Scheme. It shows the temporary amounts put in place by the Leader and includes updated figures for the other Group Leaders).

1. The following are specified as the posts in respect of which special responsibility allowances are payable, and the amounts of those allowances:

	<b>£</b>
Chairman of the Council (plus £3,600 for costs associated with undertaking the role)	15,483
Vice-Chairman of the Council	2,580
Leader of the Council	14,200
Leader of the Labour Group*	1,631
Leader of East Wycombe Independent Party*	815
Leader of the Independent Group*	544
Deputy Leader of the Council	9,550
Cabinet Member for Economic Development & Regeneration	7,500
Cabinet Member for Community	7,500
Cabinet Member for Environment	7,500
Cabinet Member for Finance &	7,500
Cabinet Member for HR, ICT and Shared Services Support	7,500
Cabinet Member for Planning	7,500
Cabinet Member for Housing	7,500
Cabinet Member for Youth	7,500
Chairman of Improvement and Review Commission	3,495
Chairman of Planning Committee	4,660
Chairman of Regulatory and Appeals Committee	1,165
Chairman of Standards Committee	1,165
Chairman of Audit Committee	1,165
Chairman of Joint Staff Committee	1,165
Chairman of High Wycombe Town Committee	1,165
Chairman of Licensing Committee	1,165
Chairman of Personnel and Development Committee	1,165
Vice-Chairman of Improvement and Review Commission	1,165
Vice-Chairman of Planning Committee	1,165



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Vice-Chairman of Regulatory and Appeals Committee	291
Vice-Chairman of Standards Committee	291
Vice-Chairman of Audit Committee	291
Vice-Chairman of High Wycombe Town Committee	291
Vice-Chairman of Licensing Committee	291
Vice-Chairman of Personnel and Development Committee	291
Member of Planning Committee (excluding Chairman, Vice-Chairman, Standing Deputies)	291
Deputy Cabinet Member	903
Members of Independent Remuneration Panel	27.87 per session + expenses
Independent Members – Standards Committee	£204.36

(\* - subject to the number of Members in the Group and in accordance with the formula set out in the Scheme)

Leader of the Labour Group:	$(\text{No in group} \div \text{total no of Cllrs}) \times (\text{Basic Allowance} \times 3.5)$
Leader of the East Wycombe Independent Party	$(\text{No in group} \div \text{total no of Cllrs}) \times (\text{Basic Allowance} \times 3.5)$
Leader of the Independent Group:	$(\text{No in group} \div \text{total no of Cllrs}) \times (\text{Basic Allowance} \times 3.5)$

**APPENDIX B****Schedule 1**

2. The following are specified as the posts in respect of which special responsibility allowances are payable, and the amounts of those allowances:

	£
Chairman of the Council	19,100
Vice-Chairman of the Council	2,580
Leader of the Council	16,309
Leader of the Labour Group*	1,631
Leader of the Liberal Democrat Group*	2,446
Leader of the Independent Group*	544
Deputy Leader of the Council	11,649
Cabinet Member for Economic Development & Regeneration	9,319
Cabinet Member for Community	9,319
Cabinet Member for Environment	9,319
Cabinet Member for Finance	9,319
Cabinet Member for HR, ICT and Shared Services Support	9,319
Cabinet Member for Planning and Sustainability	9,319
Chairman of Improvement and Review Commission	3,495
Chairman of Planning Committee	4,660
Chairman of Regulatory and Appeals Committee	1,165
Chairman of Standards Committee	1,165
Chairman of Audit Committee	1,165
Chairman of Joint Staff Committee	1,165
Chairman of High Wycombe Town Committee	1,165
Chairman of Licensing Committee	1,165
Chairman of Personnel and Development Committee	1,165
Vice-Chairman of Improvement and Review Commission	1,165
Vice-Chairman of Planning Committee	1,165
Vice-Chairman of Regulatory and Appeals Committee	291
Vice-Chairman of Standards Committee	291
Vice-Chairman of Audit Committee	291
Vice-Chairman of High Wycombe Town Committee	291
Vice-Chairman of Licensing Committee	291
Vice-Chairman of Personnel and Development Committee	291
Member of Planning Committee (excluding Chairman, Vice-Chairman, Standing Deputies)	291
Deputy Cabinet Member	1,032

## APPENDIX C

**Ian Hunt**

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**From:** Ian Hunt  
**Sent:** 14 August 2015 11:21  
**To:** Full Members List  
**Cc:** CommitteeServices; Charles Meakings  
**Subject:** FW: Members Allowances - Review

Dear Councillor,

Just a quick reminder to my initial email below of 24<sup>th</sup> July, that if you would like to meet in person with the Panel or wish to make any written representations, please do let us know here in Committee Services ([Committeeservices@Wycombe.gov.uk](mailto:Committeeservices@Wycombe.gov.uk)) by no later than Friday 21<sup>st</sup> August.

Thank you to those Members who have let us know.

Many thanks  
Ian

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**From:** Ian Hunt  
**Sent:** 24 July 2015 13:55  
**To:** Full Members List  
**Cc:** CommitteeServices; Karen Satterford; Charles Meakings; Ian Westgate; Julie Openshaw  
**Subject:** Members Allowances - Review

Dear Councillor,

### Members Allowances – Background

As you will be aware, the Council has a Members Allowance Scheme, which sets out all the allowances paid to Members. Each member receives the same basic allowance, can claim travelling expenses, and the scheme also provides for the payment of special responsibility allowances for positions held such as Chairman of Council, Leader, Deputy Leader, Cabinet member, Committee Chairman and Vice-Chairman etc.

Members Allowances Schemes for all local authorities are governed by The Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations set out the allowances that can be made – e.g. that the basic allowance shall be the same for every Member, etc.

The Regulations also state that every local authority shall have an Independent Remuneration Panel (IRP) who should undertake periodic reviews of the allowances. At least one review should take place every 4 years and it is good practice to undertake one every two years.

The last review here at WDC was in the summer of 2013, and it was agreed by Full Council at that time, that the next review should be held in the summer of 2015, after the District Council Elections.

To this end, I write to inform you that the next review is about to commence.

### Process For A Review



Following a review, the IRP produce a report, which sets out how they undertook their review, who they spoke to, the documents they considered and any other issues they took into consideration. The report will then set out recommendations to the Council to consider.

The Council's Constitution provides for the IRP's recommendations to be considered by the Regulatory & Appeals Committee. The Committee, in turn, consider the IRP's recommendations and refer their views on to Full Council (it is Full Council who have the ultimate power to amend the Members Allowances Scheme).

The IRP is an independent, advisory body and can only make recommendations. The Council is not duty bound to accept these recommendations, but it must take note of them and respond to them – it can accept, reject or amend any recommendations presented to it.

### The Current Review

In accordance with previous reviews, the IRP has given notice that it wishes to invite any Member to make **representations to** them on the allowances and their levels, etc – the IRP will be meeting on **Monday 7<sup>th</sup> September** and wish to invite any Member to come in person to speak with them about any views or representations they wish to make on the morning of 7<sup>th</sup> September (from 10.30am). The IRP is also willing to accept any written representations.

The IRP is particularly keen to hear from and meet with newly elected Members for their views.

If you would like to meet in person with the Panel or wish to make any written representations, please do let us know here in Committee Services ([Committeeservices@Wycombe.gov.uk](mailto:Committeeservices@Wycombe.gov.uk)) by no later than Friday 21<sup>st</sup> August.

At this stage, it is proposed that any recommendations from the IRP's review will be presented to the Regulatory & Appeals Committee at their meeting on 12<sup>th</sup> October 2015.

For your information, a copy of the existing Members Allowances Scheme is available on the Council's web site.

<https://councillors.wycombe.gov.uk/ecSDDisplay.aspx?NAME=Part%204%20-%20Members%20Allowances%20Scheme&ID=207&RPID=30408763&sch=doc&cat=12933&path=12933>

Please do not hesitate to contact me and colleagues in Committee Services if you have questions or queries.

Many thanks  
Ian

Ian Hunt  
Democratic Services Manager  
Wycombe District Council  
Queen Victoria Road  
High Wycombe  
HP11 1BB

[www.wycombe.gov.uk](http://www.wycombe.gov.uk)

# Regulatory & Appeals Committee Minutes

Date: 2 November 2015

Time: 7.00 - 8.30 pm

**PRESENT:** Councillor J A Savage (in the Chair)

Councillors K Ahmed, M C Appleyard, Mrs L M Clarke OBE, A D Collingwood, M Hussain JP and D Knights, Miss S Brown, R Farmer, A R Green, I L McEnnis and Ms J D Wassell

## 7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms A Baughan, S Broadbent, C Etholen, R Gaffney and B Pearce.

## 8 MINUTES

**RESOLVED:** That the minutes of the previous meeting of the Regulatory and Appeals Committee held on 8 July 2015 be confirmed as a correct record and signed by the Chairman.

## 9 DECLARATIONS OF INTEREST

No declarations of interest were received.

The Presenting Officer clarified that no dispensations were required to take part and vote at this meeting. Under the terms of the Localism Act 2011, it was deemed that Members had a non disclosable pecuniary interest in the subject matter under consideration.

## 10 MEMBERS' ALLOWANCES REVIEW

A report was submitted which requested that the recommendations from the independent Remuneration Panel (IRP) be considered and determined following the recent review having taken place with regard to Members Allowances. These recommendations were detailed in paragraph 8 of the report.

The report stated that the IRP had been appointed under the Local Authorities (Members Allowances) (England) Regulations 2003 to consider and report upon its findings with regards to its views on the terms and conditions of the Allowances Scheme.

The report also stated that the Panel had met in July and September of this year to consider amendments to the scheme of Members' allowances and several other associated issues. Previous reviews had also taken place in 2008, 2010 and 2013. The subsequent report from the current review was attached at Appendix 1 to the report. This detailed the methodology and process adopted by the IRP together with the data and documentation considered as part of the review.

In accordance with regulations, notice of the IRP report had been made public, whilst simultaneously being circulated to all Members of the Council.

All Members had been invited to submit representations to the Panel, indicating whether they also wished to make any representations in person. All the representations received were documented in the IRP's report. The current temporary levels and amounts put in place by the Leader of the Council were attached at Appendix A to their report, whilst the formal scheme was attached at Appendix B.

Members were reminded that the recommendations from the IRP were of an advisory nature and as such could be accepted, rejected or amended as was felt to be appropriate. The recommendations as agreed at this meeting would then proceed to Full Council for endorsement on 14 December.

Members deliberated in some considerable detail on the recommendations before them, which they considered each at a time making the following comments:

**Recommendation 1 - Rejected** – Chairman's Allowance to be same as Leader and should not be more – It was the majority view that the level of the Leader's allowance should be set at a higher level than that of Chairman. However, it was agreed that a sub-committee should be established to undertake further work on the levels for the Leader & Chairman, which would report back to the Regulatory and Appeals Committee with its recommendations.

**Recommendation 2 - Agreed** – Chairman's allowance to exclude travel expenses – Any expenses should be claimed in the usual way as for any Member incurring expenses.

**Recommendation 3 - Agreed** – Establishment of a separate budget code for Chairman's Office expenses and a portion not be held back for expenses incurred during the year. It was also recommended that £3,600 from the existing Chairman's allowance figure should be allocated to fund this budget code (Chairman's allowance therefore to be £15,500).

**Recommendation 4 - Rejected** – The temporary levels implemented by the Leader become permanent - It was felt that each Leader should retain the ability to make temporary changes to suit the composition of his/her Cabinet, providing the levels remained within the overall budget.

**Recommendation 5 - Rejected-** – The current level of the basic allowance which currently stood at £4660 remain unchanged – Members felt that there should be an increase in the basic allowance but that a sub-committee should be established to undertake further work on this matter and report back to the Regulatory and Appeals Committee with its recommendations.

**Recommendation 6 - Agreed** – Link to Officer Pay be retained – Members requested that it be made clear that this related to the national pay settlements.

**Recommendation 7 - Agreed** – Maintain the current provision of paying no more than 1 SRA (highest only) – Members agreed with this with the exception of also paying the SRA payment set out in 10 & 11 below should they be implemented. .

**Recommendation 8 - Rejected** – No more than 40% of Members should receive an SRA payment - It was felt that this was not enforceable due to the number of roles undertaken and also if additional SRA payments such as set out at 10 & 11 below were implemented.

**Recommendation 9 - Rejected-** SRA payments for Planning Committee Member to be withdrawn and replaced by 10 and 11 below - Members felt that the additional work and commitments of being a Member of the Planning Committee should be recognised and the current payment should remain in place.

**Recommendation 10 - Rejected at the current time** - SRA payment of £50 per site visit be provided replacing the existing payment to Planning Committee Members – The Committee felt that something should be put in place to recognise this but that further consideration was required and agreed that this was also a matter to be considered by a sub-committee and their recommendations be reported back to the Regulatory and Appeals Committee.

**Recommendation 11 - Rejected at the current time** – SRA payment of £50 per meeting attendance at Licensing Panel – It was the view that as this payment was based upon the length of the meetings being held in the daytime, there may potentially be others entitled to the same payment. As such this issue should be also within the remit of the Sub Committee to consider further and report back the Regulatory and Appeals Committee.

**Recommendation 12 Agreed** – The level of allowance be maintained at no less than the minimum wage – Members stipulated that this should be at no less than the minimum wage hourly rate.

**RECOMMENDED:** That



- a) The report of the Independent Remuneration Panel (IRP) on Members Allowances be noted and the Panel be thanked for its work;
- b) The Democratic Services Manager be authorised to amend the Scheme accordingly to reflect any agreed amendments;
- c) A Sub Committee be established comprising Cllrs Mrs Clarke OBE, Collingwood, Green and Knights to further explore recommendations 1, 5, 10 and 11 above, with a report back to the Regulatory and Appeals Committee with recommendations on the way forward;
- d) The level of the Leader's allowance be set higher than the Chairman's Allowance, and this be the subject of further work to be undertaken by the Sub Committee;
- e) The exclusion of travel expenses from the Chairman's Allowance be agreed;
- f) The establishment of a separate budget code for Chairman's Office expenses be agreed, and £3,600 be allocated from the current Chairman's allowance to set this code up;
- g) The temporary levels implemented by the Leader be not made as a permanent arrangement;
- h) The basic allowance for all Members should be increased, and that this be the subject of further work to be undertaken by the Sub Committee;
- i) The link to officer pay be retained in accordance with the national pay settlement;
- j) The payment of no more than 1 SRA be maintained, with the exception of numbers 10 and 11 set out above if they were implemented;
- k) The number of SRA payments being restricted to 40% of Members be rejected;
- l) Withdrawal of the SRA payment to Planning Committee Members be rejected;
- m) The introduction of a £50 attendance fee per site visits be rejected at the current time, and be further explored by the Sub Committee;

- n) The introduction of a £50 attendance fee per Licensing Panel be rejected at the current time, and be further considered by the Sub Committee;
- o) The Carer`s allowance be maintained at no less than the minimum wage hourly rate.

## **11 CHAIRMAN`S NOTE**

The Chairman thanked the Panel for its deliberations and for the detailed report produced.

He also stated that it was his view that the Panel Members should involve themselves in learning more about the role of the Councillor, and their interaction with officers. It was suggested that perhaps they could shadow the Councillors to appreciate the extent of their responsibilities prior to the next scheduled deliberations.

## **12 SPECIAL MEETING**

Members were in agreement that a Special meeting of the Committee should be held on Monday 7 December at 7pm. This was to be convened in order to consider the deadlines for Members` questions at Council.

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Chairman

### **The following officers were in attendance at the meeting:**

Ian Hunt                      - Democratic Services Manager  
Iram Malik                    - Democratic Services Officer

# Agenda Item 6.

## CONSTITUTION – PART 5H – SCHEME FOR THE ENROLMENT OF HONORARY ALDERMEN

**Officer contact:** Ian Hunt

Democratic Services Manager

DDI: 01494 421208

Email: [ian\\_hunt@wycombe.gov.uk](mailto:ian_hunt@wycombe.gov.uk)

**Wards affected:** None directly

### PROPOSED RECOMMENDATION TO COUNCIL:

That the proposed amendments to the Scheme for the Enrolment Of Honorary Aldermen (Part 5H of the Constitution), as set out in paragraphs 5 and 6 of the report be agreed, and the Democratic Services Manager be authorised to make the amendments.

#### Corporate Implications

1. Changes to the Constitution are made by Council, following recommendation from this Committee or Cabinet or another committee if appropriate. There are no financial implications arising from this report.
2. The proposals set out within this report propose amendments to the Scheme for enrolling Honorary Aldermen, which forms part of the Council's Constitution.

#### Executive Summary

3. This report sets out proposed amendments to the Council's Scheme for the enrolment of Honorary Aldermen.

#### Background and Issues

4. The operation of a scheme for Honorary Aldermen is governed by Section 249 of the Local Government Act 1972. Part 5H of the Council's Constitution sets out the Council's Scheme for the enrolment of Honorary Aldermen, and a copy is attached to this report as appendix A.
5. The Leader of the Council has requested that the Scheme be amended to state that there shall be a maximum of 10 Honorary Aldermen at any one time. Currently the Council has 10 Honorary Aldermen, and the Leader considers that this number should be a maximum for the Council. It is proposed that a new section (f) be inserted in paragraph 1 of the Scheme at appendix 'A', to read as follows: "That there shall be a maximum of 10 Honorary Aldermen at any one time".
6. It is also appropriate to tidy up other aspects of the Scheme. For example, under section 5, 'Privileges', references are made to the use of the Members' Room in the District Council Offices. It is proposed this is removed as there is no members' room in the Council Offices. In addition, references are also made to Honorary Aldermen receiving the Council Year Book and Diary, and it is also proposed that this is removed as these publications are no longer produced.

**Next steps**

7. The recommendations from the Committee will be considered by Full Council at their next meeting on 18 July 2016.

**Background Papers**

Council's Constitution – Part 5H.

## H. Scheme for the Enrolment of Honorary Aldermen

### 1. Procedure

- (a) Elections to the Roll of Honorary Aldermen will not take place every year, and nominations will only be accepted in exceptional circumstances and in accordance with the Council's agreed scheme.
- (b) Any name put forward must be proposed by a serving Member of Wycombe District Council and seconded by at least one other Member of the Council.
- (c) Any proposal must be submitted to the Chief Executive in writing, in order to enable informal discussion to take place with both Council Members and the proposed recipient.
- (d) If, following informal consultations, it appears to the Chief Executive in consultation with the Leader of the Council that there is majority support for the nomination he/she shall submit a report to the next Council meeting in order that the Council may indicate whether or not it wishes to offer election to the Roll of Honorary Aldermen to the proposed recipient.
- (e) Any election to the Roll of Honorary Aldermen will usually take place at a special Council meeting to be held immediately prior to the Annual Council meeting in May. However, if at least 5 Members of Council so request, an Extraordinary meeting of the Council may be called for the purpose of enrolment of an Honorary Alderman immediately prior to any Council meeting, following the Council signifying its agreement to such an offer, and the proposed recipient signifying his consent, as set out in (e) above.

### 2. Qualifications Required for Enrolment

- (a) The Council may, in accordance with Section 249 of the Local Government Act 1972, and the provisions of this scheme, elect a person to the position of "Honorary Alderman".
- (b) An Honorary Alderman shall enjoy only those rights or privileges conferred by Section 249 of the Act and this scheme.
- (c) The Head of Democratic, Legal and Policy Services shall keep a list to be called "The Roll of Honorary Aldermen" of those who have been elected to the position of Honorary Aldermen. Such list shall be printed in the Year Book and Diary issued by the Council.
- (d) A person shall be deemed eligible to be enrolled as an Honorary Alderman provided that the person:
  - is not a serving Member of Wycombe District Council
  - has served as a Member of the District Council for at least 15 years in total
  - has given exceptional service during that period.

### 3. Method of Enrolment

- (a) No person who has one or more of the above qualifications shall be enrolled automatically as an Honorary Alderman but only in accordance with the procedure set out above.

- (b) Formal election to the Roll of Honorary Alderman shall be by a resolution of the District Council passed by not less than two thirds of the Members present and voting thereon at a meeting of the Council specially convened for the purpose with notice of the object.

#### **4. Withdrawal of the title and its privileges**

- (a) The position of Honorary Alderman is awarded for exceptional service and is a non-political role. As such the Council considers that it is inconsistent for an Honorary Alderman to be politically active. In the event of an Honorary Alderman seeking election to the District Council, or any other Council within the area, he or she shall, from the time this scheme is adopted, cease to hold the position of Honorary Alderman if he or she is still standing as a candidate immediately following the deadline for withdrawal of candidature. At that time the entitlement to such rights and privileges attached to the position of Honorary Alderman shall cease automatically. The Chief Executive shall delete the name of the person concerned from the Roll of Honorary Aldermen and advise that person accordingly.
- (b) It shall be competent for the Council in any other particular case to withdraw the title of Honorary Alderman and the attached rights and privileges. Such withdrawal of the title shall be by way of formal motion to a meeting of the full Council, (the summons to which contains special notice that such withdrawal is proposed and the reason therefor) and subsequent resolution of the Council passed by not less than two thirds of the Members present and voting thereon at the meeting of the Council. On the passing of such resolution, the Chief Executive shall delete the name of the person concerned from the Roll of Honorary Aldermen and advise that person accordingly.

#### **5. Privileges**

An Honorary Aldermen shall be entitled to the following rights and privileges:

- To enjoy the courtesy title of Alderman and to be so addressed.
- In the event of the Council deciding to give some badge or emblem to Honorary Aldermen, to wear such badge or emblem on civic occasions.
- At each meeting of the Council to have seats reserved in the public gallery for the use of Honorary Aldermen.
- Use of the Members' Room in the District Council Offices.
- To receive a copy of each Council summons and a copy of the Council Year Book and Diary.
- To receive invitations to all civic and social events to which Members of the Council are invited.
- To walk in civic procession in a position immediately senior to serving Members.
- To be accorded the same honours on death by way of a Civic Funeral or Memorial Service as would apply in the case of a serving Member of the District Council.
- To enjoy such other privileges as the Council may confer upon them from time to time.