

AUDIT AND GOVERNANCE WORKING GROUP

COUNCIL REFERRAL

AGENDA

3rd September 2019

at

3.30pm

Council Chamber, Civic Centre, Hartlepool

MEMBERS: Ms Clare Wilson (Independent Chair) and Councillors S Akers-Belcher, Black, Hall, Hamilton, Harrison, Loynes and Ward.

1. Apologies for absence.
2. Declarations of Interest.
3. Council Referral:-
 - i) Introduction and Update (*Statutory Scrutiny Manager*)
 - ii) Allowances Paid to the Chair and Vice Chair of Council (*Director of Finance and Policy*)
4. Date and time of future meetings.

Audit And Governance Working Group

3rd September 2019 at 3.30pm
30th September 2019 at 2.00pm
2nd October 2019 at 5.00pm
3rd October 2019 at 3.00pm

The potential for further meetings in the week commencing 7th October should they be required.

AUDIT AND GOVERNANCE WORKING GROUP (COUNCIL REFERRAL)

3rd September 2019



Report of: Statutory Scrutiny Manager

Subject: COUNCIL REFERRAL - FUNDING OF ANY
ORGANISATION TO WHICH AN ELECTED MEMBER
IS AFFILIATED

1. PURPOSE OF REPORT

- 1.1 To progress consideration of the formal referral from Council in relation to 'funding of any organisation to which an elected member is affiliated' and the additional items approved by the Audit and Governance Committee for consideration by the Working Group.

2. BACKGROUND INFORMATION

- 2.1 Council at its meeting on the 30th July 2019 received the following Motion and it was agreed that consideration of the issues raised be referred to an independently chaired Working Group of the Audit and Governance Committee for further investigation.

"Hartlepool's Labour Councillors request that this Council:-

1. Review its decision making procedures around the awarding of funding to any organisation to which an elected member is affiliated in a capacity, such as an employee, trustee or director.
2. Ensures that any organisation in receipt of funding from Hartlepool Borough Council in excess of £1000 in total per annum be subject to stringent processes of auditing and reporting with an additional requirement to submit full accounts, prepared and audited by an independent qualified accountant to Hartlepool Borough Council at the end of each financial year within which local authority funds have been received.
3. Makes known its systems and processes for ensuring and evaluating 'value for money' relating to the funding provided to individual organisations and makes public the results of any and all such evaluations on an annual basis."

Signed: Councillors Howson, Lindridge, C Richardson, Prince and Hamilton."

- 2.2 The Audit and Governance Committee, at its meeting on the 15 August 2019, consider the referral from Council and agree the following arrangements.

3. MEMBERSHIP OF THE WORKING GROUP

- 3.1 The membership of the Working Group will consist of all Members of the Audit and Governance Committee, with the exception of Parish representatives as they are appointed to the Committee solely for consideration of Parish related issues. Meetings of the Working Group are, however, to be open to all members of the public to attend.
- 3.2 Consideration was also given to any potential conflicts of interest for Members who are affiliated (employee, trustee or director) to organisations that receive Council funding. No declarations were received by the Members of the Audit and Governance Committee which would preclude them from sitting on the Working Group.

4. CHAIR FOR THE WORKING GROUP

- 4.1 In accordance with the wishes of Council, the Working Group is to be chaired by an independent individual. Hartlepool Borough Council appoints Independent Person's (IP's) to fulfil its standards responsibilities under the Localism Act 2011 and it was agreed that Clare Wilson (one of Hartlepool's IP's) be appointed as Chair of the Working Group.

5. PROCESS FOR CONSIDERATION OF THE REFERRAL

- 5.1 In identifying the evidence required by the Working Group to progress its consideration of the referral, it was agreed that the following evidence be provided and that schools expenditure would be excluded from the investigation :-
- i) How organisations are funded by the Local Authority.
 - ii) Which organisations are funded?
 - iii) The purposes for which funding is allocated.
 - iv) Monitoring arrangements in place to ensure that funding is used for the purpose intended.
 - v) Risks to the Local Authority.
- 5.2 The following additions to the proposed focus of the Working Group's investigation were identified, and agreed, by the Audit and Governance Committee at its meeting on the 15 August 2019:-
- i) The arrangements and procedures for approving and paying a Special Responsibility Allowance (SRA) and an additional Chair's Allowance. It should be note that the additional Chair's Allowance ended in May 2012; and
 - ii) A full impact assessment is needed to ensure that systems are robust and transparent, with particular emphasis as part of the investigation on processes in relation to:

- Council owned buildings (Inc. community buildings) occupied by outside bodies / organisations, on a social value basis, with specific evidence in terms of:-
 - The policy for allocation of buildings on a social value basis?
 - Which buildings are let, to which organisations and for what projects?
 - Letting arrangements for each building and organisation (payment arrangements for rents, rates and utilities)?
 - If any buildings are being sub-let (to who and for how much)?
- Ward Member budget spending, with specific evidence in terms of the process for the allocation of funds and monitoring to ensure its use for the purpose intended.
- The quality of Member Declaration of Interest forms.

iii) Feasibility of the introduction of a requirement for any organisation to which funding is given to be registered as a Charity or Company.

5.3 In addition to the above, the following representations were also received from Members and the requested information will be covered within the evidence identified in Section 2.6:-

- i) How much (HBC) money has been awarded to charities that have council members and staff working at said charities? When was the charity set up in relation to first payment made?
- ii) How many applications (or multiples) have been submitted even if below £1000! These should include links to Members employee's trustees and Directors to ensure transparency.
- iii) Have we provision to cross refer if more than one Member is linked to an application or multiple applications whether it be below or above the £1000 total.

6. TIMETABLE FOR INVESTIGATION

6.1 The proposed timetable for the review is as detailed below:-

Working Group - 3rd September 2019 at 3.30pm

To consider the additional issue accepted by the Committee in relation to the arrangements and procedures for approving and paying a Special Responsibility Allowance (SRA) and an additional Chair's Allowance. The Working Group to investigate:-

- i) How the payment of the above allowances were agreed, including arrangements in relation to taxation of these allowances.
- ii) What the Constitutional position is in relation to the payment of a second Special Responsibility Allowance (SRA).
- iii) How SRA's are approved and processed (including the period during Mayoral arrangements).

Working Group - 30th September 2019 at 2.00pm

To consider the referral, as made by Council, in relation to funding of any organisation to which an elected member is affiliated. The investigation to look at:-

- i) How organisations are funded by the Local Authority
 - ii) Which organisations are funded
 - iii) The purposes for which funding is allocated
 - iv) Monitoring arrangements in place to ensure that funding is used for the purpose intended
 - v) Risks to the Local Authority
- iv) A full impact assessment to ensure that systems are robust and transparent, with particular emphasis as part of the investigation on processes in relation to:
- Council owned buildings (Inc. community buildings) occupied by outside bodies / organisations, on a social value basis, with specific evidence in terms of:
 - The policy for allocation of buildings?
 - Which buildings are let, to which organisations and for what projects?
 - Letting arrangements for each building and organisation (payment arrangements for rents, rates and utilities)?
 - If any buildings are being sub-let (to who and for how much)?
 - Ward Member budget spending, with specific evidence in terms of the process for the allocation of funds and monitoring to ensure its use for the purpose intended.
 - The quality of Member Declaration of Interest forms.
- v) The feasibility of the introduction of a requirement for any organisation to which funding is given to be registered as a Charity or Company.

Working Group – 2nd October 2019 at 5.00pm - To continue consideration of evidence and discussion (if required).

Working Group – 3rd October 2019 at 3.00pm - To continue consideration of evidence and discussion (if required).

Working Group – Additional meetings will be convened in the week commencing the 7th October 2019 should they be required.

Audit and Governance Committee (additional meeting) - 24th October 2019 at 2.00pm - To consider the findings of the Working Group and approve for submission to Council.

Council (Extraordinary) - November 2019 - To consider the Working Group's Final Report. The report to be presented by the Independent Chair of the Working Group.

7. FOCUS OF TODAY'S MEETING

- 7.1 As part of the extended remit of the Working Group, today's meeting will consider the issue identified in relation to the arrangements and procedures for approving and paying a Special Responsibility Allowance (SRA) and an additional Chair's Allowance. To assist the Working Group in its consideration of the issue, and production of a response, a detailed report is included as the next item on the agenda for today's meeting.

8. RECOMMENDATIONS

- 8.1 That the Working Group consider the information provided and formulate a view in relation to the issues raised for inclusion in the formal response to the Council referral.
- 8.2 That the Working Group's response to the referral be submitted to Council following endorsement by the Audit and Governance Committee (as the Working Group's parent Committee).

BACKGROUND PAPERS

The following background papers were used in preparation of this report:-

- (a) Council reports and minutes – 30 July 2019
(b) Audit and Governance Committee report and minutes – 15 August 2019

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AUDIT AND GOVERNANCE WORKING GROUP



Date of meeting: 3rd September 2019

Report of: Director of Finance and Policy

Subject: ALLOWANCES PAID TO THE CHAIR AND VICE CHAIR OF COUNCIL

1. PURPOSE OF REPORT

1.1 To provide information in relation to allowances paid up to 2011/12.

2. BASIS FOR PREPARING REPORT

2.1 The report has been prepared on this basis of reviewing historic documents relating to previous Council/Committee decisions. As detailed in the report some of these decisions date back to May 1998.

2.2 In normal circumstances the report would also draw on the knowledge of the Chief Executive, Director of Finance and Policy and Chief Solicitor, as these officers have collective oversight of all payments to Members. However, these events either pre-date the appointment of current individuals to these posts, or in the case of the Director of Finance and Policy largely pre-date the period he had responsibility as section 151 officer:

- Chief Executive appointed to current post 01/06/2015 (and commenced employment with the Council 21/10/2013);
- Director of Finance appointed to current post 01/01/2017 and previously held position Chief Finance Officer from 01/04/2010;
- Chief Solicitor appointed to current post 01/04/2018.

3. BACKGROUND

3.1 The level of Basic Allowances and Special Responsibility Allowances are approved by Council following consideration of recommendations made by the Independent Remuneration (IRP) panel. The Allowances paid by the Council cannot exceed the amounts recommended by the IRP.

- 3.2 Special Responsibility Allowances (SRAs) are paid in recognition of additional responsibilities held by individual Members and only one SRA can be received, even if a Member holds more than one position eligible for a SRA. A specific SRA was and continues to be paid to the Chair of the Council. Historically no SRA was paid to the Vice-Chair of the Council and this continues to be the position.
- 3.3 As detailed later in the report separate allowances were also paid to the Chair and the Vice Chair of the Council up until May 2012 when these allowances ended. These allowances were not based on recommendations made by the IRP and were calculated with reference to a decision made in 1998. Further information is provided later in the report.

4. **GOVERNANCE ARRANGEMENTS**

- 4.1 To provide context for this report the Council has operated the following Governance arrangements;
- 'Traditional' Committee System - 47 Councillors
 - Mayoral System 47 Councillors plus elected mayor
 - 'New' Committee System – 33 Councillors
- 4.2 Under all Governance systems the Council has, based on recommendations made by successive IRP's, paid Basic Allowances and SRA's and the annual costs are summarised below:

	Governance System	£'000
2001/02	Traditional Committee System	232
2002/03	Transition from Traditional Committee System to Mayoral system	299
2003/04	Mayoral System	328
2004/05	Mayoral System	328
2005/06	Mayoral System	345
2006/07	Mayoral System	376
2007/08	Mayoral System	426
2008/09	Mayoral System	442
2009/10	Mayoral System	443
2010/11	Mayoral System	442
2011/12	Mayoral System	434
2012/13	Mayoral System	336
2013/14	Transition from Mayoral to New Committee system	269
2014/15	New Committee System	264
2015/16	New Committee System	270
2016/17	New Committee System	269
2017/18	New Committee System	315
2018/19	New Committee System	326

4.3 The previous table shows that:

- the annual cost of the new Committee System in 2018/19 of £326,000 is significant less than the annual cost of the Mayoral System, which exceeded £440,000 per year over the period 2008/09 to 2011/12;
- if the Mayoral system had continued the total cost over the period 2014/15 to 2018/19 would have been £2.170m (i.e. 5 years at £434,000 per year), compared to an actual cost over this period of £1.444m. Therefore, over a five year period the new Committee system has cost 33% less than continuing a Mayoral System – a cumulative saving of £726,000.

5. SRA PAID TO THE CHAIR AND VICE CHAIR OF THE COUNCIL

- 5.1 In accordance with recommendations made by the Independent Remuneration Panel (IRP) and approved by Council the SRA for the Chair of Council was set at 100% of the Basic Allowance with effect from 1st April 2013, as detailed in **Appendix A – Council Report 11th April 2013**.
- 5.2 Prior to the above date the Council had approved the SRA for the Chair of Council recommended by the IRP of 80% of the Basic allowance, as detailed in **Appendix B – Council Report 11th February 2010**. A review of documents confirms that this SRA level was paid since 2004, as detailed in **Appendix C – Extract from Constitution 01.07.2004**.
- 5.3 The IRP had not recommended a SRA for the Vice Chair of Council. Therefore, no SRA has been paid to the Vice Chair of Council.

6. OTHER ALLOWANCE PAID TO THE CHAIR AND VICE CHAIR OF THE COUNCIL

- 6.1 The Chair and Vice Chair of Council also received an additional 'Chair and Vice Chair of the Council' allowance. This terminology is consistent with the publication description detailed in section 8. These allowances were also sometimes referred to as the 'Mayoral and Deputy Mayoral Allowance'. The value of these allowances were calculated in accordance with a decision made by the Policy Plenary Committee on 29th May 1998:
- **Appendix D – Report to Policy Plenary Committee 29th May 1998**
 - **Appendix E – Minutes of Policy Plenary Committee 29th May 1998**
- 6.2 The Policy Plenary Committee consisted of four Councillors and it is my understanding that the Council's Constitution delegated authority to the Committee to deal with specific issues, which enable the Committee to consider the issues detailed in Appendix D.
- 6.3 For Members information none of the individuals serving on the Policy Plenary Committee in May 1998 are currently serving Councillors and three of these former Councillors have sadly passed away.

- 6.4 The report to the Policy Plenary Committee provided details of the situation in relation to the Mayoral and Deputy allowances and their taxable status, which appears to have been uncertain owing to an ongoing and long standing national review by the Inland Revenue. This uncertainty was exacerbated by the discretion operated by Local Tax Inspectors which delegated more responsibility than is currently the case to these officers in relation to application of tax regulations.
- 6.5 The report then outlined the options available to the Council and the Policy Plenary Committee recommended:
- That Members agree to a strategy of maintaining the net value of Mayoral Allowances, paid to the Mayor and Deputy Mayor, should the allowances be deemed to fall within the scope of PAYE.
- 6.6 On the basis of this Committee decision the allowances paid to the Mayor and Deputy Mayor were grossed up and tax and national insurance were then deducted. It has not been possible to find any evidence who made this decision and why it was made. A possible reason for this approach was to ensure the Council accounted for these statutory deductions, whilst maintaining the net value of payments to the individual Councillors, as approved by the Policy Plenary Committee.
- 6.7 Whilst such a situation cannot re-occur as these allowances are no longer paid, such a situation would under the current Governance arrangements be reported to the relevant Committee for a decision. This comment should in no way be seen as a criticism of the decision made in 1998 as different governance arrangements were in place at that time.

7. REVIEW OF MAYORAL AND DEPUTY MAYORAL ALLOWANCES

- 7.1 As part of the 2011/12 budget proposals the Cabinet had initially proposed implementing beach safety savings of £31,000. This proposal was replaced with alternative savings, which included removal of the Mayoral and Deputy Mayoral Allowances of £11,000. The savings provided a small sum for a potential Special Responsibility allowances being recommended for the Vice Chair by the IRP. No such SRA has ever been recommended by the IRP.
- 7.2 The proposals by Cabinet to remove the Mayoral and Deputy Mayoral Allowances were considered by Scrutiny Co-ordinating Committee (SCC) on 14 January 2011. The SCC supported the alternative savings proposed by Cabinet and this position was reported to Cabinet on 24 January 2011 – as detailed in **Appendix F – Cabinet Report – SCC Formal Response to the Executive's Medium Term Financial Strategy (MTFS) 2011/12 to 2014/15.**
- 7.3 The removal of the Mayoral and Deputy Mayoral Allowances was then approved as part of the MTFS approved by Council. This change was implemented in May 2012 to coincide with the end of the Municipal year.
- 7.4 In accordance with the decision to remove the Mayoral and Deputy Mayoral Allowance the IRP were asked to review the role of the Vice Chair of the Council. As reported by the IRP to Council on 14 April 2011 – **Appendix G**

Report of the Independent Remuneration Panel they noted that the historic allowances, which the IRP referred to as the Chairman and Vice-Chairman Mayoral and Deputy Mayoral had been removed. The IRP considered whether an SRA should be allocated to the Vice-Chair of Council and determined that no SRA should be awarded, although temporary payment should be made when appropriate.

8. PUBLICATION ARRANGEMENTS

- 8.1 Local Authorities are required to include details of the total allowances and expenses paid to Members within their annual statutory Statement of Accounts. For 2018/19 the other eleven North East councils complied with this requirement by providing details of the total amounts paid as Basic Allowances, Special Responsibility Allowance and expenses. Only Hartlepool exceeded this minimum requirement and provided detailed disclosure in the statutory Statement of Accounts for each individual Members of all allowances and expenses.
- 8.2 The approach adopted by the Council reflected the outcome of a review by SCC. At a meeting on 17th July 2009 the SCC considered a report reviewing the publication arrangements for Members allowances, expenses and attendances. The SCC report was considered at a time when there was an increasing national profile of expenses claimed by MPs and to a lesser extent Councillor Expenses. The SCC report made specific reference to the Council exceeding the statutory recording requirements as the record of payments made to individual councillors maintained by the Council also recorded details of:
 - Conference Travel;
 - Conference Subsistence;
 - Conference Fees;
 - Telephone Expenses;
 - Chair/Vice Chair of Council Allowance
- 8.3 SCC approved a number of recommendations for referral to Council as detailed in **Appendix H – SCC Minutes 17.07.2009**, including more detailed annual disclosure on Members Allowances within the Statement of Accounts.
- 8.4 The SCC recommendations were considered and approved by Council on 30.07.2009 as detailed in **Appendix I (Part 1) – Council Minutes 30.07.2009 and Appendix I (Part 2) – Report to Council from SCC.**
- 8.5 On the basis of the above recommendations the Council's annual Statement of Accounts has included a detailed schedule of Members Allowances and Expenses since 2008/09.
- 8.6 The disclosure for 2008/09 to 2011/12 included the separate identification of the Chair and Vice Chair Allowances, as detailed in the following Appendices:
 - **Appendix J – Extract from 2008/09 Statement of Accounts**
 - **Appendix K – Extract from 2009/10 Statement of Accounts**

- **Appendix L – Extract from 2010/11 Statement of Accounts**
- **Appendix M – Extract from 2011/12 Statement of Accounts**

8.7 Prior to 2008/19 the Council's Statement of Accounts only included the total value of Members Allowances and Expenses, which complied with the statutory requirements. However, the Council did publish significantly more information in Hartbeat as detailed in the following Appendices

- **Appendix N – Extract from Hartbeat for 2008/09 Financial Year -**
- **Appendix O – Extract from Hartbeat for 2006/07 Financial Year**
- **Appendix P – Extract from Hartbeat for 2005/06 Financial Year**

8.8 Only the Hartbeat disclosure for 2008/09 included the separate identification of the Chair and Vice Chair Allowances. I have been unable to locate a copy of Hartbeat for 2007/08.

9. CONCLUSION

9.1 The 'additional' allowances paid to the Chair and Vice Chair of Council were last paid in 2011/12 (part year payment covering 1st April 2012 to 24th May 2012). A review of historic information and reports to Committees / Council has been completed to determine the basis for these payments. The payment to the Chair was in addition to the SRA approved for this role. No SRA has ever been recommended by the IRP for the Vice Chair of Council, therefore no such allowance has ever been paid.

9.2 The Council's current Constitution is clear that only one SRA can be received by a Councillor, even if they hold more than one position eligible for a SRA. However, the previous Constitution applying up to 2011/12 was not clear in relation to the payment of the SRA to the Chair and the 'additional' allowance. Based on the evidence presented in this report it appears that the 'additional' allowance was not deemed to be a SRA and therefore the Chair received both these allowances.

9.3 On the basis of the information presented in this report the rationale for this conclusion seems to have been based on:

- The historic decisions regarding the 'additional' payment dating back to the Policy Plenary Committee on 29th May 1998; and
- The fact the amount was not determined and recommended by the IRP, but was subject to separate determination.

9.4 The report shows that for the financial years 2008/09 to 2011/12 the Council's Statement of Accounts provided a detailed schedule of payments to individual Councillors, including all allowances paid to the Chair of the Council. This level of disclosure was approved by Council on 30th July 2009 in response to a recommendation referred by SCC.

- 9.5 The schedule in the Council's Statement of Accounts identified the separate payments to the Chair and the Vice Chair over the period 2008/09 to 2011/12. In respect of the Chair the disclosure also identified the SRA paid. The Council supplemented this disclosure in Hartbeat by repeating the 2008/09 Statement of Accounts disclosure in full, including comparative total expenditure for 2007/08.
- 9.6 Reporting in relation to Members Allowances in 2007/08 and previous years in the Statement of Accounts complied with national accounting requirements applying at the time, which only required publication of the total paid to all Councillors. In 2005/06 and 2006/07 Hartbeat included details for each Councillor of payments for Basic Allowance, SRA's and travel / subsistence allowances. The disclosure did not provide details of the 'additional' allowances paid to the Chair and Vice-Chair. I have not been able to establish why this was the case.
- 9.7 The report shows that the 'additional' allowances paid to the Chair and Vice Chair were removed in 2011/12 and that years' payment was only paid until the end of the Municipal year (24.05.2012).
- 9.8 The evidence set out in this report indicates that previous decisions in relation to the 'additional' allowances paid to the Chair and Vice-Chair can be dated back to the Policy Plenary Committee on 29.05.1998. On the basis of this evidence it seems reasonable to conclude that officers involved at the time (who no longer work for the Authority) acted in good faith in implementing these payments and accounting for income tax and national insurance contributions.
- 9.9 In conclusion there have been significant changes in the Council's governance arrangements over the last 18 years, including moving from a Mayoral to a 'new' Committee system in May 2013. These changes have also been accompanied by improvements in the publication of Members expenses, which since 2008/09 have been included in the annual Statement of Accounts, including all payments to the Chair and Vice Chair of the Council until 2011/12 when these payments ended.
- 9.10 It is hoped that the information in this report clarifies the decisions made over many years and provides the evidence to assure current Members and the public that previous decisions were made on the basis of information relevant at the time. However, the Council now has different Governance and decision making procedures which provide increased accountability.

10. RECOMMENDATIONS

- 10.1 It is recommended that Members:-
- i) Note the report;
 - ii) Consider the evidence presented in the report and determine whether they conclude that the payment of the additional allowances to the Chair and Vice Chair were made in accordance with the decision made

by the Policy Plenary Committee on 29.05.1998 and then withdrawn in accordance with the decision of Council as part of the 2011/12 budget process;

- iii) Note that the Council has always made the appropriate tax and NI deductions from all payments made to Councillors.
- iv) Note the table detailed in paragraph 4.2 shows that:
 - the annual cost of the new Committee System in 2018/19 of £326,000 is significant less than the annual cost of the Mayoral System, which exceeded £440,000 per year over the period 2008/09 to 2011/12;
 - if the Mayoral system had continued the total cost over the period 2014/15 to 2018/19 would have been £2.170m (i.e. 5 years at £434,000 per year), compared to an actual cost over this period of £1.444m. Therefore, over a five year period the new Committee system has cost 33% less than continuing a Mayoral System – a cumulative saving of £726,000.

11. REASONS FOR RECOMMENDATIONS

- 11.1 To enable the Working Group to determine the recommendations they wish to refer to full Audit and Governance Committee.

12. BACKGROUND PAPERS

- 12.1 Detailed in Appendices to report.

13. CONTACT OFFICER

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COUNCIL REPORT

11 April 2013

**Report of:** THE CHIEF EXECUTIVE**Subject:** Report of the Independent Remuneration Panel

Attached at Appendix A is the Independent Remuneration Panel's (IRP) report on Members' Allowances. Council's view and instructions on the IRP recommendations are requested.

Report of Independent Remuneration Panel

Council – 11 April 2013

1. Purpose of the Report

To inform Council of the Panel's review of the Basic and Special Responsibility allowances and their recommendations for the Council's scheme.

2. Background

The Independent Remuneration Panel was established to advise the Council on the level of Members Allowances under the Local Government Act 2000.

The Panel have made a number of reports to the Council over the years, reviewing various parts of the Members Allowances Scheme including Basic and Special responsibility allowances.

The Panel last reported to Council on 11th February 2010 and recommended annual indexation of the Basic and Special responsibility allowances in line with cost of living pay awards for Local Government Employees. This recommendation was approved by Council. As Members will be aware Local Government pay has been frozen since 1st April 2009, therefore the level of Basic and Special Responsibility Allowances currently being paid has remained unchanged since 1st April 2009.

In carrying out this review the Panel sought the views of the political parties.

3. Basic Allowance

The Basic Allowance is paid to all members of the Council and was last reviewed in 2010 with inflation updates in accordance with the local government pay award. It is currently £5,767 and has been frozen at this level since 1st April 2009, in line with the pay freeze for Local Government employees.

The Panel have undertaken a detailed review of the Basic allowances to reflect the implications of reducing from 47 to 33 Councillors in May 2012. The Panel was interested to ascertain whether there had been any major changes in responsibility as a result of the reduction in the number of Councillors. The panel also considered the impact of changing from a Mayoral system to a Committee system on responsibilities and workloads of individual Councillors.

The Panel was interested in the level of Basic Allowance paid by the other eleven North East Councils, which are all comparative single tier authorities (i.e. either unitary authorities or metropolitan authorities). This analysis involved comparing the Basic allowances paid by individual authorities and the population

per Councillor (based on the Department of Communities and Local Government 2012 Local Government Finance Settlement population figures), as summarised in the following table:

Summary of Basic Allowances paid by North East Councils

Authority	Number of Councillors	Number of Residents per Councillors	2012/13 Basic Allowance
			£
Durham	126	4,090	13,300
Northumberland	67	4,686	12,625
Gateshead	66	2,901	10,120
Redcar & Cleveland	59	2,332	9,500
Stockton	56	3,460	9,300
Newcastle	78	3,690	9,210
Sunderland	75	3,756	8,043
Darlington	53	1,927	8,027
North Tyneside	60	3,353	7,896
South Tyneside	54	2,834	7,226
Middlesbrough	49	2,889	6,130
Hartlepool	33	2,787	5,767
Average for North East Councils	65	3,226	8,929

The Panel also considered the Basic Allowance paid by seventeen other unitary authorities, which ranged from £5,999 to £12,129, with an average of £8,578 and an average number of Residents per Councillor of 3,800.

The Panel noted that the comparative information on Basic Allowances, whilst interesting, was subject to variation and therefore was not conclusive and provides one component to support the current review. It did note that for its size and expanse of responsibilities the Council's Basic Allowances was the lowest in the North East.

The Panel considered the information submitted by the political groups and individual Councillors on the work load impact of the reduction in the number of Councillors and considered that this was inconclusive.

The Panel also considered the implications of the Basic Allowance in attracting people to become Councillors and increasing diversity, including working age people who need an adequate allowance to compensate them for loss of earnings where they need to take unpaid leave from work, or to offset a loss of income if they are self employed, while undertaking duties as a Councillor. Taking all these factors into account the Panel recommend that the Basic Allowance of £5,767 should be increased by £250 per year for three years, commencing from 1st April 2013. The resulting Basic Allowances are summarised below:

- £6,017 payable from 1st April 2013;
- £6,267 payable from 1st April 2014;
- £6,517 payable from 1st April 2015.

The Panel noted that the recommended Basic Allowance payable from 1st April 2015 would still be the second lowest Basic Allowance in the North East and significantly lower than the current average for North East Councils, based on other Councils not changing their existing Basic Allowances.

4. Special Responsibility Allowances (SRA's)

Special Responsibility Allowances are paid to a number of Councillors who hold positions that have varying degrees of additional duties. These allowances are paid in addition to the Basic Allowance and are determined as a proportion of the Basic Allowance. Only one Special Responsibility Allowance can be received by an individual Councillor, even if they hold more than one position with a Special Responsibility Allowance. The current number and amounts of Special Responsibility Allowances are detailed in the table below:

	2012/13	
		Value of Basic allowance
Basic Allowance		£5,767

	Number of Councillors receiving SRA	Value of Special Responsibility Allowance	SRA %
Special Responsibility Allowances			
Chair of Council	1	£4,614	80%
Cabinet member *	3	£5,767	100%
Chair of Scrutiny Coordinating	1	£5,767	100%
Chair of Scrutiny Forum	4	£3,461	60%
Chair of Planning Committee	1	£5,767	100%
Chair of Neighbourhood Forum	3	£3,461	60%
Chair of Licensing Panel	1	£3,461	60%
Chair of Audit Committee	1	£1,152	20%
Majority Group Leader	1	£5,767	100%
Principal Minority group	1	£3,461	60%
Secondary Minority Group	1	£3,461	60%
Elected Mayor	1	£58,135	

* This is the current number of Cabinet Members. In previous years 7 SRA's have typically been paid to reflect the size of the Cabinet.

In considering the level of Special Responsibility Allowances to be recommended under the new Governance arrangements the Panel were provided with an explanation of the new arrangements, the similarities and difference to the Mayor system and comparative information on Special Responsibility Allowance paid by the other North East Councils.

The Panel recommend that the existing system of determining Special Responsibility Allowances as a proportion of the Basic allowance should be retained and linked to the recommended Basic Allowance detailed in section 3.

The Panel noted that under the new Governance arrangements the number of positions where a Special Responsibility allowance is required will reduce.

The recommended Special Responsibility allowances and reasons for these recommendations are detailed below:

Position	Recommended SRA	Basis for Recommendation
Policy Committee Chairs Children Services Adult Services Regeneration Services Neighbourhood Services	100% 100% 100% 100%	The panel consider that the Chair of the Policy Committees will have a similar role to that previously discharged by Cabinet Portfolio holders. Therefore, an SRA of 100% is recommended. The panel also considered the level of SRA's paid for similar roles in the other North East Councils.
Planning Committee	100%	No change in SRA as existing role continues and level of SRA is appropriate for responsibilities.
Licensing Committee	60%	As above
Chairs of Neighbourhood Forums (2 Chairs)	60%	As above
Audit & Governance Committee	70%	The panel considered the remit of existing responsibilities of Scrutiny Committee Chairs (current SRA 60%) and the Audit Committee (current SRA 20%), compared to the remit of the new Committee. The Panel noted that the Scrutiny role is more defined than the current, but consider the Audit Committee role increases. The recommended SRA therefore reflects the combined roles.
Finance & Policy Committee	300%	The panel agreed this is a new role combining some aspects of the elected Mayor's role as Chair of Finance & Policy Committee and the role of the Leader of the Council. The panel considered the demands of this role and the need to recommend an SRA which reflects the responsibility of the role, opens the role to all Councillors and the level of SRA in other North East Councils for similar roles.

Majority Group Leader	0%	The Panel noted that the Chair of the Finance and Policy Committee will be the Leader of the Majority Group Leader which removes the need to allocate the Majority Group Leader SRA of 100%.
Principal Group Leader	30%	On the basis of confirmation of the statutory provisions regarding the payment of a SRA to at least one group leader other than the majority group the Panel consider that this allowance should be reduced from 60% to 30%.
Secondary Group Leader	0%	The Panel also consider that the Secondary Group Leader allowance should not be paid. In the event of there being two opposition groups of the same size the Panel will review the position.
Chairman of Council	100%	The Panel recognise that the Chairman of the Council will have an increased role representing the Council as a result of the change from a Mayoral system to a Committee system, as some responsibilities previously undertaken by the elected Mayor will be undertaken by the Chairman. In recognition of this position the Panel recommend increasing the existing SRA of 80% to 100%

Based on the above recommended Special Responsibility Allowance proportions and linked to the recommended Basic Allowance the annual recommended SRA payments are summarised below:

			2013/14 £	2014/15 £	2015/16 £
Basic Allowance			6,017	6,267	6,517
	Number of Councillors receiving SRA	SRA %	2013/14 SRA £	2014/15 SRA £	2015/16 SRA £
Chair of Finance and Policy Committee	1	300%	18,051	18,801	19,551
Chair of Council	1	100%	6,017	6,267	6,517
Chairs of Policy Committee	4	100%	6,017	6,267	6,517
Chair of Planning Committee	1	100%	6,017	6,267	6,517
Chairs of Neighbourhood Forum	2	60%	3,610	3,760	3,910
Chair of Licensing Committee	1	60%	3,610	3,760	3,910
Chair of Audit and Governance Committee	1	70%	4,212	4,387	4,562
Principal Minority group	1	30%	1,805	1,880	1,955

The Panel noted that owing to the significance of the changes in the Council's Governance arrangements that the Special Responsibility Allowances should be reviewed in 12 months to ensure they remain appropriate.

5. Financial Consideration – Advice of Chief Finance Officer

The Panel were advised that the recommended Basic and Special Responsibility Allowances would provide annual savings against the budget provision included in the Council's Medium Term Financial Strategy. The existing base budget was not reduced as part of 2013/14 budget proposals approved by Council in February 2013 as the Panel had not completed its review and therefore there was no agreed basis for reducing the budget.

The Panel requested that the Chief Finance Officer calculate the cost of the proposed Basic and Special Responsibility Allowances and include these details in this report. The following table summarises the annual savings against the existing base budget for Members Allowances, which covers the cost of Basic allowances, Special Responsibility allowances and employers national insurance contributions on these allowances. Individual Members pay tax and employees national insurance contributions on Basic and Special responsibility allowances.

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Budget	398	408	418
Forecast full year cost	275	287	298
Budget Saving *	123*	121	120

* This is the full year saving if the new Special Responsibility Allowances were paid for the full financial year. Assuming the Panel recommendations are approved the actual 2013/14 saving will be £118,000 after reflecting the payment of current SRA's until 6th May 2013 when the new Governance system becomes operational.

The Medium Term Financial Strategy noted that an in-year savings in the Members Allowances budget was anticipated to be achieved following the Panel's review. Full Council determined this amount should be used to repay the resources temporarily allocated from the 2012/13 outturn strategy to partly fund Ward Member 2013/14 budget allocations.

6. Recommendations

The Panel makes the following recommendations.

a) That the Basic Allowance be increased by £250 per year for three years commencing from 1st April 2013, the resulting Basic Allowances are summarised below:

- £6,017 payable from 1st April 2013;
- £6,267 payable from 1st April 2014;
- £6,517 payable from 1st April 2015.

b) That the Special Responsibility Allowances continue to be calculated as a proportion of the basic allowance and following amounts be approved as detailed Special Responsibility Allowances;

		2013/14 £	2014/15 £	2015/16 £
Basic Allowance		6,017	6,267	6,517

	Number of Councillors receiving SRA	SRA %	2013/14 SRA £	2014/15 SRA £	2015/16 SRA £
Chair of Finance and Policy Committee	1	300%	18,051	18,801	19,551
Chair of Council	1	100%	6,017	6,267	6,517
Chairs of Policy Committee	4	100%	6,017	6,267	6,517
Chair of Planning Committee	1	100%	6,017	6,267	6,517
Chairs of Neighbourhood Forum	2	60%	3,610	3,760	3,910
Chair of Licensing Committee	1	60%	3,610	3,760	3,910
Chair of Audit and Governance Committee	1	70%	4,212	4,387	4,562
Principal Minority group	1	30%	1,805	1,880	1,955

c) Note that the Special Responsibility Allowances will be reviewed by the Independent Remuneration Panel in 12 months.

Report of the Independent Remuneration Panel

Council – 11 February 2010

1. **Background**

The Independent Remuneration Panel was established to advise the Council on the level of Members Allowances under the Local Government Act 2000.

The Panel have made a number of reports to The Council over the years, reviewing various parts of the Members Allowances Scheme including Basic and Special responsibility allowances.

Whilst there are annual indexing facilities built into the Panels recommendations the Panel have a three year review programme of the basis of allowances to ensure that they are robust and fit for purpose.

In carrying out this review the Panel sought the views of the political parties and the Mayor.

2. **Purpose of the Report**

To inform Council of the Panel's review of the basic and special responsibility allowances and their recommendations for the Council's scheme for the coming financial year.

3. **Basic Allowance**

The Basic Allowance is paid to all members of the Council and was last reviewed in 2006 with inflation updates in accordance with the local government pay award. It is currently £5,696. In 2006 the Panel undertook a major review of this allowance and in undertaking its current review was interested to ascertain whether there had been any major changes in responsibility or changes with other Councils. In looking at the level of the Basic Allowance the Panel noted that there was no support from the Mayor or the political groups for change at this time.

The Panel also considered the survey of all Local Authorities schemes which had been carried out by the Local Government Association. The Panel noted that the information on allowances, whilst interesting, was subject to such variation that it was not particularly helpful. It did note that for its size and expanse of responsibilities the Council's allowances were low.

The Panel also noted that the survey identified the average time spent by back bench Councillors was on average 20 hours per week. The panel noted that in terms of Hartlepool's scheme this broadly equated with an hourly rate in line with the national minimum wage.

Taking all these factors into account the Panel recommend that the Basic Allowance be maintained at its current level and increased in line with the Local Government Pay Award for the period April 2010-2013.

4. Special Responsibility Allowances

Special Responsibility Allowances are paid to a number of members who hold positions that have varying degrees of additional duties. This allowance is paid in addition to the basic allowance and is determined as a proportion of the basic allowance. The current number and amounts of Special Responsibility Allowances are detailed in the table below:

	2009/10	
		Value of Basic allowance
Basic Allowance		£5,696

	Number of Councillors receiving SRA	Value of Special Responsibility Allowance	SRA %
<u>Special Responsibility Allowances</u>			
Chair of Council	1	£4,549	80%
Cabinet member	6	£5,696	100%
Chair of Scrutiny Co - ordinating	1	£5,696	100%
Chair of Scrutiny Forum	4	£3,418	60%
Chair of Planning Committee	1	£4,549	80%
Chair of Neighbourhood Forum	3	£3,418	60%
Chair of Licensing Panel	1	£2,278	40%
Chair of Contract Scrutiny Panel	1	£1,139	20%
Majority Group Leader	1	£5,696	100%
Principal Minority group	1	£3,418	60%
Secondary Minority Group	2	£3,418	60%
Elected Mayor	1	£57,559	

The Panel also noted the LGA survey, but found the level of variability even more unhelpful in making any meaningful comparisons with other authorities. The Panel instead considered the following factors.

- Responses of the Political Parties
These generally supported the status quo although some amendments were suggested. One involved allowing members to claim for internet access where members are not connected through the Council's arrangements, in a manner

similar to the current arrangements for telephones. The Panel noted this together with comments from Officers that the Council had a policy and rollout programme for connection to the Councils network. After consideration they supported this and determined not to make any recommendations to change the scheme in this regard. Another suggested a review of the allowance for Licensing Committee. The Panel were mindful of the changes that had occurred in this area previously and the appropriateness for review.

- **Structure for Review**

The Panel requested and considered a framework for consideration based on Decision Making responsibility, Involvement of the Public and length of time/frequencies of meetings.

In reviewing the special responsibility allowances the Panel were of the view that the majority of the allowances were appropriate, however they considered some positions in more detail.

- **Chair of Audit Committee**

The Panel noted that no responsibility allowance was included in the Council's scheme for this post. The Panel noted that this was a relatively new post and one that was increasing in importance, particularly since in the Icelandic banking incident and the emerging role of the Audit Committee in Treasury Management. The panel noted that these changes had not yet been clarified in the new guidance and codes of practice that were expected early in the New Year. In the light of this the Panel determined that whilst it was sympathetic towards recommending a new allowance for this post it was of the view that the extent of the role was insufficiently determined to allow it to come to a conclusion on the amount. It therefore determined to review this in twelve months time.

- **Licensing Committee**

The Panel noted that on occasion this was an area of significant public contention. The nature of the Committee's work had changed since the Panel made its initial recommendations. The current allowance is based on a 40% weighting. The panel noted the frequency of meetings and the responsibility of dealing with the public on contentious issues together with the decision making responsibility. They were mindful to draw comparisons with the role of neighbourhood forums and consider a similar level of allowance. Accordingly the Panel recommend an increased weighting to 60%. This would equate to an increase of £1,140.

- **Planning Committee**

Although this had not been brought to their attention when representations were made the Panel were mindful that the basis of the role and nature of the committee had become significantly more contentious since the initial determination of weighting, carrying with it, decision making responsibility and dealing with the public on contentious and difficult issues. The current weighting is 80% and this is low in comparative terms with other schemes but also more importantly with other responsibility allowances in the Council's scheme. The Panel also noted that whilst there are a significant number of Planning decisions delegated to officers there is a need for the the postholder to be aware and

oversee these, which took a significant time commitment that was not formerly reflected. Accordingly the Panel recommend increasing the weighting to 100%. This would equate to an increase of £1,147.

- **Contract Scrutiny Committee.**
The Panel noted that it had reviewed this allowance last year and determined at that time to make no change but to review it in twelve months. That has now expired and accordingly the Panel have reviewed the allowance on the same basis as the above. The current weighting is 20%. The Panel noted the change in remit under which the committee had been working but remained of the view that there was insufficient difference from the previous arrangements to justify a change in the weighting.

The Panel noted that the changes above would marginally increase the cost of allowances by £2,287 per annum, this however could be contained within the existing budget provision for members expenses as the levels of other expenses had continued to fall. There would therefore be no additional budget required for these small changes.

5. Membership of the Panel

There has been a further resignation from the panel's membership since the last report - Pam Eccles, who has been a member since its inception. The Panel welcomed the appointment of Ted Jackson, a new member who has filled a previous vacancy and wished to draw Council's attention that there remained 2 vacancies on the Panel which need to be filled. It should be noted that the quorum for the Panel is 3. The Panel's current membership is 3 which has caused some difficulties in arranging meetings and the Panel recommends that the 2 vacancies be filled as soon as practicable

6. Recommendations

The Panel makes the following recommendations.

- a) That internet costs not be made an allowable expense in the Council scheme.
- b) That the Basic Allowance be maintained at its current level, indexed to the Local Government Pay award for the three years commencing April 2010.
- c) That the Special Responsibility Allowances be maintained at their current levels with the following exceptions
 - That the Licensing special responsibility weighting be increased to 60% from April 2010..
 - That the Planning special responsibility weighting be increased to 100% from April 2010.
- d) That the Council appoints two new members to bring the Panel's membership up to strength.

3.2 The allowances that they are eligible to claim for are as follows:

- Travel
- Subsistence
- Financial loss

4 ENQUIRIES AND DISPUTES ABOUT ALLOWANCES AND EXPENSES

- 4.1 In the first instance Members should approach staff in the Members' Services Team with any queries about claims for allowances and expenses.
- 4.2 If a dispute arises about a specific claim it should be referred to the Civic and Ceremonial Officer. The Officer will be able to advise Members on the operation of the scheme for allowances and expenses and, as the Officer responsible for its day to day operation, is able to adjudicate in such circumstance. If the issue is not able to be resolved then the Corporate Services Officer should be approached.
- 4.3 If a member continues to be unhappy with a specific claim, the Chief Financial Officer should then be approached for a final resolution of the dispute.

5 DIRECTLY ELECTED MAYOR'S ALLOWANCE

- 5.1 The Independent Remuneration Panel recommended and the Council accepted the recommendation on the level of allowance payable to the Directly Elected Mayor from the 6th May 2002. The allowance will be inclusive of Basic Allowance and will be subject to an annual increase every April, starting in April 2003, on the basis of the cost of living increase paid to administrative and professional staff employed by the Council.
- 5.2 The inclusive annual rate payable from 6th May 2002 is £53,000.

Payment

- 5.3 This is payable monthly and will be paid directly into a bank account.

Tax and National Insurance & Pension

- 5.4 The allowance is subject to both tax and national insurance deductions and subject to regulations the allowance will also be pensionable.

6 BASIC ALLOWANCE

- 6.1 This allowance is payable to all Councillors and the following activities fall within its scope:
- All formal meetings of the Authority, a committee of the authority, the executive and all other duties undertaken on behalf of the authority
 - Meetings with officers
 - Meetings with constituents
 - Personal research
 - Informal meetings with other Members
 - Meetings of organisations outside the approved list
 - Political group meetings
 - Ward Surgeries

Rate

- 6.2 The current rate of Basic Allowance is £4,640 per annum.

Payment

- 6.3 This is payable either monthly or weekly in advance. It can either be paid directly into a bank account or by cheque.

Tax and National Insurance

- 6.4 The allowance is subject to both tax and national insurance deductions.

7 SPECIAL RESPONSIBILITY ALLOWANCE

- 7.1 This allowance is payable to Councillors who undertake specified additional duties as part of their role as a councillor. No more than one special responsibility allowance can be claimed by any one Member.

Rates

7.2 The rates of allowance payable to various postholders are:-

Cabinet Members/Executive Board Chair	£4,640
Chair of Council	£3,712
Neighbourhood Forum Chair	£2,784
Scrutiny Co-ordinating Committee Chair	£4,640
Scrutiny Forum Chair	£2,784
Planning Committee Chair	£3,712
Licensing Committee Chair	£1,856
Contracts Scrutiny Panel Chair	£ 928

Payment of Special Responsibility Allowance

7.3 This is payable either monthly or weekly in advance. It can either be paid directly into a bank account or by cheque.

Tax and National Insurance

7.4 The allowance is subject to both tax and national insurance deductions.

8 DEPENDANT CARERS ALLOWANCE

8.1 The Council has accepted the recommendations of the Independent Remuneration Panel in regard to the payment of a Dependant Carers Allowance in specific circumstances.

8.2 The allowance is only payable, under Regulations made by Government in 2001 for specified duties which are:-

- A meeting of the Executive
- A meeting of a committee of the executive.
- A meeting of the authority
- A meeting of a committee or sub-committee of the authority.
- A meeting of any body to which the authority makes appointments or nominations, or a meeting of a committee or sub-committee of such a body.

- A meeting which has been both authorised by the authority, a committee or sub-committee of the authority or a joint committee of the authority, or sub-committee and to which representatives of more than one political group have been invited (or where the authority is not divided into political groups two or more Councillors have been invited).
- A meeting of a local authority association of which the authority is a member.
- Duties undertaken on behalf of the authority in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened.
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996.

8.3 This is a discretionary allowance which the Council has determined it is right and just to pay in appropriate circumstances. The following rates and rules apply to claims for this allowance.

8.4 The allowance applies to Members who incur expenditure for the care of children or dependant relations whilst undertaken the above duties. Claims are subject to:-

- A maximum rate not exceeding £4.10 per hour.
- Payment is claimable in respect of children aged 15 or under or in respect of other related dependants where there are medical or social care needs.
- A maximum of two weekly claims is allowed in respect of the household of each Member, subject to a maximum weekly cost of £30, except in special circumstances to be judged by the Council's Standards Committee.
- The allowance is paid as a reimbursement of incurred expenditure against receipts.
- The allowance will not be payable for care provided by a member of the claimant's own household or immediate family.

INDEX TO BACKGROUND PAPERS

COMMITTEE/SUB-COMMITTEE - POLICY PLENARY COMMITTEE

DATE OF MEETING - 29TH MAY, 1998

REPORT BY - CHIEF FINANCIAL OFFICER

SHEET NO 1 of

NO OF ITEM ON REPORT	TITLE/HEADING INDEX/PARA NO OF SCHED 12A EXEMPT/ CONF	PAGE NO OF ATTACHED
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5.1	TAXATION OF MAYORAL AND DEPUTY MAYORAL ALLOWANCES	

Page No.

LIST OF BACKGROUND PAPERS

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1. BACKGROUND

The purpose of this study is to determine the effect of the proposed changes on the system's performance. The study will be conducted in a controlled environment and will involve the use of a test plan and test cases.

2. OBJECTIVES

The objectives of this study are to determine the effect of the proposed changes on the system's performance, to identify any potential risks, and to provide recommendations for the implementation of the changes.

3. SCOPE

The scope of this study is limited to the proposed changes to the system's architecture. It will not cover the entire system or the implementation of the changes. The study will focus on the impact of the changes on the system's performance, including response time, throughput, and resource utilization. The study will also identify any potential risks associated with the changes and provide recommendations for the implementation of the changes.

4. METHODOLOGY

The methodology used in this study is a combination of analytical and experimental techniques. The analytical techniques include the use of a test plan and test cases to evaluate the system's performance. The experimental techniques involve the use of a controlled environment to measure the system's performance under various conditions.

MEETING	-	POLICY PLENARY COMMITTEE
DATE OF MEETING	-	29TH MAY, 1998
REPORT OF	-	CHIEF FINANCIAL OFFICER
SUBJECT	-	TAXATION OF MAYORAL AND DEPUTY MAYORAL ALLOWANCES

This item contains exempt information under Schedule 12A Local Government Act 1972, namely, information relating to a particular employee, former employee or applicant to become an office holder under the Council (paragraph 1).

1.0 PURPOSE OF REPORT

- 1.1 To advise Members of the current situation with regard to the taxation of the Mayoral and Deputy Mayoral allowances and recommend an appropriate strategy for the Council to adopt.

2.0 BACKGROUND

- 2.1 The situation in relation to the Mayoral allowances and their taxable status is not clear and unambiguous. The Council has no formal permission from the Inland Revenue for this allowance to be excluded from taxation. The subject has been under review at National level for some considerable time and pending the outcome of this review the Council has relied in recent years on an indication from officers of the Inland Revenue that allowances that were not excessive (if below £5,000) would not be taxed. Accordingly, the Council has paid this allowance gross, outside PAYE, although, given local discretion to Tax Inspectors, in some parts of the country amounts less than this have been deemed to be taxable. At this stage there is no indication that the situation is any nearer to being resolved nationally. The Mayoral Allowance each year is uplifted in line with inflation and for 1998/99 is to be £5,370. There is now a greater risk of the untaxed status being challenged, and therefore, I believe the Council should address this situation and prepare a strategy accordingly. The remainder of this report addresses the issues involved.

3.0 CURRENT SITUATION

- 3.1 The current situation is based upon the custom and practise that has existed for many years. Late last year the Department of the

Environment, Transport and the Regions (DETR) issued guidance notes on the general subject of Members Allowances, Taxation and Social Security Benefits. These notes represent the DETR's views of the current situation and although they do not deal specifically with the resolution of the issue at a National Level they do set out a reasonably concise view of the strict Inland Revenue position, in that:

- i) Members and Civic Dignitaries are to be treated in the same way as any other individual who holds office or is an employee.
- ii) Emoluments received from an office or employment are chargeable to Income Tax through PAYE.
- iii) Emoluments includes salaries, fees, other profits and allowances paid to cover expenses, unless those allowances do no more than reimburse expenses actually incurred, which are deductible for tax purposes. The following conditions must be met before expenses can be deducted for tax purposes:
 - a) Expenditure must be incurred;
 - b) Expenditure must be incurred in the performance of the office - it is not sufficient that it is simply relevant to or incurred in connection with the duties of the office;
 - c) The expenditure must be such that any holder of the office would be "necessarily obliged to incur it". The fact that it is expected is held not to be adequate.
 - d) The expenditure must be wholly and exclusively incurred in the performance of the office.

3.2 The above are particularly stringent tests and in practice rule out most items of expenditure. This is further emphasised by specific mention of clothing, which states that "no deduction can be given for expenditure by Civic Dignitaries on ordinary clothing". Therefore a deduction could only be given for expenditure on a recognisable uniform of office.

3.3 In relation to donations, if there is an element of personal choice over amount or recipient, then these are not eligible as deductions.

3.4 The above indicate that much, if not all, of the mayoral allowance is strictly taxable.

4.0 ALTERNATIVES

4.1 One alternative considered is that of splitting the Mayoral Allowance between the Mayor and Mayoress. It is doubtful whether any legal powers exist to support a payment direct to the Mayoress. A separate payment to the Mayoress would in any event need to be within PAYE, on the basis of the above. Although, in practice, because of the individual personal circumstances of the Mayoress' no Income Tax might be payable. This would set an adverse precedent for future mayors. In addition, it would highlight the difference in treatment of the Mayor and Mayoress' allowances and limit any argument the Council might advance in favour of the Mayor's Allowance being outside the scope of PAYE.

4.2 Dispensations are not appropriate in such circumstances as "round sum" allowances. Inspectors of Taxes can authorise payment of allowances without deducting PAYE were they are persuaded that the allowance is set at a reasonable scale and no more than reimburses expenses actually incurred. This is the custom that we have worked to previously. No additional allowance is likely until the position has been addressed nationally.

4.3 The way forward is perhaps to accept that at some stage the Mayoral Allowance might fall within the scope of PAYE, with the tax implications that will have on both the Council and individual mayors. In such circumstances the Council could either do nothing, leaving the Mayor at that time with a significant real cut in allowance or provide a commensurate increase in the allowance to maintain the same net allowance for the Mayor. If the latter course was adopted the Council would, in effect, be providing a guarantee to individual mayors for a tax liability in the future, as or when the Inspector of Taxes deemed the allowance to be excessive or the National position is resolved in an adverse manner.

5.0 CONCLUSION

5.1 Whilst splitting the Mayoral Allowance between the Mayor and Mayoress might give the ~~appearance of a solution, if legal, it would not provide a solution that would last.~~ The Council could opt to bring the Mayoral Allowance within the scope of PAYE from now and increase the allowance to maintain the "net" position. This, however, pre-empts the results of any national review. The most appropriate strategy would appear to be to continue on the basis that is currently in operation pending the results of the national review, but for the Council to approve a strategy to increase the allowance to maintain the net value of the allowance in any circumstances where the amount is deemed subject to PAYE.

5.2 In addition, the same strategy should also apply to the Deputy Mayor, as whilst the allowance is significantly less than £5,000, the 1998/99 allowance being £1,340, this allowance could also be subjected to PAYE.

5.3 To act as I have suggested would involve the Council in additional costs of around £1,600 p.a., although this would vary in reflecting the differing personal circumstances of individual mayors, rates of taxation etc.

6.0 RECOMMENDATIONS

6.1 That Members agree to a strategy of maintaining the net value of Mayoral Allowances, paid to the Mayor and Deputy Mayor, should the allowance be deemed to fall within the scope of PAYE.

POLICY PLENARY COMMITTEE

29TH MAY 1998

PRESENT: Councillor R Waller (Chairman)
Councillor Preece

Also present Councillor Burton as accredited substitute for Councillor Hart and Councillor Smith as accredited substitute for Councillor Watts.

Apologies for absence were submitted on behalf of Councillors Hart and Watts.

1. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED - That subsequent to minute no. 16 of the Special Council meeting held on 21st May, 1998, the following Members be appointed as the Council's representative on outside bodies, associations, boards and other Committees and authorities for the ensuing municipal year 1998/99:-

Age Concern Teesside Local Council of Ageing	(1)	Councillor D Bentley	
Alcohol Counselling Service Executive Committee	(1)		Nomination required - Lib/Dem nom
Cleveland Community Forest Steering Group	(3)		Chair of Environment Committee Chair of Leisure & Community Committee Councillor M Richardson
Cleveland Emergency Planning Joint Committee	(4)		Councillors: J Nixon M Watson R Flintoff S Griffin
Cleveland Police Liaison Group	(13)		Leader & Deputy Leader Chair of the following Committees:- Education Housing Leisure & Community Environment Social Service Contract Committee Leader of largest Opposition Party

		Councillors: J Nixon C Richardson M P Goosey J Watson
Council Bowls Tournaments	(1)	Councillor D Waller
Furness Seamen's Pension Fund Committee	(2)	Councillors: M Doyle G Worthy
Hartlepool Access Group - Management Committee	(2)	Councillor K H Reay Councillor S Griffin
Hartlepool Power Station - Community Liaison Committee	(5)	Chair of Housing Committee Chair of Licensing Sub-Committee Chair of Environment Committee Head of Public Protection Councillor J Nixon
Hartlepool War Memorial and Crosby Homes	(3)	Councillors: M Doyle A Groom G Worthy
Hartlepool Women's Aid (Management & Steering Committee)	(2)	Councillor Fleet Housing Officer or nominee
Local Joint Committee with Trade Unions	(11)	Leader & Deputy Leader Chair of Environment Committee Chair of Contract Committee Chair of Leisure & Community Committee Chair of Housing Committee Chair of Education Committee Chair of Social Services Committee Leader of largest Opposition Party Councillor C Richardson Councillor R Payne
National Association of Councillors		
General Management Committee	(1)	Councillor H Clouth
Northern Branch	(1)	Councillor H Clouth
North Eastern Sea Fisheries	(1)	Councillor Bentley (as observer)*
*1998/99 representative appointed by R. & C.		

North Eastern Purchasing Organisation	(3)	Chair of Resources Committee (Substitute - Councillor M Richardson) Vice-Chair of Resources Committee (Substitute - Councillor M Richardson) Chair of Support Services Sub-Committee (Substitute - Councillor M Richardson)
Owton Fens Community Association	(2)	Councillors: R Waller G Worthy
PATCH - Parent & Toddler Care at Home Management Committee	(1)	Councillor D Bentley
Racial Equality Council - Executive Committee	(1)	Councillor C Richardson (Substitute Councillor D Plews)
Racial Harassment Forum	(4)	Councillors: S G Hanson C Richardson D Plews M Goosey
Ropner Convalescent Home - Executive Committee	(1)	Councillor G Worthy
Tees & Hartlepool Port Authority Consultation Group	(7)	Leader Chair of Environment Committee 3 St Hilda's Ward Councillors Councillor S G Hanson Councillor D Waller
Teesside Council for Voluntary Services	(1)	Councillor M Goosey
Teesside International Airport Ltd Board of Management and Council Membership	(1)	Councillor B Hanson
Consultative Committee	(1)	Councillor D Bentley
The Studio - Management Committee	(3)	Councillors: D Bentley R W Payne D Plews

Waste Disposal Joint Client (5)
Committee

Chair & Vice-Chair

Environment Committee
Chair of Licensing Sub-Committee
(Substitute - Vice-Chair of
Licensing Sub-Committee)

Councillors:

S Fenwick
A Preece

2. MEMBERSHIP OF SUB-COMMITTEES

RESOLVED -

- (i) That further to Minute 18 of the Special Council held on 21st May 1998, the following Sub-Committees constituted with membership indicated in each case "mem-com".
- (ii) That Standing Order No 33 - Appointment of Chairman and Vice-Chairman of Committee - be suspended in that the Members indicated as Chairman and Vice-Chairman in each case be appointed to those offices.

POLICY COMMITTEE

(i) Early Retirement Sub-Committee

Councillor R Hart (V Ch)
Councillor A Preece
Councillor D Waller
Councillor R Waller (Ch)
Councillor R Watts
Councillor F Rogers

(ii) Better Government for Older People Sub-Committee (7:2:1)

Councillor M E Boddy
Councillor H Clouth (Ch)
Councillor K Clark
Councillor R Flintoff
Councillor S G Hanson
Councillor A Preece
Councillor F Rogers
Councillor B Smith (V Ch)
Councillor S Wallace
Councillor R Waller

RESOURCES COMMITTEE

(i) Support Services Sub-Committee (8:2:1)

Councillor B Carr
Councillor D R P Ferriday
Councillor M Fleet
Councillor M Goosey (V Ch)
Councillor J R Hart
Councillor E B Littlefair
Councillor S Mullins
Councillor J Nixon (Ch)
Councillor A Preece
Councillor K Reay
Councillor M Richardson

(ii) Performance Sub-Committee (9:2:2)

Councillor T W Burey
Councillor H Clouth
Councillor D R P Ferriday
Councillor M Fleet
Councillor M Goosey
Councillor S Griffin
Councillor J R Hart (Ch)
Councillor S Kaiser
Councillor S Mullins (V Ch)
Councillor J Nixon
Councillor A Preece
Councillor M Richardson
Councillor M Watson

ENVIRONMENT COMMITTEE

(i) Licensing Sub-Committee (8:2:1)

Councillor D Bentley
Councillor M E Boddy
Councillor V Burton
Councillor S C Close
Councillor M Doyle (V Ch)
Councillor R Flintoff
Councillor B Hanson
Councillor W H Iseley
Councillor M Watson (Ch)
Councillor R Watts
Councillor E Wright

(ii) **Development Control Sub-Committee (8:2:1)**

Councillor D Bentley
Councillor M E Boddy
Councillor V Burton (V Ch)
Councillor S C Close
Councillor M Doyle
Councillor R Flintoff
Councillor B Hanson
Councillor W H Iseley (Ch)
Councillor M Watson
Councillor R Watts
Councillor E Wright

(iii) **Social Transport Working Group**

Councillor D Bentley
Councillor K P Kelly
Councillor G Lilley (V Ch)
Councillor W H Stott
Councillor R Waller
Councillor J Watson
Councillor M Watson
Councillor R Watts (Ch)

(iv) **Economic & Transportation Sub-Committee (8:2:1)**

Councillor D Bentley (V Ch)
Councillor R Flintoff
Councillor W H Iseley
Councillor K P Kelly
Councillor G Lilley
Councillor D P Plews
Councillor K Reay
Councillor W H Stott
Councillor R Waller
Councillor J Watson (Ch)
Councillor R Watts

HOUSING COMMITTEE

(i) **Housing (North Area) Sub-Committee (8:2:1)**

Councillor V Burton
Councillor B Carr
Councillor S Fenwick
Councillor S Griffin (V Ch)
Councillor S Kaiser
Councillor K P Kelly
Councillor R Payne
Councillor C Richardson
Councillor B Smith
Councillor S Wallace (Ch)

Councillor E Wright

(ii) **Housing (South Area) Sub-Committee (8:2:1)**

Councillor T W Burey
Councillor V Burton
Councillor S C Close
Councillor M Doyle (V Ch)
Councillor R Flintoff
Councillor A Groom (Ch)
Councillor R Payne
Councillor M A Richardson
Councillor B Smith
Councillor M Watson
Councillor G Worthy

(iii) **Housing (Appeals and Review) Sub-Committee (8:2:1)**

Councillor V Burton
Councillor S C Close
Councillor S Fenwick
Councillor R Flintoff
Councillor S Griffin
Councillor R W Payne (V Ch)
Councillor M Richardson
Councillor B Smith (Ch)
Councillor S D Wallace
Councillor G Worthy
Councillor E Wright

SOCIAL SERVICES COMMITTEE

(i) **Resources and Operations Sub-Committee (8:2:1)**

Councillor C Barker
Councillor M E Boddy
Councillor H Clouth
Councillor M Fleet
Councillor S Griffin
Councillor A Groom
Councillor S Kaiser
Councillor J Lauderdale
Councillor C Richardson (Ch)
Councillor B Smith
Councillor I Todd (V Ch)

(ii) **Regulatory Activities Sub-Committee (8:2:1)**

Councillor C Barker
Councillor D Bentley (Ch)
Councillor M E Boddy
Councillor S C Close
Councillor H Clouth
Councillor S Fenwick

Councillor A Groom (V Ch)
Councillor J Lauderdale
Councillor K H Reay
Councillor C Richardson
Councillor I Todd

EDUCATION COMMITTEE

(i) **Appeals Sub-Committee (8:2:1)**

Councillor S G Hanson
Councillor J Lauderdale
Councillor G Lilley
Councillor E B Littlefair
Councillor D P Plews
Councillor C Richardson
Councillor F Rogers
Councillor I Todd
Councillor S D Wallace
Councillor D Waller (V Ch)
Councillor R Waller (Ch)

LEISURE AND COMMUNITY COMMITTEE

(i) **Community Support Sub-Committee (8:2:1)**

Councillor T W Burey
Councillor K Clark
Councillor M P Goosey (Ch)
Councillor A Groom
Councillor S G Hanson
Councillor J Lauderdale
Councillor S Mullins
Councillor J Nixon
Councillor D P Plews (V Ch)
Councillor F Rogers
Councillor G Worthy

3. REVIEW OF LOCAL GOVERNMENT FINANCE - DETR CONSULTATION PAPERS

The Chief Financial Officer reported that the Department of Environment, Transport and the Regions (DETR) had recently issued three consultation papers on local government finance relating to Improving Accountability (including capping), Business Rates and Capital Finance. Comments on these three papers were invited by 1st June, 1998 and copies of the consultation papers had been placed in the Members' Room. The report went on to detail the Chief Financial Officer's comments in relation to the three individual papers, on which he requested Members' approval prior to their being forwarded to the DETR as the response of this Council.

RESOLVED - That the comments set out in the report be approved as this Council's response to the three consultation papers issued by the Department of Environment, Transport and the Regions in relation to the review of local government finance.

4. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED - That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Act -

Minute 5 - Taxation of Mayoral and Deputy Mayoral Allowances
(para 1)

5. TAXATION OF MAYORAL AND DEPUTY MAYORAL ALLOWANCES

The Chief Financial Officer reported on the current situation with regard to the taxation of Mayoral and Deputy Mayoral allowances and submitted a strategy for the Council to adopt.

R WALLER

CHAIRMAN

CABINET REPORT

24 January 2011



Report of: Scrutiny Co-ordinating Committee

Subject: FORMAL RESPONSE TO THE EXECUTIVE'S
MEDIUM TERM FINANCIAL STRATEGY (MTFS)
2011/12 TO 2014/15 CONSULTATION PROPOSALS

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To provide the formal response of the Scrutiny Co-ordinating Committee in relation to the Executive's Medium Term Financial Strategy (MtfS) 2011/12 to 2014/15 consultation proposals.

2. SUMMARY OF CONTENTS

- 2.1 The report provides an overview of Scrutiny's involvement in the Authority's Budget setting process, together with their formal response to the Executive's Medium Term Financial Strategy (MtfS) 2011/12 to 2014/15 consultation proposals.

3. RELEVANCE TO CABINET

- 3.1 Cabinet are requested to consider the formal response of the Scrutiny Co-ordinating Committee in relation to the Executive's proposals, prior to determining their finalised proposals.

4. TYPE OF DECISION

- 4.1 Not applicable in this instance.

5. DECISION MAKING ROUTE

- 5.1 Cabinet (20 December 2010, 24 January 2011 and 7 February 2011), Scrutiny Co-ordinating Committee (14 January 2011 and 21 January 2011) and Council (10 February 2011).

6. DECISION(S) REQUIRED

- 6.1 That Cabinet considers the formal response of the Scrutiny Co-ordinating Committee.

CABINET REPORT

24 January 2011



Report of: Scrutiny Co-ordinating Committee

Subject: FORMAL RESPONSE TO THE EXECUTIVE'S
MEDIUM TERM FINANCIAL STRATEGY (MTFS)
2011/12 TO 2014/15 CONSULTATION PROPOSALS

1. PURPOSE OF THE REPORT

- 1.1 To provide the formal response of the Scrutiny Co-ordinating Committee in relation to the Executive's Budget and Policy Framework Proposals for 2011/12.

2. BACKGROUND INFORMATION

- 2.1 In December 2010, the Scrutiny Co-ordinating Committee considered the Executive's initial Medium Term Financial Strategy (MtfS) 2011/12 to 2014/15 Proposals. This resulted in the formulation of a Scrutiny response, which was considered by Cabinet on the 20 December 2010.
- 2.2 With due consideration of the comments and views presented by Scrutiny, Cabinet at its meeting on the 10 January 2011 finalised its Medium Term Financial Strategy (MtfS) 2011/12 to 2014/15 proposals. As part of the agreed consultation process, these finalised proposals were considered by the Scrutiny Co-ordinating Committee on 14 January 2011 (continued on the 21 January 2011) with a response to be presented to Cabinet on the 24 January 2011.
- 2.3 During the consideration of the Executive's initial and finalised Budget and Policy Framework Proposals for 2011/12, the appropriate Cabinet Members were in attendance subject to their availability.
- 2.4 Details of the views expressed by the Scrutiny Co-ordinating Committee at the meeting on the 14 January 2011 are outlined in Section 3 of this report. It will, however, be necessary to table at today's meeting details of the discussions that continued on the 21 January 2011.

3. FORMAL RESPONSE OF SCRUTINY TO THE EXECUTIVE'S FINALISED MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2011/12 TO 2014/15 CONSULTATION PROPOSALS

3.1 At the meeting held on the 14 January 2011, Members of the Scrutiny Co-ordinating Committee (with all Members of Scrutiny also invited to attend) were asked to:-

- i) Consider the responses provided to the views, comments and alternative suggestions raised by Scrutiny as part of the initial consultation process; and
- ii) Formulate a response in relation to:-
 - (a) The selection of Option 1 as the way forward for preparation of the Council's Medium Term Financial Strategy (2011/12 to 2014/15);
 - (b) The proposed strategy for the allocation of unsupported corporate capital borrowing allocations;
 - (c) The proposed alternatives identified by Cabinet to replace the original £31,000 beach safety saving proposal; and
 - (d) Cabinet's proposed strategy for managing cuts and changes in Specific Grants.

3.2 The Scrutiny Co-ordinating Committee's responses are outlined in paragraphs 3.3 onwards.

3.3 Cabinet response to views, comments and alternative suggestions raised by Scrutiny as part of the initial consultation process:-

- i) The Committee noted the responses provided to questions raised as part of the first stage of the budget consultation process. In considering the information provided, Members accepted the responses provided and expressed further views in relation to a number of issues. Details of the views and comments expressed are outlined in **Appendix A**.

3.4 The selection of Option 1 as the way forward for preparation of the Council's Medium Term Financial Strategy (2011/12 to 2014/15):-

- i) The Committee noted the stark financial implications of each option in relation to the potential funding gap that would be left for 2012/13. Given indications that Option 1 would leave a gap of £7.5 million, whilst Option 2 would leave a gap of £10.5 million, Members were of the view that to defer cuts now would make next years tasks virtually impossible. On this basis, Members were of the opinion that Option 1 was the prudent way forward.

The Committee supported the selection of Option 1 by Cabinet.

3.5 The proposed strategy for the allocation of unsupported corporate capital borrowing allocations:-

- i) Consideration of the proposed strategy was deferred for discussion at the Scrutiny Co-ordinating Committee meeting on the 21 January 2011. Details of the outcome of these discussions will be tabled at today's meeting (**Appendix B**).

3.6 The proposed alternatives identified by Cabinet to replace the original £31,000 beach safety saving proposal:-

- i) Members highlighted the importance of achieving savings across board without impacting on the provision of front line services. Given the importance of the providing effective beach safety services, Members were of the view that achieving savings through the following means should be supported:
 - Removal of 'old mayoral' and 'deputy mayoral' allowance paid to Chair and Vice Chair of Council of respectively. (Saving provides funding for a small Special Responsibility allowance for the Vice Chair if this is recommended by the Independent Remuneration Panel) – proposed saving £11k;
 - Removal of Mayor and Chairman's hospitality budgets and residual balance of Cabinet contingency budget – proposed saving £13k;
 - Saving from Ward Support budgets – proposed saving £2k; and
 - Registration service – deletion of overtime budgets – proposed saving £5k.

The Committee supported the alternative proposals identified above to replace the original £31,000 beach safety saving proposal.

3.7 Cabinet's proposed strategy for managing cuts and changes in Specific Grants:-

- i) Consideration of the proposed strategy was deferred for discussion at the Scrutiny Co-ordinating Committee meeting on the 21 January 2011. Details of the outcome of these discussions will be tabled at today's meeting. (**Appendix B**)

4. RECOMMENDATION

- 4.1 That Cabinet considers the formal response of the Scrutiny Co-ordinating Committee in relation to the Executive's Medium Term Financial Strategy (MtfS) 2011/12 to 2014/15 proposals, as outlined in Section 3 of this report.

**COUNCILLOR MARJORIE JAMES
CHAIR OF THE SCRUTINY CO-ORDINATING COMMITTEE**

January 2011

Contact:- Joan Stevens – Scrutiny Manager
Chief Executive's Department – Corporate Strategy
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Report of the Scrutiny Co-ordinating Committee entitled ' Formal Response to the Executive's Initial Medium Term Financial Strategy (MtfS) 2011/12 to 2014/15 Consultation Proposals' considered by Cabinet On the 20 December 2010.
- (ii) Report of the Chief Finance Officer / Scrutiny Manager entitled 'Medium Term Financial Strategy (MTFS) 2011/12 TO 2014/15 ' considered by the Scrutiny Co-ordinating Committee on the 14 January 2011.
- (iii) Minutes Of Cabinet Held On 20 December 2010.

COUNCIL REPORT

14 April 2011



Report of: Chief Executive

**Subject: REPORT OF THE INDEPENDENT REMUNERATION
PANEL**

Attached at Appendix A is the Independent Remuneration Panel's report on Members' Allowances. Council's views and instructions are requested.

Report of the Independent Remuneration Panel

Council – 14 April 2011

1. Background

The Independent Remuneration Panel was established to advise the Council on the level of Members Allowances under the Local Government Act 2000.

The Panel have made a number of reports to the Council over the years, reviewing various parts of the Members Allowances Scheme including Basic and Special Responsibility Allowances.

Whilst there are annual indexing facilities built into the Panel's recommendations, the Panel have a three year review programme of the basis of allowances to ensure that they are robust and fit for purpose.

In February Council agreed as part of the Medium Term Financial Strategy to remove a historic allowance awarded to the Chairman and Vice-Chairman of the Council which had carried over from previous arrangements. The role of Chairman has a SRA at 80% of the basic allowance under the Members Allowances Scheme. The role of Vice-Chairman does not have a SRA under the Scheme and the Independent Remuneration Panel were asked to consider whether an allowance should be agreed.

2. Special Responsibility Allowances

Special Responsibility Allowances are paid to a number of members who hold positions that have varying degrees of additional duties and responsibilities. This allowance is paid in addition to the basic allowance and is determined as a proportion of the basic allowance. The current number and amounts of Special Responsibility Allowance are detailed in the table below:

		2010/11	
			Value of Basic allowance
Basic Allowance			£5,767

	Number of Councillors receiving SRA	Value of Special Responsibility Allowance	SRA %
Special Responsibility Allowances			
Chair of Council	1	£4,614	80%
Cabinet member	6	£5,767	100%
Chair of Scrutiny Co - ordinating	1	£5,767	100%
Chair of Scrutiny Forum	4	£3,461	60%
Chair of Planning Committee	1	£5,767	100%
Chair of Neighbourhood Forum	3	£3,461	60%
Chair of Licensing Panel	1	£3,461	60%
Chair of Contract Scrutiny Panel	1	£1,153	20%
Majority Group Leader	1	£5,767	100%
Principal Minority group	1	£3,461	60%
Chair of Audit Committee	1	£1,153	20%
Secondary Minority Group	1	£3,461	60%
Elected Mayor	1	£63,902	

3. **Review of Vice-Chairman's Role**

The Panel have undertaken the review and considered further information regarding the responsibilities of the Vice-Chairman's role. Consideration was given to the level of activity and decision-making required of the role. Information was provided based on the current municipal year and accordingly the Panel recommend that no Special Responsibility Allowance be allocated to this role.

The Panel did accept that the level of activity and responsibility might be subject to change especially if the Chairman was indisposed. The Panel therefore recommend that after the Chairman's absence of two months, an allowance equivalent of one twelfth of the Chairman's annual SRA should be paid for each month the Vice-Chairman provides cover. This would be to recognise the increased volume of activity attending events and Chairing council meetings during an extended period of absence. The Panel recommend that this principle should apply without further reference to them should the situation arise.

4. **Financial Implications**

The Panel noted that the recommendation would have a budget implication only if the Chairman was indisposed for a significant period.

5. **Recommendations**

The Panel recommends that no Special Responsibility Allowance should be awarded to the Vice Chair of the Council although a temporary payment should be made when appropriate.

SCRUTINY CO-ORDINATING COMMITTEE**MINUTES**

17 July 2009

The meeting commenced at 1.30 p.m. at the Civic Centre, Hartlepool

Present:

Councillor: Marjorie James (In the Chair)

Councillors: Christopher Akers-Belcher, Jonathan Brash, Francis London, Ann Marshall, Arthur Preece, Chris Simmons, Edna right and David Young.

Also Present: In accordance with Council Procedure Rule 4.2, Councillor Rob Cook as substitute for Councillor Carl Richardson.

Officers: Chris Little, Assistant Chief Financial Officer
Amanda Whitaker, Democratic Services Team Manager
Joan Wilkins, Scrutiny Manager
James Walsh, Scrutiny Support Officer
David Cosgrove, Democratic Services Team

1. Apologies for Absence

Councillors S. Akers-Belcher, Atkinson and Richardson.

2. Declarations of interest by Members

None.

3. Minutes

No items.

4. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee

No items.

5. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members

No items.

6. Consideration of progress reports/budget and policy framework documents

No items.

7. Consideration of financial monitoring/corporate reports

No items.

8. Review of the Publication Arrangements for Members Allowances, Expenses and Attendances *(Chief Financial Officer and Assistant Chief Executive)*

The Assistant Chief Financial Officer reported that in accordance with regulations issued by the Government – specifically “Statutory Instrument 2003 Number 1021 – The Local Authorities (Members Allowances) (England) Regulations 2003” all local authorities were required to keep a record of the payments made to each Councillor in accordance with the authority’s approved Members Allowance Scheme, showing the total sum paid in each financial year for the following categories:

- a) Basic Allowance;
- b) Special Responsibility Allowances;
- c) Dependent Carers Allowance;
- d) Travelling and Subsistence Allowance; and
- e) Co-optees Allowances

As soon as practicable after the end of the financial year the Authority must, in accordance with Statutory Instrument 2003/Number 1021 make arrangements for the publication within the Authority’s area of the total sum paid to each Councillor for the categories (a) to (e). In previous years the Council has discharged these responsibilities by publishing the relevant details in the September edition of Hartbeat.

The Assistant Chief Financial Officer stated that the record of payments made to individual councillors maintained by the Council exceeded the statutory requirements as the Council also recorded details of: Conference Travel; Conference Subsistence; Conference Fees; Telephone Expenses; and Chair/Vice Chair of Council Allowances.

In view of the increasing national profile of expenses claimed by MPs and to a lesser extent Councillor Expenses, Members may wish to review the Council's existing publication arrangements and to then refer this issue to full Council.

One proposal put forward in the report was to include details of Members Allowances and Expenses in the annual Statement of Accounts. This would be in addition to the existing disclosure in Hartbeat. If Members wished to adopt this proposal they would need to determine the level of disclosure for each individual Members and there are two options. The first would be to disclose allowances and expenses as required in Statutory Instrument 2003/Number 1021. The second would be to enhance that disclosure by including the additional information currently already recorded by the council. Details of the total amounts that would be disclosed under the two options were set out in the report and an appendix set out the details to be included in the Statement of Accounts should the second option be adopted. The Assistant Chief Financial Officer indicated that it would be proposed under the second option to include the details of the amounts claimed in the previous financial year and not the previous four years as set out in the report.

If Members determined that they wished to include additional information in the 2008/2009 Statement of Accounts, these details will be included in the final Statement of Accounts which would be referred to the Audit Committee in September, 2009. In future years this additional information will be included in the draft Statement of Accounts which are referred to the Audit Committee at the end of June.

At its meeting on 30th June, 2009, the Audit Committee were advised that this issue was being considered by this Committee. The Audit Committee support full disclosure of Members Allowances and Expenses and suggested that this issue be referred to Council.

The Democratic Services Team Manager outlined to members the information on Member attendances currently recorded by her staff. Members attendances at the formally Constituted Meetings of the Council were recorded. The formal record of attendance was that which is set out in the minutes/decision record of a meeting. These attendances are based on the signed attendance sheets and the Democratic Services Officer's own notes. The attendance details from the attendance sheets, including apologies and substitutions, are subsequently transferred to a database of all Members' attendances for the municipal year. Details from the database were available upon request. Individual Members may request their own attendances for a particular time period. Group leaders can also request details for their own party. However, details of an individual Member's attendances were not released to another Member or Group.

The Democratic Services Team Manager also stated that in accordance with good practice, the signed attendance sheets for meetings were retained and

were open to public inspection. The details of the attendances recorded on the database have not been made open to public inspection but have been used to respond to Freedom of Information Act requests in the past.

With the Chair's permission, the Leader of the Labour Group, Councillor Jonathan Brash, read a statement on behalf of the Labour Group relating to the publication of Members Allowances and Expenses. Within that statement, the Labour Group proposed that: -

- “• Details of all allowances and expenses incurred by an elected member in HBC should be made available to the public in full. This should include any claim made directly by the elected member or any claim made on their behalf by a third party, i.e. a Council employee.
- The published information should include a full breakdown of the costs incurred so as to not simply give the category of expense (e.g. travel subsistence) but also the exact purpose for which that claim was made.
- Special Responsibility Allowances (SRAs) rightly recognise the significant additional work undertaken by some elected members within the Council and that information should of course be made available as part of any publication. In addition there are some outside bodies to which the Council appoints elected members that also carry SRAs and we believe that this information should also be included.
- The attendance levels for elected members in Hartlepool should be published concurrently with the information on allowances & expenses.
- Finally, this information must be fully accessible to the public and so we would propose that all allowances & expenses for HBC elected members should be updated annually and available on the Council's website, as well as being published in Hartbeat.”

The Chair reported that she had also received a letter from the LibDem Group on the Council, Councillor Preece, in advance of the meeting and read the contents of the letter to the Committee. Councillor Preece had indicated his support for full disclosure of members' allowances and expenses.

In debate Members raised their concerns at the attendance figures which only reflected formally constituted meetings of the authority and did not reflect the full scope of members work. There was also concern expressed at the inclusion in those figures of attendance at Members' seminars.

The Chair suggested that a Working Group of the Committee be established to look at the recording of attendances with the Democratic Services Team Manager. This proposal met with support from the members present. The Chair suggested that in future years, attendances figures could be published in conjunction with allowances and expenses, but that this year, the publication of expenses only should take place. Members requested that in advance of any attendance records being published, individual Councillors

should have the opportunity to examine and comment upon their own records first.

Members were keen to ensure that all allowances and expenses relating to individual councillors was disclosed, including those, for example transport and accommodation, that may have been arranged on behalf of a councillor. Members were also keen to ensure the information was available not only in Hartbeat but on the Council's website and that it included, where possible, any allowances paid by any outside organisations a member may have been appointed to.

Members also discussed the timing of the publication of the information. It was considered that it was right to remain with the current arrangements that tied in with the audit of the council's accounts. The clashes between the Council diary and that of other organisations as also raised and the Chair indicated that this could be discussed at the Working Group.

After a full debate, the Chair indicated that it was clear that all councillors wished the issue of allowances and expenses to be open and transparent within Hartlepool Borough Council so that the public had a clear unambiguous picture.

Recommended

1. That Council be requested to:-

- (i) Publish details of all categories of Councillors expenses and allowances (categories (a) to (j) below) in Hartbeat (commencing in September 2009):-
 - (a) Basic Allowances;
 - (b) Special Responsibility Allowances;
 - (c) Dependent Carers Allowance;
 - (d) Travelling and Subsistence Allowance;
 - (e) Co-optees Allowances;
 - (f) Conference Travel;
 - (g) Conference Subsistence;
 - (h) Conference Fees;
 - (i) Telephone Expenses; and
 - (j) Chair/Vice Chair of Council Allowance.
- (ii) Publish details of all expenses and allowances (categories (a) to (j) above) in the finalised version of the Annual Statement of Accounts at the end of September each year;
- (iii) Provide details of the aggregate annual figure for all Councillors for the previous year as part of the detailed disclosure of expenses and allowances in Hartbeat and the Annual Statement of Accounts; and
- (iv) Provide, as a footnote to the details published in Hartbeat and the Annual Statement of Accounts in September each year, details of allowances paid to Councillors serving as Hartlepool Borough Council representatives on the Police Authority and Fire Authority.

2. That a Working Group be established to review the collation of member attendances and that member attendances be published alongside Members' expenses from September 2010.
3. That the Working Group consist of the Chair, Councillor James and Councillors C Akers-Belcher, Brash, J Marshall, Preece, Simmons, Wright and Young.

9. Call-In Requests

No items.

The meeting concluded at 2.40 p.m.

MARJORIE JAMES

CHAIR

COUNCIL

MINUTES OF PROCEEDINGS

30 July 2009

The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

PRESENT:-

The Chairman (Councillor C Richardson) presiding:

COUNCILLORS:

Aiken	C Akers-Belcher	S Akers-Belcher
Allison	Barker	Brash
R W Cook	Coward	Cranney
Fenwick	Fleet	Fleming
Flintoff	Gibbon	Griffin
Hall	Hill	Jackson
James	Laffey	Lauderdale
A Lilley	G Lilley	London
A Marshall	McKenna	Dr. Morris
Preece	Rogan	Shaw
Simmons	Tumilty	Turner
Wallace	Wistow	Worthy
Wright	Young	

OFFICERS:

Paul Walker, Chief Executive
 Peter Devlin, Chief Solicitor
 Adrienne Simcock, Director of Children's Services
 Peter Scott, Director of Regeneration and Planning Services
 Dave Stubbs, Director of Neighbourhood Services
 Mike Ward, Chief Financial Officer
 Alan Dobby, Assistant Director, Adult and Community Services
 Steve Hilton, Public Relations Officer
 Joan Wilkins, Scrutiny Manager
 James Walsh, Scrutiny Support Officer
 Denise Wimpenny and Sarah Bird, Democratic Services Team

12. APOLOGIES FOR ABSENT MEMBERS

The Mayor, Stuart Drummond and Councillors Atkinson, S Cook, Hargreaves, Payne, Plant and Sutheran.

As outlined in the Authority's Constitution, it was a requirement of the Overview and Scrutiny Function to produce an Annual Report detailing the work of the Scrutiny Co-ordinating Committee and the five standing Scrutiny Forums that had been undertaken during the last twelve months, together with suggested developments etc for the forthcoming year.

It was noted that the Annual Report would be despatched to key stakeholders and placed in key venues of public interest for information purposes.

Councillor James commended the report to Council.

RESOLVED – That the report be received.

(ii) Review of Publication Arrangements for Members Allowances and Expenses

Councillor James, Chair of Scrutiny Co-ordinating Committee, presented the proposals from the Scrutiny Co-ordinating Committee for a review of publication arrangements for Members' allowances, expenses and attendances. Background information was provided as detailed in the report and Council was referred to a copy of the report of the Chief Financial Officer considered by Scrutiny Co-ordinating Committee on 17 July 2009. Details of the current publication arrangements for Members' allowances and expenses were set out in the report together with information on statutory requirements.

Over and above these arrangements the Committee discussed in detail options for the development of current practices. These discussions culminated in a proposal from the Committee for an expansion of publication arrangements that further exceeded statutory requirements.

The Committee recommended:-

- (i) *That, exceeding minimum disclosure requirements, details of all categories of expenses and allowances (a) to (j) as outlined in paragraph 3.1 of the report be published in Hartbeat (commencing in September 2009);*
- (ii) *That detail of expenses and allowances (categories (a) to (j)) are published in the finalised version of the Annual Statement of Accounts at the end of September each year;*
- (iii) *That as part of the detailed disclosure of expenses and allowances in Hartbeat and the Annual Statement of Accounts, details of the aggregate annual figure for all Councillors for the previous year also be provided;*
- (iv) *That in relation to allowances for those Councillors serving as representatives on the Police Authority and Fire Authority:*

- Details of allowances paid by these authorities be added as a footnote to the details published in Hartbeat and the Annual Statement of Accounts in September each year*;

* This footnote will clearly indicate that these allowances are determined by Police and Fire Authorities and paid from those authorities budgets further detailed disclosure of these allowances can be obtained from these authorities.

With regard to Members' attendances, the Committee noted that whilst there was no statutory requirement for the publication of Members' attendances at Council meetings, a database of attendances at 'formally constituted' meetings of the Council was compiled and managed through the Democratic Services section. Details of attendances were also available through the formal records of attendance, set out in the minutes/decision records for each meeting which were published after each meeting.

It was evident from discussions that there was a clear desire to produce factual useful information for residents of Hartlepool that accurately reflected what their Councillors do. The Committee recognised that the issue of 'what' and 'how' Members attendances should be recorded and published needed to be explored further. In order to do this, the Committee established a Working Group to look at this issue in greater detail. The Committee recommended that:-

"the working group, explore and agree methods of collation of member attendances which would enable the fullest disclosure possible to be made and that member attendances be published alongside expenses claimed from September 2010."

Members debated this issue in great detail and generally supported the recommendations of the Scrutiny Co-ordinating Committee. During discussions various suggestions were raised for consideration by the Working Group which included the benefits of publishing this information in March, inclusion of attendances on outside body appointments including all other informal meetings of the Council, examples of good practice of Lancaster Council, the importance of the level of contribution by Members at meetings and emphasised the need for accurate publication of statistics.

RESOLVED that:-

- (i) the contents of the report and the views expressed, be noted.
- (ii) the recommendations in paragraphs 3.4 and 4.5 of the report for the development/expansion of publication arrangements for Members' attendances and allowances, be agreed.

22. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES AND WORKING GROUPS

- (i) Report of the Constitution Committee – Business Report

COUNCIL
30 July 2009



Report of: Chair of Scrutiny Coordinating Committee

Subject: REVIEW OF PUBLICATION ARRANGEMENTS FOR MEMBERS ALLOWANCES, EXPENSES AND ATTENDANCES

1. PURPOSE OF REPORT

- 1.1 To present proposals from the Scrutiny Co-ordinating Committee for a review of publication arrangements for members allowances, expenses and attendances.

2. BACKGROUND INFORMATION

- 2.1 In light of the increased national profile of expenses claimed by MP's, Members of the Scrutiny Co-ordinating Committee wish to ensure that the reporting of Members expenses, allowances and attendances in Hartlepool is done in the most clear and transparent way possible. On this basis, a meeting of the Scrutiny Co-ordinating Committee was held on the 17 July 2009, at which a detailed report was presented outlining:-

- (i) Statutory requirements for the publication of expenses and allowances;
- (ii) Existing arrangements for the publication of expenses and allowances; and
- (iii) Possible options for changes to supplement existing statutory publication arrangements.

- 2.2 A copy of the report is provided at **Appendix A**.

3. PUBLICATION ARRANGEMENTS FOR MEMBERS ALLOWANCES AND EXPENSES

- 3.1 The Committee acknowledged that Hartlepool Borough Council already provides expenses information which exceeds the statutory requirements of the Local Authorities (Members Allowances) (England) Regulations 2003. The authority maintains detailed records of all payments made to each Councillor in relation to the following categories:-

- (a) Basic Allowances*;
- (b) Special Responsibility Allowances*;
- (c) Dependent Carers Allowance*;
- (d) Travelling and Subsistence Allowance*;
- (e) Co-optees Allowances*;
- (f) Conference Travel;
- (g) Conference Subsistence;
- (h) Conference Fees;
- (i) Telephone Expenses; and
- (j) Chair/Vice Chair of Council Allowance.

* Statutory requirement

3.2 In exploring existing publication arrangements, Members were made aware of the statutory requirement for publication each year of expenses and allowances within categories (a) to (e), as shown above. Within Hartlepool, this statutory requirement was currently fulfilled by the publication each year of the total sum paid to each Councillor (categories (a) to (e)) in Hartbeat during the month of September.

3.3 Over and above these arrangements, the Committee discussed in detail options for the development of current practices. These discussions culminated in a proposal from the Committee for an expansion of publication arrangements that further exceed statutory requirements.

3.4 *The Committee recommends:-*

- (i) That, exceeding minimum disclosure requirements, details of all categories of expenses and allowances (a) to (j) as outlined in paragraph 3.1 above be published in Hartbeat (commencing in September 2009);*
- (ii) That detail of expenses and allowances (categories (a) to (j)) are published in the finalised version of the Annual Statement of Accounts at the end of September each year;*
- (iii) That as part of the detailed disclosure of expenses and allowances in Hartbeat and the Annual Statement of Accounts, details of the aggregate annual figure for all Councillors for the previous year also be provided;*
- (iv) That in relation to allowances for those Councillors serving as representatives on the Police Authority and Fire Authority:*
 - Details of allowances paid by these authorities be added as a footnote to the details published in Hartbeat and the Annual Statement of Accounts in September each year*;*

** This footnote will clearly indicate that these allowances are determined by Police and Fire Authorities and paid from those authorities budgets*

further detailed disclosure of these allowances can be obtained from these authorities.

- 3.5 During consideration of the evidence provided the Committee received written notification of support for the full disclosure of Members allowances and expenses from the Chair of the Audit Committee, Cllr Jonathan Brash – Leader of the Labour Group, and Cllr Arthur Preece – Leader of the Liberal Democrat Group.

4. RECORDS OF MEMBERS ATTENDANCES

- 4.1 The Committee noted that whilst there is no statutory requirement for the publication of Members attendances at Council meetings, a database of attendances at 'formally constituted' meetings of the Council (i.e. appointed committees / forums and meetings of the Executive) is compiled and managed through the Democratic Services section. Any Councillor can request details of their attendance from the database, as can Group leaders for their own Group. Information contained within this database has also been utilised to respond to Freedom of Information Act requests in the past.
- 4.2 In exploring routes through which the public have access to details of Members attendances, the Committee discovered that details of attendances are available through the formal records of attendance (set out in the minutes / decision records for each meeting) which are published after each meeting. In addition to this, signed attendance sheets are retained by Democratic Services and are available for public inspection.
- 4.3 Whilst the Committee had no issue with the process by which attendances are collated, concern was expressed that the inclusion of only 'formally constituted' meetings did not accurately reflect activities and commitment of Elected Members.
- 4.4 It was evident through discussions that there is a clear desire to produce factual useful information for residents of Hartlepool that accurately reflects what their Councillors do. The Committee recognised that the issue of 'what' and 'how' Members attendances should be recorded and published needed to be explored further. In order to do this, the Committee established a Working Group to look at this issue in greater detail. It was agreed that the membership of this Working Group would be Councillors James, Brash, Preece, Young, J Marshall, Simmons, C Akers-Belcher and Wright.
- 4.5 *The Committee recommended that:-*
- (i) *The working group, explore and agree methods of collation of member attendances which would enable the fullest disclosure possible to be made and that member attendances be published alongside expenses claimed from September 2010.*

5. RECOMMENDATION

- 5.1 That Council notes the content of the report and considers the introduction of recommendations outlined in paragraphs 3.4 and 4.5 for the development / expansion of publication arrangements for Members attendances and allowances.

**COUNCILLOR MARJORIE JAMES
CHAIR OF THE SCRUTINY CO-ORDINATING COMMITTEE**

Contact Officer:- Joan Wilkins – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.wilkins@hartlepool.gov.uk

BACKGROUND PAPERS

- (i) Review of Publication Arrangements for Members Allowances and Expenses – Report of Chief Solicitor and Assistance Chief Executive – Scrutiny Co-ordinating Committee 17 July 2009.



SCRUTINY CO-ORDINATING COMMITTEE

17th July, 2009

Report of: Chief Financial Officer

Subject: REVIEW OF PUBLICATION ARRANGEMENTS
FOR MEMBERS ALLOWANCES AND
EXPENSES

1. PURPOSE OF REPORT

- 1.1 To enable Scrutiny Co-ordinating Committee to review the existing arrangements for publishing details of Members Allowances and Expenses and to determine if revised arrangements should be referred to Council.

2. REVIEW OF EXISTING PUBLICATION ARRANGEMENTS

- 2.1 In accordance with regulations issued by the Government – specifically “Statutory Instrument 2003 Number 1021 – The Local Authorities (Members Allowances) (England) Regulations 2003” all local authorities are required to: -

- Keep a record of the payments made to each Councillor in accordance with the authority’s approved Members Allowance Scheme showing the total sum paid in each financial year for the following categories:

- a) Basic Allowance;
- b) Special Responsibility Allowances;
- c) Dependent Carers Allowance;
- d) Travelling and Subsistence Allowance; and
- e) Co-optees Allowances

- 2.2 As soon as practicable after the end of the financial year the Authority must, in accordance with Statutory Instrument 2003/Number 1021 make arrangements for the publication within the Authority’s area of the total sum paid to each Councillor for the categories (a) to (e) detailed in paragraph 2.1.

- 2.3 In previous years the Council has discharged the above responsibilities by publishing the relevant details in the September

edition of Hartbeat. The details published in Hartbeat have included the following wording to explain the detail shown for each Member.

“The Basic and Special Responsibility Allowances are determined by the Independent Remuneration Panel. These allowances are subjected to Tax and National Insurance. The Basic Allowance is paid to all councillors in respect of their responsibilities and workload as a ward councillor. Special Responsibility Allowances are paid to councillors who have specific additional responsibilities. Travelling and Subsistence is paid to councillors to reimburse costs incurred when performing approved duties (*including costs incurred when representing the Council on bodies outside Hartlepool). No carers or co-optees allowances were paid during this period.”

- 2.4 At a practical level the record of payments made to individual councillors maintained by the Council exceeds the statutory requirements detailed in 3.1 and the Council also records details of:

- Conference Travel;
- Conference Subsistence;
- Conference Fees;
- Telephone Expenses;
- Chair/Vice Chair of Council Allowance

- 2.5 In view of the increasing national profile of expenses claimed by MPs and to a lesser extent Councillor Expenses, Members may wish to review the Council's existing publication arrangements and to then refer this issue to full Council.

- 2.6 One proposal which Members may wish to consider would be to include details of Members Allowances and Expenses in the annual Statement of Accounts. This would be in addition to the existing disclosure in Hartbeat. If Members wish to adopt this proposal they would need to determine the level of disclosure for each individual Members and there are two options.

- Option 1 – Disclosure Details required in accordance with Statutory Instrument 2003 Number 1071

This option would provide the following details for each Member:

- Basic Allowance;
- Special Responsibility Allowance (where applicable);
- Travel and Subsistence Allowance (where applicable)
- Option 2 – Exceed the Minimum Disclosure

This option would provide the following details for each Member:

- Basic Allowance;

- Special Responsibility Allowance (where applicable);
- Travel and Subsistence Allowance (where applicable);
- Conference Travel and Conference Fees;
- Conference Subsistence;
- Telephone Expenses;
- Chair/Vice Chair of Council Allowance

If Members adopt this option the details included in the Statement of Accounts would include a description of the payments detailed above as set out in Appendix A.

- 2.7 For Members information the total values disclosed under the two options would be as follows:

	<u>Option 1</u>	<u>Option 2</u>
	<u>£</u>	<u>£</u>
Basic Allowances	273,384.11	273,384.11
Special Responsibility Allowances	145,963.47	145,963.47
Travel & Subsistence Allowances	2,677.11	2,677.11
Conference Travel	*	1,542.20
Conference Fees	*	2,737.45
Conference Subsistence	*	931.87
Telephone Expenses	*	2,270.84
Chair/Deputy Chair Allowance	*	12,695.69

* Details above minimum statutory requirement would not be disclosed under Option 1.

- 2.8 It is also suggested that Members may wish to support the detailed disclosure for 2008/2009 with details of the annual figure for the previous year.
- 2.9 If Members determine they wish to include additional information in the 2008/2009 Statement of Accounts these details will be included in the final Statement of Accounts which will be referred to the Audit Committee in September, 2004. In future years this additional information will be included in the draft Statement of Accounts which are referred to the Audit Committee at the end of June.
- 2.10 At its meeting on 30th June, 2009, the Audit Committee were advised that this issue was being considered by your Committee. The Audit Committee support full disclosure of Members Allowances and Expenses and suggested that this issue be referred to Council.

3. RECORDS OF MEMBER ATTENDANCES

- 3.1 The Democratic Services Team records Members attendances at the 'formally Constituted Meetings of the Council', which are Council, its appointed committees and forums and the meetings of the Executive (Cabinet, Portfolios and any executive committees). These are as set

out in Part 3 of the Constitution in Section B (Council Functions and Delegation Scheme) and Section C (Executive Functions and Delegation Scheme).

- 3.2 The formal record of attendance is that which is set out in the minutes/decision record of a meeting. These attendances are based on the signed attendance sheets and the Democratic Services Officer's own notes. The attendance details from the attendance sheets, including apologies and substitutions, are subsequently transferred to a database of all Members' attendances for the municipal year.
- 3.3 Details from the database are available upon request. Individual Members may request their own attendances for a particular time period. Group leaders can also request details for their own party. However, details of an individual Member's attendances are not released to another Member or Group.
- 3.4 Also, in accordance with standard practice, the signed attendance sheets for meetings are retained and are open to public inspection. The details of the attendances recorded on the database have not been made open to public inspection but have been used to respond to Freedom of Information Act requests in the past.

4. RECOMMENDATION

- 4.1 It is recommended that Members determine if they wish to recommend changes to supplement the existing statutory publication arrangements for Members Expenses and Allowances and refer this issue to Council.

APPENDIX A**MEMORANDUM NOTES - MEMBERS ALLOWANCES AND EXPENSES**

Note 7 on page 45 of the Core Financial Statements details the total value of Basic Allowances and Special Responsibility Allowances paid in 2008/2009 and the comparative figure for 2007/2008. This note provides a detailed breakdown of the Basic Allowance and Special Responsibility Allowances (SRA's) paid to individual Councillors for 2008/2009, together with other expenses and costs allocated to individual Members.

The detailed arrangements for paying the Basic allowance, SRA's and other expenses are defined by specific rules in the Council's constitution. The key components of these rules are described below:

Basic and Special Responsibility Allowances

The value of the Basic and Special Responsibility Allowances (SRA's) paid by the Council are based on recommendations made by the Independent Remuneration Panel.

General Travel and General Subsistence

This covers expenses claimed by Councillors for travel and subsistence with a 35 mile radius of Hartlepool in respect of approved duties as a Councillor.

Conference Travel and Conference Fees

The Council has an approved list of conferences which specific Members are authorised to attend. The conferences and travel arrangements are booked by officers of the Council on behalf of the Councillor(s) attending the conference. The costs of the conference fee and travel arrangements are then recorded against the individual Councillor who attended the event.

Conference Subsistence

This covers the cost of overnight hotel accommodation and expenses claimed by Councillors for 'out of pocket expenses' whilst staying away from Hartlepool where meals are not provided for in the overall conference fees. The allowances claimable are based on approved national subsistence rates.

Telephone Expenses

Councillor can be reimbursed for the cost of line and telephone rental. Councillors are also eligible to claim for installing a telephone line if a line is not already connected. Councillors cannot claim for the cost of telephone calls.

Chair/Vice Chair of Council Allowance

These specific allowances are paid to the Chair and Vice Chair of the Council to recognise the general costs associated with these positions from representing the Council in a public capacity within the town and region.

Taxation, National Insurance and pensionable status of allowances

Individual Councillors pay income tax and national insurance on all allowances payable to them. These allowances are not pensionable. When a Councillor loses office all allowances stop with immediate effect and no payments are made for the loss of office.

EXTRACT FROM 2008/09 STATEMENT OF ACCOUNTS

MEMBERS' ALLOWANCES & EXPENSES – ADDITIONAL DISCLOSURE

Note 7 on page 45 of the Core Financial Statements details the total value of Basic Allowances and Special Responsibility Allowances paid in 2008/09 and the comparative figure for 2007/08. The Council has decided to provide this additional note to provide a detailed breakdown of the Basic Allowance and Special Responsibility Allowances (SRA's) paid to individual Councillors for 2008/09, together with other expenses and costs allocated to individual Members.

This detailed disclosure exceeds the minimum legal requirements specified by the Government in "Statutory Instrument 2003 Number 1021 – The Local Authorities (Members Allowances) (England) Regulations 2003" which requires local authorities to publish details of the amounts paid to individual Councillors for each financial year for the following categories:

- Basic Allowance and Special Responsibility Allowances;
- Dependent Carers Allowance;
- Travelling and Subsistence Allowance; and
- Co-optees Allowances

The Council paid no Dependent Careers Allowances or Co-optees Allowances in 2008/09 or 2007/08.

The detailed arrangements for paying the Basic allowance, SRA's and other expenses are defined by specific rules in the Council's constitution. The key components of these rules are described below:

Basic and Special Responsibility Allowances

The value of the Basic and Special Responsibility Allowances (SRA's) paid by the Council are based on recommendations made by the Independent Remuneration Panel.

General and General Subsistence

This covers expenses claimed by Councillors for travel and subsistence with a 35 mile radius of Hartlepool in respect of approved duties as a Councillor.

Conference Travel and Conference Fees

The Council has an approved list of conferences which specific Members are authorised to attend. The conferences and travel arrangements are booked by officers of the Council on behalf of the Councillor(s) attending the conference. The costs of the conference fee and travel arrangements are then recorded against the individual Councillor who attended the event.

Conference Subsistence

This covers the cost of overnight hotel accommodation and expenses claimed by Councillors for 'out of pocket expenses' whilst staying away from Hartlepool where meals are not provided for in the overall conference fees. The allowances claimable are based on approved national subsistence rates.

Telephone Expenses

Councillor can be reimbursed for the cost of line and telephone rental. Councillors are also eligible to claim for installing a telephone line if a line is not already connected. Councillors cannot claim for the cost of telephone calls.

Chair/Vice Chair of Council Allowance

These specific allowances are paid to the Chair and Vice Chair of the Council to recognise the general costs associated with these positions from representing the Council in a public capacity within the town and region.

Taxation, National Insurance and pensionable status of allowances

Individual Councillors pay income tax and national insurance on all allowances payable to them. These allowances are not pensionable. When a Councillor loses office all allowances stop with immediate effect and no payments are made for the loss of office.

2008/2009 Register of Members' Allowances and Expenses

Councillor	Basic Allowances	Special Responsibility Allowances	General Travel	General Subsistence	Conference Travel	Conference Fees	Conference Subsistence	Telephone Expenses	Chair/ Vice of Chair of Council Allowance	Total
	£	£	£	£	£	£	£	£	£	£
Aiken	5,159.92	0.00	73.57	0.00	0.00	0.00	0.00	0.00	0.00	5,233.49
Akers-Belcher	5,695.86	3,418.31	0.00	0.00	0.00	1,050.00	390.00	0.00	0.00	10,554.17
Allison	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Atkinson	5,695.86	0.00	76.29	0.00	0.00	0.00	0.00	70.50	0.00	5,842.65
Barker	5,695.86	0.00	190.51	0.00	0.00	0.00	0.00	132.00	0.00	6,018.37
Brash	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,391.72
Clouth	533.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.10
Cook (R.W.)	5,695.86	4,549.97	117.31	0.00	0.00	0.00	0.00	0.00	0.00	10,405.50
Cook (S.)	5,695.86	3,418.31	0.00	0.00	0.00	0.00	0.00	42.36	0.00	9,114.17
Coward	5,695.86	0.00	47.76	0.00	0.00	0.00	0.00	0.00	0.00	5,875.62
Cranney	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	132.00	0.00	5,895.86
Drummond	5,695.86	57,559.34	0.00	0.00	773.80	322.45	0.00	0.00	0.00	64,351.45
Fenwick	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Fleet	5,695.86	3,418.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,114.17
Fleming	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Flintoff	5,695.86	162.98	85.45	0.00	0.00	0.00	0.00	0.00	0.00	5,895.86
Gibbon	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	106.72	2,112.20	8,163.21
Griffin	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Hall	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	176.00	0.00	5,871.86
Hargreaves	5,695.86	5,695.86	0.00	0.00	55.70	475.00	221.28	0.00	0.00	12,143.70
Henery	521.61	0.00	0.00	0.00	0.00	0.00	0.00	195.49	0.00	11,587.21
Hill	5,695.86	5,695.86	31.75	0.00	0.00	0.00	0.00	0.00	0.00	521.61
Jackson	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,423.47
James	5,695.86	5,695.86	0.00	0.00	0.00	175.00	0.00	0.00	0.00	11,566.72
Johnson	5,695.86	2,282.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,391.72
Kaiser	5,695.86	1,511.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,978.34
Laffey	5,695.86	977.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,207.47
Lauderdale	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,673.08
Lilley (G.)	5,695.86	0.00	253.66	0.00	0.00	0.00	0.00	0.00	0.00	5,895.86
Lilley (A.E.)	5,695.86	2,850.41	0.00	0.00	675.10	240.00	52.50	88.00	0.00	7,005.12
London	5,695.86	0.00	21.50	0.00	0.00	0.00	0.00	0.00	0.00	8,546.27
Marshall (J.)	5,695.86	567.90	28.80	0.00	0.00	0.00	0.00	121.00	0.00	5,836.36
Marshall (A.)	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	55.00	157.00	6,504.36
McKenna	5,159.92	0.00	66.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Morris	5,695.86	1,954.47	0.00	0.00	0.00	0.00	0.00	253.52	0.00	5,479.44
Payne	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,650.33
Plant	5,695.86	0.00	246.26	0.00	0.00	0.00	0.00	0.00	0.00	11,391.72
Preece	5,695.86	3,418.31	460.39	0.00	0.00	0.00	0.00	83.09	0.00	6,025.21
Richardson	5,695.86	4,549.97	0.00	0.00	0.00	0.00	0.00	165.80	0.00	9,740.36
Rogan	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,426.49	20,672.32
Shaw	5,695.86	3,418.31	325.11	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Simmons	5,695.86	2,920.38	0.00	0.00	0.00	0.00	0.00	143.00	0.00	9,582.28
Sutherland	5,695.86	3,418.31	288.20	0.00	37.60	475.00	268.09	0.00	0.00	9,396.93
Tumilty	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	117.07	0.00	9,519.44
Turner	5,695.86	0.00	71.15	0.00	0.00	0.00	0.00	121.00	0.00	11,512.72
Wallace	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	136.29	0.00	5,903.30
Wistow	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Worthy	5,695.86	0.00	180.80	0.00	0.00	0.00	0.00	0.00	0.00	5,895.86
Wright	5,695.86	0.00	112.80	0.00	0.00	0.00	0.00	132.00	0.00	6,008.66
Young	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,808.66
Total 2008/09	273,384.11	146,963.47	2,677.11	0.00	1,542.20	2,737.45	931.87	2,270.84	12,696.69	442,202.74
Total 2007/08	266,112.00	137,800.70	4,321.97	163.85	356.10	1,136.21	125.00	2,412.01	13,165.91	426,692.75

The following Councillors were the Council's appointed representatives on Cleveland Fire Authority or Cleveland Police Authority and received a separate allowance for this additional responsibility which was funded from the Fire or Police Authorities budgets, as detailed below. Unless indicated, these appointments were for the period 1st April 2008 to 31st March 2009. Further details of these allowances can be obtained from the Fire or Police Authorities.

Councillor	Cleveland Fire Authority				Cleveland Police Authority				
	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence	Total	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence	Total	
	£	£	£	£	£	£	£	£	
S Cook	2,113.88	0.00	0.00	2,113.88	0.00	0.00	0.00	0.00	
R Payne	2,113.88	0.00	0.00	2,113.88	0.00	0.00	0.00	0.00	
E Wright	1,743.75	0.00	0.00	1,743.75	0.00	0.00	0.00	0.00	05.06.08 to 31.03.09
Fleming	1,743.75	0.00	0.00	1,743.75	0.00	0.00	0.00	0.00	05.06.08 to 31.03.09
J Marshall	370.13	0.00	0.00	370.13	0.00	0.00	0.00	0.00	01.04.08 to 04.06.09
C Barker	0.00	0.00	0.00	0.00	8,841.00	833.54	330.17	10,004.71	
V Tumilty	0.00	0.00	0.00	0.00	9,211.00	1,725.78	0.00	10,936.78	
S Wallace	0.00	0.00	0.00	0.00	9,526.00	509.51	0.00	10,035.51	

EXTRACT FROM 2009/10 STATEMENT OF ACCOUNTS

The remuneration for school employees is determined by each individual Governing Body in accordance with national pay guidelines and, as per the guidance, Foundation and Voluntary Aided school employees are excluded from the Table as the Governing Body and not the Council are the employer.

The increase in the number of employees receiving more than £50,000 remuneration is the result of the number of employees leaving the authority and receiving termination payments arising from the Business Transformation process.

7. COUNCILLOR'S ALLOWANCES

In 2009/2010 the Council's 48 Councillors were paid a total of £0.422m (2008/2009 – £0.419m) in respect of Basic Allowances and Special Responsibility Allowances. A detailed breakdown of Councillor's allowances can be found on page 96 which in addition to the aforementioned allowances also identifies allowances paid to the Chair and Vice-Chair and reimbursement of specific expenses. No Attendance Allowances were paid in 2009/2010 or 2008/2009.

8. RELATED PARTY TRANSACTIONS

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council.

Central Government has effective control over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties. Details of government grants paid to the Council are covered by other statements and notes within the accounts.

In accordance with the Local Authorities (Councillors' Interests) Regulations 1992, the Council is required to maintain a register of Councillors' personal interests. This register is available for public inspection. On the basis of this register there were no Councillors' pecuniary interests that require disclosure as related party transactions, in 2009/2010.

Following a survey of the Corporate Management Group, any declarations have been reviewed and none contain relationships that are deemed to be material to warrant detailed disclosure. The Council provides various support services, predominately in relation to financial and legal services to Cleveland Fire Authority, see Note 10 (Page 50). In particular, the Council's Chief Solicitor held the position of Legal Advisor and the Chief Financial Officer held the position of Deputy Treasurer.

The Council provides a property support service to Housing Hartlepool which is detailed in Note 10 (Page 50).

Middlesbrough Council is the administering Authority for the non-teaching staff pensions (Note 4, page 38).

The Council holds shares in Durham Tees Valley Airport Ltd and SITA Tees Valley Ltd. (Note 22, page 60).

COUNCILLORS' ALLOWANCES & EXPENSES – ADDITIONAL DISCLOSURE

Note 7 on page 48 of the Core Financial Statements details the total value of Basic Allowances and Special Responsibility Allowances paid in 2009/2010 and the comparative figure for 2008/2009. The Council has decided to provide this additional note to provide a detailed breakdown of the Basic Allowance and Special Responsibility Allowances (SRA's) paid to individual Councillors for 2009/2010, together with other expenses and costs allocated to individual Councillors.

This detailed disclosure exceeds the minimum legal requirements specified by the Government in "Statutory Instrument 2003 Number 1021 – The Local Authorities (Councillors Allowances) (England) Regulations 2003" which requires local authorities to publish details of the amounts paid to individual Councillors for each financial year for the following categories:

- Basic Allowance and Special Responsibility Allowances;
- Dependent Carers Allowance;
- Travelling and Subsistence Allowance; and
- Co-optees Allowances

The Council paid no Dependent Carers Allowances or Co-optees Allowances in 2009/2010 or 2008/2009.

The detailed arrangements for paying the Basic allowance, SRA's and other expenses are defined by specific rules in the Council's constitution. The key components of these rules are described below:

Basic and Special Responsibility Allowances

The value of the Basic and Special Responsibility Allowances (SRA's) paid by the Council are based on recommendations made by the Independent Remuneration Panel.

General and General Subsistence

This covers expenses claimed by Councillors for travel and subsistence with a 35 mile radius of Hartlepool in respect of approved duties as a Councillor.

Conference Travel and Conference Fees

The Council has an approved list of conferences which specific Councillors are authorised to attend. The conferences and travel arrangements are booked by officers of the Council on behalf of the Councillor(s) attending the conference. The costs of the conference fee and travel arrangements are then recorded against the individual Councillor who attended the event.

Conference Subsistence

This covers the cost of overnight hotel accommodation and expenses claimed by Councillors for 'out of pocket expenses' whilst staying away from Hartlepool where meals are not provided for in the overall conference fees. The allowances claimable are based on approved national subsistence rates.

Telephone Expenses

Councillors can be reimbursed for the cost of line and telephone rental. Councillors are also eligible to claim for installing a telephone line if a line is not already connected. Councillors cannot claim for the cost of telephone calls.

Chair/Vice Chair of Council Allowance

These specific allowances are paid to the Chair and Vice Chair of the Council to recognise the general costs associated with these positions from representing the Council in a public capacity within the town and region.

Taxation, National Insurance and Pensionable Status of Allowances

Individual Councillors pay income tax and national insurance on all allowances payable to them. These allowances are not pensionable. When a Councillor loses office all allowances stop with immediate effect and no payments are made for the loss of office.

2009/2010 Register of Members' Allowances and Expenses

Councillor	Basic Allowances	Special Responsibility Allowances	General Travel	General Subsistence	Conference Travel	Conference Fees	Conference Subsistence	Telephone Expenses	Chair/ Vice of Chair of Council Allowance	Total
	£	£	£	£	£	£	£	£	£	£
Alken M	5,766.91	0.00	31.92							5,798.83
Akers-Belcher C	5,131.33	0.00								5,131.33
Akers-Belcher S J	5,766.91	3,461.09				1,400.00	520.00			11,148.00
Allison S	5,766.91	0.00								5,766.91
Atkinson R	5,766.91	771.73	156.19					99.00		6,793.83
Barker C	5,766.91	0.00	29.36					33.00		5,829.27
Brash J	5,766.91	5,767.00								11,533.91
Cook R W	5,766.91	4,614.01								10,380.92
Cook S	5,766.91	817.19								6,584.10
Coward W J	5,766.91	0.00	141.74					99.00		6,007.65
Cranney K H	5,766.91	2,645.87								8,412.78
Drummond S	5,766.91	58,135.05			779.37					64,681.33
Fenwick S	5,766.91	0.00								5,766.91
Fleet M	5,766.91	3,461.09								9,228.00
Fleming T	5,766.91	0.00								5,766.91
Flintoff R	5,766.91	115.03						121.00	342.79	6,345.73
Gibbon S	5,766.91	0.00								5,766.91
Griffin S	5,766.91	0.00								5,766.91
Hall G G	5,766.91	5,767.00			102.78					11,636.69
Hargreaves P	5,766.91	5,767.00						169.62		11,703.53
Hill C F	5,766.91	5,767.00			281.06					11,814.97
Jackson P	5,766.91	5,767.00								11,533.91
James M A	5,766.91	5,767.00			86.06	205.00	92.00			11,916.97
Kaiser S	1,423.98	0.00								1,423.98
Laffey P	5,766.91	272.04							1,931.41	7,970.36
Lauderdale J	5,766.91	0.00								5,766.91
Lilley A E	5,766.91	3,461.09								9,228.00
Lilley G	5,766.91	0.00								5,766.91
London F	5,766.91	0.00								5,766.91
Marshall A	5,766.91	2,645.87								8,412.78
Marshall J	5,766.91	0.00						121.00		5,887.91
McKenna C	5,766.91	0.00	36.90					33.75		5,837.56
Morris G	5,766.91	2,306.66								8,073.57
Payne R W	5,766.91	5,767.00								11,533.91
Plant M	5,766.91	0.00	130.86					121.00		6,018.77
Preece A	5,766.91	3,461.09	346.59					149.13		9,723.72
Richardson C	5,766.91	4,614.01							10,614.92	20,995.84
Rogan T	5,766.91	2,642.56								8,409.47
Shaw J E	5,766.91	3,461.09	145.30		73.58	780.00	277.00	55.00		10,558.88
Simmons C	5,766.91	3,473.64								9,240.55
Sutheran L M	5,766.91	817.19	81.82					76.86		6,742.78
Thompson H	2,995.42	0.00	200.13					85.68		3,281.23
Tumilty V	5,766.91	5,767.00						88.00		11,621.91
Turner M W	5,766.91	0.00	41.78					102.12		5,910.81
Wallace S D	5,766.91	0.00								5,766.91
Wistow G	5,766.91	0.00								5,766.91
Worthy G	5,766.91	0.00	355.50					121.00		6,243.41
Wright E	5,766.91	0.00	179.43					132.00		6,078.34
Young D R	5,766.91	0.00			126.78					5,893.69
Total 2009/2010	274,828.59	147,312.30	1,877.52	0.00	1,449.63	2,385.00	889.00	1,607.16	12,889.12	443,238.32
Total 2008/2009	273,384.11	145,963.47	2,677.11	0.00	1,542.20	2,737.45	931.87	2,270.84	12,695.69	442,202.74

The following Councillors were the Council's appointed representatives on Cleveland Fire Authority or Cleveland Police Authority and received a separate allowance for this additional responsibility which was funded from the Fire or Police Authorities budgets, as detailed below. Unless indicated, these appointments were for the period 1st April, 2009 to 31st March, 2010. Further details of these allowances can be obtained from the Fire or Police Authorities.

Councillor	Cleveland Fire Authority				Cleveland Police Authority				
	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence	Total	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence	Total	
	£	£	£	£	£	£	£	£	
R Payne	2,182.26	0.00	0.00	2,182.26	0.00	0.00	0.00	0.00	01.04.09 to 31.03.10
S Cook	536.79	0.00	0.00	536.79	0.00	0.00	0.00	0.00	01.04.09 to 30.06.09
E Wright	536.79	0.00	0.00	536.79	0.00	0.00	0.00	0.00	01.04.09 to 30.06.09
T Fleming	536.79	0.00	0.00	536.79	0.00	0.00	0.00	0.00	01.04.09 to 30.06.09
J Brash	1,645.47	0.00	0.00	1,645.47	0.00	0.00	0.00	0.00	01.07.09 to 31.03.10
R Flintoff	1,645.47	0.00	0.00	1,645.47	0.00	0.00	0.00	0.00	01.07.09 to 31.03.10
A Lilley	1,645.47	0.00	0.00	1,645.47	0.00	0.00	0.00	0.00	01.07.09 to 31.03.10
C Barker	0.00	0.00	0.00	0.00	9,612.18	766.27	571.07	10,949.52	
V Tumilty	0.00	0.00	0.00	0.00	9,992.43	1,629.91	69.69	11,692.03	
S Wallace	0.00	0.00	0.00	0.00	9,705.22	213.36	0.00	9,918.58	

Hartlepool Borough Council - Annual Accounts 2010/11

Note 12: Members' Allowances

Details of the amounts paid to each Member of the Council are published annually. The total amount paid to Members in respect of basic, special responsibility and travel and subsistence allowances was £442,533.05 (2009/10: £443,238.32). An analysis of the allowance payments is detailed below.

Member	Basic Allowance	Special Responsibility Allowance	General Travel	General Subsistence	Conference Travel	Conference Fees	Conference Subsistence	Telephone Expenses	Chair/Vice of Chair of Council Allowance	Total 2010/11
	£	£	£	£	£	£	£	£	£	£
Aiken M	5,766.84	-	58.21	-	-	-	-	-	-	8,253.91
Akers-Belcher C	5,766.84	157.85	-	-	-	-	-	-	2,428.86	8,253.91
Akers-Belcher S J	5,766.84	3,461.16	-	-	79.78	1,050.00	340.00	-	-	7,394.47
Allison S	620.09	-	-	-	79.78	1,400.00	485.00	-	-	11,192.78
Atkinson R	5,766.84	179.77	56.92	-	-	-	-	-	-	620.09
Barclay A	5,146.86	-	-	-	-	-	-	71.94	-	6,075.47
Barker C	5,766.84	-	167.51	-	-	-	-	-	-	5,146.86
Brash J	5,766.84	5,766.96	-	-	-	-	-	-	-	5,934.35
Cook R W	5,766.84	5,766.96	-	-	-	-	-	-	-	11,533.80
Cook S	620.09	-	-	-	-	-	-	-	-	11,533.80
Coward W J	620.09	-	57.64	-	-	-	-	-	-	620.09
Cranney K H	5,766.84	3,461.16	-	-	-	-	-	33.00	-	710.73
Drummond S	5,766.84	58,394.63	-	-	-	-	-	-	-	9,228.00
Fenwick S	620.09	-	-	-	-	-	-	-	-	64,161.47
Fleet M	5,766.84	3,461.16	-	-	-	-	-	-	-	620.09
Fleming T	5,766.84	-	-	-	-	-	-	-	-	9,228.00
Flintoff R	5,766.84	-	-	-	-	-	-	-	-	5,766.84
Gibbon S	5,766.84	-	-	-	-	-	-	127.93	-	5,894.77
Griffin S	5,766.84	-	-	-	-	-	-	-	-	5,766.84
Hall G G	5,766.84	5,766.96	-	-	-	-	-	-	-	5,766.84
Hargreaves P	5,766.84	5,766.96	-	-	-	-	-	-	-	11,533.80
Hill C F	5,766.84	5,766.96	-	-	-	-	-	225.18	-	11,758.98
Ingham P	5,146.86	-	-	-	53.58	-	-	-	-	11,587.38
Jackson P	5,766.84	3,364.06	-	-	-	-	-	-	-	5,146.86
James M A	5,766.84	5,766.96	-	-	-	-	-	-	-	9,130.90
Laffey P	5,766.84	-	-	-	-	-	-	-	-	11,533.80
Lauderdale J	5,766.84	-	-	-	-	-	-	-	164.75	5,931.59
Lawton T	5,146.86	-	-	-	-	-	-	-	-	5,766.84
Lilley A E	5,766.84	446.71	-	-	-	-	-	-	-	5,146.86
Lilley G	5,766.84	-	438.24	-	-	-	-	-	-	6,213.55
London F	5,766.84	973.20	-	-	-	-	-	242.64	-	6,447.72
Maness S	5,146.86	-	-	-	-	-	-	-	-	6,740.04
Marshall A	5,766.84	3,461.16	-	-	-	-	-	-	-	5,146.86
Marshall J	5,766.84	-	-	-	-	-	-	-	-	9,228.00
Marshall J W	5,146.86	-	-	-	-	-	-	-	-	5,766.84
McKenna C J	5,766.84	-	-	-	-	-	-	-	-	5,146.86
Morris G	5,766.84	3,461.04	-	-	-	-	-	-	-	5,766.84
Payne R W	5,766.84	5,766.96	-	-	-	-	-	-	-	9,227.88
Plant M	5,766.84	-	-	-	-	-	-	-	-	11,533.80
Preece A	5,766.84	3,461.16	309.77	-	-	-	-	164.15	-	5,930.99
Richardson C	5,766.84	4,614.00	-	-	-	-	-	151.08	-	9,688.85
Rogan T	5,766.84	539.74	65.94	-	-	-	-	-	10,575.63	20,956.47
Shaw J E	5,766.84	3,461.16	119.40	-	-	-	-	-	-	6,372.52
Simmons C	5,766.84	4,174.01	-	-	-	350.00	110.00	96.17	-	9,903.57
Sutheran L M	5,766.84	-	-	-	-	-	-	-	-	9,940.85
Thomas S	5,146.86	2,921.42	-	-	-	-	-	-	-	5,766.84
Thompson H	5,766.84	5,022.96	-	-	-	-	-	-	-	8,068.28
Thompson P	5,146.86	-	-	-	-	-	-	-	-	10,789.80
Tumilty V	620.09	620.10	-	-	-	-	-	-	-	5,146.86
Turner M W	5,766.84	-	-	-	-	-	-	-	-	1,240.19
Wallace S D	620.09	-	-	-	-	-	-	-	-	5,766.84
Wells R	5,146.86	-	-	-	-	-	-	-	-	620.09
Wistow G	620.09	-	-	-	-	-	-	-	-	5,146.86
Worthy G	5,766.84	-	-	-	-	-	-	-	-	620.09
Wright E	5,766.84	-	-	-	-	-	-	144.63	-	5,911.47
Yound D R	620.09	-	-	-	-	-	-	70.95	-	5,837.79
Totals 2010/2011	276,809.20	146,005.17	1,273.63	-	213.14	2,800.00	935.00	1,327.67	13,169.24	442,533.05
Totals for 2009/10	274,828.59	147,312.30	1,877.52	-	1,449.63	2,385.00	889.00	1,607.16	12,889.12	443,238.32

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Note 12: Members' Allowances

The following Councillors were the Council's appointed representatives on Cleveland Fire Authority or Cleveland Police Authority and received a separate allowance for this additional responsibility which was funded from the Fire or Police Authorities budgets, as detailed below. Unless indicated these appointments were for the period 1st April 2010 to 31st March 2011. Further details of these allowances can be obtained from the Fire or Police Authorities.

Councillor	Cleveland Fire Authority			Total £	Period of Office
	Basic Allowances	Special Responsibility Allowances	Travel Allowances Subsistence		
	£	£	£		
Akers-Belcher S J	1,810.02	-	-	1,810.02	04/06/10-31/03/11
Atkinson R	1,810.02	-	71.50	1,881.52	04/06/10-31/03/11
Brash J	383.94	-	-	383.94	01/04/10-04/06/11
Flintoff R	2,193.96	-	-	2,193.96	01/04/10-31/03/11
Lilley A E	383.94	-	24.05	407.99	01/04/10-04/06/11
Payne R	2,193.96	3,620.13	190.80	6,004.89	01/04/10-31/03/11

Councillor	Cleveland Police Authority			Total £	Period of Office
	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence		
	£	£	£		
Barker C	9,308.04	506.04	325.97	10,140.05	01/04/10-31/03/11
Drummond S	6,705.79	146.38	-	6,852.17	09/07/10-31/03/11
Richardson C	6,705.79	-	-	6,705.79	09/07/10-31/03/11

Hartlepool Borough Council - Annual Accounts 2010/11**COUNCILLORS' ALLOWANCES & EXPENSES – ADDITIONAL DISCLOSURE**

Note 12 of the Core Financial Statements details the total value of Basic Allowances and Special Responsibility Allowances paid in 2010/2011 and the comparative figure for 2009/2010. The Council has decided to provide this additional note to provide a detailed breakdown of the Basic Allowance and Special Responsibility Allowances (SRAs) paid to individual Councillors for 2010/2011, together with other expenses and costs allocated to individual Councillors.

This detailed disclosure exceeds the minimum legal requirements specified by the Government in "Statutory Instrument 2003 Number 1021 – The Local Authorities (Councillors Allowances) (England) Regulations 2003" which requires local authorities to publish details of the amounts paid to individual Councillors for each financial year for the following categories:

- Basic Allowance and Special Responsibility Allowances;
- Dependent Carers Allowance;
- Travelling and Subsistence Allowance; and
- Co-optees Allowances

The Council paid no Dependent Carers Allowances or Co-optees Allowances in 2010/2011 or 2009/2010.

The detailed arrangements for paying the Basic allowance, SRAs and other expenses are defined by specific rules in the Council's constitution. The key components of these rules are described below:

Basic and Special Responsibility Allowances

The value of the Basic and Special Responsibility Allowances (SRAs) paid by the Council are based on recommendations made by the Independent Remuneration Panel.

General and General Subsistence

This covers expenses claimed by Councillors for travel and subsistence with a 35 mile radius of Hartlepool in respect of approved duties as a Councillor.

Conference Travel and Conference Fees

The Council has an approved list of conferences which specific Councillors are authorised to attend. The conferences and travel arrangements are booked by officers of the Council on behalf of the Councillor(s) attending the conference. The costs of the conference fee and travel arrangements are then recorded against the individual Councillor who attended the event.

Conference Subsistence

This covers the cost of overnight hotel accommodation and expenses claimed by Councillors for 'out of pocket expenses' whilst staying away from Hartlepool where meals are not provided for in the overall conference fees. The allowances claimable are based on approved national subsistence rates.

Telephone Expenses

Councillors can be reimbursed for the cost of line and telephone rental. Councillors are also eligible to claim for installing a telephone line if a line is not already connected. Councillors cannot claim for the cost of telephone calls.

Chair/Vice Chair of Council Allowance

These specific allowances are paid to the Chair and Vice Chair of the Council to recognise the general costs associated with these positions from representing the Council in a public capacity within the town and region.

Taxation, National Insurance and Pensionable Status of Allowances

Individual Councillors pay income tax and national insurance on all allowances payable to them. These allowances are not pensionable. When a Councillor loses office all allowances stop with immediate effect and no payments are made for the loss of office.

Note 11 - Councillor's Allowances & Expenses - Additional Disclosure

The Council has decided to provide this additional note to provide a detailed breakdown of the Basic Allowance and Special Responsibility Allowances (SRAs) paid to individual Councillors for 2011/12, together with other expenses and costs allocated to individual Councillors.

This detailed disclosure exceeds the minimum legal requirements specified by the Government in "Statutory Instrument 2003 Number 1021 - The Local Authorities (Councillors Allowances) (England) Regulations 2003" which requires local authorities to publish details of the amounts paid to individual Councillors for each financial year for the following categories:

- Basic Allowance and Special Responsibility Allowances;
- Dependent Carers Allowance;
- Travelling and Subsistence Allowance; and
- Co-optees Allowances.

The Council paid no Dependent Carers Allowances or Co-optees Allowances in 2011/12 or 2010/11.

The detailed arrangements for paying the Basic allowance, SRA's and other expenses are defined by specific rules of the Council's constitution. The key components of these rules are described below:

Basic and Special Responsibility Allowances

The value of the Basic and SRA's paid by the Council are based on recommendations made by the Independent Remuneration Panel.

General and General Subsistence

This covers expenses claimed by Councillors for travel and subsistence within a 35 mile radius of Hartlepool in respect of approved duties as a Councillor.

Conference Travel and Conference Fees

The Council has an approved list of conferences which specific Councillors are authorised to attend. The conferences and travel arrangements are booked by officers of the Council on behalf of the Councillor attending the conference. The costs of the conference fee and travel arrangements are then recorded against the individual Councillor who attended the event.

Conference Subsistence

This covers the cost of overnight hotel accommodation and expenses claimed by Councillors for 'out of pocket expenses' whilst staying away from Hartlepool where meals are not provided for in the overall conference fee. The allowances claimable are based on approved national subsistence rates.

Telephone Expenses

Councillors can be reimbursed for the cost of line and telephone rental. Councillors are also eligible to claim for installing a telephone line if a line is not already connected. Councillors cannot claim for the cost of telephone calls.

Chair/Vice Chair of Council Allowance

These specific allowances were paid to the Chair and Vice Chair of the Council to recognise the general costs associated with these positions from representing the Council in a public capacity within the town and region. This allowance ceased in May 2011 as part of the Council's budget reductions approved by Council in February 2011.

Taxation, National Insurance and Pensionable Status of Allowances

Individual Councillors pay income tax and national insurance on all allowances payable to them. The allowances are not pensionable. When a Councillor loses office all allowances stop with immediate effect and payments are made for the loss of office.

SECTION 3 : Statement of Accounts

2011/12

APPENDIX M

Note 11: Members Allowances

Details of the amounts paid to each Member of the Council are published annually. The total amount paid to Members in respect of basic, special responsibility and travel and subsistence allowances was £434,422.40 (£442,533 in 2010/11). An analysis of the allowance payments are detailed below.

Member	Basic Allowance	Special Responsibility Allowance	General Travel	Conference Travel	Conference Fees	Conference Subsistence	Telephone Expenses	Chair/Vice of Chair of Council Allowance	Total 2011/12
	£	£	£	£	£	£	£	£	£
Alken M	5,766.96								
Akers-Belcher C	5,766.96	2,403.05	95.29	724.23	1,400.00	480.00		181.69	5,948.65
Akers-Belcher S J	5,766.96	3,461.04	119.00		1,400.00	480.00			10,869.53
Atkinson R	604.59	0.00							11,227.00
Barclay A	5,766.96								604.59
Barker C	604.59		104.79						5,766.96
Brash J	5,766.96	5,236.55							709.38
Cook R W	5,766.96	5,766.84							11,003.51
Cranney K H	5,766.96	3,461.04							11,533.80
Drummond S	5,766.96	58,134.96					102.26		9,228.00
Fenwick M	5,162.36								64,004.18
Fleet M	5,766.96	3,461.04							5,162.36
Fleming T	5,766.96								9,228.00
Gibbon S	5,766.96								5,766.96
Griffin S	5,766.96								5,766.96
Hall G G	5,766.96	5,766.84							5,766.96
Hargreaves P	5,766.96	5,236.55							11,533.80
Hill C F	5,766.96	5,766.84					125.10		11,128.61
Ingham P	5,766.96								11,533.80
Jackson P	5,766.96	2,545.30							5,766.96
James M A	5,766.96	5,766.84							8,312.26
Laffey P	604.59								11,533.80
Lauderdale J	5,766.96								604.59
Lawton T	5,766.96								5,766.96
Lilley A E	5,766.96		5.00						5,766.96
Lilley G	5,766.96								5,771.96
London F	604.59	120.88							5,766.96
Loynes B	5,162.36		119.00						725.47
Maness S	5,766.96						47.03		5,328.39
Marshall A	5,766.96	3,461.04							5,766.96
Marshall J	5,766.96								9,228.00
Marshall J W	5,766.96								5,766.96
McKenna C J	5,766.96		3.50						5,766.96
Morris G	5,766.96	3,460.92							5,770.46
Payne R W	5,766.96	5,236.55							9,227.88
Plant M	604.59								11,003.51
Preece A	5,766.96	288.42	346.24						604.59
Richardson C	5,766.96	4,613.88					150.84		6,552.46
Robinson J	5,162.36							750.00	11,130.84
Rogan T	5,766.96	2,930.72							5,162.36
Shaw J E	5,766.96	3,461.04	160.00	318.42	700.00	230.00	119.64		8,697.68
Shields L	5,162.36		55.26				12.99		10,756.06
Simmons C	5,766.96	5,236.67	79.05						5,230.61
Sirs K	5,162.36								11,082.68
Sutheran L M	5,766.96								5,162.36
Tempest S	5,162.36								5,766.96
Thomas S	5,766.96	3,461.04	125.28						5,162.36
Thompson H	5,766.96	5,766.96	119.00						9,353.28
Thompson P	5,766.96	976.30							11,652.92
Turner M W	5,766.96								6,743.26
Wells R	5,766.96	3,126.10					77.67		5,844.63
Wilcox A	5,162.36					51.21			8,944.27
Worthy G	604.59		61.50						5,162.36
Wright E	5,766.96		101.54						666.09
Totals 2011/2012	276,209.42	149,147.41	1,494.45	1,042.65	3,500.00	1,241.21	855.57	931.69	434,422.40
Totals for 2010/11	276,809.20	146,005.17	1,273.63	213.14	2,800.00	935.00	1,327.67	13,169.24	442,533.05

SECTION 3 : Statement of Accounts

APPENDIX M

Note 11: Members' Allowances

The following Councillors were the Council's appointed representatives on Cleveland Fire Authority, Cleveland Police Authority and River Tees Port Health Authority and received a separate allowance for this additional responsibility which was funded from the Fire, Police or Port Authorities' budget, as detailed below. Unless indicated these appointments were for the period 1st April, 2011 to 31st March, 2012. Further details of these allowances can be obtained from the Fire, Police or Port Authorities Accounts.

Cleveland Fire Authority

Councillor	Basic Allowances £	Special Responsibility Allowances	Travel, Subsistence or Conference Allowances £	Total £	Period of Office
Akers-Belcher S J	2,193.96	-	-	2,193.96	01/04/11-31/03/12
Atkinson R	230.01	-	19.50	249.51	01/04/11-08/05/11
Payne R	2,193.96	4,388.04	1,528.31	8,110.31	01/04/11-31/03/12
Richardson C	1,773.46	-	-	1,773.46	01/04/11-31/03/12
Wells R	1,773.46	-	-	1,773.46	01/04/11-31/03/12

Cleveland Police Authority

Councillor	Basic Allowances £	Special Responsibility Allowances	Travel, Subsistence or Conference Allowances £	Total £	Period of Office
Barker C	1,026.70	-	603.50	1,630.20	01/04/11-09/05/11
Drummond S	9,548.04	6,729.72	1,361.36	17,639.12	01/04/11-31/03/12
Richardson C	9,548.04	-	-	9,548.04	01/04/11-31/03/12

S Drummond became Chair of the Cleveland Police Authority in December 2011.

River Tees Port Health Authority

Councillor	Basic and Special Responsibility Allowances £	Special Responsibility Allowances	Travel, Subsistence or Conference Allowances £	Total £	Period of Office
Tempest S	981.75	-	-	981.75	03/06/11-01/06/12

The Annual Allowance for Vice Chair of the River Tees Port Health Authority is £1,190 for the period 03/06/11 to 01/06/12. The figure above relates to the period 03/06/11 to 31/03/12.

Councillors' allowances

THE table below details the allowances and expenses paid to Hartlepool councillors during the financial year ending 31st March 2009.

In the interests of transparency, from this year onwards the Council is going beyond its statutory obligations by publishing details of all expenses paid to councillors.

The Basic and Special Responsibility Allowances are determined by the Independent Remuneration Panel and are subject to Tax and National Insurance. The Basic Allowance is paid to all councillors in respect of their responsibilities and workload as a ward councillor.

Special Responsibility Allowances are paid to councillors who have specific additional responsibilities.

The table also includes the amounts paid to each councillor to reimburse the following costs incurred while on Council business: general travel costs; general subsistence (i.e. meals); travel costs to and from conferences; subsistence while at conferences; reimbursement of telephone line rental and installation costs.

Also listed are the allowances paid to the Chair and Vice-Chair of the Council, which are subject to Tax and National Insurance.

Councillor	Basic Allowances	Special Responsibility Allowances	General Travel	General Subsistence	Conference Travel	Conference Fees	Conference Subsistence	Telephone Expenses	Chair/ Vice Chair of Council Allowance	Total
£	£	£	£	£	£	£	£	£	£	£
Martyn Aiken	5,159.92	0.00	73.57	0.00	0.00	0.00	0.00	0.00	0.00	5,233.49
Stephen Akers-Belcher	5,695.86	3,418.31	0.00	0.00	0.00	1,050.00	390.00	0.00	0.00	10,554.17
Steve Allison	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Reuben Atkinson	5,695.86	0.00	76.29	0.00	0.00	0.00	0.00	70.50	0.00	5,842.65
Caroline Barker	5,695.86	0.00	190.51	0.00	0.00	0.00	0.00	132.00	0.00	6,018.37
Jonathan Brash	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,391.72
Harry Clouth	533.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.10
Rob Cook	5,695.86	4,549.97	117.31	0.00	0.00	0.00	0.00	42.36	0.00	10,405.50
Shaun Cook	5,695.86	3,418.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,114.17
John Coward	5,695.86	0.00	47.76	0.00	0.00	0.00	0.00	132.00	0.00	5,875.62
Kevin Cranney	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Stuart Drummond	5,695.86	57,559.34	0.00	0.00	773.80	322.45	0.00	0.00	0.00	64,351.45
Sandra Fenwick	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Mary Fleet	5,695.86	3,418.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,114.17
Tim Fleming	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Bob Flintoff	5,695.86	162.98	85.45	0.00	0.00	0.00	0.00	106.72	2,112.20	8,163.21
Steve Gibbon	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Sheila Griffin	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	176.00	0.00	5,871.86
Ged Hall	5,695.86	5,695.86	0.00	0.00	55.70	475.00	221.28	0.00	0.00	12,143.70
Pamela Hargreaves	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	195.49	0.00	11,587.21
Gordon Henery	521.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	521.61
Cath Hill	5,695.86	5,695.86	31.75	0.00	0.00	0.00	0.00	0.00	0.00	11,423.47
Peter Jackson	5,695.86	5,695.86	0.00	0.00	0.00	175.00	0.00	0.00	0.00	11,566.72
Marjorie James	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,391.72
Michael Johnson	5,695.86	2,282.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,978.34
Stan Kaiser	5,695.86	1,511.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,207.47
Pauline Laffey	5,695.86	977.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,673.08
John Lauderdale	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Geoff Lilley	5,695.86	0.00	253.66	0.00	675.10	240.00	52.50	88.00	0.00	7,005.12
Alison Lilley	5,695.86	2,850.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,546.27
Frances London	5,695.86	0.00	21.50	0.00	0.00	0.00	0.00	121.00	0.00	5,838.36
John Marshall	5,695.86	567.90	28.60	0.00	0.00	0.00	0.00	55.00	157.00	6,504.36
Ann Marshall	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Chris McKenna	5,159.92	0.00	66.00	0.00	0.00	0.00	0.00	253.52	0.00	5,479.44
George Morris	5,695.86	1,954.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,650.33
Robbie Payne	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,391.72
Michelle Plant	5,695.86	0.00	246.26	0.00	0.00	0.00	0.00	83.09	0.00	6,025.21
Arthur Preece	5,695.86	3,418.31	460.39	0.00	0.00	0.00	0.00	165.80	0.00	9,740.36
Carl Richardson	5,695.86	4,549.97	0.00	0.00	0.00	0.00	0.00	0.00	10,426.49	20,672.32
Trevor Rogan	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Jane Shaw	5,695.86	3,418.31	325.11	0.00	0.00	0.00	0.00	143.00	0.00	9,582.28
Chris Simmons	5,695.86	2,920.38	0.00	0.00	37.60	475.00	268.09	0.00	0.00	9,396.93
Lilian Sutherland	5,695.86	3,418.31	288.20	0.00	0.00	0.00	0.00	117.07	0.00	9,519.44
Victor Tumilty	5,695.86	5,695.86	0.00	0.00	0.00	0.00	0.00	121.00	0.00	11,512.72
Michael Turner	5,695.86	0.00	71.15	0.00	0.00	0.00	0.00	136.29	0.00	5,903.30
Steve Wallace	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Gerald Wistow	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Gladys Worthy	5,695.86	0.00	180.80	0.00	0.00	0.00	0.00	132.00	0.00	6,008.66
Edna Wright	5,695.86	0.00	112.80	0.00	0.00	0.00	0.00	0.00	0.00	5,808.66
David Young	5,695.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,695.86
Total 2008/09	273,381.11	145,963.47	2,677.11	0.00	1,542.20	2,737.45	9,118.7	2,270.84	12,695.69	442,202.74
Total 2007/08	266,112.00	137,800.70	4,321.97	163.85	355.10	1,136.21	125.00	2,412.01	13,165.91	425,592.75

The following Councillors were the Council's appointed representatives on Cleveland Fire Authority or Cleveland Police Authority and received separate allowances for this additional responsibility which was funded from the Fire or Police Authorities budgets. The Basic and Special Responsibility Allowances are subject to Tax and National Insurance. Unless indicated these appointments were for the period 1st April 2008 to 31st March 2009. Further details of these allowances can be obtained from the Fire or Police Authorities.

Councillor	Cleveland Fire Authority				Cleveland Police Authority			
	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence	Total	Basic and Special Responsibility Allowances	Travel Allowances	Subsistence	Total
£	£	£	£	£	£	£	£	£
Shaun Cook	2,113.88	0.00	0.00	2,113.88	0.00	0.00	0.00	0.00
Robbie Payne	2,113.88	0.00	0.00	2,113.88	0.00	0.00	0.00	0.00
Edna Wright	1,743.75	0.00	0.00	1,743.75	0.00	0.00	0.00	0.00
Tim Fleming	1,743.75	0.00	0.00	1,743.75	0.00	0.00	0.00	0.00
JOHN MARSHALL	370.13	0.00	0.00	370.13	0.00	0.00	0.00	0.00
Caroline Barker	0.00	0.00	0.00	0.00	8,841.00	833.54	330.17	10,004.71
Victor Tumilty	0.00	0.00	0.00	0.00	9,211.00	1,725.78	0.00	10,936.78
Steve Wallace	0.00	0.00	0.00	0.00	9,526.00	509.51	0.00	10,035.51

05.06.08 to 31.03.09
05.06.08 to 31.03.09
01.04.08 to 04.06.09

Councillors' allowances

The table below details the allowances and expenses paid to Hartlepool councillors during the financial year ending 31st March, 2007. The Basic and Special Responsibility Allowances are determined by the Independent Remuneration Panel. These allowances are subjected to Tax and National Insurance. The Basic Allowance is paid to all councillors in respect of their responsibilities and workload as a ward councillor. Special Responsibility Allowances are paid to councillors who have specific additional responsibilities. Travelling and Subsistence is paid to councillors to reimburse costs incurred when performing approved duties (* including costs incurred when representing the Council on bodies outside Hartlepool, or attending approved conferences). No carers or co-optees allowances were paid during this period.

Name	Basic Allowance £	Special Responsibility Allowance £	Travel and Subsistence Allowance £	Total £
Akers-Belcher S J	5,203.28	0.00	0.00	5,203.28
Allison D	5,203.28	0.00	0.00	5,203.28
Allison S	4,752.62	0.00	0.00	4,752.62
Barker C	5,203.28	0.00	0.00	5,203.28
Brash J	4,752.62	0.00	0.00	4,752.62
Cambridge J	450.66	0.00	0.00	450.66
Clouth H	5,203.28	547.46	0.00	5,750.74
Cook R W	5,203.28	3,122.00	217.77	8,543.05
Cook S	4,752.62	0.00	0.00	4,752.62
Coward W J	5,203.28	0.00	82.99	5,286.27
Cranney K H	5,203.28	463.55	0.00	5,666.83
Drummond S	5,203.28	54,666.00	310.95*	60,180.23
Fenwick S	5,203.28	0.00	0.00	5,203.28
Ferriday D R P	450.66	0.00	2.92	453.58
Fleet M	5,203.28	0.00	0.00	5,203.28
Flintoff R	450.66	0.00	41.14	491.80
Fortune S W	1,133.11	0.00	0.00	1,133.11
Gibbon S	4,752.62	0.00	0.00	4,752.62
Griffin S	5,203.28	0.00	0.00	5,203.28
Hall G G	5,203.28	2,692.42	0.00	7,895.70
Hargreaves P	5,203.28	4,956.08	0.00	10,159.36
Henery G	5,203.28	0.00	0.00	5,203.28
Hill C F	5,203.28	5,203.32	0.00	10,406.60
Iseley W	5,203.28	4,162.72	0.00	9,366.00
Jackson P	5,203.28	5,203.32	0.00	10,406.60
James M A	5,203.28	5,203.32	0.00	10,406.60
Johnson M	5,203.28	3,122.00	0.00	8,325.28
Kaiser S	5,203.28	2,081.32	58.66	7,343.26
Kennedy J	450.66	0.00	0.00	450.66
Laffey P	3,748.28	0.00	0.00	3,748.28
Lauderdale J	5,203.28	0.00	0.00	5,203.28
Lilley G	5,203.28	883.61	277.77*	6,364.66
London F	5,203.28	0.00	9.10	5,212.38
Marshall A	5,203.28	0.00	0.00	5,203.28
Marshall J	5,203.28	0.00	67.36	5,270.64
Morris G	5,203.28	0.00	0.00	5,203.28
Payne R W	5,203.28	5,203.32	0.00	10,406.60
Preece A	5,203.28	3,122.00	381.86	8,707.14
Rayner P	5,203.28	144.23	0.00	5,347.51
Richardson C	5,203.28	4,162.72	0.00	9,366.00
Rogan T	5,203.28	0.00	0.00	5,203.28
Shaw J E	5,203.28	3,122.00	1,271.14*	9,596.42
Sutherland L M	5,203.28	3,122.00	313.66*	8,638.94
Tumilty V	5,203.28	4,585.24	192.11	9,980.63
Turner M W	5,203.28	0.00	5.36	5,208.64
Wallace S D	5,203.28	2,689.85	0.00	7,893.13
Waller D	5,203.28	0.00	133.79	5,337.07
Waller M P	5,203.28	0.00	143.60	5,346.88
Waller R	5,203.28	5,203.32	694.37*	11,100.97
Wistow G	5,203.28	2,689.35	0.00	7,892.63
Worthy G	5,203.28	0.00	216.00	5,419.28
Wright E	5,203.28	0.00	255.60	5,458.88
Young D R	5,203.28	0.00	0.00	5,203.28
	249,435.55	126,351.15	4,676.15	380,462.85

APPENDIX O

New look for Clean Sweep



Councillor Peter Jackson drops in on Council staff member Nathan Swan as he paints one of the fences in Rossmere Park.

THERE'S a new look for Hartlepool's Operation Clean Sweep.

Operation Clean Sweep, which was launched in December 2003 by Mayor Stuart Drummond, involves Hartlepool Council working with a range of partner organisations to concentrate resources to tackle a range of issues in a particular area of the town, usually for about a week.

Now, in a change of format, there will be three separate Clean Sweep initiatives - one

each for the North, Centre and South of the town. Each one will focus on one of three major themes for a year - environmental improvements, highways improvements or community safety - after which the theme will change.

This year the focus will be: South - environmental improvements; Central - highways improvements; North - community safety.

The first of the new Clean Sweeps got underway recently in Rossmere in the South of the town, where the work ranged from painting benches and fences and cutting back hedges in Rossmere Park to increased litter, graffiti and dog fouling patrols and checks on untaxed or abandoned vehicles.

Councillor Peter Jackson, the Council's Cabinet Member for Neighbourhoods and Communities, said: "Operation Clean Sweep has now covered the whole town and so we felt it was time to take a fresh look at it.

"The new format will enable us and our partner organisations to focus specifically on a key improvement theme over a much longer period, and I hope that local people will continue to give Operation Clean Sweep the same excellent support."



Susan Christie receives the keys for her weekend prize from Dave Whitfield of Mercedes Teesside.

Susan's a winner

SUSAN Christie of Billingham was first out of the hat in the spring Hartbeat competition and won a Mercedes A-Class for the weekend, courtesy of Mercedes-Benz of Teesside.

Councillors' Allowances

The table below details the allowances and expenses paid to Hartlepool councillors during the financial year ending 31st March, 2006. The Basic and Special Responsibility Allowances are determined by the Independent Remuneration Panel. These allowances are subject to Tax and National Insurance. The Basic Allowance is paid to all councillors in respect of their responsibilities and workload as a ward councillor. Special Responsibility Allowances are paid to councillors who have specific additional responsibilities. Travelling and Subsistence is paid to councillors to reimburse costs incurred when performing approved duties (*including costs incurred when representing the Council on bodies outside Hartlepool, or attending approved conferences). No carers or co-optees allowances were paid during this period.

Name	Basic Allowance £	Special Responsibility Allowance £	Travel and Subsistence Allowance £	Total £
Allison D	4,790.00	0.00	0.00	4,790.00
Barker C	4,790.00	0.00	195.68	4,985.68
Belcher S J	4,790.00	0.00	0.00	4,790.00
Cambridge J	4,790.00	0.00	0.00	4,790.00
Clouth H	4,790.00	3,157.00	0.00	7,947.00
Cook R W	4,790.00	2,434.00	492.26	7,716.26
Coward W J	4,790.00	0.00	229.31	5,019.31
Cranney K H	4,790.00	2,380.00	0.00	7,170.00
Drummond S	4,790.00	53,100.00	0.00	57,890.00
Fenwick S	4,790.00	0.00	15.52	4,805.52
Ferriday D R P	4,790.00	0.00	26.28	4,816.28
Fleet M	4,790.00	0.00	0.00	4,790.00
Flintoff R	4,790.00	0.00	210.54	5,000.54
Fortune S W	4,790.00	4,790.00	329.17*	9,909.17
Griffin S	4,790.00	0.00	0.00	4,790.00
Hall G G	4,790.00	0.00	0.00	4,790.00
Hargreaves P	4,790.00	2,874.00	0.00	7,664.00
Henery G	4,790.00	0.00	0.00	4,790.00
Hill C F	4,790.00	4,790.00	0.00	9,580.00
Iseley W	4,790.00	3,832.00	0.00	8,622.00
Jackson P	4,790.00	4,790.00	0.00	9,580.00
James M A	4,790.00	4,496.00	0.00	9,286.00
Johnson M	4,790.00	2,874.00	0.00	7,664.00
Kaiser S	4,790.00	1,916.00	0.00	6,706.00
Kennedy J	4,790.00	0.00	0.00	4,790.00
Lauderdale J	4,790.00	0.00	0.00	4,790.00
Lilley G	4,790.00	0.00	413.20	5,203.20
London F	4,790.00	0.00	38.75	4,828.75
Marshall A	4,790.00	0.00	77.28	4,867.28
Marshall J	4,790.00	0.00	22.29	4,812.29
Morris G	4,790.00	0.00	0.00	4,790.00
Payne R W	4,790.00	4,790.00	0.00	9,580.00
Preece A	4,790.00	2,874.00	565.76	8,229.76
Rayner P	4,790.00	958.00	0.00	5,748.00
Richardson C	4,790.00	3,832.00	0.00	8,622.00
Rogan T	4,790.00	0.00	0.00	4,790.00
Shaw J E	4,790.00	2,874.00	619.91*	8,283.91
Sutherland L M	4,790.00	2,434.00	349.76	7,573.76
Tumilty V	4,790.00	0.00	29.10	4,819.10
Turner M W	4,790.00	0.00	44.48	4,834.48
Wallace S D	4,790.00	605.00	0.00	5,395.00
Waller D	4,790.00	440.00	57.73	5,287.73
Waller M P	4,790.00	0.00	609.16*	5,399.16
Waller R	4,790.00	4,790.00	102.75	9,682.75
Wistow G	4,790.00	0.00	0.00	4,790.00
Worth G	4,790.00	0.00	138.50	4,928.50
Wright E	4,790.00	0.00	182.09	4,972.09
Young D R	4,790.00	0.00	0.00	4,790.00
	229,920.00	115,030.00	4,749.52	349,699.52

APPENDIX P

Visitor push

THE drive to attract more tourists to Hartlepool has been boosted with the launch of a new visitor guide.

The Hartlepool Mini Guide 06/07 is a 36-page glossy booklet that contains information on everything visitors need to know about the town, including local attractions, accommodation, entertainment and walks.

There are also sections offering information about forthcoming events throughout the Tees Valley area and useful website addresses and telephone numbers. The guide also includes a number of discount vouchers for local shops, restaurants and attractions.

Copies are available from the Tourist Information Centre in Church Square, Hartlepool's Maritime Experience, Hartlepool Civic Centre and libraries. The mini guide can also be downloaded from Hartlepool Council's www.destinationhartlepool.com website.



Paula Gouldburn from Hartlepool Tourist Information with copies of the new mini guide.

Eating out

THE second edition of 'Eat' - Hartlepool's very own dining-out guide is also now available.

Just as the choice of cuisine expands in Hartlepool, the guide has grown too - showcasing the very best of what's on offer.

Copies are available from the Tourist Information Centre in Church Square, Hartlepool's Maritime Experience, Hartlepool Civic Centre and libraries.

The guide can also be downloaded from Hartlepool Council's www.destinationhartlepool.com website.



New councillor

PAULINE Laffey (Conservative) was elected to serve the Park Ward following a by-election on 20 July. The make-up of Hartlepool Council is now Labour 27; Independents 9, including the Mayor; Liberal Democrats 7; Conservatives 4 and UKIP 1.