

Public Document Pack



West Devon
Borough
Council

WEST DEVON COUNCIL - TUESDAY, 31ST MARCH, 2015

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Summons Letter** (Pages 1 - 2)

2. **Reports**

Reports to Council:

a) Item 6 - T18 Quarter 3 Budget Monitoring (Pages 3 - 12)

b) Item 7 - Review of the Scheme of Members' Allowances for 2015/16 _____ (Pages 13 - 30)

c) Item 8 - Proposed Calendar of Meetings for 2015/2016 (Pages 31 - 34)

d) Item 9 - EXEMPT - Land Charges (Pages 35 - 40)

3. **Minutes** (Pages 41 - 48)

This page is intentionally left blank

8. To receive the proposed Calendar of Meetings for 2015/2016 **To follow**

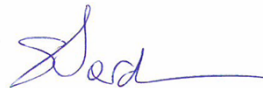
PART TWO – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any).

If any, the Council is recommended to pass the following resolution:

“RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the undermentioned item of business on the grounds that exempt information may be disclosed as defined in paragraph 3 from Part I of Schedule 12(A) to the Act.”

9. To receive the report of the S151 Officer on Land Charges **To follow**

Dated this 23rd day of March 2015



Steve Jorden
Head of Paid Service

NAME OF COMMITTEE	COUNCIL
DATE	31 March 2015
REPORT TITLE	T18 Budget Monitoring report – End of January 2015 (Month 10)
REPORT OF	Strategic Lead for Transformation Programme and Finance Community of Practice Lead
WARDS AFFECTED	All

Summary of report: Progress monitoring of the T18 Transformation Programme.

Financial implications: There are no financial implications arising directly from this report. The report sets out the budget monitoring position of the T18 Transformation Programme for the end of January 2015 (Month 10) for the financial year 2014/15 (the period April 2014 to January 2015).

RECOMMENDATIONS:

It is recommended that:

1. The Council note progress to date on the Transformation Programme.
2. Delegated authority is given to the S151 Officer, in consultation with the Executive Director of Strategy & Commissioning (Head of Paid Service) and the Leader of the Council, to determine the appropriate financing requirement from the Council’s Earmarked Reserves in 2014/15, to fund the year end accounting provision for the Transformation Programme as set out in Section 3.

Officer contact: Tracy Winser, Strategic Lead for Transformation Programme
 Email: tracy.winser@swdevon.gov.uk – Tel: 01803 861277

Lisa Buckle, Finance Community of Practice Lead
 Email: lisa.buckle@swdevon.gov.uk – Tel: 01803 861413

1. BACKGROUND

- 1.1 In December 2014 the Council agreed to a revised business plan for the T18 Programme which aims to deliver a new operating model in partnership with South Hams District Council which will ensure that both Councils can continue to deliver quality services for its customers and communities.

1.2 The Programme is structured with a number of workstreams and progress on these is set out below.

2. WORKSTREAM PROGRESS

2.1 HR

2.1.1 Recruitment for Phase 1b has taken place for the middle management and lead specialist roles and the offers have been made. As a result a small number of these posts will need to be advertised externally. The Group Managers have been appointed and the two external candidates took up their positions at the beginning of March. The two Executive Directors are in post. The post of Strategic Finance Lead (Strategy and Commissioning) will be recruited to in March.

2.1.2 On 20 February the organisation design for Phase 1b was published. There are around 261 members of staff (between both Councils) in scope for Phase 1b and Phase 2 of the Transformation Programme and there are approximately 180 posts within the model for Phase 1b and 2 combined. Therefore there are approximately 81 redundancies which will occur across both Phase 1b and Phase 2, which is broadly in line with expectations. The figures are approximate at this stage and are subject to finalisation.

2.1.3 The timetable for the implementation of Phase 1b is as below:-

February 20	Detailed design for posts in the new model was published
February 23 – March 6	Invited expressions of interest
February 23 – March 6	Drop-in sessions with HR
Week beginning March 9	Invitations for assessments
March 16 – April 24	Assessments
Week beginning April 27	Roles offered to successful candidates

2.1.4 The implementation of Phase 1b will take effect from June. This is also the date at which redundancies will take effect.

2.2 ICT

2.2.1 There is a significant amount of work to do in this work stream over the next few months and timescales are tight, however we are currently on track against the plans. Highlights include:

- The network infrastructure to support the new accommodation has been delivered.

- Work on data migration is on track to enable the new systems to be able to deliver the appropriate customer service.
- Some officers have seen the Civica mobile product which we will be using and it is hoped that we will be able to demonstrate the product to Members and Staff very soon.

2.3 **Accommodation**

2.3.1 The main focus for this work stream over the past few months has been at Follaton House where the second phase of the new office space has now been delivered.

2.3.2 The next quarter will see the emphasis move to the identification of any accommodation hubs that may be required for staff to use as drop in opportunities in and around the district.

2.4 **Customer**

2.4.1 The Customer Workstream relates to the engagement required with our customers to maximise the benefits of the future operating model. These benefits are both for the customer, in terms of improved customer service and greater access to on-line services and for the Authority through reduced costs.

2.4.2 Software to deliver Customer insight information has now been purchased to help us structure our customer access methodology and training in how to use this software has been undertaken.

2.4.3 The plan for the different ways that customers can access our services (channel shift) is under development and will be delivered later this month. This plan will help us target cheaper forms of contact such as SMS and email to those people who want and can use it rather than trying to encourage all customers to use these types of contact.

2.5 **Business Processes**

2.5.1 In order to continue to deliver high quality services to the public, we need to review and re-design a large number of our existing processes and reduce the number of staff employed by the council.

2.5.2 This process is broken down into a number of 'sprints' when each type of activity is mapped and analysed in detail. These sprints are well under way and will continue until June 2015.

2.5.3 Some Support Services staff have been trained as trainers in the use of the document imaging software to ensure we are ready to deliver a paperless environment for when staff in phase 1b start working the new way.

2.6 Finance

2.6.1 The profiled budget for Month 10 (End of January 2015) is £881,864 and the actual spend is £777,600. Therefore there is an underspend of £104,264 (12%) against the profiled budget.

2.6.2 The detailed breakdown of actual spend against the profiled budget is shown in the table below.

T18 Budget Codes	Month 10 – End of January 2015 Profiled Budget (£) (A)	Month 10 – End of January 2015 Actual Spend (£) (B)	(Underspend)/ Overspend (£) (B – A)
ICT Software, Implementation & Workstream Development	299,625	273,498	(26,127)
ICT Workstation Costs, Infrastructure and Furniture	90,456	55,820	(34,636)
Training	19,920	15,604	(4,316)
Accommodation	25,000	25,500	500
Implementation of future model	163,663	140,330	(23,333)
Contribution to Strategic Change Reserve (Redundancy and pension strain costs)	283,200	266,848	(16,352)
TOTAL	881,864	777,600	(104,264)

2.6.3 Council approved a revised business plan in December 2014 which took account of both predicted increased savings and costs. The overall programme is currently on target.

2.6.4 The financial benefit of Phase 1a (Support Services) and the senior management restructure has equated to savings of £915,000 (shared between the two Councils) being delivered.

2.6.5 West Devon and South Hams have been successful in receiving Government Transformation challenge Award funding of £700,000 to assist in delivering the programme. West Devon Borough Council's share of this is £266,000, based on the same ratio as the initial investment costs.

3. YEAR – END ACCOUNTING FOR THE TRANSFORMATION PROGRAMME

- 3.1 The recruitment process for Phase 1b mentioned in Section 2.1 above will span over two financial years 2014/15 and 2015/16. In order to satisfy local authority accounting requirements, there will be a need to recognise a provision within the Council's Accounts for 2014/15 for future events (e.g. redundancies relating to Phase 1b which will occur in 2015/16). Therefore, there are timing differences between when the Council has to recognise a provision in its annual Statement of Accounts and when actual redundancies will occur, which will be after the year end of 31 March 2015.
- 3.2 There is uncertainty of the current amount of the provision that will be required, as this is dependent on the future outcome of the recruitment process to Phase 1b.
- 3.3 It is recommended that delegated authority is given to the S151 Officer, in consultation with the Executive Director Strategy & Commissioning (Head of Paid Service) and the Leader of the Council, to determine the appropriate financing requirement from the Council's Earmarked Reserves in 2014/15 to fund the accounting provision for the transformation programme. This may involve moving finances between Earmarked Reserves for a temporary period. However, any temporary use of Earmarked Reserves in 2014/15 to fund the provision, will have a matching and reversing entry in the 2015/16 accounting year when the actual event occurs. Any movements between Earmarked Reserves will be reported to the Audit Committee in July 2015 for review, as part of the Statement of Accounts for 2014/15. The Accounts are formally approved at the September Audit Committee meeting, following the external audit of the Accounts.
- 3.4 The budgets for the Transformation Programme were approved by Council on 9 December 2014. An investment budget of £2.83 million has been approved for the T18 Programme, to deliver annual recurring revenue savings of £1.64 million. The investment costs are one-off costs, whereas the savings being delivered are annual recurring savings. The payback period for the Programme is 2 years and 9 months.
- 3.5 No additional budget provision is being requested under the delegated authority detailed in Section 3.3. The delegated authority is only to satisfy a timing difference between two financial years for the accounting provision.

4. LEGAL IMPLICATIONS AND STATUTORY POWERS

- 4.1 Regular quarterly T18 budget monitoring reports will be presented to Members. This report is for Month 10 (January 2015).
- 4.2 The Audit Committee has delegated authority to approve the Council's Accounts on an annual basis.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications arising directly from this report. The finances of the programme are set out in Section 2.6.
- 5.2 The Local Authority Accounting Panel (LAAP) issued a Bulletin (LAAP Bulletin 99) on Local Authority Reserves and Balances. This gives guidance on

Earmarked Reserves and the requirements of the Code of Practice on Local Authority Accounting. Section 25 of the guidance refers to where developments in local authority accounting result in timing differences between the recognition of income and expenditure under proper accounting practice and under statute or regulation. In addition, section 27 recommends that Earmarked Reserves are reported on the face of the Movement in Reserves Statement. Movements on Earmarked Reserves need to be reported individually on the face of the Statement of Accounts, to ensure key messages are presented clearly to users.

6. RISK MANAGEMENT

6.1 A Programme of this size and complexity clearly brings a significant number of risks which have to be carefully managed. The Risk Management implications are shown at the end of this report in the Strategic Risks Template and the comprehensive Programme risks are reviewed every four weeks by the Transformation Programme Board.

7. OTHER CONSIDERATIONS

Corporate priorities engaged:	This report relates to the future delivery of the council's four corporate priorities during a period of increasing financial constraint
Considerations of equality and human rights:	This report updates Members on the opportunity for developing improved access to a range of council services and meeting a wide range of customer needs
Biodiversity considerations:	None
Sustainability considerations:	The emerging model is designed to ensure that both councils are sustainable in the medium term. Greater agile working linked to better use of technology should reduce the councils' carbon footprints
Crime and disorder implications:	None
Background Papers:	Council 9 December 2014 – Transformation Programme 2018

STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1.	Financial risk	Funding availability for initial investment to implement the Programme	5	2	10	↓	<ul style="list-style-type: none"> Profile investment and the availability of resources in the context of a business plan Explore external funding opportunities 	Executive Directors
2.	Financial risk	Higher than anticipated costs and/or lower than anticipated savings arising from the Programme. Key variable risk is the cost of staff redundancies.	4	2	8	↓	<ul style="list-style-type: none"> Proof of concept work has demonstrated high level business case Detailed business case in place before committing to implementation of the Programme Sensitivity analysis undertaken Ongoing monitoring of costs and savings within the Programme In recognition of uncertainty of some costs, introduce contingency sum into detailed business plan 	Executive Directors and Section 151 Officer
3.	Financial risk	Unexpected events leading to a delay in delivery which could include delays in recruitment or external cost pressures which divert funding from the Programme.	3	3	9	↔	<ul style="list-style-type: none"> Use of unearmarked reserves to fund a delay in delivery of the programme. Each month of delay could cost between £50,000 at the start of the programme to £320,000 at the end (combined figure). Review the level of corporate priority of the Programme against any new cost pressure 	Senior Leadership Team
4.	Management risk	Management capacity to deliver the Programme	4	3	12	↑	<ul style="list-style-type: none"> Programme identified as the key corporate priority Commission external support as required to ensure the Programme is delivered in line with the timetable 	Senior Leadership Team

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
5.	Management risk	Maintaining the shared vision for the Programme during a period of significant changes	4	3	12	↔	<ul style="list-style-type: none"> Effective communication strategy to engage with Members, staff and other stakeholders embedded within the Programme 	Executive Directors
6.	Management risk	Managing organisational transition to the new operating model, in particular reduction in customer satisfaction and/or drop in service standards	4	2	8	↔	<ul style="list-style-type: none"> Create sufficient organisational capacity to achieve programme timeframes Managing ongoing individual service performance 	Executive Directors
7.	Management risk	Loss of key staff during implementation of the Programme	4	4	16	↔	<ul style="list-style-type: none"> Ensure effective transition plan in place 	Executive Directors
8.	Political risk	Early interest from potential partner organisations to join Programme	3	3	9	↔	<ul style="list-style-type: none"> New partners able to join Programme but based on WD/SH model and timelines, following assessment of risk to the Programme Create flexible model that enables new partners to join at different 'levels' of the model, provided there is no adverse impact on service delivery within WD/SH 	Executive Directors
9.	Staffing risk	Officer capacity and retention of staff morale during significant corporate change	4	3	12	↔	<ul style="list-style-type: none"> Effective communication strategy embedded as part of the Programme Maintain the pace of the change to ensure that key staff are not lost to the organisation 	Executive Directors

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
10.	Staffing risk	Securing successful implementation of major cultural change in relation to the development of skills and approaches to working arrangements within the new operating model	4	2	8	↔	<ul style="list-style-type: none"> • Support cultural change with a comprehensive corporate training and development programme and develop recruitment, induction, appraisal and performance management frameworks • Communication strategy embedded as a key element of the Programme • Procure external skills to respond to expertise or capacity gaps • Ensure new systems and processes are resilient and sustainable 	Executive Directors Executive Directors
11.	Staffing risk	Potential Union/staff response to elements of the Programme	4	2	8	↔	<ul style="list-style-type: none"> • Ongoing engagement with key staff stakeholder groups and develop corporate understanding of those issues which are essential to successful implementation of the Programme and therefore must be subject to change • Communicate potential staff benefits within the model such as developing skills and achieving better work/life balance through agile working 	Executive Directors

This page is intentionally left blank

NAME OF COMMITTEE	Special Council
DATE	31 March 2015
REPORT TITLE	Members' Allowances 2015/16
Report of	The Democratic Services Manager
WARDS AFFECTED	All

Summary of report:

To consider a report that seeks Council approval to determine a new Scheme of Members Allowances for the 2015/16 Municipal Year.

In addition, the report also presents the conclusions of the Political Structures Working Group in respect of:-

- the role profile for a Hub Committee Member;
- the areas of responsibility for Hub Committee Members; and
- the process to determine the areas of responsibility for each appointed Hub Committee Member.

Financial implications:

Based upon the current political balance of the Council (and assuming that no Member has more than one role which entitles them to claim a Special Responsibility Allowance) then there will be a £29,495 cost to the Council if each of the Independent Panel recommendations are adopted (an increase from the current amount of £166,094 to £195,589).

During the budget setting process for 2015/16, the budget for Members' Allowances was increased by £28,000 to reflect any potential increases which may arise from the new governance arrangements.

In addition, there will be a further (albeit unquantifiable) cost arising from the Panel recommendation to enable Members to claim their mileage for attendance at town and parish council meetings within their local Ward of which they are not already a Member.

RECOMMENDATION:

That, for the 2015/16 Municipal Year, the Council **RESOLVES** that:

1. the conclusions of the Independent Remuneration Panel (as outlined at paragraphs 2.1.1, 2.1.2 and 2.1.3 below and Appendix B of the presented agenda report) be agreed;
2. Members should be entitled to claim their mileage for attendance at town and parish council meetings within their local Ward of which they are not already a Member; and
3. the role profile for a Hub Committee Member (Appendix C); the areas of responsibility for the Hub Committee Members (Appendix D) and the process to determine the areas of responsibility for each appointed Hub Committee Member (as outlined at paragraph 2.4 of the presented agenda report) be noted.

Officer contact:

Darryl White, Democratic Services Manager (email: darryl.white@swdevon.gov.uk).

1. BACKGROUND

- 1.1 The Council is required by legislation to appoint an Independent Remuneration Panel to make recommendations in relation to its Scheme of Members' Allowances.
- 1.2 Members will recall that, at the last Council meeting on 17 February 2015, it was agreed that (CM 83 refers):
 - *'The proposed appointments (Don Latham (Chairman), Marshall Davis (Parish Council representative), Simon Earland (Business Sector representative) and Karen Nolan (Community and Voluntary Sector representative)) be made to the Independent Remuneration Panel; and*
 - *The next review of the Scheme of Members' Allowances be completed before the new Council be elected in May 2015.'*
- 1.3 Consequently, the newly appointed Remuneration Panel held its inaugural meeting on Monday, 23 March 2015. As a basis for its deliberations, the Panel considered a report (as attached at Appendix A) and was joined by Cllrs Baldwin, Benson, Cann, Musgrave, Pearce, Sanders and Whitcomb.

2. ISSUES FOR CONSIDERATION

Panel Conclusions and Recommendations

- 2.1 The Panel's conclusions and recommendations to the Council are summarised below:

2.1.1 **Basic Allowance**

When compared nationally, the Panel recognised that the Basic Allowance was currently in the bottom quartile and felt that this was largely attributed to the Council not always accepting the recommendations made by the previous Panel to increase Allowances. Therefore, the Basic Allowance would now need to be increased substantially in order to be comparable to a number of neighbouring councils.

The Panel was sympathetic to the strong views made by some Members who considered that a significant increase in Basic Allowance was appropriate and justifiable. However, the Panel was also swayed by the arguments made in relation to the adverse public perception and potential impact on staff morale that a substantial increase would generate.

The Panel therefore concluded by recommending that the Basic Allowance should be increased from £4,133.40 to £4,200. In reaching this conclusion, the Panel did wish to recognise that the Basic Allowance would still be the lowest in the county.

2.1.2 **Aligning the Basic Allowance to a Prescribed Index**

The regulations include the provision to enable the annual adjustment of the Basic Allowance to be made by reference to a specified index. The Panel felt that, unless a Review was deemed necessary, the time was now right to recommend aligning the Basic Allowance to a prescribed Index and concluded that the staff pay award was the appropriate measure.

In such instances, whilst there would not be a requirement to seek recommendations from the Panel, the Council would still need to formally approve any adjustments to the Basic Allowance.

2.1.3 **Special Responsibility Allowances**

In making its recommendations, the Panel emphasised that the underlying principle of a Special Responsibility Allowance (SRA) was to reflect significant additional responsibility and should therefore not be indicative of workload.

On the whole, the Panel recommended that the status quo should be retained for the applied Multiplier in all instances, with the exception of:

- The deletion of the Chairman of the Community Services Committee role;
- Both Chairmen of the Overview and Scrutiny Committees being in receipt of a SRA at a multiple of 90% of the Basic Allowance. In making this recommendation, the Panel recognised the potential for added value and cost savings to be generated from an effective overview and scrutiny function;

- All 7 Members (excluding the Leader and Deputy Leader, who will be the Chairman and Vice Chairman of the Hub Committee respectively) being in receipt of a SRA at a multiple of 100% of the Basic Allowance. In making this recommendation, the Panel highlighted that this was consistent with the multiplier applied for Executive/Cabinet Members at a number of other local authorities and reflected the view that it was inappropriate to try to differentiate between the workloads of each of the roles on the Hub Committee. Furthermore, the Panel did recognise the financial implications arising from this recommendation, but considered that the payment of an additional 7 SRAs (which would result in the Scheme including provision for half of the total membership to receive a SRA) would partly offset the Basic Allowance being comparatively low.

The Panel also reiterated its support for the following existing principles:-

- That Members should only be entitled to claim one SRA;
- That the Civic Allowance should be kept separate from the list of SRAs; and
- That payment of SRAs should be limited to Committee Chairmen and should not be extended to include Committee Vice-Chairmen.

These recommendations are illustrated in the attached Appendix B.

2.1.4 **Travel Allowances – Town and Parish Council Meetings**

The Panel expressed its support for the retention of the car mileage allowance being set at a flat rate of 45p per mile, which accords with the HM Revenue and Customs (HMRC) advisory rate (any payment above this threshold is regarded as a benefit upon which Income Tax and National Insurance contributions are payable).

The Panel was also asked to consider whether it supported the principle of Members being able to claim their mileage for attendance at town and parish council meetings within their local Ward. In recognition of the particularly rural nature of the West Devon Borough and the Panel not wishing to penalise those Members with sizeable rural wards, it was recommended that the policy should be changed and Members should be entitled to claim their mileage for attendance at town and parish council meetings within their local Ward of which they are not already a Member.

2.1.5 **Panel's Concluding Comments**

In reaching its conclusions, the Panel did recognise the budgetary implications arising from its recommendations, particularly in what is a difficult economic climate for local government. However, the Panel highlighted that the consequent total cost of the Scheme would still be very low in comparison to the vast majority of other local authorities.

Finally, the Panel acknowledged the views of those Members present whereby a further Review into the Scheme would be required once the new governance arrangements had been given the opportunity to settle down.

Hub Committee Member Role Profile

- 2.2 The Political Structures Working Group last met on Monday, 2 March 2015 and considered in detail a potential role profile for a Hub Committee Member. Subject to inclusion of a few minor amendments, the Working Group endorsed the role profile and this amended document (as attached at Appendix C) is presented to the Council for information and noting purposes.

Areas of Responsibility for Hub Committee Members

- 2.3 The Working Group also considered a number of potential options to divide the areas of responsibility amongst the 7 Hub Committee Members (excluding the Leader and Deputy Leader of Council). The Group discussed a range of potential options and acknowledged that there would be an inevitable disparity in terms of Committee Member workload. However, on the basis that this matter would evolve and be reviewed again in twelve months time, the Group concluded that the Council should proceed on the basis that the areas of responsibility be divided in accordance with Appendix D.

The Process to Determine the Areas of Responsibility for each Appointed Hub Committee Member

- 2.4 Members of the Working Group also sought to establish a process for determining the areas of responsibility for those Members who were appointed on to the Hub Committee. In so doing, and in accordance with political balance provisions, it was concluded that, once the Leader, Deputy Leader and remaining Hub Committee Members had been appointed at the Annual Council meeting in May, then delegated authority should be given to the Group Leaders to determine the areas of responsibility for each of the appointed 7 Hub Committee Members.

3. RISK MANAGEMENT

- 3.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

4. OTHER CONSIDERATIONS

Corporate priorities engaged:	All
Statutory powers:	The Local Authorities (Members' Allowances)(England) Regulations 2003.
Considerations of equality and human rights:	None directly related to this report
Biodiversity considerations:	None directly related to this report
Sustainability considerations:	None directly related to this report

Crime and disorder implications:	None directly related to this report
Background papers:	The Council Constitution
Appendices attached:	<ul style="list-style-type: none"> A. The report presented to the Independent Remuneration Panel; B. The conclusions of the Independent Remuneration Panel; C. The role profile for a Hub Committee Member; and D. The areas of responsibility for Hub Committee Members.

STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Statutory Requirement	The Council has a statutory requirement to adopt a Scheme of Allowances and to consider the recommendations of its Independent Panel in doing so.	3	1	3	↔	The Independent Panel has met and made a series of evidence based recommendations to the Council in line with statutory requirements and the revised governance arrangements which will come into effect for the 2015/16 Municipal Year.	Democratic Services Manager

Page 19

Direction of travel symbols ↓ ↑ ↔

This page is intentionally left blank

WEST DEVON BOROUGH COUNCIL

INDEPENDENT PANEL ON MEMBERS' ALLOWANCES AND PARISH REMUNERATION PANEL – REVIEW OF THE CURRENT SCHEME

Background to West Devon Borough Council's Scheme of Members' Allowances and Issues for Consideration

Introduction

The purpose of this report is to provide members of the newly formed Independent Panel with information to enable them to make recommendations to the Council on a revised Scheme of Members' Allowances.

It is intended that the Panel's recommendations will be presented (via a report) to a special meeting of the Borough Council on 31 March 2015.

This review has been prompted following the decision of the Council to fundamentally revise its governance arrangements with effect from May 2015.

These revisions are summarised in the table below:-

Before May 2015	After May 2015
Two day to day decision-making Committees: a Resources Committee (11 Members) and a Community Services Committee (10 Members).	One day to day decision-making Committee: a Hub Committee (9 Members).
No lead Member responsibilities for Resources and Community Services Committee Members.	Hub Committee Members will have lead Member responsibility for different service areas of the Council. However, these responsibilities will not extend to single decision-making powers.
Resources and Community Services Committee scheduled to meet 5 times each per year.	Hub Committee will be scheduled to meet 10 times per year.
One Overview and Scrutiny Committee (10 Members).	Two Overview and Scrutiny Committees (each to have 11 Members, so each WD Member will sit on one of either the Hub Committee or the two O+S Committees).
The Overview and Scrutiny Committee meets 4 times per year.	Each Overview and Scrutiny Committee will be scheduled to meet 5 times per year.
Provision for substitutes to be appointed on to any of these Committees.	No provision for substitutes to be appointed on to any of these Committees.

The Panel is asked to focus this review on the following issues:-

- Should the Basic Allowance be increased?
- Should the current list of roles entitled to claim a Special Responsibility Allowance (SRA) be amended?
- Should any of the multipliers applied to the SRAs be amended?

1. Basic Allowance

Payment of a Basic Allowance to all 31 Members at the same rate is mandatory. The Basic Allowance in the current financial year is **£4,133.40**.

In addition to the Basic Allowance, the Council has adopted an IT Policy whereby any Member who wishes to use their own IT equipment (instead of Council provided equipment) is entitled to claim an additional £400 per annum. With effect from May 2015, it is likely that the Council will be adopting a 'Managed Council Devices' approach to IT, which will therefore result in the current Policy being negated and Members no longer being entitled to claim the additional £400 per annum.

A request has been made for the Panel to consider whether or not the Basic Allowance should now be increased.

As a guide, for other local authorities in Devon, the Basic Allowance is currently as follows:

- East Devon District Council: **£4,360**;
- Mid Devon District Council: **£4,500**;
- North Devon District Council: **£4,570**;
- South Hams District Council: **£4,386**;
- Teignbridge District Council: **£4,969.45**; and
- Torridge District Council: **£4,568.64 (plus £360 towards electronic expenses)**.

If the Panel is minded to recommend an increase in the Basic Allowance at this time, it may wish to consider a number of national indices when assessing what any increase might be.

Retail Price Index (RPI)

If the Panel wishes to recommend applying this Index (1.1% for the year to December 2014) to an increase, then the Basic Allowance would be increased by £45.47 to **£4,178.87** per annum.

RPIX (Retail Price Index excluding mortgage interest payments)

If the Panel wishes to recommend applying this Index (1.2% for the year to December 2014) to an increase, then the Basic Allowance would be increased by £49.60 to **£4,183** per annum.

Consumer Price Index (CPI)

If the Panel wishes to recommend applying this Index (0.3% for the year to January 2015) to an increase, then the Basic Allowance would be increased by £12.40 to **£4,145.80** per annum.

Aligning to recent Staff Pay Awards

The Panel may also feel it appropriate to recommend a Basic Allowance increase in line with the most recent staff pay award (2.2% for 2015/16). If so, then the Basic Allowance would be increased by £90.93 to **£4,224.33** per annum.

2. Special Responsibility Allowances

Special Responsibility Allowances (SRAs) are payable at the Council's discretion to those Members who have significant additional responsibilities over and above the generally accepted duties of a councillor.

The Scheme currently includes provision to pay nine SRAs to Council Members (see attached at Appendix A). There is no limit on the number of SRAs that can be paid.

The specific issues which have been identified as being relevant to this Review are:-

(a) Vice-Chairmen Allowances

Currently, only the Vice-Chairman of the Resources Committee is in receipt of a SRA (largely by virtue of also being the Deputy Leader of Council). During previous reviews, the former Panel reaffirmed its belief that the payment of SRAs should be 'limited to the Chairmen of Committees'.

Due to the extent of the workload associated with the role, the Vice-Chairman of the Planning and Licensing Committee has asked that the Panel also give specific consideration to the merits of this role being entitled to receive an SRA.

(b) Hub Committee Members

An underlying principle of the new Governance arrangements is that Hub Committee Members will be responsible for different service areas of the Council (a proposed role profile and the respective areas of responsibility (which have been endorsed by the Political Structures Working Group) are attached at Appendix B).

The Panel is asked to consider whether Hub Committee Members should be in receipt of a Special Responsibility Allowance and, if so, what Multiplier should be applied. It is recognised that the workloads for the Hub Committee Members will vary and a Member has requested that the Panel give consideration to whether a different Multiplier should be applied depending on anticipated workload amongst the Hub Committee Members. As a guide, the Working Group did not support this view and felt that, regardless of workload, if a Hub Committee Member was entitled to claim a SRA, then it should be at the same level for all.

(c) Overview and Scrutiny Committee Chairmen

With the creation of two Overview and Scrutiny Committees, the Panel is requested to consider, in light of the greater emphasis to be given to this function in the new Council, the multiplier which should be applied to the Chairmen of these two Committees.

(d) Number of SRAs Entitled to Claim

The current Scheme only makes provision for the receipt of one SRA. However, it is possible for the Mayor and/or Deputy Mayor to be able to claim an SRA and a Civic Allowance, since the Civic Allowance is separated from the list of SRAs.

The Panel is asked to consider whether it retains the view that Members should only be entitled to claim one SRA and whether the Civic Allowances should be included within the list of SRAs and kept separate.

Also, the Panel is asked to consider whether it wishes to recommend retention of the current SRA descriptions particularly in respect of the Leader and Deputy Leader Allowance being 'merged' with the Chairman and Vice-Chairman of the Resources Committee roles.

(e) Current Multipliers Applied to SRAs

As part of this Review, the Panel is also asked to give its views in respect of whether the current Multipliers applied to each of the existing SRAs is appropriate.

In so doing, some Members have requested that the Panel consider their belief that the disparity between the Basic Allowance and the current multipliers is too large and the gap should therefore be closed to give greater parity of remuneration across the whole membership.

Darryl White
Democratic Services Manager

DRAFT SCHEDULE A**Basic and Special Responsibility Allowances 2015/16**

Role	Multiple of Basic Allowance	Basic Allowance per annum	Special Responsibility Allowance per annum	Total
Basic Allowance (all elected Members)		£4,200		£4,200
Special Responsibility Allowances:				
Leader of the Council (Chairman of the Hub Committee)	Basic x 200%	£4,200	£8,400	£12,600
Deputy Leader (Vice Chairman of the Hub Committee)	Basic x 150%	£4,200	£6,300	£10,500
Hub Committee Members (x 7)	Basic x 100%	£4,200	£4,200	£8,400
Leaders of other political groups	2 x Basic Allowance / 31 x No. of Group Members			
Chairman of Audit	Basic x 90%	£4,200	£3,780	£7,980
Chairman of Planning and Licensing	Basic x 120%	£4,200	£5,040	£9,240
Chairmen of Overview and Scrutiny (x 2)	Basic x 90%	£4,200	£3,780	£7,980

Civic allowances (see paragraph 7 of the Scheme)

Civic Duty	£ Allowance
Mayor	3,000
Deputy Mayor	825

This page is intentionally left blank

**WEST DEVON BOROUGH COUNCIL
HUB COMMITTEE MEMBER**

Role purpose: To take part in the decision making of the Hub Committee and to provide leadership as the Council's main representative and spokesperson on their area of responsibility

Main Role:

1. To make decisions within the budget and policy framework approved by Council
2. To play a key role in proposing the budget and policy framework to full Council
3. To provide leadership to the overall activities of the Council.

Key Duties:

1. to work as a team, take collective responsibility and be accountable for decisions and recommendations reached by the Hub Committee
2. to take a leadership and advocacy role among other Members
3. to keep all Members of the Council informed of their work by use of regular updates in the Members Bulletin
4. to be answerable for their area of responsibility at Overview and Scrutiny Committee meetings

Expectations:

1. Members of the Hub Committee will be expected to be knowledgeable on their area of responsibility
2. They will be expected to present reports and respond to questions at Committee related to their area of responsibility
3. Work with the relevant Executive Director or Group Manager, for the services within the area of responsibility
4. To link where appropriate with the relevant Scrutiny Committee or other relevant bodies, and support Task and Finish work related to their area of responsibility
5. To provide Member leadership on specific major projects and priorities, including major changes
6. to be the public face for issues related to the areas of responsibility if appropriate

Expected Behaviours:

1. to treat attendance at all meetings, public, briefing and private as a priority
2. to conform, fully, with the Members' Code of Conduct and IMPACT Behaviours
3. to deal with issues strategically and not parochially
4. when issues affecting their ward are discussed in a public meeting to assume the role of a non-Hub Committee Member

WORKING TOGETHER

Hub Committee Members will take responsibility for their area, lead on presenting reports and answering questions both at the Hub Committee and at the Overview and Scrutiny Committees

The Hub Committee will work to a published **Forward Plan**, so agenda items will be known in advance.

Overview and Scrutiny meetings will be timetabled for approx two weeks before Hub Committee meetings. Members will be able to request that Hub Committee Members attend to explain items on the forthcoming agenda.

In addition, the Hub Committee will be able to request that Overview and Scrutiny Members take on the role of policy development through the setting up of Task and Finish Groups

This page is intentionally left blank

Lead Members of the Hub Committee and how they align with the Organisation

Hub Committee Member	Lead Officer	Area of Responsibility
Leader	No specific alignment but working closely with the Executive Directors	
Deputy Leader		
Lead Member for Commercial Services and Contracts	Commercial Services Group Manager	Commercial services such as waste, Contracts such as Leisure contract and Waste contract and Income Generation
Lead Member for Customer First	Customer First Group Manager	How the customer contacts the Council, channel shift and Locality working
Lead Member for Economy	Lead Specialist Place Strategy	Supporting businesses, Business Voice, the LEP
Lead Member for Environment	COP Lead Assets	Assets, AONBs and Public Realm
Lead Member for Health and Wellbeing	Customer First Group Manager	Housing Advice, DFGs, Homelessness, Benefits
Lead Member for Resources and Performance	Corporate Planning & Strategic Finance Lead/Support Services Manager	Policy and Performance, Complaints
Lead Member for Planning and Strategic Housing	Lead Specialist Place Strategy/COP Lead Planning	Planning and Strategic Housing

This page is intentionally left blank

DRAFT CALENDAR OF MEETINGS 2015 - 2016

May 2015

- 14 Site Inspections
- 19 WD ANNUAL COUNCIL
- 26 Planning and Licensing Committee

June 2015

- 02 Overview and Scrutiny A
- 09 Hub Committee
- 11 Site Inspections
- 16 Audit Committee
- 23 Planning and Licensing Committee
- 30 Overview and Scrutiny B

July 2015

- 09 Site Inspections
- 14 Hub Committee
- 21 Planning and Licensing Committee am
- 21 Overview and Scrutiny A pm
- 28 Audit Committee am
- 28 COUNCIL pm

August 2015

- 04 Hub Committee
- 06 Site Inspections
- 18 Planning and Licensing Committee

September 2015

- 03 Site Inspections
- 08 Overview and Scrutiny B
- 15 Planning and Licensing Committee
- 22 Audit Committee am
- 22 Hub Committee pm
- 29 COUNCIL

October 2015

- 01 Site Inspections
- 06 Overview and Scrutiny A
- 13 Planning and Licensing Committee
- 20 Standards Committee
- 27 Hub Committee
- 29 Site Inspections

DRAFT CALENDAR OF MEETINGS 2015 - 2016

November 2015

- 10 Planning and Licensing Committee
- 17 Overview and Scrutiny B
- 26 Site Inspections

December 2015

- 02 Hub Committee
- 08 Planning and Licensing Committee
- 15 COUNCIL
- 17 Site Inspections

January 2016

- 05 Planning Licensing Committee
- 12 Overview and Scrutiny A & B
- 19 Audit Committee
- 21 Site Inspections
- 26 Hub Committee

February 2016

- 02 Planning and Licensing Committee
- 16 COUNCIL
- 18 Site Inspections
- 23 Hub Committee Council Tax Resolution Panel

March 2016

- 01 Planning and Licensing Committee
- 08 Overview and Scrutiny A
- 15 Audit Committee am
- 15 Standards Committee pm
- 17 Site Inspections
- 22 Hub Committee
- 29 Planning and Licensing Committee am
- 29 Overview and Scrutiny B pm

April 2016

- 05 COUNCIL
- 14 Site Inspections
- 19 Hub Committee
- 26 Planning and Licensing Committee

May 2016

- 10 ANNUAL COUNCIL
- 12 Site Inspections
- 24 Planning and Licensing Committee

DRAFT CALENDAR OF MEETINGS 2015 - 2016

June 2016

- 09** **Site Inspections**
- 21** **Planning and Licensing Committee**

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Agenda Item 3

At the Special Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **31ST** day of **MARCH 2015** at **4.30 PM** pursuant to Notice given and Summons duly served.

Present Cllr C M Marsh – The Mayor (In the Chair)

Cllr S C Bailey	Cllr R E Baldwin
Cllr K Ball	Cllr M J R Benson
Cllr W G Cann OBE	Cllr A Clish-Green
Cllr D W Cloke	Cllr M V L Ewings
Cllr C Hall	Cllr T J Hill
Cllr L J G Hockridge	Cllr A F Leech
Cllr J R McInnes	Cllr M E Morse
Cllr D E Moyse	Cllr C R Musgrave
Cllr R J Oxborough	Cllr P J Ridgers
Cllr L B Rose	Cllr R F D Sampson
Cllr P R Sanders	Cllr D Whitcomb

Group Manager – Support Services
Group Manager – Customer First
Monitoring Officer
Democratic Services Manager
Section 151 Officer
Member Services Manager

CM 91 MR DONALD HORN

Having been invited by the Mayor, Cllr P R Sanders referred to the recent death of Donald Horn, who had been a Borough Councillor since May 2007.

In his tribute, Cllr Sanders advised of his utter shock when he first heard of the sad news and that the thoughts of the Council were with Donald's family at this time. Furthermore, the Council had lost a good friend in Donald and he would be sorely missed by Members and officers alike.

As a mark of respect, the Council then proceeded to stand and observe a moment's reflection.

CM 92 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J B Moody, N Morgan, T G Pearce, D K A Sellis, J Sheldon, E H Sherrell and D M Wilde.

CM 93 DECLARATIONS OF INTEREST

The Mayor invited Members to declare any interests in the items of business to be considered during the course of the meeting, but there were none made.

CM 94**BUSINESS BROUGHT FORWARD BY THE MAYOR**

The Mayor informed the Council that she had agreed for one urgent item to be raised at this meeting. The item sought approval of unstarred minute AC 39 'Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy for 2015/16' which had arisen from the Audit Committee meeting held on 24 February 2015 and was considered urgent due to the time constraints associated with this matter. It was the intention of the Mayor for this item to be considered immediately.

It was then proposed by Cllr T J Hill, seconded by Cllr W G Cann OBE and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that approval be given to the:

1. prudential indicators and limits for 2015/16 to 2017/18 (as outlined in Appendix A of the agenda report presented to the Committee);
2. Minimum Revenue Provision (MRP) Statement contained within Appendix A of the agenda report presented to the Committee, which sets the Council's policy on MRP;
3. Treasury Management Strategy 2015/16 and the Treasury Prudential Indicators 2015/16 to 2017/18 as contained within Appendix B of the agenda report presented to the Committee; and
4. Investment Strategy 2015/16 (as outlined in Appendix C of the presented agenda report to the Committee) and the detailed criteria included in Appendix D of the same agenda."

CM 95**COMMUNICATIONS FROM THE MAYOR**

The Mayor wished to raise the following points:-

- On behalf of the Council, the Mayor introduced and welcomed both the Group Manager – Support Services and the Group Manager – Customer First to their first Council meetings since joining the Council;
- Members were asked to note that the next Informal Council meeting (scheduled for 13 April 2015) had been cancelled;
- With regard to the current Our Plan consultation exercise, Members were reminded that the deadline for public responses was 5.00pm on Monday, 13 April 2015. In highlighting this deadline, the Mayor asked that Members remind their communities that this was their opportunity to make any representations in this regard; and
- As previously advised, the Mayor also wished to remind the Council that the presentation of her Mayoral Awards for this year would take place upon the rising of this meeting.

CM 96**MOTIONS**

In the absence of Cllr T G Pearce, it was moved by Cllr R F D Sampson and seconded by Cllr W G Cann OBE:

'That this Council agrees that, with the exception of the Annual Meeting (which should continue to commence at 11.00am), all other Full Council Meetings should commence at 2.00pm for the next Civic Year 2015/16 and thereafter.'

In presenting this motion, the proposer made specific reference to:-

- the current start time of 4.30pm presenting problems for a number of Members (particularly during the winter months). In expanding upon this point, the proposer highlighted that a number of Members were often required to leave meetings early in order to attend town and parish council meetings or to reduce the potential impact arising from inclement winter weather; and
- there being fewer serving Members now in full time employment.

In discussion, an amendment was proposed by Cllr A Clish-Green and seconded by Cllr R J Oxborough as follows:

"That a decision on this motion should be deferred until the Annual Council meeting in May when it could then be considered by the newly elected Council."

In support of the amendment, Members felt that it was only right and proper for such matters to be determined by the new Council upon its election. In contrast, other Members were of the view that the start time of Council meetings should be known before any prospective candidates had to make a decision on whether or not to stand for election.

When put to the vote, the amendment was declared **LOST**.

In discussion on the motion, the following points were raised:-

- (a) A number of Members highlighted the importance of attracting younger residents to stand for Council. As a consequence, these Members felt that an earlier start time could potentially deter younger candidates from standing for election;
- (b) A Member was of the view that very few Council meetings finished after 6.00pm and there was therefore every opportunity for Members to stay until the conclusion of these meetings before then attending town and parish council meetings later that evening.

When put to the vote, the motion was declared **LOST**.

CM 97**T18 BUDGET MONITORING REPORT – END OF JANUARY 2015 (MONTH 10)**

A report was considered that presented a monitoring update on the T18 Transformation Programme.

In discussion, reference was made to:-

- (a) the budget code underspends. For clarity, it was noted that the underspends were not as a consequence of any significant slippage in the Programme and that these were largely attributed to a number of backdated invoices which were still to be paid after this reporting period;
- (b) the 'Delivering Differently' Fund. Members were informed that the Council had made a bid to central government for up to £100,000 from the 'Delivering Differently' Fund. In reply to a question, the S151 Officer confirmed that she would find out when the Council was to be informed as to whether or not the bid had been successful and let Members know accordingly.

It was then proposed by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that:

1. the progress to date on the Transformation Programme be noted; and
2. delegated authority be given to the S151 Officer, in consultation with the Executive Director of Strategy and Commissioning (Head of Paid Service) and the Leader of Council, to determine the appropriate financing requirement from the Council's Earmarked Reserves in 2014/15, to fund the year end accounting provision for the Transformation Programme (as set out in Section 3 of the presented agenda report)."

CM 98**SCHEME OF MEMBERS' ALLOWANCES FOR 2015/16**

The Council considered a report that sought approval to determine a new Scheme of Members Allowances for the 2015/16 Municipal Year.

In addition, the report also presented the conclusions of the Political Structures Working Group in respect of the:-

- role profile for a Hub Committee Member;
- areas of responsibility for Hub Committee Members; and
- process to determine the areas of responsibility for each appointed Hub Committee Member.

In discussion, particular reference was made to:-

- (a) the recommended Special Responsibility Allowance (SRA) for Hub Committee Members. In recognising the sentiment of the Panel's recommendations in this regard, a number of Members felt that the proposal to entitle Hub Committee Members to claim a SRA at a multiple of 100% of the Basic Allowance was excessive. Furthermore, Members did not feel it justifiable (especially when considering the impact on staff arising from the Transformation Programme) that the Council should so significantly increase its budget expenditure on its Members Allowances.

It was then proposed by Cllr R E Baldwin and seconded by Cllr P J Ridgers that:

"Hub Committee Members be entitled to claim a SRA at a multiple of 25% of the Basic Allowance."

When put to the vote, the motion was declared **LOST**.

At this point, some Members advised that, when considering the level of responsibility for Hub Committee Members, it was their view that a 25% multiplier was too low. In the ensuing debate, the following suggestions were raised (but were never voted upon):-

- That Hub Committee Members should be entitled to claim a SRA at a multiple of 40% of the Basic Allowance; and
- That Hub Committee Members and the Chairman of the Audit Committee should be entitled to claim a SRA at a multiple of 40% of the Basic Allowance.

It was then proposed by Cllr W G Cann OBE and seconded by Cllr A F Leech that:

"A decision on the Scheme of Members Allowances for 2015/16 be deferred until the Annual Council meeting on 19 May 2015."

When put to the vote, the motion was declared **LOST**.

It was then proposed by Cllr M V L Ewings and seconded by Cllr P J Ridgers that:

"Hub Committee Members be entitled to claim a SRA at a multiple of 33% of the Basic Allowance."

When put to the vote, the motion was declared **CARRIED**.

- (b) the importance of the review being undertaken once the new governance arrangements had been given the opportunity to settle down was recognised;
- (c) the ability to claim mileage for attendance at local town and parish council meetings. Whilst welcoming this proposal, some Members felt that it should be specified in the Scheme that this ability would be restricted to travel within the West Devon Borough Council boundary only;
- (d) the proposed areas of responsibility for Hub Committee Members. A Member asked for Community Safety and Young People to be included within the list of responsibilities.

It was then moved by Cllr R E Baldwin, seconded by Cllr P J Ridgers and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that, for the 2015/16 Municipal Year:

1. the conclusions of the Independent Remuneration Panel (as outlined at paragraphs 2.1.1, 2.1.2 and 2.1.3 and Appendix B of the presented agenda report) be agreed, with the exception of Hub Committee Members being entitled to claim a SRA at a multiple of 33% (and not 100%) as recommended by the Panel;
2. Members should be entitled to claim their mileage for attendance at town and parish council meetings within their local Ward of which they are not already a Member and that this entitlement should be restricted to travel within the West Devon Borough Council boundary only; and
3. the role profile for a Hub Committee Member (Appendix C of the presented agenda report); the areas of responsibility for the Hub Committee Members (Appendix D of the presented agenda report) and the process to determine the areas of responsibility for each appointed Hub Committee Member (as outlined at paragraph 2.4 of the presented agenda report) be noted.”

CM 99

CALENDAR OF MEETINGS FOR 2015/16

A report was considered that sought approval of the calendar of meetings of Council bodies for the 2015/16 municipal year.

In discussion, reference was made to:-

- (a) a Standards Committee meeting being added to the calendar to take place on 7 July 2015;
- (b) the provision whereby the first Monday of each Calendar month was set aside for special meetings if any were required;

- (c) the joint Overview and Scrutiny Committee meeting on 12 January 2016. The Council was advised that this joint meeting had been diarised to enable both Overview and Scrutiny Committees the opportunity to scrutinise the 2016/17 budget proposals;
- (d) a general preference (wherever possible) for meeting start times to take place in the afternoon rather than the morning.

It was then moved by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Calendar of Meetings for the 2015/16 municipal year (as per Appendix A to the presented agenda report) be adopted, subject to inclusion of the amendments as outlined in discussion points (a) and (b) above.”

CM 100 LOCAL LAND CHARGES

It was moved by Cllr R F D Sampson, seconded by Cllr P R Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the debate that took place on this item of business on the grounds that exempt information may be disclosed under Paragraph 3 – Information relating to the financial or business affairs of any particular person including the authority holding that information from Part 3 of Schedule 12(A) to the Act.”

A report was then considered which advised the Council of the outcome of the settlement proposed for the refund of personal search fees.

In discussion, the following points were raised:-

- (a) Members were assured that this matter was a national issue and was no reflection upon Council officers, who had been following central government guidance. This issue had arisen as a consequence of European Union legislation;
- (b) In this regard, it was noted that the Local Government Association had been actively lobbying on behalf of local authorities.

It was then proposed by Cllr P R Sanders, seconded by Cllr R E Baldwin and upon being submitted to the meeting was declared to be **CARRIED** and **“RESOLVED** that:-

1. the Council settles the claim on the terms as outlined in the presented agenda report; and
2. delegated authority be given to the Head of Paid Service in conjunction with the Leader of the Council and S151 Officer to conclude the negotiation of the Council’s liability to pay part of the Claimants costs and any interest sum, having regard to the Council’s appointment of the overall nationwide claim.”

It was then proposed by Cllr M V L Ewings, seconded by Cllr A Clish-Green and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the press and public be re-admitted to the meeting.”

CM 101 MAYOR’S CONCLUDING REMARKS

As this was anticipated to be the last Council meeting of the 2014/15 Municipal Year, and the local elections would have taken place before the Council was to meet again, the Mayor thanked all Members and officers for their commitment and diligence not just during her year of office, but also for the preceding four years of the current administration. The Mayor proceeded to wish those retiring Members well for the future and those Members who were seeking re-election good luck in their respective endeavours.

In reply, other Members wished to thank the Mayor for the way she had managed the office this year and too wished her every success and happiness in the future.

(The Meeting terminated at 6.10 pm)