

Notice of Meeting
ANNUAL ASSEMBLY

Thursday, 12 June 2014 - 7:00 pm
Council Chamber, Town Hall, Barking

To: Members of the Council of the London Borough of Barking and Dagenham

Date of publication: 4 June 2014

Graham Farrant
Chief Executive

Contact Officer: Margaret Freeman
Tel: 020 8227 2638
E-mail: margaret.freeman@lbdd.gov.uk

AGENDA

1. Appointment of Chair and Deputy Chair

The Chief Executive shall invite nominations and conduct the vote for the positions of Chair and Deputy Chair of the Assembly.

2. Apologies for Absence

3. Declaration of Members' Interests

In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.

4. Minutes - To confirm as correct the minutes of the meeting held on 19 February 2014 (Pages 3 - 14)

5. Death of Councillor Tony Perry (Page 15)

6. Appointments to the Political Structure and Other Bodies 2014/15 (Pages 17 - 37)

7. Members' Allowances Scheme 2014/15 (Pages 39 - 60)

8. Any other public items which the Chair decides are urgent

9. To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.

Private Business

The public and press have a legal right to attend Council meetings such as the Assembly, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 as amended). ***There are no such items at the time of preparing this agenda.***

- 10. Any confidential or exempt items which the Chair decides are urgent**

Barking and Dagenham's Vision

Encourage growth and unlock the potential of Barking and Dagenham and its residents.

Priorities

To achieve the vision for Barking and Dagenham there are five priorities that underpin its delivery:

1. Ensure every child is valued so that they can succeed

- Ensure children and young people are safe, healthy and well educated
- Improve support and fully integrate services for vulnerable children, young people and families
- Challenge child poverty and narrow the gap in attainment and aspiration

2. Reduce crime and the fear of crime

- Tackle crime priorities set via engagement and the annual strategic assessment
- Build community cohesion
- Increase confidence in the community safety services provided

3. Improve health and wellbeing through all stages of life

- Improving care and support for local people including acute services
- Protecting and safeguarding local people from ill health and disease
- Preventing future disease and ill health

4. Create thriving communities by maintaining and investing in new and high quality homes

- Invest in Council housing to meet need
- Widen the housing choice
- Invest in new and innovative ways to deliver affordable housing

5. Maximise growth opportunities and increase the household income of borough residents

- Attract Investment
- Build business
- Create a higher skilled workforce

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MINUTES OF ASSEMBLY

Wednesday, 19 February 2014
(7:00 - 8:31 pm)

PRESENT

Councillor A K Ramsay (Chair)
Councillor E Kangethe (Deputy Chair)

Councillor S E Ahammad	Councillor J L Alexander
Councillor A Gafoor Aziz	Councillor R Baldwin
Councillor G Barratt	Councillor S J Bremner
Councillor L Butt	Councillor E Carpenter
Councillor J Channer	Councillor J Clee
Councillor R Douglas	Councillor C Geddes
Councillor R Gill	Councillor A S Jamu
Councillor M A McCarthy	Councillor J E McDermott
Councillor M McKenzie MBE	Councillor D S Miles
Councillor M Mullane	Councillor E O Obasohan
Councillor B Poulton	Councillor H S Rai
Councillor L A Reason	Councillor C Rice
Councillor D Rodwell	Councillor T Saeed
Councillor A Salam	Councillor P T Waker
Councillor J R White	Councillor M M Worby

APOLOGIES FOR ABSENCE

Councillor S Alasia	Councillor S Ashraf
Councillor P Burgon	Councillor H J Collins
Councillor J Davis	Councillor D Hunt
Councillor M Hussain	Councillor I S Jamu
Councillor E Keller	Councillor G Letchford
Councillor J Ogungbose	Councillor T Perry
Councillor L Rice	Councillor L A Smith
Councillor S Tarry	Councillor D Twomey
Councillor G M Vincent	Councillor J Wade
Councillor L R Waker	

45. Declaration of Members' Interests

There were no declarations of interest

46. Minutes (4 December 2013)

The minutes of the meeting held on 4 December 2013 were confirmed as correct.

47. Death of former Councillor Mrs Patricia Northover

Assembly noted with deep regret that following a short illness, former Councillor Mrs Patricia Northover had passed away on 25 January 2014.

The Chair led tributes from the Assembly, noting that Mrs Northover had been a very able servant of both this borough and the London Borough of Newham.

She was a kind and helpful person and it was testament to her that so many Members of this Council had attended her funeral.

The Assembly stood for a minute's silence as a mark of respect.

48. New Year's Honour List 2014 - Award of MBE to Jeremy West

The Assembly received and noted this report introduced by Councillor Gill, Deputy Leader, relating to the award of MBE in the New Year's Honours List 2014 to Jeremy West in recognition of his professional work and services to the community.

Councillor Gill commended Jeremy's support for the young people of the borough and stated that he was a good friend to this Council. On a personal note, Councillor Gill recalled the care shown by Jeremy when he lost his father last year.

In recording their congratulations to Jeremy on this well deserved award, Members commended the dignity with which he conducts his professional business in the borough and his work as a school governor at Eastbrook Comprehensive and as a trustee of the "Living the Dream" trust.

49. Formation of UK Independence Party Group and Appointment to Committees

The Assembly received this report introduced by the Chief Executive, relating to the formation of the UK Independent Party Group with effect from 20 January 2014 and the allocation of seats to committees in accordance with the political balance requirements of Section 15 of the Local Government and Housing Act 1989.

Assembly received a verbal update from the Labour Group Secretary nominating Councillor L Rice as the Lead Member of the Children's Services Select Committee and to the vacancy on the Public Accounts and Audit Select Committee.

The Assembly **agreed** to:

1. note the formation of the UK Independence Party Group with effect from 20 January 2014;
2. approve the appointment of Councillor R Douglas as a member of the Living and Working Select Committee and Councillor G Letchford as a member of the Children's Services Select Committee; and
3. approve the nomination of the Labour Group of Councillor L Rice as Lead Member of the Children's Services Select Committee and to the vacancy on the Public Accounts and Audit Select Committee.

50. Barking & Dagenham Youth Forum Annual Report 2012/13

The Chair welcomed the Barking and Dagenham Youth Forum representatives to the Chamber, namely:

Viroshan Gnanapandithan - Chair
William Haggis
Ramat Ojetola
Jade Ramsey
Bethany Dowding
Roshelle Mitchell
Danielle Mitchell
Jessica Matovu
Faraz Hanif – Deputy Youth Parliament

Assembly received and noted the report introduced by the Corporate Director of Children's Services, who before giving the floor to the Youth Forum representatives, announced that last year's Chair, Paul Cox, had been awarded a place at Oxford University.

Jade Ramsey, who has been a Forum member for five years, introduced the presentation, stating that through the Forum she had built up her self-confidence.

Each of the Forum representatives spoke in turn about the work of the Forum over the last year:

The Media Sub-group:

This sub-group had wanted to raise awareness of stereotyping and developed their project by videoing the reactions of young people to a number of scenarios they were presented with.

The aim of the video was to challenge people's negative stereotypes and to get them to think more about how they view different groups of people in society. It will be toured to various youth groups and shared with schools, as well as being uploaded to YouTube.

The Education Sub-group

This sub-group considered it vital to improve communication between the schools in the borough and the Forum, to promote working together to enable young people to have a voice and make a difference. The sub-group was invited to deliver an icebreaker and workshop at the School Council Summit.

The sub-group also focussed on the content of Personal Social Health Education lessons and Citizenship and considered that the lessons should include information on:

- how to open a bank account
- budgeting
- writing a CV
- how to vote

They developed a survey/questionnaire which was sent to all secondary schools in the borough. A third of the schools responded (285 responses in total) and the findings have been presented to the Advisory Teacher for Health, Jo Caswell.

Young Inspectors

In its second year as a sub-group, they carried out the following inspections:

- Come Correct condom distribution – 10 pharmacies
- Becontree Leisure Centre
- Four inspections in partnership with London & Quadrant Housing Association
- Subwise substance misuse service
- Review of the Youth4Us website
- One Patient Participation Group with one more in the process of completion

Young Inspectors have begun planning an inspection of the 14-19 Service, commissioned by Council Officer, Helen Richardson.

The Consultation Sub-Group

This sub-group undertook the following one-off consultations, in collaboration with council officers and external partners:

- Jackie Chamberlain (Children's Commissioning and Procurement) - Borough transport operation
- Shola Akala (Joint Strategic Needs Assessment Consultant) - Joint Health and Wellbeing Strategy & Health Strategies in the Borough - Elizabeth Winnett (LSCB Business Support Manager) - LSCB Website Feedback
- Kid space - Kid space Online Survey for Anti-Bullying
- Manisha Modhvadia (Healthwatch) - Pharmacy services offered in the Borough
- Simona Daniel (New Media Advisor) - Effectiveness of StreetBase Local Facebook page
- Chris O'Connor (OFSTED stakeholder Engagement Manager) - CAF/CASS Online Survey
- Helen Oliver (Group Manager Safeguarding Adults) - DV 'Are you living in Fear' Poster
- Bobby Green (Community Safety Coordinator) – MOPAC (Mayor's Office for Police and Crime) event around the closure of local Police Stations & Feedback on London 5th Safety Plan
- Transport for London – TfL Online Survey School and Young Person Delivery Plan
- Justice Board - 'You be the Judge' Online Feedback on sentencing
- Phillippa Banister (Sustrans Coordinator) - DIY Streets Project in local community
- Florence Jane (Health Improvement Specialist) - Sexual Health Questionnaire: Relationship & Sex Education
- Chain Reaction – Spread The Word, teenage pregnancy prevention

- campaign
- Perdita (Young person) - Human Trafficking project
- Home Office public consultation on powers for stop and search
- Education Sub-group - Improving School Councils
- BAD Youth Forum – BAD Youth Forum format
- Young Minds - online survey improving the lives and wellbeing of young people
- Sex Education Forum – online Survey was your sex and relationships education good enough?

The results of each consultation have helped to shape service delivery.

UK Youth Parliament

Two Forum Members were elected in February 2013 as Member and Deputy Member of the Youth Parliament to represent LBBB at the Annual Sitting at Leeds University and at the House of Commons during Democracy Week.

The Deputy Member, Faraz Hanif, said his year had been brilliant and wished good luck to the next Member of the Youth Parliament.

Other Activities:

- ❖ Children's Services Select Committee – attended by Chair, Paul Cox
- ❖ Stubbers Team Building Day
- ❖ Alton Towers Workshop Development weekend where they split into two teams to develop and deliver a "Dragons' Den" style presentation on how they would run the Forum, highlighting areas for development.

In response to questions from Members:

- William Haggis said that the Forum had changed his life
- All said they would like to stand in the future as Councillors/Members of Parliament
- They stressed the importance of the Curriculum for Life – young people do not know enough about university tuition fees, which could be a deterrent to attending university.

Members commended the Youth Forum and the representatives who had given the presentation, with Councillor Worby, Cabinet Member for Health, requesting to meet with them to hear their voice with a view to working together to make a real difference.

William Haggis closed the presentation, thanking Assembly for giving them the opportunity to attend and asked that the Forum's congratulations be passed to Paul Cox, wishing him every success for the future.

51. Budget Framework 2014/15

Assembly received this report presented by Councillor Gill, the Cabinet Member for Finance, which set out the:

- Medium Term Financial Strategy (MTFS) for 2014/15 to 2017/18;
- Proposed General Fund budget for 2014/15;
- Proposed level of Council Tax for 2014/15;
- Financial outlook for 2015/16 onwards;
- Three year draft capital investment programme.

The Cabinet Member announced that the key messages from this budget were:

- Council Tax freeze for the sixth year in a row
- Protection of front line services as much as possible and a budget that listened to residents
- An ambitious capital programme investing in the future of the Borough

and that in setting the budget, the emphasis throughout had been, as far as possible, on protecting front line services and, in particular, prioritising the retention of those services most important to the residents and the future of Barking & Dagenham.

Despite the financial challenges, the Council had taken the lead in supporting its lowest paid staff, many of whom are local residents, by introducing a £9 per hour minimum wage, and for the sixth consecutive year, as a further means of helping local residents, the Council would again be freezing Council Tax. However, the Council's success in achieving the highest number of new homes built had resulted in the receipt of additional grant monies, and additional income would also be achieved through increasing the Council Tax base as a result of these new homes.

The budget had been set in the context of further large cuts in core funding from central government and the Council remains underfunded by approximately £2.5 million, due to the way in which central government calculates the funding formula.

The Cabinet Member went on to say that savings in support functions and corporate costs continued to be a priority for the Council, and this was reflected in sharing a Strategy and Policy Team with Thurrock Council, the joint venture with Elevate and by reducing the number of buildings used by the Council for the delivery of services.

The Council would continue to make significant capital investment in the Borough with over £300m of expenditure planned over the next three years. However, it was important to note that these decisions had not been made without considering their affordability and leaving the Council with unaffordable financing costs to pay in the future.

Significant work has been done at both Member and officer level to lobby central government for more resources and this has been hugely successful and wherever possible, external funding was sought and bidding for additional monies encouraged at every opportunity.

The Council's asset register is regularly reviewed to identify any surplus items which can then be sold for a fair price in order to reduce the authority's level of debt and in addition to Council resources, innovative solutions had been implemented such as the use of private sector finance to build 477 new homes at

King William Street Quarter and Eastern End Thames View, many of which had now been let with the majority going to Barking & Dagenham residents.

The Council remains ambitious with the next three years seeing:

- A new Leisure Centre in Barking
- Continuing to improve our schools and provide more school places
- Addressing the condition of our housing stock
- Building new affordable homes within the Borough
- Improving the condition of our roads and pavements
- Developing new ways for residents to access Council services

In closing, the Cabinet Member said that the outlook for the future was for more of the same and that in addition to continued cuts in funding from the coalition government, the Council also faced pressure from:

- Additional costs as a result of government legislation such as the Care Bill and Children and Families Bill
- Threats to income sources such as parking fines which provide funding for the investment in the highways
- An increase in National Insurance costs

all of which pressures mean the Council faces having to make savings of approximately £70m between 2015 and 2018, which will mean more difficult decisions in the future with a need to focus on key priorities and those services most important to residents.

At the invitation of the Chair to speak, the Chief Finance Officer stated that:

- The budget presented had been subject to significant review at both Member and Officer level and therefore each savings proposal was considered sufficiently robust to be included
- The savings had been approved by Assembly twelve months ago and the positive progress on implementing those savings was reported to PAASC last month
- The report included his minimum recommended level of balances of £15m and current estimates forecast the year end position as being in excess of that position providing options for the future
- The draft budget for 2014/15 included the use of balances, which would need to be addressed with ongoing savings in the setting of the 2015/16 budget

Overall, the Chief Finance Officer stated that he was comfortable that the proposed budget was sufficiently robust and sustainable to be recommended to Members.

In response to a question concerning the ELWA levy increase, the Cabinet Member for Housing, who is also Chair of ELWA, advised that ELWA's current contract was negotiated eleven years ago. He said that the maximum landfill tax was now £80 per ton and that as more houses had been built, more waste was being produced. There is diversion of general waste to Frog Island with a market to take that waste away and ELWA is looking to raise the diversion rate.

He went on to say that the ELWA board has been restructured, is continually looking for improvement, and works closely with the Department for Environment, Food and Rural Affairs. He was confident that the right decisions were being made going forward and this year they would be coming in under budget.

Councillor Gill moved that the budget be put to the vote, seconded by Cllr Carpenter.

In accordance with paragraph 9.5 of Article 1, Part B of the Council Constitution Councillor Carpenter moved that the budget be put to a recorded vote and this was supported by Councillors Alexander, Gill and Rai.

The budget was then put to the vote and was **agreed** as follows:

For: Councillors Ahammad, Alexander, Baldwin, Bremner, Butt, Carpenter, Channer, Clee, Douglas, Gafoor Aziz, Geddes, Gill, A S Jamu, Kangethe, McCarthy, McDermott, McKenzie, Miles, Mullane, Obasohan, Poulton, Rai, Ramsay, Reason, L Rice, Rodwell, Saeed, Salam, P Waker, White, Worby

Against: None

Abstain: Councillor Barratt

The Assembly therefore **agreed** to:

- (i) Approve a base revenue budget for 2014/15 of £165.3m, as detailed in Appendix A;
- (ii) Approve the adjusted Medium Term Financial Strategy (MTFS) position for 2014/15 to 2017/18 allowing for other known pressures and risks at this time, as detailed in Appendix B;
- (iii) Delegate authority to the Chief Finance Officer, in consultation with the Cabinet Member for Finance, to vary the contribution required from reserves in respect of the 2014/15 budget gap, pending confirmation of levies and further changes to Government grants prior to 1 April 2014;
- (iv) Approve the Statutory Budget Determination for 2014/15 as set out at Appendix C, which reflects a freeze on the amount of Council Tax levied by the Council, plus the final Council Tax announced by the Greater London Assembly on 14 February 2014 (1.3% reduction), as detailed in Appendix D;
- (v) Approve the Council's draft Capital Programme for 2013/14 to 2015/16 as detailed in Appendix E; and
- (vi) Approve the grant of business rate relief of £1,000 to all eligible retail premises with a rateable value of less than £50,000 in 2014/15 and 2015/16, as detailed in paragraph 7 of the report.

52. Treasury Management Strategy Statement 2014/15

Assembly received this report, introduced by the Chief Finance Officer, setting out the Council's Treasury Management Annual Strategy Statement for 2014/15 (TMSS).

Assembly noted that the overall TMSS included details of the proposed borrowing limit for the year and a range of other aspects aimed at ensuring that the Council had prudent and robust arrangements in place to meet all of its financial commitments and responsibilities, in line with the requirements of Section 15(1) of the Local Government Act 2003.

Assembly **agreed** to:

- (i) Adopt the Treasury Management Strategy Statement for 2014/15 attached as Appendix 1 to the report and, in doing so, to:
 - (a) Note the current treasury position for 2013/14 and prospects for interest rates, as referred to in sections 6 and 7 of Appendix 1;
 - (b) Approve the Council's Borrowing Strategy, Debt Rescheduling Strategy and Policy on borrowing in advance of need for 2014/15 as referred to in sections 9 - 12 of Appendix 1;
 - (c) Approve the Authorised Borrowing Limit (General Fund and HRA) of £500m for 2014/15, representing the statutory limit determined by the Council pursuant to section 3(1) of the Local Government Act 2003, as set out in Appendix 1B;
 - (d) Approve the Treasury Management Indicators and Prudential Indicators for 2014/15, as set out in Appendix 1B;
 - (e) Approve the Minimum Revenue Policy Statement for 2014/15, representing the Council's policy on repayment of debt, as set out in Appendix 1C; and
 - (f) Approve the Annual Investment Strategy and Creditworthiness Policy for 2014/15 outlining the investments that the Council may use for the prudent management of its investment balances, as set out in Appendix 1D.

53. Pay Policy Statement 2014/15

Assembly received this report relating to the Pay Policy Statement 2014/15 (the Policy), introduced by the Divisional Director of Human Resources and Organisation Development (DDHROD).

In presenting the report, the DDHROD referred Assembly to an amendment to be made to the table set out in paragraph 5.3.3 of the Policy (page 106 of the agenda at Appendix A to the report), in that the Divisional Director of Regeneration's Grade of Post should be CO2, with a salary cost of £89,763.

Assembly noted that it is a requirement of the Localism Act 2011 for a pay policy statement covering chief officer posts and above to be agreed before the commencement of the new financial year and that the following matters must be included:

- The level and elements of remuneration for each chief officer.
- The remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition).
- The relationship between the remuneration of its chief officers and other officers.
- Other specific aspects of chief officers’ remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

Assembly **approved** the Pay Policy Statement for the London Borough of Barking and Dagenham for 2014/15 as set out at Appendix A, subject to the amendment to the table set out in paragraph 5.3.3 of the Policy referred to above, for publication with effect from 1 April 2014 on the Council’s website.

54. Private Rented Housing Licensing Scheme

Assembly received this report, introduced by Councillor Alexander, the Cabinet Member for Crime, Justice and Communities, relating to the proposal to introduce a Private Rented Property Licensing Scheme which would ensure that all private rented sector housing in the Borough would be covered by compulsory licensing.

The Cabinet Member said that the Scheme had been designed to protect vulnerable members of the community and would provide greater interaction between the Council and private landlords by increasing the responsibility of the private landlords to deal with issues such as anti-social behaviour.

Members spoke in support, and paid tribute to the work carried out by the Living and Working Select Committee in 2012 in relation to the borough's private rented sector residents and the conditions that they were living in.

It was noted that many residents were living in overcrowded conditions in houses in multiple occupation, which had an adverse effect on the children of the families both in terms of their health and education.

Assembly considered the representations received in response to the consultation on the proposed introduction of additional licensing of houses in multiple occupation (HMOs) and selective licensing of other private rented property and **resolved:**

- (a) To designate a selective licensing area of the district of the London Borough of Barking and Dagenham as delineated and edged red on the map at Appendix 1A to the report;
- (b) To designate an additional licensing area of the district of the London

Borough of Barking and Dagenham as delineated and edged red on the map at Appendix 1B to the report;

- (c) That the selective licensing scheme shall be cited as the London Borough of Barking and Dagenham Designation for an Area for Selective Licensing No 1, 2014;
- (d) That the selective licensing designation shall come into force on 1 September 2014;
- (e) That the additional licensing scheme shall be cited as the London Borough of Barking and Dagenham Designation for an Area for Additional Licensing of Houses in Multiple Occupation No 2, 2014;
- (f) That the additional licensing designation shall come into force on 1 September 2014;
- (g) That the schemes be known collectively as the Barking and Dagenham Private Rented Property Licensing Scheme;
- (h) To adopt the Private Rented Property Licensing Scheme Conditions as set out in Appendix 2 to the report;
- (i) That the fees and charges set out in Appendix 3 to the report be applied to the Private Rented Property Licensing scheme;
- (j) To delegate authority to the Corporate Director of Housing and Environment to make changes to the proposed implementation where necessary and ensure that all statutory notifications are carried out in the prescribed manner for each designation; and
- (k) To delegate authority to the Corporate Director of Housing and Environment to grant licences under the Council's Private Rented Property Licensing Scheme.

55. Proposed Byelaw to Ban Skateboarding in Arboretum Place and Town Square, Barking

Assembly received this report, introduced by Councillor Alexander, the Cabinet Member for Crime, Justice and Communities, relating to a proposed byelaw to ban skateboarding in Arboretum Place and the Town Square, Barking.

In presenting the report, the Cabinet Member thanked officers, ward Councillors and residents for their work and support and advised that a number of options had been investigated to resolve the issue of young people using the area as an informal skateboarding park but these had not produced workable solutions.

Assembly **agreed** to support the proposal to put in place a byelaw under Section 235 of the Local Government Act 1972 stating that no person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons in the area shown on the map at Appendix 1 to the report.

56. Independent Persons - Extension of Engagement

Assembly received this report introduced by the Legal Practice Group Manager, relating to the appointment of Independent Persons to carry out an advisory role as part of arrangements the Council must have in place to investigate and determine complaints regarding the Councillors' Code of Conduct, as required by Section 28(6)(a)&(B) and 28(7) of the Localism Act 2011.

Assembly **agreed**:

1. the retention of Mr Michael Carpenter and Mr Brian Little as Independent Persons in accordance with Section 28(7) of the Localism Act 2011 until the next Assembly meeting following the Annual Assembly in 2016; and
2. that the Monitoring Officer be authorised to engage an additional Independent Person to be retained on the same terms as the current Independent Persons, for subsequent appointment by the Assembly.

57. Constitution Review

Assembly received this report relating to the review of the Council Constitution, introduced by the Legal Practice Group Manager.

Assembly **agreed** to:

1. adopt the Employees' Code of Conduct as set out at Appendix 1 to the report;
2. adopt the Protocol for Councillor/Employee Relations as set out at Appendix 2 to the report; and
3. approve the inclusion within the Chief Executive's Scheme of Delegation (Section P of Part C of the Constitution) of the following provision:

“in exceptional circumstances, such as a civil emergency, during a void in political leadership or to maintain the efficient and effective governance of the Council, to take any decision on behalf of the Council (after consultation with the Leader where feasible)”

The Chair noted that this was the last Assembly meeting of this municipal year and wished good luck to those Members who would not be standing for re-election in May 2014.

The meeting closed at 8.35 pm.

ANNUAL ASSEMBLY

12 June 2014

Title: Death of Councillor Tony Perry	
Report of the Chief Executive	
Open	For Information
Wards Affected: None	Key Decision: No
Report Author: John Dawe, Group Manager, Democratic Services	Contact Details: Tel: 020 8227 2135 E-mail: john.dawe@lbbd.gov.uk
Accountable Divisional Director: Fiona Taylor Head of Legal and Democratic Services	
Accountable Director: Graham Farrant, Chief Executive	
<p>Summary:</p> <p>The Assembly is asked to note with deep regret that following a long illness, Councillor Tony Perry passed away on Saturday 12 April 2014. His funeral took place on Monday, 28 April at Eastbrookend Cemetery.</p> <p>Councillor Perry was elected as Councillor for Whalebone ward in May 2010. He served on various Council committees and had been Deputy Chair of both the Development Control Board and Licensing and Regulatory Board, as well as Deputy Lead Member of the Living and Working Select Committee and the Children's Services Select Committee.</p> <p>Councillor Perry also served on the governing bodies of Sydney Russell and Warren Comprehensive Schools.</p>	
<p>Recommendation:</p> <p>The Assembly is asked to stand for a minute's silence as a mark of respect.</p>	

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ANNUAL ASSEMBLY

12 June 2014

Title: Appointments to the Political Structure and Other Bodies 2014/15	
Report of the Chief Executive	
Open Report	For Decision
Wards Affected: None	Key Decision: No
Report Author: John Dawe, Group Manager, Democratic Services	Contact Details: Tele: 020 8227 2135 Email: john.dawe@lbbd.gov.uk
Accountable Divisional Director: Fiona Taylor, Head of Legal and Democratic Services	
Accountable Director: Graham Farrant, Chief Executive	
<p>Summary:</p> <p>The Assembly is responsible for appointments to the political structure and various other internal and external bodies. The various positions to which appointments are required are set out in the attached Appendices A-E.</p> <p>The appointment of the Mayor and the Mayor's Chaplain was dealt with at the Ceremonial Council on 6 June 2104.</p>	
<p>Recommendation(s)</p> <p>The Assembly is recommended to:</p> <ul style="list-style-type: none"> (i) Elect the Leader of the Council (who shall be the Chair of the Cabinet) for a four year fixed term, in accordance with the procedure set out in paragraph 9 of Article 2, Part B of the Council Constitution; (ii) Agree the membership of the various Council meetings (Appendix A); (iii) Appoint the Chairs and Deputy Chairs of the various committees and Lead and Deputy Lead Members of the select committees (Appendix B); (iv) Appoint the representatives on various internal and external bodies (Appendix C); (v) Appoint the Trustees of Local Charities (Appendix D); (vi) Note the statutory Co-opted Members (Appendix E); and (vii) Note the resignation of Mr Little as Independent Person (IP) and that the Monitoring 	

Officer is in the process of engaging an IP to fill the vacancy created following his resignation, to be retained on the same terms as the current IP, the appointment to be subsequently reported to the Assembly for approval.

Reason(s)

To meet statutory and constitutional requirements and to ensure relevant positions are appointed to enable the Council to proceed with business reserved to committees. To ensure appropriate representation on internal and external meetings and other bodies.

1. Introduction and Background

- 1.1 The Assembly is responsible for appointments to the political structure and various other internal and external bodies.
- 1.2 The appointments meet statutory and constitutional requirements and ensure the Council is able to proceed with the business reserved to the committees.

2. Proposal and Issues

- 2.1 In accordance with paragraph 9 of Article 2, Part B of the Council Constitution, the annual meeting of the Assembly in each election year will elect by way of a vote the Leader of the Council for a term of four years. The Leader of the Council shall be the Chair of the Cabinet.
- 2.2 The newly elected Leader of the Council may announce his Cabinet for the Assembly's information, or make the appointments in due course and inform the next Assembly meeting.
- 2.3 The various positions to which appointments are required for the municipal year 2014/2015 are set out in the attached **Appendices A-E**.
- 2.4 **Appendix E** sets out details of the statutory Co-opted Members.
- 2.5 The Primary School Parent Governor representative position on the Children's Services Select Committee became vacant on 5 March 2014, and Children's Services are currently undertaking an election process, the outcome of which will be reported to the next Assembly meeting for approval.
- 2.6 The Assembly agreed on 19 February 2014 to the retention of Mr Michael Carpenter and Mr Brian Little as Independent Persons until the Assembly meeting following the Annual Assembly in 2016, and authorised the Monitoring Officer to engage an additional Independent Person to be retained on the same terms as Messrs Carpenter and Little.

- 2.7 However on 1 May 2014 Mr Little resigned from his post forthwith creating a vacancy with immediate effect, and following the Assembly's decision in February 2014 to establish three Independent Persons under the Localism Act, the Monitoring Officer is seeking to engage an Independent Person to fill this vacancy together with the third post, on the same terms as the current Independent Person, the appointments to be subsequently reported to Assembly for approval.

3. Options Appraisal

- 3.1 Any delay in reappointing Members to the various meetings and other bodies puts the normal decision making process and business of the Council at risk.

4. Consultation

- 4.1 Consultation has taken place with Members and officers as appropriate.

5. Financial Implications

Implications completed by: Carl Tomlinson, Group Manager, Finance & Resources

- 5.1 There are no financial implications associated with this report. This concerns the annual appointment of elected Members to existing Boards and Committees and is funded through existing budgets.

6. Legal Implications

Implications completed by: Paul Feild Senior Corporate Governance Lawyer

- 6.1 The Assembly is a meeting of full Council for the purposes of Section 8 and Schedule 12 of the Local Government Act 1972.
- 6.2 This meeting of the Assembly is the annual meeting where the Council decides on the overall political structure (the Member meetings of the Council) and appoints the memberships (including any co-opted or independent persons). These appointments are for the Chair and Deputy Chair, Lead and Deputy Lead Members and memberships of committees of the Council. They are appointed for one year and are reviewed annually by the Assembly. The Local Government and Public Involvement in Health Act 2007 provides that the Leader of the Council is now appointed for his full term of office and he is empowered to appoint the members of Cabinet and to approve their portfolios.
- 6.3 The Scheme of Delegation in the Council's Constitution sets out the basis for delegation under Section 101 of the Local Government Act 1972, Section 15 of the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) Regulations 2000. The appointments in this report meet statutory and constitutional requirements and ensure the Council is able to proceed with the business reserved to each committee.

6.4 The Localism Act 2011 requires that the Authority appoints a minimum of one Independent Person (IP) for the purpose of giving a view with regard to action relating to allegations of breach of the Council's Code of Conduct that may be made against elected and co-opted Members. This role can relate to assisting the Monitoring Officer, giving a view to the accused Member and in due course giving a view to a formal hearing. While in law the Council is only required to have a minimum of one IP, this should be considered to be unsatisfactory as there are circumstances where the statutory obligations identified above create conflicts of interest and questions of confidentiality. For example the right for a Member to consult with an IP and the need for consultation by the Monitoring Officer and a Sub-Committee means that two IPs is the bare minimum as both parties cannot confide in the same person. An arrangement of two provides for no resilience if an IP is not available; indeed the complaints process would have to be suspended until a fresh appointee was available. For this reason the Assembly in February 2014 agreed that the Council would maintain three Localism Act Independent Persons.

7. Other Implications - n/a

Background Papers Used in the Preparation of the Report: None

List of appendices:

- Appendix A - Councillor Membership of Council Meetings 2014/2015**
- Appendix B - Chairs and Deputy Chairs, Lead Members and Deputy Lead Members 2014/2015**
- Appendix C - Councillor Representation on various internal and external bodies 2014/2015**
- Appendix D - Trustees of Local Charities 2014/2015**
- Appendix E - Statutory Co-opted Members 2014/2015**

COUNCILLOR MEMBERSHIP OF COUNCIL MEETINGS 2014/2015

THE ASSEMBLY All 51 Councillors

THE CEREMONIAL COUNCIL All 51 Councillors

DEVELOPMENT CONTROL BOARD – 18 Seats

LICENSING AND REGULATORY BOARD – 10 Seats

HEALTH AND WELLBEING BOARD

Cabinet Member for Health – (Chair)
Cabinet Member for
Cabinet Member for
Cabinet Member for

PENSIONS PANEL - 6 Seats

Cabinet Member for Finance

The Panel comprises the Cabinet Member for Finance plus five Councillors appointed to May 2018.

PERSONNEL BOARD – 9 Seats (3 Members per board)

Each board meeting to comprise the Chair and Deputy Chair plus a third member from the overall panel.

In the event that the Chair or Deputy Chair cannot attend a meeting, another Member will be drawn from the panel. As far as possible, however, the Chair and Deputy Chair will attend all meetings for consistency.

STANDARDS COMMITTEE – 6 seats

Lead Members of the Select Committees are appointed to May 2016

CHILDREN'S SERVICES SELECT COMMITTEE – 9 Seats

HEALTH AND ADULT SERVICES SELECT COMMITTEE – 9 Seats

LIVING AND WORKING SELECT COMMITTEE – 9 Seats

SAFER AND STRONGER COMMUNITY SELECT COMMITTEE – 9 Seats

PUBLIC ACCOUNTS AND AUDIT SELECT COMMITTEE – 9 Seats made up of each of the Lead Members of the four other Select Committees plus five additional Councillors

CHAIRS AND DEPUTY CHAIRS 2014/2015

Quasi-Judicial:	Chair	Deputy Chair
Development Control Board	Councillor	Councillor
Licensing and Regulatory Board	Councillor	Councillor
Personnel Board	Councillor	Councillor

The Select Committees:	Lead Member (for a term of two years – May 2014 to May 2016)	Deputy Lead Member
Children's Services	Councillor	Councillor
Health and Adult Services	Councillor	Councillor
Living and Working	Councillor	Councillor
Safer and Stronger Community	Councillor	Councillor
Public Accounts and Audit	Councillor	Councillor

All Member Meetings:	Chair	Deputy Chair
Assembly	Councillor	Councillor
Ceremonial Council	The Mayor	The Chair of the Assembly

	Chair	Deputy Chair (s)
Cabinet	The Leader of the Council	The Deputy Leader(s) of the Council
Health and Wellbeing Board	The Cabinet Member for Health	The Board agree a Deputy Chair annually from amongst its appointed members

Other Meetings:	Chair	Deputy Chair
Pensions Panel	The Cabinet Member for Finance	Councillor
Standards Committee	Councillor	Councillor

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COUNCIL REPRESENTATION ON VARIOUS INTERNAL AND EXTERNAL BODIES 2014/15

Key:

- ACS - Adult and Community Services Department
- CE - Chief Executive
- ChS - Children Services Department
- FRS - Finance and Resources Department
- HES - Housing and Environment Services

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
Admissions Forum	Relevant Cabinet Member plus 4 Councillors (4 year appointments)	Cllr Cllr Cllr Cllr Cllr	ChS Jane Hargreaves Ext 2686
Barking and Dagenham Council for Voluntary Services	Relevant Cabinet Member	Cllr	ACS Glynis Rogers Ext 2827
Barking & Dagenham Citizens' Advice Bureau	2 Councillors 4 year appointments	Cllr Cllr	ACS Glynis Rogers Ext 2827

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
Barking and Dagenham Partnership:			
<ul style="list-style-type: none"> • Children's Trust 	Relevant Cabinet Member	Cllr	ChS Meena Kishinani Ext 3507
<ul style="list-style-type: none"> • Community Safety Partnership 	Relevant Cabinet Member	Cllr	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> • Skills, Jobs and Enterprise Board 	Relevant Cabinet Member	Cllr	FRS Jeremy Grint Ext 2443
Barking and Dagenham Safeguarding Adults Board	Relevant Cabinet Member	Cllr	ACS Glynis Rogers Ext 2827
Barking and Dagenham Safeguarding Children Board	Relevant Cabinet Member	Cllr	ChS Meena Kishinani Ext 3507
Barking Riverside Community Interest Company	Relevant Cabinet Member One Councillor	Cllr Cllr	FRS Jeremy Grint Ext 2443

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
	appointed by Cabinet Member One Thames Ward Councillor as substitute representative	Cllr	
Barking Riverside Limited Board	Relevant Cabinet Member (observer status only)	Cllr	FRS Jeremy Grint Ext 2443
East London Housing Partnership	Relevant Cabinet Member	Cllr	HES Ken Jones Ext 5703
East London Solutions Leaders' Group	Leader of the Council	Cllr	FRS Jonathan Bunt Ext 8427
East London Waste Authority	Relevant Cabinet Member plus 1 Councillor	Cllr Cllr	HES Robin Payne Ext 5660
Elevate Limited Liability Partnership Board	Relevant Cabinet Member plus 1 Councillor as deputy to be appointed by the Cabinet Member	Cllr Cllr	FRS Jonathan Bunt Ext 8427

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
Elevate Strategic Partner Board	Two Cabinet Members, one as Chair plus 1 non-Cabinet Councillor	Cllr Cllr Cllr	FRS Jonathan Bunt Ext 8427
Employee Joint Consultative Committee	Relevant Cabinet Member plus 5 Councillors	Cllr Cllr Cllr Cllr Cllr Cllr	FRS Martin Rayson Ext 3113
Employee Joint Health, Safety and Wellbeing Committee	Relevant Cabinet Member plus 3 Councillors	Cllr Cllr Cllr Cllr	FRS Martin Rayson Ext 3113
Greater London Enterprise	Relevant Cabinet Member	Cllr	FRS Jeremy Grint Ext 2443
Housing Forum - Barking	One Councillor per Ward with voting rights.	Barking Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr	HES Ken Jones Ext 5703

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<p>Housing Forum – Dagenham</p>	<p>One Councillor per Ward with voting rights.</p>	<p>Dagenham Cllr Alibon Cllr Chadwell Heath Cllr Eastbrook Cllr Heath Cllr Parsloes Cllr River Cllr Village Cllr Valence Cllr Whalebone</p>	<p>HES Ken Jones Ext 5703</p>
<p>Joint Committee of the London 2012 Olympic and Paralympic Host Boroughs</p>	<p>Leader of the Council Relevant Cabinet Member plus 2 deputy Councillors appointed by the Leader</p>	<p>Cllr Cllr Cllr Cllr</p>	<p>CE Graham Farrant Ext 2137</p>
<p>Local Development Framework Steering Group</p>	<p>The Leader of the Council and three Cabinet Members (with voting rights) Plus: The Chair and Deputy-Chair of the Development Control Board (non-voting)</p>	<p>Cllr Cllr Cllr Cllr Cllr Cllr</p>	<p>FRS Jeremy Grint Ext 2443</p>

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
Local Government Association General Assembly	Leader Deputy Leader plus 2 Councillors appointed by the Leader	Cllr Cllr Cllr Cllr	CE Graham Farrant Ext 2137
London Borough of Barking and Dagenham Adoption and Permanence Panel	1 Councillor (4 year appointment)	Cllr	ChS Kimini Rambellas Ext 2233
London Borough of Barking and Dagenham Fostering Panel	2 Councillors (4 year appointments)	Cllr Cllr	ChS Kimini Rambellas Ext 2233
London Councils			
<ul style="list-style-type: none"> Leaders' Committee 	Leader of the Council plus 2 named deputies to be appointed by the Leader	Cllr Cllr Cllr	CE Graham Farrant Ext 2137

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<ul style="list-style-type: none"> Transport and Environment Committee (Associated Joint Committee) 	Relevant Cabinet Member plus up to 4 named deputies to be appointed by the Cabinet Member	Cllr Cllr Cllr Cllr Cllr	HES Robin Payne - Ext 5660 FRS Jeremy Grint – Ext 2443
<ul style="list-style-type: none"> Grants Committee (Associated Joint Committee) 	Relevant Cabinet Member plus up to 4 named deputies (who must be Cabinet Members) to be appointed by the Cabinet Member	Cllr Cllr Cllr Cllr Cllr	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> Greater London Employment Forum 	Relevant Cabinet Member plus 1 deputy	Cllr Cllr	FRS Martin Rayson Ext 3113
<ul style="list-style-type: none"> Children and Young People Borough Lead Member 	Relevant Cabinet Member	Cllr	ChS Meena Kishinani Ext 3507
<ul style="list-style-type: none"> Crime and Public Protection Borough Lead Member 	Relevant Cabinet Member	Cllr	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> Culture & Tourism Borough Lead Member 	Relevant Cabinet Member	Cllr	ACS Paul Hogan Ext 3576

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<ul style="list-style-type: none"> Economic Development / Regeneration Borough Lead Member 	Relevant Cabinet Member	Cllr	FRS Jeremy Grint Ext 2443
<ul style="list-style-type: none"> Health and Adult Services Borough Lead Member(s) 	Relevant Cabinet Member(s)	Cllr Cllr	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> Housing Borough Lead Member 	Relevant Cabinet Member	Cllr	HES Ken Jones Ext 5703
<ul style="list-style-type: none"> Planning Borough Lead Member 	Relevant Cabinet Member	Cllr	FRS Jeremy Grint Ext 2443
London Road Safety Council	2 Councillors (2 year appointment)	Cllr Cllr	HES Robin Payne Ext 5660
May & Baker Eastbrook Community Club	3 Eastbrook Ward Councillors (co-terminus with Borough elections)	Cllr Cllr Cllr	ACS Paul Hogan Ext 3576
Members' Corporate Parent Group	1 Councillor (appointed by the Relevant Cabinet Member – co-terminus with Borough elections)	Cllr	ChS Kimini Rambellas Ext 2233

APPENDIX C

Organisation	Representation required	Representation 2014/15 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
OFSTED Report Panel	Relevant Cabinet Member plus up to 9 Councillors, for no longer than term of office as a Councillor. Deputy Chair reviewed annually.	Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr	ChS Jane Hargreaves Ext 2686
Public Transport Liaison Group	Relevant Cabinet Member plus 1 Councillor to be appointed by Cabinet Member	Cllr Cllr	FRS Jeremy Grint Ext 2443
Registered Provider Forum (formerly Registered Social Landlord Forum)	Relevant Cabinet Member plus 2 Councillors to be appointed by the Cabinet Member	Cllr Cllr Cll	HES Ken Jones Ext 5703
Reserve Forces and Cadets Association for Greater London	The Leader or Deputy Leader(s) of the Council	Cllr or Cllr(s)	ChS Meena Kishinani Ext 3507
Schools Investment Board	Relevant Cabinet Member(s)	Cllr Cllr Cllr	ChS Helen Jenner Ext 5800

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TRUSTEES OF LOCAL CHARITIES – 2014/2015

Colin Pond Bursaries for Higher Education

The Colin Pond Bursaries for Higher Education provides students with bursaries to continue into higher education.

The trustees are the Cabinet Member for Children's Services, the Chief Finance Officer, the Corporate Director of Children's Services and the Head of Legal and Democratic Services

Dagenham United Charity

The Dagenham United Charity gives financial assistance to those in need at Christmas time and the area of benefit is the former Borough of Dagenham as at 1921 to 1924.

There are five trustees, four of whom are appointed by the Council and may be, but do not need to be, elected Members of the Council. They are elected for a four year term of office:

Councillors

(June 2014-May 2018)

King George V Silver Jubilee Trust Fund

This applies the net income from investments for the purpose of relieving cases of need, hardship or distress of children resident in the area.

The Council of the London Borough of Barking and subsequently Barking & Dagenham (being the successors to the said Urban District Council) appointed the Mayor, the Chairman of Social Services Committee (now the Lead Member for Children's Services) and the Director of Social Services (now the Corporate Director of Children's Services) to convene a meeting for the purpose of distribution.

The trustees are the Mayor and the former Director of Social Services (now the Corporate Director of Children's Services). There is no specific term of office.

The Kallar Lodge and Few Lodge Trust Fund (formerly The Brocklebank Lodge Trust Fund)

This was established some years ago following a bequest to Brocklebank Lodge. Following approval by the Charity Commission in 2008 the Trust Fund was transferred to Lake Rise Residential Home, which is now known as Kallar Lodge, and the Trust Fund was renamed as The Kallar Lodge Trust Fund. The Trust Fund provides extra amenity for Kallar Lodge, over and above that which is provided by the Council.

The Trust usually meets once a year to approve the minutes, accounts and expenditure for the following year. The trustees are the former Directors of Finance and Social Services (both to be replaced at the Trust's Annual General Meeting) and two Member representatives who are nominated annually as follows:

**Councillor
and Councillor**

(June 2014 – May 2015)

(June 2014 - May 2015)

STATUTORY CO-OPTED MEMBERS

2014/2015

Education co-opted members

Education co-opted members have a statutory right to be involved in the Council's decision making processes. However, under the legislation this only applies to an Overview and Scrutiny committee where their functions relate wholly or partly to educational matters which are the responsibility of the Authority's Cabinet.

The Regulations state that a Local Education Authority shall appoint at least two but not more than five Parent Governor representatives to Overview and Scrutiny and, on the assumption that the Council still maintains Roman Catholic schools, the total number of Church representatives to be appointed shall be one Church of England and one Roman Catholic.

Both Parent Governor and Church representatives, who are elected for a four year period, have the right to vote on education matters and the right to Call-In Cabinet decisions as any other non-Cabinet Member.

The current Church representatives are:-

Church of England	Ms Ingrid Robinson (from 18/7/2013)
Roman Catholic Church	Mrs G Spencer (re-appointed 18/7/2013)

The Parent Governor representatives are elected for a four year period - one representing primary schools, the other representing secondary schools. The current holders of these positions are:-

Primary Schools	Vacant
Secondary Schools	Mr Ishmael Ncube (from 8/12/2010)

Standards Committee Independent Persons – 3 posts (2 vacancies)

Section 28 (7) of the Localism Act 2011 requires local authorities to appoint at least one Independent Person, who will have an advisory role in the determination of allegations that a Member has not complied with the Members' Code of Conduct.

Mr Michael Carpenter	10 October 2012 to Assembly meeting following Annual Assembly in 2016
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Two vacancies

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ANNUAL ASSEMBLY

12 June 2014

Title: Members' Allowances Scheme 2014/15	
Report of the Chief Executive	
Open Report	For Decision
Wards Affected: None	Key Decision: No
Report Author: John Dawe, Group Manager, Democratic Services	Contact Details: Tele: 020 8227 2135 Email: john.dawe@lbbd.gov.uk
Accountable Divisional Director: Fiona Taylor, Head of Legal and Democratic Services	
Accountable Director:	Graham Farrant, Chief Executive
<p>Summary:</p> <p>This report sets out proposals in relation to Members' allowances for the 2014/15 Municipal Year.</p> <p>In response to the continuing difficult economic climate and the increasing pressures on public sector funding, the Assembly is recommended to agree a freeze, for the sixth successive year, on basic and special responsibility allowances (SRAs). The only changes proposed are an additional Deputy Leader allowance to recognise additional workloads over and above that of a Cabinet Member, and the reintroduction of an allowance payable to Minority Group Leaders at the same rate as when it last appeared in 2010/11.</p> <p>Recent changes to pension regulations mean that councillors are no longer eligible to join the Local Government Pension Scheme (LGPS).</p>	
<p>Recommendation(s)</p> <p>The Assembly is recommended to agree:</p> <ul style="list-style-type: none"> (i) That no increase be applied to Members' basic and special responsibility allowances for the 2014/15 municipal year, representing a freeze in allowance levels for the sixth year in succession; and (ii) That the draft Members' Allowances Scheme for the 2014/15 municipal year attached at Appendix B comes into effect from 12 June 2014. 	
<p>Reason(s)</p> <p>To meet the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003.</p>	

1. Introduction and Background

- 1.1 The Local Authorities (Members Allowances) (England) Regulations 2003 require local authorities to make an annual scheme of allowances. In setting an annual scheme the Council must have regard to the recommendations of any independent local remuneration panel.
- 1.2 Where a local panel is not established the regulations make provision for London Councils to establish a Panel who exercise the functions of an independent remuneration panel on behalf of London Boroughs. The latest report of the Independent Panel was published on 2 June 2014.
- 1.3 In 2000, a local Independent Remuneration Panel (IRP) was established to review and make recommendations to the Council on Members' Allowances. Each year the IRP would consider a range of factors such as inflation indices, staff pay awards and how other London Boroughs' schemes were applied, as well as reviewing Members' time inputs through questionnaires and interviews.
- 1.4 In 2009/10 and 2010/11, the local IRP recommended a freeze in allowance levels in response to the prevailing economic situation and the increasing squeeze on the public sector. These recommendations were fully supported by the Assembly.
- 1.5 In 2011/12, following consultation between the Leader and the members of the IRP, it was decided that it would not be necessary to formally convene the Panel until such time as the financial forecast improves, but instead to seek the Panel's views by way of correspondence on the basis that no increase to allowance levels would be recommended.
- 1.6 Following the stepping down of a number of the local IRP members and rather than advertise for new members and incur time and costs convening panel meetings, and so as to accord with the regulations, it is proposed that in setting this year's scheme the Assembly should have regard to the latest report of the IRP convened through London Councils. A copy of the report setting out its recommendations is attached at **Appendix A**.

2. Proposal and Issues

- 2.1 In line with the Regulations the recommendations contained in the London Councils' IRP report are merely a guide and do not require local authorities to systematically apply them to their own scheme. The recommendations set down in the IRP report propose setting higher levels of allowance both in relation to basic and SRAs when compared to Barking and Dagenham's current scheme.
- 2.2 In view of the continuing difficult economic climate it is proposed to maintain the freeze on both basic and special responsibility allowances, for the sixth successive year. Furthermore with the increasing pressures on public sector funding the expectation is that the allowances paid will be used to meet the cost of travel within the Borough in connection with approved duties, which previously had been reimbursed as a claimed expense.
- 2.3 In terms of the proposed allowance changes for 2014/15 these are as follows:

- (i) provision for two Deputy Leader allowances to recognise additional workloads over and above that of a Cabinet Member, and
- (ii) to reintroduce a Special Responsibility Allowance for Minority Group Leaders which was removed from the Scheme in 2011/12 as there were no opposition groups at that time. Its inclusion will allow for any future changes should they arise. It is proposed to reintroduce the allowance at the same rate as when it last appeared in 2010/11, namely £342 per seat (with a minimum of £1,110).

2.4 The Members' Allowances Scheme forms part of the Council Constitution. A copy of the proposed Scheme for 2014/15 is set out in **Appendix B**.

3. Pension arrangements

3.1 In the past, all councillors below the age of 75 were eligible to join the LGPS. However, changes introduced by the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 meant that from April this year councillors were no longer eligible to join the LGPS and any serving councillors ceased to be a member of the LGPS at the end of their term of office (25 May 2014).

4. Options Appraisal

4.1 The cost of allowances must be contained within the existing budget provision and consequently any changes to basic and/or SRAs would need to be funded within that overall budget provision.

5. Consultation

5.1 All councillors were made aware last year of the need to continue the freeze on allowances for the foreseeable future.

6. Financial Implications

Implications completed by: Carl Tomlinson, Group Manager

6.1 The proposals in this report can be contained within the approved budget for 2014/15 of £899,000.

6.2 In the absence of an approved growth bid or additional funding, any proposed increase in allowances would need to be funded within the current budget through other efficiencies, such as reducing the number of positions attracting an SRA.

7. Legal Implications

Implications completed by: Paul Feild Senior Corporate Governance Lawyer

- 7.1 The Council is required each year to make a Members' Allowances Scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 7.2 The regulations require that any local scheme should have due regard to any recommendations of an independent remuneration panel including that established through London Councils.

Background Papers Used in the Preparation of the Report: None

List of appendices:

- **Appendix A** – Report of the Independent Panel convened through London Councils
- **Appendix B** – Proposed Members' Allowance Scheme 2014/15

The Remuneration of Councillors in London 2014

Report of the Independent Panel



Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the Panel') was established and reported in 2001, 2003, 2006 and 2010. It has been re-constituted and now comprises Sir Rodney Brooke CBE DL (Chair), Steve Bundred and Anne Watts CBE.

The Regulations require a review of the scheme every four years as a minimum. The current Panel has therefore completed a review of remuneration for councillors in London. We present our findings and recommendations in this report.

As a preparation for our work, we invited all London boroughs to give their views on the operation of the existing scheme. We also invited comments from the Leaders' Committee of London Councils. We are grateful for the feedback, which confirms that the existing London scheme of members' allowances is still fit for purpose. We make recommendations accordingly.

The role of elected members

In our previous reports we reflected on the importance of the role of elected members. We repeat at Appendix B the job profile for councillors which we included in our 2010 report. In that report, we quoted the Government-appointed Councillors' Commission. The Commission took the view (which we continue to share) that: 'Allowances should be set at a level that enables people to undertake the role of councillor while not acting as an incentive to do so. Allowances are not shown by polls to be something which influences councillors to take on the role, though they are instrumental in making it possible for some people to do so. If it is important that there are no financial incentives to being a councillor, it is equally important that there should not be a financial disincentive.'

It is clearly desirable that service as a councillor is not confined to those with independent means. We do not repeat the arguments for appropriate remuneration for councillors which we have set out in our previous reports. We believe them to be self-evident. But we do repeat our belief in the importance of local democracy and the role of councillors within it. Each London Borough is responsible for services crucial to its residents. Each is responsible for a revenue budget of between £1.3bn and £3.3bn.

The responsibilities placed on local authorities continue to increase. The Localism Act 2011 devolved services to the boroughs, though, it was complained, without the resources to discharge them. From April 2013 London boroughs assumed the major new responsibility for health and wellbeing. Financial austerity brings substantial and further challenges to councillors: local authorities are required to make substantial cuts in their spending. Changes to the welfare system (particularly acute in London) give residual discretionary powers to local authorities. Councillors are faced with unenviable choices. Demand for local authority services continues to grow. In particular, there is exponential growth in the number of old people and a corresponding increase in demand for social care. The strain on and competition for resources increase the demands made on elected members.

Pensions

In the Panel's first report we recommended that councillors should be eligible for pensions. Councillors are often retired and currently have an average age of 60. It is increasingly desirable to attract a younger cohort of people to serve on councils. Access to a pension scheme is one way of achieving this. Councillors – especially those with lead responsibilities – must surrender earning potential elsewhere, earning potential which would normally be pensionable. It seems perfectly reasonable that allowances attracted by service as a councillor should be pensionable.

The Government agreed with this view and the Regulations introduced the potential for councillors' allowances to be pensionable upon the recommendation of the relevant Independent Panel. Accordingly the Panel recommended that all London borough councillors under the age of 75 be eligible to join the local government pension scheme. Twenty two of the 32 London boroughs have accepted that recommendation.

In March 2014 the Government laid before Parliament Regulations which would end the right of councillors to enter the local government pension scheme. These Regulations would extend not only to councillors but also to elected mayors (including the Mayor of London) and members of the Greater London Assembly, though Police and Crime Commissioners would retain their right of access to the pension scheme.

Councillor Sir Merrick Cockell, Chairman of the Local Government Association and Chair of London Councils from 2006 until 2010, responded: 'The government's decision isn't about saving money, it is fundamentally about undermining the role of a councillor and undermining the role of local democracy'. He added: 'Fair remuneration is important so that people from all walks of life can afford to stand for office. Otherwise we risk local government becoming the exclusive preserve of a privileged few who have the luxury of time and money to spare.' His remarks were endorsed by Cllr Gary Porter, Leader of the Local Government Association's Conservative Group, who pointed out that 'councillors are spending more time supporting their constituents and working with external organisations such as GPs, schools, police, local businesses and voluntary organisations. Secondly, recruitment and retention is becoming increasingly difficult... the commitment involved can be a deterrent when set against a possible loss of earnings and a potentially negative effect on their careers.'

We believe that access to a pension scheme can be an important factor in making service as a councillor financially possible for a wider range of people. It is particularly important for those who, like elected mayors, leaders and portfolio holders, give most or all of their time to service in local government and lose the opportunity to contribute to a pension scheme elsewhere. We would very much like the Government to reconsider this decision.

The current financial and political climate

Our 2010 report made no recommendations for increasing the levels of members' allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement. As the Government-appointed Councillors' Commission pointed out in their 2007 report, the recommendations of the London Panel had led to substantial convergence of members' allowances across London. Indeed, the Councillors' Commission recommended a similar system for the country as a whole. Following our recommendations, there is now considerable congruity in the basic allowance made by London boroughs. However, most London boroughs have not adopted our recommendations in their entirety.

Our recommended allowances are tied to the annual local government pay settlement. Because of the current financial climate, the local government pay settlement has been frozen in three of the last four years. In 2013/14 there was a 1% pay award. Acutely sensitive to the current financial austerity, only two boroughs increased members' allowances by that percentage. Indeed nine boroughs have reduced members' allowances since the date of our last report.

We are acutely aware that now is not the time to increase allowances made to councillors, though we continue to recommend that members' allowances be pegged to the annual local government pay settlement. Such pegging will ensure that councillors can receive annual increases which are in line with those received by staff. We fully accept that, in the current financial climate, it would be entirely inappropriate to increase members' allowances (beyond the annual updating). Nevertheless we hope that in the longer term the financial situation will permit further convergence of members' allowances around our recommendations. We continue to believe that the scheme we propose is sufficiently flexible to accommodate the different political management arrangements of different London boroughs. Our view is confirmed by the general response from the London boroughs.

Consultation with the boroughs

Level of allowances

In our consultation with the London boroughs we asked a number of questions. We enquired whether it was believed that the salary of an MP remains a sound comparator to fix the remuneration of a borough leader. [Our recommendations for other special responsibility allowances are related to that recommended for Leaders.] Members of Parliament currently receive a salary of £66,396, now rather more than our updated recommendation for the allowance for Leaders.

Though there was dissent from one Borough, another asserted that the Leader's allowance should reflect the total remuneration package paid to Members of Parliament. A different borough pointed out that whereas a Member of Parliament represented an electorate of 70,000 people, a leader was responsible for the delivery of a wide range of services to a population of 300,000 – an electorate of 220,000 across an area three times as large as a parliamentary constituency. Indeed, 'it is arguable that the responsibilities of some cabinet portfolio holders are greater than the local responsibilities of an MP' but 'on balance the salary of an MP is about as sound a comparator as is likely to be found'.

In considering the responses, we also took into account the remuneration payable to chairs and members of other public bodies. We continue to believe that the allowances we have recommended are suitable. In particular, we think it appropriate that Leaders should receive an allowance approximating to the salary of a Member of Parliament.

External paid appointments

There has been some controversy over councillors accepting paid appointments in other public bodies, given their cumulative remuneration. We asked the boroughs whether allowances should be adjusted to take into account external payments from other public bodies. One authority thought it reasonable to 'consider the balance of benefit to the local area before determining whether 'home' remuneration should be reduced accordingly'. Other boroughs disagreed.

We believe that if members take on extra work and responsibilities through undertaking external appointments, then they should be entitled to retain the remuneration attracted by those responsibilities. Of course the borough might reflect on the extent to which the external duties are compatible with the time required to discharge duties within the borough and adjust responsibilities accordingly.

Chair of the Health and Wellbeing Board

These new bodies govern commissioning decisions across health, public health and social care. They must develop with commissioning groups a shared understanding of the health and wellbeing needs of the community. They must undertake a Joint Strategic Needs Assessment and develop a joint strategy for how these needs can be best addressed. This will include recommendations for joint commissioning and integrating services across health and social care. The Boards must drive local commissioning of health care, social care and public health and create a more effective and responsive local health and care system. They must also address other services that impact on health and wellbeing such as housing and education.

It was recommended to us that the Chair of the Health and Wellbeing Board should receive a special responsibility allowance in Band Three, that designed for Cabinet members. We entirely agree: this is a statutory post conferring personal statutory responsibility. The role is of major importance to local government and should be remunerated accordingly where they are councillors. In practice we imagine that Chairs of Health and Wellbeing Boards will be members of the Cabinet and have been remunerated within Band Three since their creation.

Lead Member for Children's and Adult Services

It was suggested to us that the Lead Member for Children's Services should receive a special responsibility allowance higher than other Cabinet Members: 'The enhanced duty of safeguarding for the role of lead member for Children's Services and the time required to fulfil it makes the post a special case for an enhanced banding between the current bands three and four.'

We well understand the heavy responsibility on the lead member for Children's services and the consequences of any failure in the system. We are entirely sympathetic to the view that the responsibility might warrant a higher special responsibility allowance than other Cabinet members. In our 2010 report we specifically contemplated the different weight of responsibilities of different portfolios and suggested that they might justify different allowances. Our recommended Band Three for Cabinet Members has a range of over £6,000 and we believe that this is sufficient to enable boroughs to differentiate between the different weights of portfolios should they so decide.

It has also been suggested to us that the lead member responsible for adult safeguarding has a degree of responsibility equal to that of the lead member for children's services. We are not convinced of the comparison.

Given the different allocation of responsibilities in different boroughs, we do not make specific recommendations on differentiating special responsibility allowances for Cabinet members within Band Three.

Dependants' Carers' Allowance

The Regulations authorise the payment to councillors of an allowance ('the Dependants' Carers' Allowance') in respect of the expenses of arranging for the care of children or dependants when the councillor attends meetings or is engaged in other official duties. We received representations that the Allowance should be not less than the living wage.

We strongly believe that the boroughs should make a dependants' carers' allowance available to their members. Access to a dependants' carers' allowances can make it possible for a wider range of people to serve on their councils. Specifically by payment of dependants' carers' allowance, boroughs can attract some who would not normally expect to become councillors. 26 of the 32 boroughs provide in their allowances scheme for payment of dependants' carers' allowances. In those boroughs which do make a payment, allowances vary from £5.27 to £9.26 per hour (in one case £15 per hour for specialised care).

We recognise the need for payments to pay regard to local circumstances and the nature of specialist care. We believe that ordinary care should be remunerated at not less than the London living wage of £8.60 per hour; and (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.

Sickness, maternity and paternity leave

This issue has again been raised with us. We adhere to our recommendations in the 2006 report, repeated in 2010, namely that councils should make arrangements in their members' allowances schemes to allow the continuance of special responsibility allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies).

Members of social care and health scrutiny panels and corporate parenting panel

One borough suggested that service on the Social Care and Health Scrutiny Panels and the Corporate Parenting Panel should be placed within Band One because of the risk profile of those roles.

We continue to recommend that the responsibility allowance payable under Band One should include membership of committees, sub-committees and adoption panels where membership requires attendance with exceptional frequency or for exceptionally long periods. If a Council believes that such memberships are substantially more onerous than service on other committees, then we agree that they would be appropriately remunerated on Band One.

Travel and subsistence allowances

We have been asked to give advice on travel and subsistence allowances. We continue to believe that the Basic Allowance should cover all reasonable out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses, though councils may consider that there are circumstances where it may be appropriate for a scheme to provide payment for the cost of transport, e.g. journeys home after late meetings, and for people with disabilities. We also continue to believe that, where travel and subsistence allowances are payable, they should be in accordance with the current scheme for travel and subsistence applicable to the Borough's staff; and that travel allowances should extend to travel by bicycle.

Update for inflation

We continue to recommend that the allowances we recommend should be updated annually in accordance with the headline figure in the annual local government pay settlement.

Sir Rodney Brooke CBE DL

Steve Bundred

Anne Watts CBE

London

1 June 2014

Appendix A

Basic allowance £10,703

Special responsibilities – beyond the basic allowance

The case for special allowances

The reasons for payment of additional special responsibility allowances should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

Calculation of special allowances

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below. We believe that the SRA, which the previous panel recommended for the leader of a London council (updated), continues to be appropriate.

Categories of special allowances

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating executive arrangements
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

Local discretion

It is for the councils locally to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. They must have regard to our recommendations. We believe these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.

BAND ONE

The posts we envisage falling within band one include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group
- Service spokesperson for first opposition group
- Group secretary (or equivalent) of majority group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums or community leaders
- Cabinet assistant
- Leadership of a strategic major topic
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

Remuneration

We propose that band one special responsibility allowances should be on a sliding scale of between 20 – 30 per cent of the remuneration package for a council leader.

This would be made up as follows:

Basic allowance: £10,703

Band one allowance: £2,392 to £8,941

Total: £13,095 to £19,644

BAND TWO

The types of office we contemplate being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g. planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

Remuneration

We propose that band two allowances should be on a sliding scale between 40 – 60 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £10,703

Band two allowances: £15,486 to £28,581

Total: £26,189 to £39,284

BAND THREE

We see this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

Remuneration:

We propose that band three allowances should be between 70 – 80 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £10,703

Band three allowance: £35,128 to £41,675

Total: £45,831 to £52,378

BAND FOUR

Leader of cabinet, including a strong leader.

This is a full-time job, involving a high level of responsibility and now includes the exercise of executive responsibilities. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service.

Remuneration:

We propose that the remuneration package for a council leader under band four of our scheme should be £64,824.

This is made up as follows:

Basic allowance: £10,703

Band four allowance: £54,769

Total: £65,472

BAND FIVE

Directly elected mayor

A directly elected mayor is a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However we believe this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. We believe that the distinction is paramount and this should be reflected in the salary level.

Remuneration:

We propose that a band five directly elected mayor should receive a remuneration package of 25 per cent higher than that recommended for a council leader and that it should be a salary set at **£81,839**.

Appendix B

On behalf of the community – a job profile for councillors

Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (forexample, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
10. To participate in the activities of any political group of which the councillor is a member.
11. To undertake necessary training and development programmes as agreed by the authority.
12. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

Appendix C

The independent panel members

Sir Rodney Brooke has a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities. He was knighted in 2007 for his contribution to public service and is currently chairman of the Quality Assurance Agency for Higher Education.

Steve Bundred was chairman of Monitor, chief executive of the Audit Commission and chief executive of the London Borough of Camden.

Anne Watts CBE has an extensive career in equality and diversity that spans the private, voluntary and public sectors with organisations including the Open University, the Commission for Equality and Human Rights and Business in the Community. She chaired the NHS Appointments Commission.

Members' Allowances Scheme

The Council of the London Borough of Barking and Dagenham, pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations"), hereby makes the following scheme.

1. Introduction

- 1.1 The Members' Allowances Scheme ("the Scheme") is approved each year by the Assembly at its annual meeting. The Assembly shall have regard to any recommendations made by an Independent Remuneration Panel before making or amending the Scheme.

2. Types of Allowances

- 2.1 The allowances payable are:
- a) Basic Allowance;
 - b) Special Responsibility Allowance;
 - c) Co-opted Members' Allowance;
 - d) Travelling and Subsistence Allowance;
 - e) Dependants' Carers' Allowance;
 - f) Other allowances as described in the Scheme.

3. Effective Date

- 3.1 This Scheme has effect from 12 June 2014.

4. Definitions

- 4.1 "Approved duties" means attendance by a Councillor or Co-opted Member at any:
- a) formally convened meeting of any committee or body to which the individual has been appointed or nominated by the Authority, including any sub-committees or working parties thereof.
 - b) conference, training session and presentation organised by or on behalf of the Authority which the individual is required to attend.
 - c) meeting with a Corporate Director or Divisional Director / Head of Service where the Councillor's attendance has been requested in writing or by e-mail or where the Councillor is a member of the Cabinet.
- 4.2 "Co-opted Member" means any co-opted, added or independent Member of a Committee or other body to which this scheme relates regardless of whether or not the Co-opted Member receives a Co-opted Members' Allowance.

5. Basic Allowance

- 5.1 A Basic Allowance shall be paid to each Councillor in accordance with Appendix 1 to this Scheme.

6. Special Responsibility Allowances

- 6.1 Special Responsibility Allowances shall be paid in accordance with Appendix 1 to this Scheme.
- 6.2 Where a Councillor would otherwise be entitled under the Scheme to more than one Special Responsibility Allowance, the entitlement shall only be to the highest allowance.
- 6.3 In the event of a person receiving a Special Responsibility Allowance being absent or substantially unable to act for a period of at least three months, the Council may resolve to reduce the level of Special Responsibility Allowance payable to that person and instead resolve to pay the allowance, or part of it, to any person appointed as a deputy or vice-chair for such period as it determines.

7. Travelling and Subsistence Allowances

- 7.1 Travelling and subsistence allowances in respect of Approved Duties undertaken by Councillors and Co-opted Members are payable in accordance with Appendix 1 to this Scheme.
- 7.2 The provisions relating to eligibility to Travelling and Subsistence Allowances apply only to Approved Duties undertaken outside the Borough. Councillors and Co-opted Members are not permitted to claim Travelling and Subsistence Allowances for any activities undertaken within the Borough.

8. Dependants' Carers' Allowances

- 8.1 Dependants' Carers' allowances in respect of Approved Duties undertaken by Councillors and Co-opted Members are payable in accordance with Appendix 1 to this Scheme.
- 8.2 The carers' allowance may be claimed towards the cost of care for children or other dependants within the household who have a recognised need for care.
- 8.3 The allowance will not be payable to a member of the immediate family or household.
- 8.4 The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time.

9. Co-opted Members

9.1 Co-opted Members shall be paid in accordance with Appendix 1 to this Scheme.

10. School Appeals Panel Members

10.1 Schools Appeals Panel (Admissions and Exclusions) members shall be entitled to an allowance as set out in Appendix 1 to this Scheme but shall not be eligible to receive travelling, subsistence or Dependants' Carers' allowances.

11. National Insurance and Income Tax

11.1 Payment of allowances shall be subject to such deductions as may be statutorily required in respect of national insurance and income tax.

12. Local Government Pension Scheme (LGPS)

12.1 In accordance with the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, Councillors are no longer eligible to be members of the LGPS.

13. Renunciation

13.1 A Councillor and/or Co-opted Member may, by notice in writing to the Chief Executive, elect to forgo all or any part of his/her entitlement to an allowance under this Scheme.

14. Payments and Claims

14.1 Payment of Basic and Special Responsibility Allowances shall be made in instalments of one-twelfth of the amounts specified on a monthly basis, with the exception of the Mayor's Allowance which shall be paid quarterly in advance.

14.2 Where an individual takes office part way through a year, a proportionate part of any applicable allowance is payable, unless the allowance is a Special Responsibility Allowance for serving on a committee which is appointed for a period of less than a year.

14.3 The Council may determine that an allowance or a rate of allowance will not come into effect until a date other than the effective date of this Scheme. In such circumstances, the alternative date that the allowance shall be payable from shall be specified in Appendix 1 to this Scheme.

14.4 Claims for travelling, subsistence and dependants' carers' allowance should be completed monthly and no later than three months from the date that the expenditure was incurred.

15. Councillors who are Members of another Authority

- 15.1 Any Councillor who is also a Member of another Authority shall only receive allowances from one Authority in respect of the same duties.
- 15.2 In such instances, the Councillor shall be required to nominate the Authority from whom he/she wishes to receive the allowance(s).

16. Record of Allowances Paid

- 16.1 A record of the payments made by the Authority to each Councillor and Co-opted Member shall be maintained and published in accordance with the Regulations.

17. Publication of Scheme

- 17.1 As soon as practicable after the making or amendment of this Scheme, arrangements shall be made for its publication within the Authority's area in accordance with the Regulations.

**London Borough of Barking and Dagenham
Schedule of Allowances for 2014/15**

Type	Allowance (per annum unless otherwise stated)
BASIC ALLOWANCE (for all Councillors)	£10,006
SPECIAL RESPONSIBILITY ALLOWANCES	
Leader of the Council	£35,022
Deputy Leader(s) of the Council	£22,513
Other Cabinet Members	£17,510
Chairs and Lead Members of the following: <ul style="list-style-type: none"> • Assembly • Development Control Board • Personnel Board • Licensing and Regulatory Board • Health and Adult Services Select Committee • Children's Services Select Committee • Safer and Stronger Community Select Committee • Living and Working Select Committee • Public Accounts and Audit Select Committee 	£3,142
Deputy Chairs and Deputy Lead Members of the following: <ul style="list-style-type: none"> • Assembly • Development Control Board • Personnel Board • Licensing and Regulatory Board • Health and Adult Services Select Committee • Children's Services Select Committee • Safer and Stronger Community Select Committee • Living and Working Select Committee • Public Accounts and Audit Select Committee 	£1,571
Leaders of the Minority Groups	£342 per seat (with a minimum of £1,110 per Leader)

Appendix B

Type	Allowance (per annum unless otherwise stated)
Mayor's Allowance (payable under section 3(5) of Part I of the Local Government Act 1972)	£12,000
CO-OPTED MEMBERS' AND OTHER ALLOWANCES	
Independent Adviser (Public Accounts and Audit Select Committee)	£300 per meeting
Independent Persons (Standards Committee)	£500
Schools Appeals Panel (Admissions and Exclusions) members	£20 per session (up to four hours)
TRAVELLING ALLOWANCES	
Mileage Rates	<ul style="list-style-type: none"> • Car: 45p per mile • Motorcycle: 24p per mile • Bicycle: 20p per mile
SUBSISTENCE ALLOWANCES	
Meal Allowances	<ul style="list-style-type: none"> • Breakfast (away between 7.00am and 11.00am) - £4.92 • Lunch (away between 12.00 noon and 2.00pm) - £6.77 • Tea (away between 3.00pm and 6.00pm) - £2.67 • Evening (away between 7.00pm and 11pm) - £8.35
Overnight (continuous period of 24 hours involving absence overnight)	<ul style="list-style-type: none"> • Normal - £79.82 • Greater London, AMA Annual Conference or other approved Association conferences - £91.04
DEPENDANTS' CARERS' ALLOWANCE	£6.82 per hour