

**Democratic Services**

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**To: All Members of the Council**

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Council: Thursday, 23rd March, 2017**

You are invited to attend a meeting of the **Council** to be held on **Thursday, 23rd March, 2017** at **6.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Refreshments will be available for Councillors from 5pm in the Aix-en-Provence Room (next to the Banqueting Room) on Floor 1.

Yours sincerely



Jo Morrison  
Democratic Services Manager  
for Chief Executive

**Please note the following arrangements for pre-group meetings:**

<b>Conservative</b>	<b>Brunswick Room, Ground Floor</b>
<b>Liberal Democrat</b>	<b>Kaposvar Room, Floor 1</b>
<b>Labour</b>	<b>Labour Group Room, Floor 2</b>
<b>Independent</b>	<b>Independent Group room</b>

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**

*This Agenda and all accompanying reports are printed on recycled paper*

## NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Jo Morrison who is available by telephoning Bath 01225 394358.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above. Papers are available for inspection as follows:

**Public Access points:-** Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

For Councillors and officers, papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Libraries.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast) An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Spokespersons:** The Political Group Spokespersons for the Council are the Group Leaders, who are Councillors Tim Warren (Conservative Group), Dine Romero (Liberal Democrat Group), Robin Moss (Labour Group) and Sarah Bevan (Independent Group).

5. **Attendance Register:** Members should sign the Register, which will be circulated at the meeting.

6. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme can be obtained by contacting Jo Morrison as above.

7. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

8. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

9. **Presentation of reports:** Officers of the Council will not normally introduce their reports unless requested by the meeting to do so. Officers may need to advise the meeting of new information arising since the agenda was sent out.

**A G E N D A**

1. EMERGENCY EVACUATION PROCEDURE

The Chairman will draw attention to the emergency evacuation procedure as set out under Note 8.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to complete the green interest forms circulated to groups in their pre-meetings (which will be announced at the Council Meeting) to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. MINUTES - 14TH FEBRUARY 2017 (Pages 9 - 22)

To be confirmed as a correct record and signed by the Chair(man)

5. ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

These are matters of information for Members of the Council. No decisions will be required arising from the announcements.

6. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

If there is any urgent business arising since the formal agenda was published, the Chairman will announce this and give reasons why he has agreed to consider it at this meeting. In making his decision, the Chairman will, where practicable, have consulted with the Leaders of the Political Groups. Any documentation on urgent business will be circulated at the meeting, if not made available previously.

7. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC

The Democratic Services Manager will announce any submissions received. The Council will be invited to decide what action it wishes to take, if any, on the matters

raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

8. WEST OF ENGLAND COMBINED AUTHORITY OVERVIEW & SCRUTINY & AUDIT COMMITTEE ARRANGEMENTS & APPOINTMENT OF LOCAL RETURNING OFFICER FOR THE WEST OF ENGLAND COMBINED AUTHORITY MAYORAL ELECTION (Pages 23 - 28)

The Council is requested to appoint representatives to sit on the West of England Combined Authority Overview and Scrutiny and Audit Committees and must also appoint a named individual to the role of Local Returning Officer and Electoral Returning Officer for the West of England Combined Authority mayoral election in May 2017.

9. REPORT OF THE INDEPENDENT RENUMERATION PANEL ON MEMBERS ALLOWANCES (Pages 29 - 48)

This report presents the Independent Panel's review of Members' allowances.

10. PLANNING APPLICATION FEES - THE GOVERNMENT'S OFFER

The Government in its '*Fixing our broken housing market*' White Paper published (7<sup>th</sup> February 2017) explained that the Government will increase nationally set planning fees. Local Authorities are therefore able to increase fees by 20% from July 2017. This is on the basis that they commit to invest the additional fee income in their planning department. This paper seeks approval to accept the 20% increase in planning application fees.

***This item will follow in a supplementary despatch.***

11. STANDARDS COMMITTEE ANNUAL REPORT 2016 (Pages 49 - 60)

This item presents the Standards Committee Annual report for 2016.

12. AGENDA MOTION FROM THE LABOUR GROUP - GRAMMAR SCHOOLS (Pages 61 - 62)

To be moved by a member of the Labour Group.

*[This item was deferred from the November 2016 Council meeting.]*

13. AGENDA MOTION FROM THE LIBERAL DEMOCRAT GROUP - EU NATIONALS (Pages 63 - 64)

To be moved by Councillor Andy Furse.

14. AGENDA MOTION FROM THE LIBERAL DEMOCRAT GROUP - WEST OF ENGLAND MAYOR (Pages 65 - 66)

To be moved by Councillor Dine Romero.

15. PETITION FOR DEBATE - "SAVE OUR 6/7 BUS" (Pages 67 - 68)

A petition has been received – “Save our 6/7 Bus” - containing approximately 2500 signatures. In line with the Council’s petition scheme, if a petition containing signatures of more than 1% of the electorate who live, work and study in Bath & North East Somerset is received, it triggers a debate at Council.

16. ANNOUNCEMENT OF CHAIR(MAN) DESIGNATE FOR 2017/18 (Pages 69 - 70)

For forward planning purposes, the Council is invited to indicate who is expected to take the Council Chairmanship from May 2017.

17. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS

The Democratic Services Manager will announce any submissions received. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

The Committee Administrator for this meeting is Jo Morrison who can be contacted on 01225 394358.

## **Protocol for Decision-making**

### **Guidance for Members when making decisions**

When making decisions, the Cabinet/Committee must ensure it has regard only to relevant considerations and disregards those that are not material.

The Cabinet/Committee must ensure that it bears in mind the following legal duties when making its decisions:

- Equalities considerations
- Risk Management considerations

- Crime and Disorder considerations
- Sustainability considerations
- Natural Environment considerations
- Planning Act 2008 considerations
- Human Rights Act 1998 considerations
- Children Act 2004 considerations
- Public Health & Inequalities considerations

Whilst it is the responsibility of the report author and the Council's Monitoring Officer and Chief Financial Officer to assess the applicability of the legal requirements, decision makers should ensure they are satisfied that the information presented to them is consistent with and takes due regard of them.

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**BATH AND NORTH EAST SOMERSET COUNCIL**

**MINUTES OF COUNCIL MEETING**

Tuesday, 14th February, 2017

Present:- **Councillors** Patrick Anketell-Jones, Rob Appleyard, Colin Barrett, Cherry Beath, Jasper Becker, Sarah Bevan, Lisa Brett, John Bull, Neil Butters, Anthony Clarke, Matt Cochrane, Paul Crossley, Chris Dando, Fiona Darey, Matthew Davies, Sally Davis, Douglas Deacon, Emma Dixon, Michael Evans, Andrew Furse, Charles Gerrish, Ian Gilchrist, Lizzie Gladwyn, Bob Goodman, Francine Haerberling, Liz Hardman, Deirdre Horstmann, Eleanor Jackson, Steve Jeffries, Les Kew, Marie Longstaff, Barry Macrae, Paul May, Shaun Stephenson-McGall, Alison Millar, Robin Moss, Paul Myers, Michael Norton, Lisa O'Brien, Bryan Organ, Lin Patterson, June Player, Christopher Pearce, Vic Pritchard, Joe Rayment, Liz Richardson, Caroline Roberts, Nigel Roberts, Dine Romero, Will Sandry, Mark Shelford, Brian Simmons, Peter Turner, David Veale, Martin Veal, Karen Walker, Geoff Ward, Tim Warren, Karen Warrington and Chris Watt

Apologies for absence: **Councillors** Tim Ball, Colin Blackburn, Alan Hale, Donal Hassett and Steve Hedges

**65 EMERGENCY EVACUATION PROCEDURE**

The Chairman drew attention to the emergency evacuation procedure, as set out on the agenda.

**66 DECLARATIONS OF INTEREST**

Councillor Paul Myers declared an 'other' interest in item 8 – Budget & Council Tax 2017/18 and Financial Outlook 2017/18 to 2019/20 as set out below;

- as Chair/Mayor of Midsomer Norton Town Council – ref: the Community Empowerment Fund.
- as Chair of the Midsomer Norton Town Trust - ref: Midsomer Norton Town Hall Transformation Project - sum noted in the budget subject to business plan - in relation to negotiations for the Asset Transfer to the Town Council and then onto the Town Trust.
- as Secretary of the Sarah Ann Trust - ref: Midsomer Norton Town Hall Transformation Project - sum noted in the budget subject to business plan - in relation to the fact that the Sarah Ann Trust currently hold the rolling on lease for the Town Hall in Midsomer Norton from B&NES.

Councillor Michael Evans declared an 'other' interest in item 8 - Budget & Council Tax 2017/18 and Financial Outlook 2017/18 to 2019/20 as set out below;

- as a Midsomer Norton Town Councillor – ref: the Community Empowerment fund;
- as a member of the Town Council and trustee of the Town Trust – ref: the Midsomer Norton Town Hall Transformation Project.

Councillor Eleanor Jackson declared an 'other' interest in item 8 - Budget & Council Tax 2017/18 and Financial Outlook 2017/18 to 2019/20 as a frequent user of Hope House Surgery.

Councillor Robin Moss declared an 'other' interest in item 8 - Budget & Council Tax 2017/18 and Financial Outlook 2017/18 to 2019/20 as Chair of Radstock and Westfield Big Local.

Councillor Robin Moss declared a disclosable pecuniary interest in item 8 - Budget & Council Tax 2017/18 and Financial Outlook 2017/18 to 2019/20 as a Senior paid employee of One Community Trust Keynsham. The Monitoring Officer granted a dispensation for this item.

Councillor Joe Rayment declared a disclosable pecuniary interest in item 8 - Budget & Council Tax 2017/18 and Financial Outlook 2017/18 to 2019/20 as an employee of DHI with reference to proposed substance misuse cuts. The Monitoring Officer granted a dispensation for this item.

## **67 MINUTES - 10TH NOVEMBER 2016**

On a motion from Councillor Eleanor Jackson, seconded by Councillor Tim Warren, it was

**RESOLVED** that the minutes of the meeting of 10<sup>th</sup> November 2016 be approved as a correct record and signed by the Chairman, subject to the correction of an error in minute number 63 to reflect that the motion moved was a Labour group motion, not one from the Liberal Democrat group.

## **68 ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE**

The Vice Chairman, Councillor Cherry Beath, explained that the Council Chairman was unable to attend the meeting due to illness so she would be chairing the meeting. She made the customary announcements regarding mobile phones, webcasting, Councillors accessing meeting papers via their ipads and a comfort break.

She welcomed new Councillor Lizzie Gladwyn who had been elected in the Abbey ward.

She congratulated the Roman Baths on being named best large visitor attraction at the South West Tourism Awards on 6th February. The Roman Baths won two awards: a Gold in the Large Visitor Attraction of the Year category and Silver for International Visitor Experience.

She further congratulated all those who had received honours in the Queen's New Year's list.

She then asked Council to stand in silence as a mark of respect for former Bath Mayor and Honorary Alderman Carol Paradise who had passed away late last year.

Councillor Beath then checked that everyone had received all the necessary supplementary information for the budget consideration and reminded Councillors that all votes on budget items (item 8) were required to be a recorded vote.

**69 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

There were no items of urgent business.

**70 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC**

The Chairman referred to the questions from the public, and responses provided, which had been circulated to the meeting and attached to the online minutes.

Statements were made by the following people;

Paul Stansall made a statement opposing the proposed changes to the Library service and calling for a full business case to be prepared before any decisions were made. Further details can be read in the statement which has been placed on the Council's Minute book and attached to the online minutes. In response to a question from Councillor Tim Warren about whether Paul was aware that the final decision had not been made and was still subject to consultation before coming to Cabinet, Paul confirmed that he was aware but that key detail needed to be identified early in the process. Councillor Sarah Bevan asked Paul if, in his professional opinion, there were aspects of the proposals that concerned him, to which he responded that there were and he considered they contravened building regulations. The Chairman thanked Paul for his statement.

Yue Rao made a statement about her use of Bath Central Library and expressing her reasons to oppose any plans to relocate or reduce the library service. As a taxpayer, Yue felt that her taxes should go towards funding public services such as libraries, which in her experience were very well used. She felt the location of Bath Central Library was ideal and was concerned that there wouldn't be enough space to accommodate the current number of library users in Lewis House. In response to a question from Councillor Dine Romero about Yue's needs being adequately accommodated in the new space, Yue reiterated her view that there would not be enough space for students and professionals. Councillor John Bull asked Yue where she had heard that the relocated library would be closed on Sundays, to which she responded that she had surmised that it would be the same arrangement as with the One Stop Shop. The Chairman thanked Yue for her statement.

Alex Lea, a Year 7 pupil at Ralph Allen school, made a statement opposing any change to Bath Central Library and explaining why he considered libraries and reading to be so important to young people. Further details can be read in Alex's statement which has been placed on the Council's Minute book and attached to the online minutes. Alex also presented a petition 'Save Bath Library' with over 5000 signatures. Councillor Tim Warren asked Alex if he was aware that plans were for the library to be open 7 days a week to which he replied that he was. In response to a question from Councillor Joe Rayment about whether Alex would ever forgive the

Council if Bath Central Library was moved, he replied that he would not. The Chairman thanked Alex for his statement.

Professor David Almond made a statement in support of the valuable role libraries had played in his life and how they continued to do so in the lives of children all over the world. He countered the myth that modern children don't read and shared his experience from travelling extensively as a children's author, that children read voraciously. He stated that any move to diminish the service or reduce stock was a backwards step to a vitally important resource at the heart of the city. He urged Councillors not to go ahead. Councillor Tim Warren asked where Professor Almond had heard that the number of books would be reduced to which Professor Almond responded that he had heard that books would be accessible online and then clarified that he had come to believe that the stock would be reduced. Councillor Dine Romero asked if Professor Almond had evidence of the impact of click and collect rather than free roaming on children's literacy. Professor Almond responded that there was evidence in schools that those with a library and librarian found the standards in the school increased. Councillor John Bull asked if Professor Almond's comments also extended to branch libraries threatened with closure, to which he responded that they did and reiterated his view that we absolutely need local libraries. The Chairman thanked Professor Almond for his statement.

Andy Halliday, former Manager of Bath Central Library, made a statement describing various improvements to the library that had been made over the last few years following consultation, resulting in National Awards. He urged the Council not to go ahead with this move which, in his view, would decimate the service. Further details can be read in the statement which has been placed on the Council's Minute book and attached to the online minutes. Councillor Dine Romero asked Andy how much of a reduction to the total staff was 25 staff members to which he responded that he understood there were 75 staff equating to 42 FTEs. Councillor Tim Warren asked if Andy was aware that the proposed staff cut was not solely from library staff, Andy responded that that was not what he had read and that it wasn't clear. Councillor Robin Moss asked, in Andy's professional opinion, how many staff would be needed to recruit, train and support the volunteers. Andy replied that he didn't know but gave examples of how volunteers were supported at Saltford and Paulton libraries. Councillor Sarah Bevan asked for Andy's view of which sections of the community might stop visiting the library if the move was to take place. Andy replied that he feared that a move might prevent those with physical difficulties and/or those who needed to park nearby. The Chairman thanked Andy for his statement.

Kim Sherwood, an author and senior lecturer, explained that she had moved to Bath because of its cultural identity. She expressed concern that the service was being diminished, which she considered would deter creative professionals from locating here. She commented that the numbers given about equivalent space did not add up and gave examples to demonstrate this view. She explained her view that, on a proper analysis, the new space at Lewis House would be approximately half the size. She urged Councillors not to vote for this which would cause lasting damage to Bath. Councillor Tim Warren asked if Kim was aware that a final decision would be subject to a full business case and planning approval; to which Kim responded that she hoped it would, although she was puzzled that more preparatory work had not already taken place. Councillor Joe Rayment asked if Kim was aware that the decision to set the budget envelope tonight would mean there was little option to

vary plans after tonight, to which she replied that she was. The Chairman thanked Kim for her statement.

Moira Young, a published author, made a statement referring to the recently published DCMS National Strategy for Libraries and highlighted various points such as visitor numbers exceeding cinema, football and top UK attraction visits, the need for Councils to inform DCMS about proposals prior to engagement and produce a rigorous impact analysis and the need for co-creation with the local community. She gave examples of where this had successfully taken place in other towns. Councillor Tim Warren asked if Moira was aware of actual library closures taking place in neighbouring Authorities, to which she replied that the Council should consider a range of options including moving the One Stop Shop to the Podium. Councillor Dine Romero asked for further comparison of the proposed move to the One Stop Shop compared to a facility such as The Hive in Worcester. Moira explained that The Hive was a world class venue, which could be done here with the knowledge, good will and experience available. Councillor John Bull asked if Moira's comments also related to branch libraries and she confirmed that they did. The Chairman thanked Moira for her statement.

Oscar Ward read a statement from Jake Bishop-Ponte who had been unable to attend the meeting concerning the proposed 50% cut to Youth Services which would leave the Youth Service unfit for use. He commented that this would disproportionately affect the most disadvantaged. The statement concluded with the resignation of Jake as a member of the Youth Parliament. Councillor Dine Romero asked if Oscar was aware that the Liberal Democrats were also opposed to these cuts, to which he replied that he was. Councillor Joe Rayment asked Oscar to give an example of how he considered this Administration were not listening to young people to which Oscar responded that by making these cuts now, they were not considering the longer term impacts of pushing young people into anti-social behaviour and the associated costs of dealing with that. Councillor Sarah Bevan asked Oscar if he would agree that these proposals were discriminatory to one section of the community, a view with which he wholeheartedly agreed. The Chairman thanked Jake for his statement.

Amber Sims made a statement as a user of the Youth Services from the age of 12 to 23 (and continuing). She explained it had been invaluable in building her confidence and giving her vital skills in building relationships, healthy eating etc. She had been able to access vital support and felt that without this service being available, mental health and safeguarding issues would go unnoticed. Councillor Liz Hardman asked Amber if she thought that future generations would be affected by this; to which Amber responded that without this service, young people would not be able to access vital support from Youth Workers. Councillor Sarah Bevan asked about the number of young people attending Youth clubs, to which Amber responded there were loads. The Chairman thanked Amber for her statement.

Adam Reynolds made a statement about trust between the Council, organisations and residents when looking at transport solutions for London road, and elsewhere across B&NES. He quoted figures from the Cabinet Member about London road usage but asked specifically for a modal split of cycling numbers per ward so that individual Councillors could plan on the most appropriate transport solution for their area. He also made reference to the built environment and transport solutions

having an effect on future obesity figures and gave some statistics to support this. Councillor Lisa Brett asked if Cycle Bath had developed any proposals for the £200,000 allocated to the London Road project to which Adam responded that a Sustrans study had demonstrated a clear need for an east running protected cycle lane, which could be done with the removal of 23 on street parking spaces. Councillor Eleanor Jackson asked specifically about transit for cyclists through Kingsmead Square and Dorchester Street to which Adam responded that it was better to look at people flow but he hoped more work could be done for Dorchester Street and stressed again the need for solutions to be locally based. The Chairman thanked Adam for his statement.

## **71 BUDGET AND COUNCIL TAX 2017/18 AND FINANCIAL OUTLOOK 2017/18 TO 2019/20**

The Council considered a report presenting the Cabinet's revenue and capital budgets for the 2017/18 financial year together with a proposal for a Council Tax level for 2017/18.

In addition to the reports circulated with the agenda, all Councillors had received a copy of the draft minute of the Resources Policy Development and Scrutiny Panel meeting held on 30<sup>th</sup> January with the Panel's comments on the budget proposals. Councillors also received Appendix 7 – Formal Council Tax Setting resolutions (incorporating precepts from Parishes, Fire and Police).

On a motion from Councillor Tim Warren, seconded by Councillor Dine Romero, it was **RESOLVED** that the Council suspends Council rule 42, Content and Length of Speeches, for the duration of this debate so as to enable variations to be permitted to the length of speeches by the Cabinet Member for Finance and Efficiency, the Liberal Democrat, Labour and Independent Group Leaders and the Chair of the Resources Policy Development and Scrutiny Panel.

On a motion from Councillor Gerrish, seconded by Councillor Tim Warren, it was

### **RESOLVED**

1. To approve:
  - a) The General Fund net revenue budget for 2017/18 of £112.889m and the associated Council Tax increase of 1.50% plus a further 2% precept for Adult Social Care, as set out in Appendix 2.
  - b) That no Special Expenses be charged other than Town and Parish Council precepts for 2017/18.
  - c) The adequacy of reserves at Appendix 2 Table 10 with a risk-assessed level of £13.5m.
  - d) The individual service cash limits for 2017/18 summarised at Appendix 2 Table 6 and detailed in Annex 1.

- e) That the specific arrangements for the governance and release of reserves, including invest to save proposals, be delegated to the Council's Section 151 Officer in consultation with the Cabinet Member for Finance & Efficiency and the Chief Executive.
2. To include in its Council Tax setting, the precepts set and approved by other bodies including the local precepts of Town Councils, Parish Councils and the Charter Trustees of the City of Bath, and those of the Fire and Police Authorities.
3. To note the Section 151 officer's report on the robustness of the proposed budget and the adequacy of the Council's reserves (Appendix 2, Annex 2) and approves the conditions upon which the recommendations are made as set out throughout Appendix 2.
4. That in relation to the capital budget the Council:
  - a) approves a capital programme of £56.083m for 2017/18 and notes items for provisional approval in 2017/18 and the programme for 2018/19 to 2021/22 (including invest to earn) as shown at Appendix 2, Annex 3 including the planned sources of funding .
  - b) delegates implementation, subject to consultation where appropriate, of the capital programmes set out in Annex 3i to Annex 3iii to the relevant Strategic Director in Consultation with the appropriate Cabinet Member.
  - c) approves the CIL allocations as set out in Appendix 2 and the proposed arrangements for agreeing the use of CIL for the unparished area of Bath.
  - d) approves all other delegations as set out in the budget report.
  - e) approves the revised Minimum Revenue Provision Policy as shown at Appendix 2, Annex 4 with the changes to become effective immediately.
  - f) approves the Capital Prudential Indicators as set out in Appendix 2 Table 8.
5. To agree the Council's proposed pay policy statement as set out in Appendix 5.
6. To note the issues raised in Appendix 6 and agree that the proposals in the budget properly reflect the Council's duties under the Equalities Act 2010.
7. That the Council approves the technical resolutions that are derived from the budget report, and all figures in that report, including the precepts for towns, parishes and other precepting bodies as set out in Appendix 7.

**THE COUNCIL APPROVES THE BUDGET AND COUNCIL TAX FOR 2017/18 AS INDICATED ABOVE AND ACCORDINGLY RESOLVES:**

8. That the 2017/18 revenue expenditure is funded as follows:

	Total £
<b>2017/18 Gross Expenditure</b>	<b>330,033,500</b>
2017/18 Income (service income and specific grants)	186,626,977
Core Funding:	
Retained Business Rates*	60,417,560
Use of Reserves	796,763
<b>2017/18 Gross Income</b>	<b>247,841,300</b>
<b>Council Tax Requirement (excluding Parish Precepts)</b>	<b>82,192,200</b>

\* Before Tariff Payment of £29.139m

9. a) That it be noted that on the 20th December 2016 the Divisional Director of Business Support (as authorised section 151 officer) agreed 63,996.16 Band D property equivalent as the Council Tax Base for the year 2017/18 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 35(5) of the Local Government Finance Act 1992.

b) The amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate is given as Annex 1 (1).

*[Annex 1 (1) gives Band D Tax base by parish]*

10. That the following amounts be now calculated by the Council for the 2017/18 financial year in accordance with Sections 31 to 36 of the Local Government and Finance Act 1992, as amended:

a) **£332,437,276** (=£330,033,500 (gross expenditure) +£2,403,776 (Parish precepts)) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the 1992 Act.

*[This is the gross expenditure incurred in performing functions and charged to the revenue account, contingencies for revenue, any financial reserves to be raised, financial reserves to meet prior year deficit not yet provided for, any amounts transferred from its general fund to its collection fund in accordance with section 97(4) of the Local Government Finance 1988 Act, and any amounts transferred from general fund to collection fund under section 98(5) of 1988 Act.]*

b) **£247,841,300** (gross income including use of reserves) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the 1992 Act.

*[This is the income estimated to accrue which will be credited into the revenue account for the year in accordance with proper practices, any amounts transferred in the year from the collection fund to the general fund in accordance with section 97(3) of the 1988 Act, any amounts which will be transferred from the collection fund to the general fund pursuant to a direction under section 98(4) of the 1988 Act and will be credited to the revenue*



*account for the year, and financial reserves used to provide for items in Section 31A(2)]*

c) **£84,595,976** being the amount by which the aggregate at 10(a) above exceeds the aggregate at 10(b) above calculated by the Council in accordance with Section 31A(4) of the 1992 Act as its **Council Tax requirement** for the year.

d) **£ 1,321.89** being the amount at 10(c) above divided by the amount at 9(a) above, calculated in accordance with Section 31B of the 1992 Act, as the basic amount of Council Tax for the year.

*[This is the average Council tax including B&NES and parish precepts]*

e) **£ 2,403,776** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the 1992 Act.

*[This is the total of parish precepts]*

f) **£1,284.33** being the amount at 10(d) above less the result given by dividing the amount at 10(e) above by the amount at 9(a) above, calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

*[This is the B&NES Council tax only excluding parish precepts]*

g) The amounts given by adding to the amount at 10(f) above the amounts of special items or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 9(b) above, calculated by the Council, in accordance with section 34(3) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate are given at Annex 1 (3). *[Annex 1 (3) gives the Band D Council tax for each area **including the parish precepts**]*

h) The amounts given by multiplying the amounts at 10(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the 1992 Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are given in Annex 1 (4).

*[Annex 1 (4) shows the B&NES and parish Council Tax for all bands.]*

#### Precepting Authorities

11. That it be noted that for the year 2017/18 the Police & Crime Commissioner for Avon and Somerset has determined the amount in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:-

12. Avon and Somerset Police

### Valuation Bands

A	B	C	D	E	F	G	H
£121.21	£141.41	£161.61	£181.81	£222.21	£262.61	£303.02	£363.62

13. That it be noted that for the year 2017/18 Avon Fire Authority met on 10th February 2017 to determine the amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:-

#### 14. Avon Fire Authority

### Valuation Bands

A	B	C	D	E	F	G	H
£46.19	£53.88	£61.58	£69.28	£84.68	£100.07	£115.47	£138.56

15. That, having calculated the aggregate in each case of the amounts 12, 14 and 10(h) above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 hereby sets the following amounts as the amounts of Council Tax for the 2017/18 financial year for each of the categories of dwellings shown, as listed in Annex 1 (5).

16. On average (for a Band D, 2 adult household) the Council Tax for 2017/18 will be as follows:

Reference Band D 2016/17 £		£ Band D 2017/18	% Increase on 2016/17
1,216.87	Bath and North East Somerset Council*	1,235.48	1.50*
24.03	- Adult Social Care (ASC)*	48.85	2.00*
<b>1,240.90</b>	<b>Sub Total B&amp;NES (Including ASC)</b>	<b>1,284.33</b>	<b>3.50</b>
36.80	Average Parish Precept	37.56	2.07
67.93	Avon Fire Authority	69.28	1.99
178.26	Avon and Somerset Police	181.81	1.99
<b>1,523.89</b>	<b>Total Tax Charged</b>	<b>1,572.98</b>	<b>3.22</b>

[Overall annual increase in average Band D Council Tax is £49.09]

\* The percentage figures represent the number of percentage points which increases for the Adult Social Care precept and the B&NES general expenditure charge each contribute to the overall increase set by the Council in 2017/18.

17. The Council's basic amount of Council Tax for 2017/18 is not determined to be excessive in accordance with principles approved under section 52ZB Local Government Finance Act 1992.

[Notes;

1. During debate, an unsuccessful amendment was moved by Councillor Joe Rayment and seconded by Councillor Robin Moss, calling for the Council to defer setting a budget until the provisional Council date of 23<sup>rd</sup> February 2017 to allow time for the Leader to demand from Government a reversal of cuts to the core grant. This was lost on a recorded vote with 9 Councillors voting in favour, 40 Councillors voting against and 10 abstentions, as set out below;

Councillor voting in favour: - Councillors John Bull, Chris Dando, Doug Deacon, Liz Hardman, Eleanor Jackson, Robin Moss, Lin Patterson, June Player, Joe Rayment.

Councillors voting against: - Councillors Patrick Anketell-Jones, Colin Barrett, Cherry Beath, Jasper Becker, Sarah Bevan, Lisa Brett, Anthony Clarke, Matt Cochrane, Fiona Darey, Matthew Davies, Sally Davis, Emma Dixon, Michael Evans, Charles Gerrish, Lizzie Gladwyn, Bob Goodman, Francine Haerberling, Deirdre Horstmann, Steve Jefferies, Lew Kew, Marie Longstaff, Barry Macrae, Paul May, Paul Myers, Michael Norton, Lisa O'Brien, Bryan Organ, Chris Pearce, Vic Pritchard, Liz Richardson, Mark Shelford, Brian Simmons, Peter Turner, Martin Veal, David Veale, Karen Walker, Geoff Ward, Tim Warren, Karen Warrington, Chris Watt.

Councillors abstaining: - Councillors Rob Appleyard, Neil Butters, Paul Crossley, Andy Furse, Ian Gilchrist, Alison Millar, Nigel Roberts, Dine Romero, Will Sandry, Shaun Stephenson McGall.

2. The substantive motion was carried with 36 Councillors voting in favour and 24 Councillors voting against, as set out below;

Councillors voting in favour: - Councillors Patrick Anketell-Jones, Colin Barrett, Jasper Becker, Anthony Clarke, Matt Cochrane, Fiona Darey, Matthew Davies, Sally Davis, Emma Dixon, Michael Evans, Charles Gerrish, Lizzie Gladwyn, Bob Goodman, Francine Haerberling, Deirdre Horstmann, Steve Jefferies, Les Kew, Marie Longstaff, Barry Macrae, Paul May, Paul Myers, Michael Norton, Lisa O'Brien, Bryan Organ, Chris Pearce, Vic Pritchard, Liz Richardson, Mark Shelford, Brian Simmons, Peter Turner, Martin Veal, David Veale, Geoff Ward, Tim Warren, Karen Warrington, Chris Watt.

Councillors voting against: - Councillors Rob Appleyard, Cherry Beath, Sarah Bevan, Lisa Brett, John Bull, Neil Butters, Paul Crossley, Chris Dando, Doug Deacon, Andy Furse, Ian Gilchrist, Liz Hardman, Eleanor Jackson, Alison Millar, Robin Moss, Lin Patterson, June Player, Joe Rayment, Caroline Roberts, Nigel Roberts, Dine Romero, Will Sandry, Shaun Stephenson McGall, Karen Walker.]

3. During debate, a successful motion was moved by Councillor Tim Warren, seconded by Councillor Dine Romero and agreed, to extend the meeting until 10.30pm if business was not concluded by 10pm (in accordance with Council rule 4A, 48.)

## **72 TREASURY MANAGEMENT & INVESTMENT STRATEGY 2017/18**

The Council considered a report seeking approval for the Treasury Management Strategy and the Investment Strategy.

On a motion from Councillor Charles Gerrish, seconded by Councillor Brian Simmons, it was

### **RESOLVED**

1. To approve the actions proposed within the Treasury Management Strategy statement (Appendix 1 of the report);
2. To approve the Investment Strategy as detailed in Appendix 2 of the report; and
3. That decisions to borrow from the Local Government Association (LGA) Bond Agency, as detailed in Appendix 1 to the report, are delegated to the Chief Finance Officer in consultation with the Cabinet Member for Finance and Efficiency.

[Notes;

1. *The above resolution was carried with one abstention from Councillor Lin Patterson and all other Councillors voting in favour.]*

## 73 LGPS POOLING OF INVESTMENTS

The Council considered a report about the Council's participation in Brunel Pension Partnership.

On a motion from Councillor David Veale, seconded by Councillor Charles Gerrish, it was

### RESOLVED

1. That, in its capacity as the Administering Authority for the Avon Pension Fund, and having received and reviewed the Full Business Case relating to the proposed Brunel Pension Partnership, the Council hereby resolves to enter into investment pooling with respect to the Avon Pension Fund.

Such resolution is made on and subject to the following terms and conditions:

- i. That the Brunel Pension Partnership investment pool is developed, funded and implemented substantially in accordance with provisions in the Full Business Case and more particularly that:
  - A FCA regulated company to be named Brunel Pension Partnership Limited be established and operated substantially in accordance with provisions in the Full Business Case as to its ownership, structure, governance and services capability;
  - A new supervisory body be established comprising the Council and all other Administering Authority participants in the Brunel Pension Partnership to act to ensure effective oversight of the Council's investment and participation in the Brunel Pension Partnership.
- ii. Delegate to the Leader of the Council the exercising of all Council functions as shareholder of the company, in consultation with the Chief Finance Officer.
- iii. The Avon Pension Fund Committee be authorised and granted delegated powers to undertake such tasks as it thinks appropriate to progress implementation of investment pooling, and to take such decisions and do all other things deemed necessary in order to promote the interests of the Council with respect to pooling, which without limitation shall include participation in the development of Terms of Reference and the role of the supervisory board and agreeing and authorising financial expenditure or investment that may be required consequential upon the Council's participation in the Brunel Pension Partnership.

- iv. That the Chief Finance Officer, Chief Legal Officer and Head of Business Finance and Pensions be authorised and granted delegated powers to undertake such tasks as they think appropriate to progress implementation of investment pooling, and to take such decisions and do all other things deemed necessary in order to support the Avon Pension Fund Committee with respect to pooling, which without limitation shall include agreeing and authorising documentation and contracts, and informing and advising the Committee on the continued viability and suitability of investment pooling in light of any developments, financial or otherwise, in the period up to the establishment of the Brunel Pension Partnership.
- v. That subject to the above, all such matters be carried out with the aim of achieving a target date for investment pooling of 1 April 2018, and otherwise subject to such intermediate steps and timescales as may be considered appropriate and necessary by the Avon Pension Fund Committee.

*[Notes;*

- 1. *The above resolution was carried with one abstention from Councillor Lin Patterson and all other Councillors voting in favour.]*

**74 DESIGNATION OF STATUTORY OFFICER FOR ADULT SOCIAL SERVICES & CHILDREN'S SERVICES**

The Council considered a report seeking approval to the designation of the Strategic Director - People & Communities (CM Bowden) as the Council's statutory Director of Adult Social Services and Director of Children's Services with immediate effect.

On a motion from Councillor Tim Warren, seconded by Councillor Dine Romero, it was

**RESOLVED** unanimously to designate Charles Michael Bowden, Strategic Director – People & Communities, as its 'Director of Adult Social Services' and 'Director of Children's Services' in accordance with section 6 of the Local Authority Social Services Act 1970 and section 18 of the Children's Act 2004 respectively, with immediate effect.

**75 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS**

There were no items from Councillors.

The meeting ended at 10.13 pm

Chairman .....

Date Confirmed and Signed .....



<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Council</b>	
MEETING DATE:	<b>23 March 2017</b>	
TITLE:	<b>West of England Combined Authority Overview and Scrutiny and Audit Committee arrangements and appointment of Local Returning Officer for the West of England Combined Authority mayoral election.</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
None		

## **1 THE ISSUE**

- 1.1 The Council is requested to appoint representatives to sit on the West of England Combined Authority Overview and Scrutiny and Audit Committees.
- 1.2 The Council must also appoint a named individual to the role of Local Returning Officer with the responsibility for the administration and conduct of the West of England Combined Authority Mayoral Election in Bath and North East Somerset area, which will be held on Thursday 4 May 2017.

## **2 RECOMMENDATION**

The Council is recommended to:

- 2.1 agree to give effect to The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (the Order) and provide nominations to the West of England Combined Authority Overview and Scrutiny and Audit Committee.
- 2.2 agree to the establishment of a voluntary joint scrutiny committee between the Overview and Scrutiny committee established under the Order referred to in recommendation 1 and North Somerset Council.
- 2.2 appoint the current Returning Officer, Maria Lucas as Local Returning Officer for the Mayoral election in May 2017.

### **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 Other than officer time, which will be contained within existing budgets, there are no specific financial implications arising from recommendations 1 and 2.
- 3.2 The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer's expenditure. Elections are categorised as either "local" (i.e. parish, district, county or unitary) or "Parliamentary" (i.e. Westminster). Parliamentary elections have their own fees and charges, set by the Cabinet Office and appropriate expenditure on these elections is reclaimed from central government.
- 3.3 In local elections the Returning Officer is paid a fee based on the number of wards where seats are being contested. Payment for the Returning Officer is subject to a scale of fees issued by the Cabinet Office.
- 3.4 The cost of the election, as well as the local returning officers' fees per constituent council are based on figures set by Cabinet Office for the most recent single election held in all three local authority areas, namely the EU Referendum which was held in June 2016.
- 3.5 The cost of the election, including the Local Returning Officer's fee, will be reclaimed from the Combined Authority. There will therefore be no change to the existing budget and charging arrangements in place as a result of recommendation 3.

### **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The West of England Combined Authority Order 2017 ("WECA Order") came into force on the 8th February 2017.
- 4.2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires the WECA to establish an Overview and Scrutiny committee, and an Audit Committee
- 4.3 The Representation of the People Act 1983 Section 35 requires the council to appoint an officer of the council to be the Returning Officer in local elections. The Combined Authorities (Mayoral Elections) Order 2017 requires that each constituent council must appoint a Local Returning Officer for the combined authority mayoral election to be held on 4th May 2017.

### **5 THE REPORT**

- 5.1. The West of England Combined Authority Order 2017 ("WECA Order") came into force on 8<sup>th</sup> February 2017. WECA is now constituted as a separate legal body.
- 5.2 In accordance with The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 the WECA is required to establish two statutory committees:



- i) Overview and Scrutiny Committee and
- ii) Audit Committee.

5.3 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 shall come in to force on 8th May 2017. Appointments to these statutory committees must be made in accordance with the proportionality of representation of political groups across the areas of the constituent councils (table 1). The political nominations from the constituent councils is calculated based on population (table 2).

5.4 The political proportionality calculations relevant to the two statutory committees are shown:

**Table 1 Overview and Scrutiny Committee & Audit Committee**

(\* Independents are not a political group)

Party	Total no's of Seats	% of members when taken together	Committee seats based on membership of 11
Conservatives	91	44.17	5 (4.86%)
Labour	58	28.16	3 (3.10%)
Liberal Democrats	39	18.93	2 (2.08%)
Green	12	5.83	1 (0.64%)
Independent*	5	2.43	0 (0.27%)
No party	1	0.49	0 (0.05%)
<b>Total</b>	<b>206</b>	<b>100%</b>	<b>11</b>

**Table 2 Population figures for the 3UA area**

Area	Population per area	Percentage of area
Bristol	449,328	49.44%
SGC	274,661	30.22%
B&NES	187,874	20.67%
<b>TOTAL</b>	<b>908,863</b>	

5.5 Table 3 shows the nominations list relevant to a Committee of 11 (nominations 1 - 11), these nominations will apply to the Statutory Committees of Overview and Scrutiny and Audit.

**Table 3 – Nominations**

Seat Number	Council		Nomination
1	Bristol	1 <sup>st</sup> Nomination	Labour
2	SGC	1 <sup>st</sup> Nomination	Conservative
3	<b>B&amp;NES</b>	<b>1<sup>st</sup> Nomination</b>	<b>Conservative</b>

4	Bristol	2 <sup>nd</sup> Nomination	Labour
5	SGC	2 <sup>nd</sup> Nomination	Conservative
<b>6</b>	<b>BANES</b>	<b>2<sup>nd</sup> Nomination</b>	<b>Liberal Democrat</b>
7	Bristol	3 <sup>rd</sup> Nomination	Green
8	SGC	3 <sup>rd</sup> Nomination	Liberal Democrat
9	Bristol	4 <sup>th</sup> Nomination	Labour
10	Bristol	5 <sup>th</sup> Nomination	Conservative
11	Bristol	6 <sup>th</sup> Nomination	Conservative

#### Additional Voluntary Scrutiny Arrangements

- 5.6 The organisational arrangements as set out in the proposed WECA Constitution make provision for the establishment of three Advisory Boards, and the establishment of a joint committee between the constituent councils of the WECA and North Somerset Council. (To comprise the Mayor of the WECA, the Mayor of Bristol and the Leaders of Bath and North East Somerset, North Somerset and South Gloucestershire Councils). The constituent councils are being requested to agree to participate in the joint committee on the basis of waived proportionality in accordance with their current participation in the Senior Leaders Board.
- 5.7 As a consequence of setting up this Joint Committee consideration has been given to adapting the proposed WECA Scrutiny Arrangements to take account of the involvement of North Somerset Council (who are not part of WECA).
- 5.8 North Somerset Council will be asked to participate in a voluntary joint scrutiny arrangement with the Mayor of the WECA and the constituent councils. North Somerset will be asked to make appointments to a voluntary joint scrutiny arrangement to give best effect to the proportionality calculations for the four Unitary Authorities area. The nomination from North Somerset Council to the voluntary scrutiny arrangement cannot displace the proportionality calculations for the statutory Overview and Scrutiny committee. The political proportionality and population figures for the 4UA area are shown in Tables 4 and 5 below. North Somerset Council will, on the basis shown below, be asked to make 2 Conservative nominations to the voluntary joint scrutiny arrangement.
- 5.9 It is proposed that this voluntary joint scrutiny arrangement comes into effect on the same date as the statutory Overview and Scrutiny comes into effect i.e. 8th May 2017

**Table 4 Voluntary Joint Scrutiny Arrangement**

Party	Total number of seats	% of members when taken together	Committee seats based on membership of 13
Conservatives	127	49.80	(6*) 7
Labour	60	23.53	3
Liberal Democrats	43	16.86	2

Green	13	5.10	1
Independent	11	4.31	1*
No party	1	0.39	
<b>Total</b>	<b>255</b>	<b>100%</b>	<b>13</b>

\* Independents are not a political group, in order to achieve proportionality on a committee of 13 it is necessary to discount the allocation to the Independents and allocate the seat to the Conservatives to better reflect the proportionality figure

**Table 5 Population figures for the 4UA area**

Area	Population per area	Percentage of area
Bristol	449,328	40.16%
SGC	274,661	24.55%
North Somerset	209,944	18.76%
B&NES	187,874	16.52%
TOTAL	1,118,807	100

5.10 On the basis shown above North Somerset will be asked to make 2 Conservative nominations to the voluntary joint scrutiny arrangement.

5.11 Section 35(1) of the Representation of the People Act 1983 requires the council to appoint an officer to be the Returning Officer (RO) in local elections. The Returning Officer (RO) is the person who has the overall responsibility for the conduct of elections in B&NES.

5.11 The Electoral Registration Officer (ERO) is the person with statutory responsibility for the creation and maintenance of the register of electors and the absent voters list. This person takes responsibility for publishing a revised electoral register and issuing monthly alterations notices. The role of the Electoral Registration Officer is a personal responsibility, independent and separate from their duties as an employee of the council. These two roles of Returning Officer and Electoral Registration Officer are typically combined and performed by a single person.

5.12 The RO may appoint one or more persons to discharge all or any of his/her functions. At an election, the Returning Officer may appoint election specific deputies.

5.13 The Returning Officer is the person who has the overall responsibility for the conduct of elections in B&NES and the combined authority election. They are appointed under the Representation of the People Act 1983. It is the duty of the RO to organise and conduct elections. It is the RO's general duty at elections to do all such acts and things as may be necessary for effectively conducting the election for example:

- the nomination process for candidates and political parties;
- provision, administration, security and notification of polling stations;

- appointment of staff such as presiding officers and count staff;
- preparation and issue of all ballot papers; issue, receipt and counting of postal ballot papers;
- organising and delivering the count and declaration of results;
- receipt of all candidates' election expenses returns;
- presentation of final account and claiming appropriate funding from central government as-prescribed.
- retention of election documents.

5.14 A Combined Authority Mayoral election will take place on 4<sup>th</sup> May 2017 across three council areas, Bristol, South Gloucestershire and Bath and North East Somerset. Bristol Electoral Services is undertaking the Combined Authority Mayor co-ordination. Bristol's Returning Officer will be the Combined Authority Returning Officer (CARO). The person appointed as RO for principal area elections in each local authority is not automatically the local RO for the combined authority mayoral election, hence the need to appoint to the position of Local Returning Officer.

## 6. OTHER OPTIONS CONSIDERED

6.1 Not applicable

## 7. CONSULTATION

7.1 The report reflects the views of the WECA and the constituent Councils. A report on the establishment of the Overview and Scrutiny Committee, and its Audit Committee, was presented to the WECA first meeting on the 1 March 2017. This report reflects the recommendations in that report.

## 8. RISK MANAGEMENT

8.1 Not applicable

<b>Contact person</b>	<i>Maria Lucas</i>
<b>Background papers</b>	<i>None.</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

<b>Bath &amp; North East Somerset Council</b>		
MEETING	<b>Council</b>	
MEETING	<b>23 March 2017</b>	
TITLE:	<b>Report of the Independent Remuneration Panel on Members Allowances.</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
Appendix 1. Report of the Independent Remuneration Panel on Members Allowances		

## **1 THE ISSUE**

- 1.1 To consider the report of the Independent Remuneration Panel on Members Allowances.

## **2 RECOMMENDATION**

- 2.1 The Council is recommended to note the report of the Independent Remuneration Panel on Members Allowances and to agree the following recommendations from the report:

- (1) that Members use the HMRC-approved Travel and Subsistence rates on the B&NES on-line claims system, bringing Members Travel and Subsistence in line with those of Officers and representing a slight reduction against the current rates.
- (2) that the Incidental cost add-on to Basic Allowance, which covers “expenses”, is set at £900 per annum.
- (3) that any uplifts or changes to Members’ Allowances be implemented on the same date and by the same amount as officers’ salaries are adjusted, and in line with National Joint Conditions.

### 3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The increase proposed to the Incidental cost add-on to Basic Allowance is mitigated by the reduction in the amount paid in mileage rates and the savings in efficiency from the use of the on-line claims system. There will therefore be no change to the existing budget as a result of this recommendation.

### 4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Local Authorities (Members Allowances) (England) Regulations 2003 constitute the legal framework for councillors' allowances. The Council must establish an Independent Panel to advise on these and the Council is required to have regard to the advice and recommendations of the Panel when it decides on the allowances that councillors are paid.
- 4.2 The Council's existing Scheme of Allowances remains in force until it is amended by any changes approved at this meeting following consideration of the Panel's report.

### 5 THE REPORT

- 5.1 The Independent Remuneration Panel has submitted its report on its review of the allowances which it recommends to be paid to councillors by the Council from the current financial year. The Independent Remuneration Panel is also requested to make recommendations to the Avon Pension Committee as to remuneration of its Chair and members. The allowances are paid to the Chair and members by the constituent councils, who are then reimbursed at year end by the Pension Fund. This misunderstanding has now been clarified.
- 5.2 This report recommends that the following recommendations are agreed:
- 5.3 **Travel subsistence.** The report states: "Recommendation 3. Members continue to be entitled to claim Travel, Subsistence (T&S) and Incidental Expenses (IE). However we recommend that B&NES should use the HMRC-approved T&S and IE rates for Members, to bring them into line with officers' rates and that Members, like officers, use the B&NES on-line claims system, so abolishing the current duplication of systems. Adopting the HMRC rates would entail a small reduction for Members, and the increase in both their Basic Allowance and non-accountable allowance is intended, in part, to offset this reduction." As the current scheme is not compliant with HMRC approved rates, tax is paid on these. This will be remedied by bringing the rates into line with the officers scheme and enable the use of the on-line claims system, making the process more efficient.
- 5.4 **Incidental cost add-on to Basic Allowance.** The Independent Remuneration Panel reports states: "Recommendation 2. In addition to their Basic Allowance Members receive a Non-accountable allowance to cover "expenses", such as use of their home as an office and related expenses. We recommend this be increased to £900 per annum, (from £649 p.a.). This ... takes account of several

Members' evidence that these expenses had increased significantly over the past years."

5.5 **Link with NJC.** The report states: "Recommendation 6. We recommend that, henceforth, in normal circumstances, any uplifts or changes to Members' Allowances be implemented on the same date and by the same amount as officers' salaries are adjusted, and in line with National Joint Conditions." This has been included in the budget setting process.

5.6 There are currently several new factors which might impact the scope and work of councillors and their allowances. The effect of the newly formed West of England Combined Authority on Members' workload is unclear, as is the outcome of the Local Government Boundary Commission for England's review, which will determine the size of the Council in 2019. In view of these factors, it is suggested that Council do not implement any of the other recommendations at this time. Once the impact of the West of England Combined Authority becomes more defined and the outcome of the LGBCE's review is known, a full review of all the allowances required for 2019 can be undertaken. This timescale will also allow for the development of role descriptions for the range of responsibilities undertaken by councillors.

## 6 RATIONALE

6.1 The report of the Independent Remuneration Panel sets out several recommendations with their rationale for these.

## 7 OTHER OPTIONS CONSIDERED

7.1 None.

## 8 CONSULTATION

8.1 None.

## 9 RISK MANAGEMENT

9.1 A risk assessment was not required.

<b>Contact person</b>	<i>Maria Lucas, Head of Legal &amp; Democratic Services, Council Solicitor and Monitoring Officer (01225) 395171</i>
<b>Background papers</b>	<i>None.</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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# INDEPENDENT REVIEW PANEL REPORT – B&NES MEMBERS’ ALLOWANCES 2017

## EXECUTIVE SUMMARY

### Introduction & Acknowledgements

#### Why the Allowances’ Review took place, and how it operated

1. Background B&NES Council has a statutory duty<sup>1</sup> to establish an independent review panel to periodically review its Members’ remuneration and allowances. The previous Panel had last sat in 2007. A new panel was appointed in 2015, and began its review in October that year.
2. The new “B&NES Remuneration & Allowances Independent Review Panel”, as it is called, comprises three members: Mary Burton, Hilary Wild and Jeremy Opie (the Chair). We are all principally resident in B&NES, and are independent of the Council. Our CVs are attached at Annex D.
3. Purpose We were appointed<sup>2</sup> to examine the members’ existing allowances and expenses, to consider whether they:
  - comply with all relevant government rules and guidelines,
  - meet any objectives the Council has set for them,
  - are reasonable, clear, comparable with other councils, justifiable and fair;

and to make recommendations for any changes to the current Scheme of Allowances or to specific Allowance levels where we judged these justified and appropriate. Thus we were to provide the Council with a recommended framework to adopt, which the Council could henceforth decide to adapt and update to meet its changing needs and financial circumstances.

4. We were not directed by B&NES officers to meet a set allowances budget. However, we were advised that any recommendations for increasing any allowances would need to accommodate the fact that the 2015/2016 overall allowances budget could not be substantially increased for 2017/2018.
5. Scope. The Panel’s remit covered a wide range of Members’ allowances and expenses, although we concentrated much of our time on reviewing the B&NES Basic Allowance and Special Responsibility Allowances, which together account for the majority of allowances expenditure.
6. Approach. Having gathered data from B&NES officers, we conducted interviews with a representative sample of Council Members, including the Leader, a former Leader, several Cabinet Members, Committee Chairs, including both recently-joined and long-serving Members. We then issued a questionnaire to all sixty-five

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<sup>1</sup> The Local Authorities (Members’ Allowances) (England) Regulations 2003

<sup>2</sup> The remit was explained to Panel members at their initial interview, and the full Terms of Reference are at Annex A.

current Members, and received responses anonymously from twenty-five (including one blank response). We went on to interview a significant and representative sample; and also interviewed the former Chief Executive.

7. Acknowledgements. We wish to express our sincere thanks to all the B&NES Members and officers who contributed to this review. Without their time and help the task would not have been possible.

### **Summary of Findings.**

8. We concluded B&NES' current allowances and expenses are generally compliant with their relevant covering rules and guidelines<sup>3</sup>. On the basis of the evidence presented, and provided that the Council implements the recommendations made in this report, we can offer an assurance<sup>4</sup> that the B&NES Members' Allowances are clearly defined, able to stand comparison with other Local Authorities' rates, and are reasonable, justifiable and fair, including to Members, B&NES' residents, Council Tax payers, business rate payers and owners and all other stakeholders.
9. At the start of our review the evidence available to us did not, in our view, clearly describe B&NES' objectives in relation to its Special Responsibility Allowances (SRAs). Moreover, responses from a number of those Members we interviewed demonstrated substantial differences of understanding about the purpose of the whole Scheme of Allowances. This suggested an overall lack of clarity and definition, which we saw as a significant risk to the transparency of the existing Scheme. However this shortcoming has been acknowledged by the Council in its new draft Members Allowances Scheme of April 2016, which the Panel will review once the Council has ratified it. A copy of this draft is at Annex B.
10. We were impressed by the dedication of all the Members we met or who answered our questionnaire, and by the amount of time and effort they devoted to their role(s). It was very clear to us that these Members had a strong sense of public duty and that they did not expect the Scheme of Allowances to reflect what might be considered "income replacement". Consistent with this, Members advised us that B&NES did not have a policy of income replacement through allowances. However, a significant proportion of Members expressed concern that the current level of the Basic Allowance could be a dis-incentive to many who might otherwise stand for election as a Councillor, while several Members stated that the expenses they incurred as Members had risen significantly over the last few years.
11. We gave due consideration to this evident concern among current Members, especially in terms of how it should influence our prioritisation of a Basic Allowance increase, on the one hand, and SRA changes, on the other; all within the financial context of the budgetary constraints being imposed on the Council. We decided, based on our analysis of our evidence and Members' concerns, that on balance it was appropriate to weight our recommendations in favour of enhancing the Basic Allowance – reflecting increases in general expenses and

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<sup>3</sup> The Local Authorities (Members' Allowances) (England) Regulations 2003

<sup>4</sup> This is a value-adding contribution which is above and beyond the remit set for the Panel in its ToRs.

encouraging more diversity amongst Members – and hence to put less emphasis on increasing or maintaining the current level of SRAs.

12. This conclusion should not be taken to suggest that we did not give due regard to the work load and responsibility assumed by many SRA holders. However, all the evidence we saw made it clear that B&NES' need to ensure future diversity should be given precedence over the need to maintain a cohort of suitable SRA role-holders, as Members clearly believed they were having more difficulty with the former than the latter.

### **Summary of Recommendations.**

#### **B&NES Basic Allowance**

13. **Recommendation 1.** We ascertained from our interviews and questionnaires that B&NES Members spent an average of 20 hrs per week on basic council work, and that the majority were “on duty” for all 52 weeks of the year. The National Living Wage will rise to £7.50 per hour effective 1 April 2017, and thus we have used this figure as the basis for our recommendation that the **Basic Allowance** be set at **£7800 per annum**, (up from £7411) representing 20 hrs per week, 52 weeks per year, at £7.50 per hour. This is an increase of £352 or 5.25%.<sup>5</sup>
14. **Recommendation 2.** In addition to their Basic Allowance Members receive a **Non-accountable allowance** to cover “expenses”, such as use of their home as an office and related expenses. We recommend this **be increased to £900 per annum**, (from £649 p.a.). This represents an increase of £251, or 39%, and takes account of several Members' evidence that these expenses had increased significantly over the past years.. Thus, under Recommendations 1 and 2 **all Members would be entitled to receive a total of £8,700 per annum**<sup>6</sup>, an increase of £640, or 7%, compared with 2015/2016.
15. **Recommendation 3.** Members continue to be entitled to claim **Travel, Subsistence (T&S) and Incidental Expenses (IE)**. However we recommend that **B&NES should use the HMRC-approved T&S and IE rates for Members**, to bring them into line with officers' rates and that Members, like officers, use the B&NES on-line claims system, so abolishing the current duplication of systems. Adopting the HMRC rates would entail a small reduction for Members, and the increase in both their Basic Allowance and non-accountable allowance is intended, in part, to offset this reduction.

#### **Special Responsibility Allowances (SRAs)**

16. Paragraph 9 above refers to the Panel's difficulty in receiving a clear, unambiguous, definition of the existing B&NES Scheme, including its SRAs. Once we had been provided with a sufficiently clear account, we concluded that

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<sup>5</sup> **N.B.** All the assumptions underlying this and the remaining financial recommendations are set out in Annex C.

<sup>6</sup> We have noted that the level of the non-taxable allowance will have to be within the parameters set by HMRC, and thus should this higher non-taxable allowance be reduced by HMRC, the Basic Allowance should be increased by the amount dis-allowed by HMRC.

the current Scheme's SRAs had become over-complex and contained too many small gradations. This made the SRAs difficult to understand or, crucially for us, to justify; and, as noted in para 9 above, our interviews demonstrated that Members had many different interpretations of the objectives of the SRAs.

17. **Recommendation 4.** We recommend **B&NES SRAs be simplified and reduced to four levels**, as follows:

**Level 1** The Leader of the Council

**Level 2** Deputy Leader and all Cabinet Members

**Level 3** Chair of the Council

Chairs of Overview & Scrutiny Panels

Chair of Development & Control Committee

**Level 4** Chairs of Regulatory Committees, (including the Licencing sub-Committee Chair but excluding the Avon Pension Fund committees (see below))

#### The Vice-Chair Role

18. Having considered our evidence regarding the role of the Vice-Chair, or Past Chair, who deputises for the Chair of the Council when necessary, we concluded that this was essentially an ad hoc responsibility. We judged that, as such, it was not appropriate to include it in the SRA Tiers above, and that a daily rate, payable *pro rata* to either the Vice or Past Chair would be more appropriate.

19. **Recommendation 5.** We recommend the Levels be set as follows:

**Level 1** - three times Basic Allowance (B.A.) at £23,400

**Level 2** - two times B.A., at £15,600

**Level 3** - one times B.A., at £7,800.

**Level 4** - half times B.A., at £3,900.

**Vice Chair/Past Chair**, £100 per day, (£50 per half day) when called upon to substitute for the Chair.

#### Future Timing of Changes to Allowance Amounts

20. **Recommendation 6.** We recommend that, **henceforth**, in normal circumstances, **any uplifts or changes to Members' Allowances be implemented on the same date and by the same amount as officers' salaries are adjusted, and in line with National Joint Conditions.**

## Other SRA Changes

21. The evidence provided to us by the Members we interviewed demonstrated it would not be feasible for any Member to fulfil more than one SRA-related role, except and unless to meet exceptional and temporary circumstances.
22. The current B&NES SRA Protocol allows Members to receive more than one SRA, and to be paid 50% of any additional SRA. This principle is potentially inconsistent with our finding at the previous paragraph. Secondly, our evidence showed that where a Member received more than one SRA (the Leader was one such case), it was not always easy to ascertain how their total annual allowance was arrived at. This potentially compromised the clarity and transparency of the overall Scheme. Thirdly, as far as the Panel could ascertain, this principle is unique to B&NES, and hence risks accusations that it is not in keeping with standard Local Authority practice.
23. **Recommendation 7.** We recommend that, **henceforth, no B&NES Member should receive more than one SRA**, with the exception of Political Group Leaders (see following paragraphs).

## The Political Group Leader Role

24. The Council was unable to provide us with a consistent description of the role of the Political Group Leader, as it appeared to vary from political party to political party. In particular, we were not provided with a clear statement of how much of the work of this role related to what may be considered as “party political” tasks (for example, preparing for elections) and what proportion to political group briefings, soundings, and so on: i.e. tasks which could legitimately be regarded as *promoting the efficiency of the Council’s operation*. The latter category could, in our view, be regarded by B&NES’ stakeholders as legitimately deserving public funding, whereas the former may not be.
25. In addition, we did not judge that the evidence presented to us made a compelling argument for the current arrangement whereby Political Group Leaders are paid a *per capita* allowance, according to the size of their group. In our view this arrangement can reasonably be taken to favour, to some degree, the larger political groups over the smaller ones, with the risk that it might be seen to introduce bias or unfairness.
26. **Recommendation 8.** We recommend **the Council should provide greater clarity about the role of the Political Group Leader role, and, in particular, why it merits public funding.**
27. **Recommendation 9.** We recommend that the *per capita* allocation of funds to Political Group leaders be discontinued, and be replaced by a Level 4 SRA formally linked to a role definition to be added to the B&NES Scheme.

Chair of the Avon Pension Fund, Investment Committee and the two non-Councillor voting members

28. The evidence provided to us did not explain to us why the above roles were being paid from the B&NES Allowances budget.
29. **Recommendation 10.** We recommend that the **Chair of the Avon Pension Fund, Investment Committee and the two non-Councillor voting members be henceforth paid by that body**, and no longer from the B&NES Allowances budget.

The “Cabinet Assistant” Role

30. **Recommendation 11.** The Leader introduced a **Cabinet Assistant (CA) role** early in his term. This role was not yet covered by the present Scheme as we reviewed it. We were advised by B&NES officers that the role is likely to be reviewed; but if it is to be retained **we recommend that it be given a formal Job Description, and that it be formally added to the B&NES Scheme and awarded a Tier 4 SRA.**

**Maintenance of the B&NES Scheme and SRA-related Roles**

31. **Recommendation 12.** We recommend that, **henceforth, any change to the Scheme or to the list of specific roles receiving SRAs should be subject to appropriate Council approval and formalised promptly in an amendment to the Scheme of Allowances.** All such amendments should be issued to all Members, to safeguard clarity and promote transparency.
32. **Recommendation 13.** We recommend that the arrangements proposed above should continue until the next Council elections, unless the Council calls for an interim review by the Panel.

**Communicating the Scheme**

33. Our evidence demonstrated that there is a need to further promote the clarity, transparency and understanding of its Scheme of Allowances, both for Members and the public. For example, there was clear evidence of a lack of understanding among Members of the re-imbursable and non-accountable components of the current Allowances.
34. **Recommendation 14.** We recommend that **the Council should adopt measures to ensure that all Members, new and existing, have a working knowledge of the Scheme, its purposes and what it covers, such that they are able to operate the Scheme in accordance with its purposes, and to explain and justify it to all interested parties.**
35. **Recommendation 15.** We also recommend that **any information and guidance produced to support the effective operation of the Scheme should be published and maintained as an integral part of the Scheme. It should be made available to any future review panel.**

## **Lifetime of these Recommendations**

36. **Recommendation 16.** We recommend **that the arrangements proposed above should continue until the end of the five year period (2021) when they will again be subject to review.** However, the current Panel is available to consider any significant proposed changes in the interim.

Signed

Mary Burton  
Hilary Wild  
Jeremy Opie (Chair)

B&NES Allowances Independent Review Panel Members

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## MEMBERS' ALLOWANCES INDEPENDENT REMUNERATION PANEL TERMS OF REFERENCE

### Preamble:

The Members' Allowances Independent Remuneration Panel is established in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003. This requires local authorities to establish and maintain an independent remuneration panel which will broadly have the functions of providing the local authority with recommendations on its remuneration scheme and the amounts to be paid.

### Objects:

1. To make recommendations to the council on the appropriate form and level of remunerations (as required) for

- all councillors (i.e. the basic allowance);
- special responsibility allowances;
- childcare and dependent carers' allowances for councillors;
- travel and subsistence allowances;
- conference and meetings allowances.

2. In providing such advice, the Panel will have regard to:

- the roles which councillors are expected to fulfil and the differing roles and responsibilities of particular councillors;
- the current method of local administration;
- practice amongst other local authorities in the UK;
- the current statutory framework for the remuneration of councillors and the scope which the Council has to establish and vary its own arrangements, and any commentary on that (from the Audit Commission, Local Government Association, Local Government Management Board and other interested parties).
- the previous recommendations made and the decision taken by the council in respect of the last review.

3. To make recommendations to the Avon Pension Fund on the level of remuneration of the Chair and members.

4. To make recommendations to the council (if requested) on any other issues.

5. To make recommendations to any parish council (if requested) on allowances schemes.

## **Report Frequency**

5. The Panel will review the scheme and make recommendations as required by statute or whenever the council decides to either revoke or amend its current scheme.

## **Frequency of Meetings**

6. The Panel will meet as and when necessary, to meet the obligations set out above.

## **Chair**

7. The Chair of the Panel will be appointed by the Panel, for a period of 4 years.

## **Remit of the Panel**

8. The Panel is an independent body and should not be seen to be influenced by the council. All members will be expected to assist the Panel with their deliberations. In recognition of the work the Panel will be required to undertake, administrative support will be provided by the council by the Head of Legal and Democratic Services, who will also advise the Panel as required.

9. As Membership of the Panel is a voluntary role, no allowance is paid for this work however reasonable travelling and subsistence payments will be made to ensure that Panel members are not out of pocket.

10. Information provided to the Panel will be dealt with on a confidential basis unless otherwise agreed and the Panel will ensure their confidentiality is maintained.

## **Period of Office**

11. The period of office will be for 1 - 4 years. Panel members may be automatically re-appointed for a further period of 4 years. Subsequent appointments will be made following advertisement.

12. The members of the Panel agree to comply with the Bath & North East Somerset Code of Conduct for Members.

13. The Council will have the right to remove particular members from the Panel before the 4 year term expires in special circumstances such as:

- Becoming disqualified from serving on the Panel for any of the reasons set out in the person specification
- Persistent non-attendance
- Breach of confidentiality
- Any conduct that brings the Panel into disrepute and/or prejudices its impartiality or its effective operation.

## **Indemnity**

14. The members of the Panel will be indemnified by the Council for their work on the Panel.

## MEMBERS' ALLOWANCES SCHEME

This Scheme was approved by Bath & North East Somerset Council on 20th November, 2003 and modified on 17th March 2005, 30th March 2006, 13th September 2007 and 10th September 2009, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations").

**Basic Allowance:** The same basic allowance is payable to each councillor. The allowance realistically remunerates councillors for time spent at meetings [*outside bodies, informal and briefings etc*], casework; i.e. all duties the public would expect a councillor to carry out.

**Special Responsibility Allowances:** Certain roles in the political management of the Council require work over and beyond that that could reasonably be considered covered by the basic allowance. These roles attract a "special responsibility allowance". Each year a Special Responsibility Allowance is paid to those Councillors who have been appointed or recognised by the Council or have been notified to the Chief Executive or Solicitor to the Council by their Group as holding the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme (see below). SRAs are paid to recognise the significant additional roles that some councillors perform beyond the basic role of a local councillor.

The practice of offering SRAs may attract councillors to the role who otherwise may not be able to commit to the additional responsibilities which will inevitably result in significant additional time etc. It allows for wider opportunities across the diverse range of councillors and their social/economic circumstances.

**Payment:** Payment of Basic and Special Responsibility Allowances are made in equal instalments on a monthly basis. The amounts paid are published annually through the press and the Council's web site ensuring the process is transparent.

**Renunciation:** A Councillor may elect to forego any part of her/his entitlement to an allowance under this scheme (by notice in writing given to the Solicitor to the Council).

### Schedule 1 Special Responsibility Allowance and Amount 2016/17

	£
<b>Basic Allowance</b>	7,411
<b>Incidental cost add-on to Basic Allowance</b>	649
<b>Special Responsibility Allowances</b>	
Leader of the Council	31,186
Deputy Leader of the Council	18,728
Cabinet Members	18,728
Policy Development & Scrutiny Panel Chairs	7,645
Chair Development Control Committee	13,759
Chairs of Licensing Sub-Committees	4,856
Chair Avon Pension Fund Committee	4,856
Avon Pension Fund Committee Members	3,670
Adoption and Permanence Panel Member	3,670
Fostering Panel Member	3,670
Political Group Leaders	428 per Member
Groups Allowance (training/additional special responsibility); £100 per Member	6,500
Chairman of the Council	9,173
Vice-Chair of the Council	2,325

## ANNEX C

### INDEPENDENT REVIEW PANEL REPORT, B&NES MEMBERS' ALLOWANCES - FINANCIAL ASSUMPTIONS

The Panel's recommendations have been based on the following assumptions:

1. The Council is made up of 65 elected Members. Cabinet, led by the Leader consists of 8 Cabinet Members, each of whom has a specific portfolio. Overview and Scrutiny functions are carried out by 5 panels<sup>1</sup>. The Regulatory and Governance functions are carried out by 12 committees, of which 6 are included in the Panel's recommendations<sup>2</sup>. There is a Chair and a Vice Chair, There are 4 Political Group Leaders<sup>3</sup>.
2. All other committees<sup>4</sup> have not been included in the Panel's recommendations.
3. The Panel took the National Minimum Wage<sup>5</sup> of £7.50 per hour, applicable as from 1 April 2017, as a basis for the calculation of the Basic Allowance. The Panel believes that this approach is transparent and equitable, as it makes no assumptions about the relative rate of payment for any position.
4. Based upon the evidence presented to the Panel via questionnaires and interviews, an assumption was made that on average Members do 20 hours of basic Council work, per week, 52 weeks per year. This was taken as the most suitable quantification of the amount of work carried out on basic Council work, and does not reflect the additional work-load or responsibility of Members who hold positions such as Cabinet or Chairs of committees This work is recognized by the Special Responsibility Allowances.
5. Tiers 1,2 3 and 4 are uplifted by factors of 3, 2, 1 and 0.5 respectively. These factors represent the Panel's view on the relative responsibility and workload of the positions, having regard to the evidence the Panel received.
6. Employer's National Insurance accrues on all allowances at 4.5%, representing a small increase on 4.37%, which was the applicable rate in 2015/16.
7. The practice of a separate allowance, that is non-accountable to cover administration, use of home office and related expenses, has been continued. The evidence presented to the Panel indicated that this allowance was not adequate to meet present expenses in the case of the vast majority of Members. As a result all Members would receive a minimum amount of

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<sup>1</sup> Children & Young People Policy Development & Scrutiny Panel; Communities, Transport & Environmental Policy Development & Scrutiny Panel; Health & Wellbeing Select Committee; Planning, Housing & Economic Development Policy Development & Scrutiny Panel; Resources Policy Development & Scrutiny Panel.

<sup>2</sup> Development Management Committee; Corporate Audit Committee; Re-structuring Implementation Committee (formerly Employment Committee); Standards Committee; Licensing Committee/Licensing Sub-Committee (1 person chairs both committees); Regulatory (Access) Committee.

<sup>3</sup> Conservative, Labour, Liberal Democrat and Independent

<sup>4</sup> Scrutiny Enquiry Day; South west Ambulance Service Joint Health Scrutiny Committee; West of England Joint Scrutiny Committee; Avon Pension Fund Committee; Avon Pension Fund Committee – Investment Panel; Bath City Forum; Bathavon Forum; Chew Valley Area Forum; Keynsham Area Forum; Somer Valley Forum; Charitable Trust Board; Health & Wellbeing Board; Joint Committee for Oversight of Joint Working; Parishes Liaison Meeting; West of England Joint Transport Executive

<sup>5</sup> In April 2016 the age related gradations of the National Minimum Wage were abandoned in favour of a single rate, which is also known as the National Living Wage.

£8,700, which represents an increase of approximately £640, or over 7% in comparison with 2015/2016.

8. The Vice Chair, or Past Chair, substitutes for the Chair when s/he is not available to carry out civic duties. As this is an unquantifiable responsibility since it occurs on an ad hoc basis, the Panel has recommended that the SRA for the Vice/Past Chair be set at £100 per day ( £50 per half day). Based upon the evidence provided to the Panel for the last 2 years, this would approximately equate to an SRA at Level 4.
9. A Level 4 SRA for Political Group Leaders represents £3,900 per group leader. The present scheme provides for £428 per Member, which could be taken to discriminate in favour of the larger political parties. This results in an overall reduction for this SRA from £27,820 to £15,600, thereby acknowledging the principle adopted by the Panel that public funds should not be used for purposes that could be deemed “party political”.
10. Whilst not required to do so, the Panel has been conscious that the Council budget is under financial pressure, as well as public scrutiny. Against this background, the cost of the Panel’s present recommendations is estimated to be broadly in line with the budgetary provision that has been made for Allowances in 2017/2018. Based upon the present Council structure of Cabinet, Oversight and Scrutiny Functions and Regulatory Functions, with the exceptions noted in the report, the cost of the Panel’s recommendations would be £839,658.
11. The financial provision for a Training Fund is not included in the Panel’s recommendations since this is not part of the Scheme of Allowances. However the Panel notes that the 2016/2017 budgetary provision of £8,000 is equivalent to approximately £122 per annum, per Member.
12. The Panel has made no recommendations on the level of allowance for Members’ books, publications etc. since this is not part of the Scheme of Allowances.

## **INDEPENDENT REVIEW PANEL REPORT, B&NES MEMBERS' ALLOWANCES**

### **ANNEX D**

#### **PANEL MEMBERS' CVs**

Mary Burton is a solicitor who has worked extensively with central government - notably the Ministry of Justice and the Judicial Appointments Commission - private clients and public bodies. A Justice of the Peace and Trustee/ Company Secretary of a number of charitable institutions.

Hilary Wild is a Chartered Accountant who has worked in investment banking, asset management and most recently as the Chief Financial Officer of the World Health Organisation. She now has a portfolio of board appointments, providing independent oversight and advice to several international public funded organisations that work world-wide.

Jeremy Opie is an Internal Auditor, specializing in helping clients improve their governance and risk management. He has experience in all sectors, including in local government.

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<b>Bath &amp; North East Somerset Council</b>		
MEETING	<b>Council</b>	
MEETING	<b>23 March 2017</b>	
TITLE:	<b>Standards Committee Annual Report 2016</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b>  Appendix 1. Standards Committee Annual Report 2016</p>		

## **1 THE ISSUE**

1.1 To consider the Standards Committee Annual Report for 2016.

## **2 RECOMMENDATION**

2.1 The Council is asked to note the work of the Standards Committee as set out in the Annual Report attached at Appendix 1.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

3.1 There are no direct implications arising from this report.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

4.1 The Standards Committee is not required to produce an annual report however it is good practice to do so.

## **5 THE REPORT**

5.1 The Standards Committee agreed it would provide an annual report to the Council summarising the work of the Committee over the previous year.

## 6 RATIONALE

6.1 The Committee is responsible for the promotion of ethical standards within the Authority, helping to secure adherence to the Members' Code of Conduct; monitoring the operation of the Code with Bath & North East Somerset Council, conducting hearings following investigation, and determining complaints made against Councillors in respect of alleged breaches of the Code of Conduct.

## 7 OTHER OPTIONS CONSIDERED

7.1 None.

## 8 CONSULTATION

8.1 None.

## 9 RISK MANAGEMENT

9.1 A risk assessment was not required.

<b>Contact person</b>	<i>Maria Lucas, Head of Legal &amp; Democratic Services, Council Solicitor and Monitoring Officer (01225) 395171</i>
<b>Background papers</b>	<i>None.</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

# Standards Committee

## Annual Report 2015-16

## **Chair's Foreword**

This report – to be an annual event from now on, reflects the work of the Bath and North East Somerset Standards Committee.

Early on in my time as an independent member, I went to a meeting hosted by the then Standards Board for England. The organised sessions were a valuable insight into the Standards regime but so too were the informal chats over coffee and other breaks. A few councils had had no complaints, most seemed to be in a similar position to our own Standards Committee with similar numbers and types of complaints, most had supportive councillors, and a few were difficult...

The number of complaints has risen in the last year but often the Committee receives several complaints about the same event – either at one meeting or about one councillor so the view from the Chair is that things are about steady state as far as numbers go. And Standards has made a difference – we see fewer complaints which reflect a lack of knowledge of the code or a failure to explain procedures to members of the public who want to have their say at parish meetings and fewer tit for tat complaints between councillors.

In my time on the Committee, more recently as Chair, I have been impressed and reassured by the high standards that the local and parish councillors who have served as members expect of their fellow councillors. So thank you to them for their service to the Standards Committee and thank you to the support staff who work behind the scenes to keep the Standards ship afloat.

**Sue Toland**  
**Chair of the Standards Committee**

## 1. Standards Committee

### Introduction

The Standards Committee has agreed that it will submit for the consideration of Council, an annual report summarising the work the Committee has carried out during the previous year.

This report comprises the Annual Review covering the period April 2015 to March 2016, together with background information regarding the standards regime established within Bath & North East Somerset Council. All references to 2015-16 in the report refer to this time period.

## 2. Background information

### The Code of Conduct for Elected Members and Co-opted Members ('The Code of Conduct')

The Localism Act 2011 requires the Authority to have a Code of Conduct. In 2012 BANES adopted a code which sets out the conduct that is expected of elected and co-opted members of the Authority when they are acting in that capacity.

The Code applies whenever a member (a) conducts the business of the Authority (including the business of their office as an elected councillor or co-opted member) or (b) acts, claims to act or gives the impression they are acting as a representative of the Authority.

'Co-opted member' means any person who is a member of any committee or sub-committee of the Authority with a right to vote but who is not one of its elected members.

The Code is intended to be consistent with Nolan's Seven Principles of Public Life, and should be read in the light of those principles, namely that Councillors will act with selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

### The Monitoring Officer

The Monitoring Officer holds a statutory role and is responsible for promoting and maintaining high standards of conduct and for reporting any actual or potential breaches of the law and maladministration to the full Council and/or to the Cabinet (as set out in s.5(1) of the Local Government and Housing Act 1989).

The Monitoring Officer and her team administer the local arrangements for addressing complaints made under the Code of Conduct.

The Monitoring Officer's role includes the assessment and review of every complaint received under the Code of Conduct. Following consideration and consultation with the Authority's Independent Person and Chair of the Standards Committee, the Monitoring Officer decides whether the complaint will be investigated.

The decision will be based on whether the allegation, if proved, would constitute a failure to observe the Code of Conduct and the application of the Council's adopted assessment criteria.

The Monitoring Officer may also consider that a complaint can be reasonably resolved informally and will discuss this option with the complainant and subject member where appropriate.

### Independent Persons

The Authority had appointed an Independent Person and a Deputy, who are invited to attend all meetings of the Standards Committee. The appointment of Independent Persons is determined by a meeting of Full Council.

The Independent Person(s) must be consulted by the Council before it makes a decision on a matter that has been referred to it for investigation; they can also be consulted by the Council in respect of a code of conduct complaint at any other stage; and can also be consulted by a member or co-opted member of the Council against whom a complaint has been made.

### The Standards Committee

The Standards Committee is responsible for the promotion of ethical standards within the Council, helping to secure adherence to the Code; monitoring the operation of the Code; conducting hearings following investigation and determining complaints made under the Code.

The Standards Committee's terms of reference are set out in the Council's Constitution in Part 5, Terms of Reference.

The Committee conducts proceedings using Article 9 of the Constitution and the Authority's Local Arrangements for dealing with complaints under the Code of Conduct for Members.

Where a Final Report from an Investigating Officer recommends a finding that there is no breach of the Code, the Committee determines whether to accept the report; refer the report back to the Investigating Officer if it is considered incomplete; or refer the report to a hearing in accordance with the Authority's Local Arrangements for dealing with complaints under the Code of Conduct for Members.

Where a Final Report from an Investigating Officer recommends a finding that there has been a breach of the Code, the Committee undertakes a hearing in accordance with the Council's Local Arrangements for dealing with complaints under the Code.

The Committee is also responsible for granting dispensations to Councillors and Co-opted Members from requirements relating to interests set out in the Code.

### **3. Training for Standards Committee Members**

Initial and refresher training for Members serving on the Standards Committee of the Authority is important to ensure the probity and credibility of the Authority's decision making processes. Members are required to undertake basic training through the Authority's member induction programme, on election or re-election, and this is refreshed annually, before they can serve on the Standards Committee. This training includes the duties and responsibilities of the Standards Committee.

Training is also provided for the Independent Persons appointed by the Authority in order to ensure they are able to carry out their role.

### **4. Standards Committee Membership 2015-16**

In 2015/16 the Standards Committee comprised the following Members:

Cllrs Sally Davis, Sarah Bevan, Nigel Roberts, Geoff Ward and Brian Simmons. Parish Cllrs Tony Crouch, Veronica Packham and Dr Axel Palmer. Independent Members: Sue Toland (Chair), Deborah Russell and Dr Cyril Davies.

### **5. The Authority's Independent Persons**

The Authority's Independent Persons were Lee O'Bryan and Raymond Morrison, who were first appointed by Council in April 2013 in accordance with the requirements of the Localism Act 2011. Mr Morrison resigned in October 2015 and Mr O'Bryan in July 2016. Two new Independent Persons, Tony Drew and Paul Ryan have been recruited.

### **6. Committee Meetings**

At the start of each year the Standards Committee agrees its Work Programme/Action Plan for the year, which is then monitored at meetings throughout the year. The Work Programme/Action Plan for 2015-18 is attached at Annex A to this report and is commented upon further in paragraph 9 below.

The Standards Committee met on

- 31 March 2015
- 17 September 2015
- 10 December 2015
- 31 March 2016

## 7. Complaints under the Code of Conduct for Members and Co-opted Members

### i. Complaints by complainant

Type of complainant	2013/14	2014/15	2015/16	Total
BaNES Councillor	0	0	0	0
Parish / Town Councillor	8	0	8	16
Member of the public	13	16	16	46
<b>Total</b>	<b>21</b>	<b>16</b>	<b>24</b>	<b>62</b>

### ii. Complaints by subject

Subject of the complaint	2013/14	2014/15	2015/16	Total
BANES Councillor	8	13	11	32
Parish / Town Councillor	14	3	13	30
<b>Total</b>	<b>22</b>	<b>16</b>	<b>24</b>	<b>62</b>

### iii. Complaints by type

Type of complaint	2013/14	2014/15	2015/16	Total
Failure to declare an interest	11	0	5	16
Bullying/failure to treat with respect	0	1	7	8
Bringing Council into disrepute	9	14	10	33
Improperly conferring advantage/disadvantage	2	1	0	3
Disclosure of confidential information	0	0	1	1



<b>Improper use of Council resources</b>	0	0	0	<b>0</b>
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**Note:** A complainant may make several types of complaint about a councillor.

**iv. Initial Assessments**

<b>Local Assessment Decisions</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Total</b>
<b>No Further Action</b>	19	15	21	<b>55</b>
<b>Informal Resolution</b>	1	0	0	<b>1</b>
<b>Referred for Investigation</b>	2	1	3	<b>6</b>
<b>Total</b>	<b>22</b>	<b>16</b>	<b>24</b>	<b>62</b>

**v. Outcome of complaints**

<b>Outcomes</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Total</b>
<b>Other Action</b>	1	1	0	<b>2</b>
<b>Ongoing</b>	0	0	1	<b>1</b>
<b>Apology</b>	0	0	1	<b>1</b>
<b>No Action Required</b>	0	1	9	<b>10</b>
<b>Withdrawn</b>	2	1	0	<b>3</b>
<b>Breach</b>	0	0	1	<b>1</b>
<b>No Breach</b>	18	14	12	<b>44</b>
<b>Total</b>	<b>22</b>	<b>16</b>	<b>24</b>	<b>62</b>

## **8. Review of Standards Committee Work Programme and Action Plan for 2015/17**

The Standards Committee's Work Programme/Action Plan for 2015/18 is attached at Annex A. The Standards Committee met on 4 occasions during the year. At each meeting the Committee monitored its Action Plan. The matters undertaken in 2015/16 include:

- A. Two Complaint Hearings.
- B. Training sessions for Members of Standards on the Code of Conduct.

## **9. Conclusion**

The Committee has dealt with a wide variety of matters in the past year. The Committee's aim is to continue to develop and maintain the Authority's ethical governance framework for the benefit of the Authority and ultimately local people. The Committee is looking forward to the next year.

## STANDARDS COMMITTEE WORKPLAN 2015 – 2018

<b>Date of meeting</b>	<b>Title</b>	<b>Report author / responsible officer</b>
10 <sup>th</sup> December 2015	Hearing of complaint	ML
28 <sup>th</sup> January 2016 (postponed)	Rearranged for 31 <sup>st</sup> March	
31 <sup>st</sup> March 2016	Hearing of complaint	ML
19 <sup>th</sup> May 2016 (substantive)	Training session for Members of Standards	ML
22 <sup>nd</sup> September 2016 (substantive)	Consideration of draft Annual report - including a review of the complaints received going back to 2013.	ML
24 <sup>th</sup> November 2016 (provisional)	Cancelled	
30 <sup>th</sup> March 2017 (substantive)	Training session – declaration of pecuniary interests and the ability to speak on an item	ML
11 <sup>th</sup> May 2017 (substantive)	Annual report	ML
20 <sup>th</sup> July 2017 (provisional)		

<b>21st September 2017 (substantive)</b>	<b>Training session – hearings workshop</b>	<b>Maria Lucas</b>
<b>23rd November 2017 (provisional)</b>		
<b>25th January 2018 (substantive)</b>	<b>Training session</b>	
<b>22nd March 2018 (provisional)</b>		
<b>17th May 2018 (substantive)</b>	<b>Annual report</b>	<b>ML</b>
<b>19th July 2018 (provisional)</b>		

**Council 23 March 2016**

**Grammar Schools**

**Labour Group to move:**

This Council:

1. Recognising the excellence of the secondary schools in BANES, opposes the re-introduction of Grammar Schools;
2. Uses its influence to discourage secondary schools in B&NES from seeking to become Grammar Schools;
3. Writes to our local MPs asking them to call on the Government to rethink its proposals; and
4. Continues to use what powers it has to influence educational provision in B&NES and, where changes in provision are proposed, seeks to identify the needs and wishes of local communities and to hold decision-makers to account.

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## **Bath and North East Somerset Council**

**Full Council meeting, Thursday 23 March 2017**

**Liberal Democrat motion on the situation of nationals from other EU countries living in B&NES**

**To be proposed by Councillor Andrew Furse**

Council,

- Recognises the invaluable contribution made by over 5,000 nationals from other EU countries living and working in Bath and North East Somerset.
- Recognises that their legal situation is uncertain, as is that of UK nationals living in other EU countries, and wishes to see their status resolved at the earliest possible moment.
- Agrees with government that reaching an agreement on reciprocal rights should be a priority for the forthcoming negotiations with the EU.
- Calls on government to simplify the administrative process for nationals from other EU countries to obtain permanent residency and to ensure that there is no financial bar.
- Requests that these resolutions should be communicated to the MPs for Bath and North East Somerset and to the government.
- Encourages nationals from other EU countries to register to vote in the May 2017 West of England Mayoral election.

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**Bath and North East Somerset Council**

**Full Council meeting, Thursday 23 March 2017**

**Liberal Democrat motion on the West of England Mayor**

**To be proposed by Councillor Dine Romero**

Council,

- Notes the forthcoming West of England Mayoral election.
- Calls on the new Mayor, in cooperation with the Leaders of the three Councils of the West of England Combined Authority, to ensure that the running costs of the new combined authority are kept to a minimum and that the transparency arrangements of the new combined authority are kept to a maximum.

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<b>Bath &amp; North East Somerset Council</b>	
MEETING	<b>Council</b>
MEETING DATE	<b>23<sup>rd</sup> March 2017</b>
TITLE:	<b>Save our 6/7 Bus – petition for debate</b>
WARD:	Larkhall, Walcot
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	

## **1 THE ISSUE**

- 1.1 A petition has been received – “Save our 6/7 Bus” - containing approximately 2500 signatures. In line with the Council’s petition scheme, if a petition containing signatures of more than 1% of the electorate who live, work and study in Bath & North East Somerset is received, it triggers a debate at Council.

## **2 RECOMMENDATION**

- 2.1 That a debate takes place.

## **3 THE REPORT**

- 3.1 The text of the petition reads as follows;

### **Save our 6/7 Bus**

*We call on B&NES Council to reinstate the funding and reverse the cut to the route of the 6 and 7 bus serving Larkhall and Fairfield Park. The removal of a regular connection between Larkhall and Fairfield Park has a damaging impact on the community. Without this link or any access to the London Road and Walcot, local people, especially the elderly and those without a car, have no effective way of getting to these destinations without an unnecessarily long trip involving two buses or struggling to use the inadequate Council minibus service.*

- 3.2 Council, if it wishes, can make recommendations to Cabinet but cannot amend executive policy.
- 3.3 The lead petitioner, Councillor Lin Patterson, will address Council at the start of the item.

## **4 FINANCIAL IMPLICATIONS**

4.1 There are none associated with this debate; any proposal arising from this would be presented for decision with full financial implications.

<b>Contact person</b>	<i>Jo Morrison, Democratic Services Manager (ext 4358)</i>
<b>Background papers</b>	The petition
<b>Please contact the report author if you need to access this report in an alternative format</b>	

<b>Bath &amp; North East Somerset Council</b>	
MEETING:	COUNCIL
MEETING DATE:	23 <sup>rd</sup> MARCH 2017
TITLE:	ANNOUNCEMENT OF CHAIR(MAN) DESIGNATE FOR 2017/18
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b> None	

## **1 THE ISSUE**

- 1.1 The purpose of this report is to invite the Council to name a Councillor as Chair(man) of the Council (Designate) for the next Council Year beginning in May 2017.
- 1.2 The Council, at its Annual Meeting on 18<sup>th</sup> May 2017, will still be required formally to elect a Councillor to be the Chair(man) of the Council for the forthcoming Council Year.
- 1.3 Council may wish to indicate at this stage any intentions for the Vice Chair(man) position for 2017/18, or leave that until the Annual meeting.

## **2 RECOMMENDATION**

- 2.1 That the Council names a Councillor to be treated for forward planning purposes as Chair(man) of the Council (Designate) for the 2017/18 Council Year.

## **3 FINANCIAL IMPLICATIONS**

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

## **4 CORPORATE PRIORITIES**

- 4.1 Because of the pivotal role of the Chair(man) of the Council in the community, the nomination of the Councillor who will hold the office from May 2017 will contribute towards the achievement of the Council's vision of Bath and North East Somerset as a distinctive place with vibrant communities.

**5 THE REPORT**

- 5.1 The role of the Chair(man) of the Council has increased significantly in recent years. The number of civic engagements and requests for the presence of the Chair(man) at local events throughout the area continues to rise year on year.
- 5.2 In addition, the Chair(man) supports a number of awards and functions which require advance planning.
- 5.3 It is extremely helpful to community groups, and to the internal administration and scheduling of the Chair(man)'s functions, to have advanced confirmation of the Councillor who will hold the office from May 2017 and their preferred style of working and availability.
- 5.4 There is no requirement on the Council to name the intended Chair(man) in advance of the Council's Annual Meeting. The Council may prefer to leave the matter until then, when the election of Chair(man) for the year will by law be the first item of business on the agenda. The reasons for the recommended course of action are as set out in paragraphs 5.1 to 5.3 above.

**6 RISK MANAGEMENT**

- 6.1 No risk assessment related to this issue is required because the decision as to whether to make a nomination at this stage in the Council Year rests solely with the Council and does not affect the legal requirement for the Chair(man) to be elected at the Annual General Meeting in May.

**7 EQUALITIES**

- 7.1 The wide range of community groups who seek civic involvement in their activities through inviting the Chair(man) to their events will be helped in their diary planning by having a Councillor named as Chair(man) Designate at this stage. It will also assist the Councillor with his or her preparations for their year as Chair(man).

**8 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 8.1 The Council's civic and corporate community interests.

**9 ADVICE SOUGHT**

- 9.1 The Chief Executive, the Monitoring Officer and the Section 151 Officer have had the opportunity to provide input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Jo Morrison, Democratic Services Manager, telephone 01225 394358</i>
<b>Background papers</b>	<i>None</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	