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27 February 2020

To: All Members of the Standards Committee

Dear Member,

Standards Committee - Monday, 2nd March, 2020

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**5. MINUTES AND MATTERS ARISING (PAGES 1 - 10)**

To confirm and sign the minutes of the meetings of the Standards Committee held on 23<sup>rd</sup> January 2020.

**6. FINAL RECOMMENDATIONS FOR MEMBERS ALLOWANCE SCHEME 2020/21 (PAGES 11 - 106)**

**11. EXEMPT - COUNCIL REPORT ON INDEPENDENT PERSONS FOR STANDARDS COMMITTEE 2020 - 2022 (PAGES 107 - 110)**

Yours sincerely

Ayshe Simsek, Acting Democratic Services and Scrutiny Manager  
0208 489 2929

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## **MINUTES OF MEETING STANDARDS COMMITTEE HELD ON THURSDAY, 23RD JANUARY, 2020, 19:04 – 21:46**

**PRESENT:** Councillors Felicia Opoku (Chair), Luke Cawley-Harrison and Mahir Demir.

**ALSO PRESENT:** Councillor Reg Rice.

*At 19:06 Cllr Rice arrived at the meeting. At this point the Chair proceeded with the meeting agenda as set out.*

### **108. FILMING AT MEETINGS**

Members of the Committee noted the notice attached at Item 1 of the agenda pack in respect of filming at meetings.

### **109. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Chiriyankandath and Councillor Weston.

Cllr Reg Rice substituted for Councillor Chiriyankandath.

### **110. URGENT BUSINESS**

There were no items of urgent business.

### **111. DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **112. MINUTES AND MATTERS ARISING**

#### **RESOLVED**

- a. To confirm and sign the minutes of the Standards Committee held on 14<sup>th</sup> October 2019.
- b. To confirm and sign the unrestricted minutes of the Standards Assessment Sub Committee held on 1<sup>st</sup> October 2019.
- c. To confirm and sign the unrestricted minutes of the Standards Assessment Sub Committee held on 17<sup>th</sup> December 2019.

### Matters arising

In discussion of the minutes of the Standards Committee held on 14<sup>th</sup> October 2019, the Committee raised the following:

- In reference to the action point at page 8 of the agenda, the Committee queried the publishing of Independent Persons details and conflicts of interest. In response the Acting Democratic Services and Scrutiny Manager explained that the details of Independent Persons would not be published prior to their appointment. The Committee were advised that there was no legal requirement for Independent Persons to complete a declaration of interest as they were non-voting members. Similarly, non-voting co-opted members were not required to complete a declaration of interest.
- Regarding the action point at page 9 of the agenda, the Principal Lawyer – Gina Clark – advised that there was no legal basis for a mechanism to be put in place to ensure Independent Persons notified the Council of any eventuality that would compromise their independence, such as joining a political party. The Committee was assured that Independent Persons would have an awareness of rules and procedures, and a robust Independent Person would have the integrity to flag any potential conflict of interest. The Acting Democratic Services and Scrutiny Manager noted that Independent Persons only had to declare any friends or relatives in the local authority and any current membership of a political party. The Principal Lawyer advised that a person would be excluded from the appointment as an Independent Person should they specify a connection with a relation or close friend within the local authority.

### **113. DRAFT REPORT ON MEMBER'S ALLOWANCE 2020/21**

Richard Penn, the Independent Advisor (IA), introduced this item, as set out at pages 1-84 of the supplementary pack, which provided the draft report on the review on the Member's Allowance scheme.

The IA highlighted that the financial implication of the recommendations, as set out at pages 29-31 of the supplementary pack, amounted to less than an additional £30,000 per annum on the current provision of £1,106,000 per annum – an increase of less than 3% per annum. It was further highlighted that there was no recommendation to reduce any of the SRAs in the Haringey Scheme; however, it was recommended that some of the SRAs required an uplift based on work commitment and responsibility involved in those respective positions. There were two key recommendations made:

1. **Recommendation 1:** The current SRA of £33,926 for the Leader of the Council was inadequate and should be increased based on the fact that it was a full-time and challenging role that represented the full source of income for the Leader. Having reviewed neighbouring comparative London Boroughs, such as Waltham Forest which paid its Leader an SRA of £51,000, the IA proposed that an appropriate SRA for the Leader of the Council should be £45,000 per annum.

2. **Recommendation 2:** A series of recommendations were outlined, as set out at pages 29-31 of the supplementary pack. The key changes noted under this recommendation was an increase to the SRA for the following roles:

- Leader of the Principal Opposition Group – proposal of an increase from Band 2B (£16,965) to a new Band 2C (£19,500)
- Chair of Overview and Scrutiny Committee – proposal of an increase from Band 3A (£23,134) to Band 3B (£25,443)
- Vice Chair of Overview and Scrutiny Committee (OSC)– proposal of an increase from Band 2A (£15,421) to Band 2B (£16,965)
- Chair of Combined Pensions Committee and Board – proposal of an increase from Band 1B (£8,482) to Band 1C (£12,500)

The Committee had praised IA for the well-evidenced and impartial report.

In discussion, the Committee raised the following:

- The Chair noted that the Deputy Leader of the Principal Opposition was listed as an option in the Questionnaire; however, the findings from the Questionnaire had not mentioned the Deputy Leader of the Principal Opposition. In reference to pages 14-15 of the supplementary pack, it was further noted by a Member that the Deputy Leader of the Principal Opposition had not been listed under the current roles receiving an SRA, as the Deputy Leader of the Principal Opposition should have been listed under Band 1B. The Committee were assured that the omission mentioned above in relation to the Deputy Leader of the Principal Opposition would be investigated, and the requested information relating to the Deputy Leader of the Principal Opposition would be included in the final report (**Action: Ayshe Simsek / Richard Penn**).
- It was suggested that the Regulatory Committee be removed to establish separate Licensing and Planning Committees, which currently came under the umbrella of the Regulatory Committee. It was highlighted that this change would eliminate the need for a Vice Chair of Regulatory Committee. It was further suggested that the Corporate Committee should also be reviewed, such as renaming the Corporate Committee to 'Audit and Risk Management Committee' and reducing the number of members within the Corporate Committee. The Acting Democratic Services and Scrutiny Manager advised that any reduction in membership of a Committee would require an assessment of proportionality and the impact of membership of other Committees. The Acting Democratic Services and Scrutiny Manager noted that the impact of the reduction of membership of the Corporate Committee could be assessed prior to the annual meeting (**Action: Ayshe Simsek**). Since the stated suggestions were outside of the scope of the current Members' Allowance Scheme Review, the Committee agreed that the current structure of the Regulatory Committee and Corporate Committee could be reviewed for the next municipal year. The Committee were advised that such a review would require consultation with members of the relevant Committees and involvement of the Monitoring Officer.
- In response to queries around the Mayoral allowance, the IA noted that the Mayoral allowance was determined by the Council. The IA informed that an in-depth comparative research was not conducted specifically around the Mayoral allowance and responsibility. The IA informed the Committee that the London Council's Independent Panel was specific in advising that Members should only

be paid one extra allowance, but this was not specified for Mayors; therefore, technically the Mayor could be paid a Mayoral allowance and SRA allowance. However, the Acting Democratic Services and Scrutiny Manager noted that not more than 50 percent of Councillors were allowed an SRA.

- Members queried the reason for the proposed increase of SRA for the Chair of OSC to the equivalent SRA level as Cabinet members. In response, the IA explained that in terms of their position within the organisation, the Chair of OSC had a similar level of responsibility and impact as Cabinet members, thus it was appropriate to recognise the key role of the Chair of OSC within the Council structure. Furthermore, the findings of the Members Questionnaire showed that several Members suggested that the SRA for the Chair of OSC should be aligned with the SRA for Cabinet Members.
- A Member noted that under the current Scheme that there was no SRA for other opposition groups besides the primary opposition groups, and it was suggested that this should be further explored (**Action: Ayshe Simsek / Richard Penn**).
- In reference to the table at page 18 of the supplementary pack, the Committee requested a breakdown of average cost of Members' allowance for all London boroughs to be included in the final report (**Action: Ayshe Simsek / Richard Penn**).
- It was suggested that the report should include index linking in relation to the overall budget and future basic allowance. The Acting Democratic Services and Scrutiny Manager informed the Committee that she would obtain finance comments in relation to index (Action: Ayshe Simsek).

The Committee were informed that the final report would be presented to the Committee at the next meeting on 2<sup>nd</sup> March.

The Chair thanked the IA for his report and contribution.

***At 20:45 the IA left the meeting.***

## **RESOLVED**

To consider and comment on the attached draft report at appendix 1.

### **114. APPOINTMENT OF INDEPENDENT PERSONS 2020 - 2024 - RECRUITMENT PROCESS**

Ayshe Simsek, Acting Democratic Services and Scrutiny Manager, introduced this Report as set out at pages 15-18 of the agenda, which provides information on the recruitment process for the appointments of up to two persons under section 28(7) of the Localism Act 2011.

The Acting Democratic Services and Scrutiny Manager noted that since the previous Standard Committee meeting in October 2019, the Independent Persons role had been advertised in the Ham and High newspaper, the Guardian, and on Haringey Council's website. It was further noted that the deadline for the application was 2<sup>nd</sup>

February, and thus far there had not been any applications received, however it was likely that application would be closer to the deadline.

In response to questions from the Committee, the following information was noted:

- In response to a query around possible eventualities should there be no applications received for the role, the Principle Lawyer advised that the contract for the current Independent Person could be extended in such eventualities, the Independent Persons current contract ends on 30<sup>th</sup> June. Subsequently, the role could be advertised for a longer period. Furthermore, the Acting Democratic Services and Scrutiny Manager mentioned that the City of London Corporation and Lambeth Council had recently appointed Independent Persons, and she could enquire whether they had any unsuccessful candidates that they could recommend. However, the Committee was assured that it was a prestigious role and should attract high calibre individuals who would be aware of local governance.

The Committee discussed dates for the shortlisting for the appointment of independent persons. The Acting Democratic Services and Scrutiny Manager proposed 4<sup>th</sup> February and 6<sup>th</sup> February as possible dates for shortlisting. The Committee agreed that the shortlisting and interview panel for the role would consist of the Chair, Cllr Cawley-Harrison, and Cllr Demir. The named Members confirmed that 6<sup>th</sup> February at 6.30pm would be suitable for shortlisting. In regard to interviewing for the role, the Acting Democratic Services and Scrutiny Manager informed that interviews would be allocated around 45 minutes each and about an hour for scoring. The named Members agreed that 17<sup>th</sup> February at 1pm would be a suitable start time for the interviews.

The Acting Democratic Services and Scrutiny Manager assured the Members that the relevant papers would be sent to them by special delivery in advance of 6<sup>th</sup> February. The Acting Democratic Services and Scrutiny Manager informed Members that she would collate interview questions based on the job description and she would circulate it to the named Members for commenting (**Action: Ayshe Simsek**).

#### **RESOLVED**

- a. To note the process set out at paragraphs 4.4 to 4.7 and provide any comments.
- b. To note that the proposed appointment will be considered by the Standards Committee at the 2<sup>nd</sup> of March meeting and will be for onward approval by full Council at their meeting on the 16<sup>th</sup> of March.

#### **115. REPORT ON CO-OPTED MEMBERS**

Ayshe Simsek, Acting Democratic Services and Scrutiny Manager, introduced this Report as set out at pages 19-25 of the agenda, which provides information regarding the current cohort of co-opted members supporting Council Committees.

In response to questions from the Committee, the following information was noted:

- In response to a query, the Acting Democratic Services and Scrutiny Manager explained that co-opted members would not get paid should they not attend meetings. However, the Committee were informed that the attendance records of co-opted members showed regular attendance to meetings by co-opted members.
- The Committee were concerned that non-voting members were not required to complete a declaration of interest form, especially as they could influence meetings. The Chair suggested that it would be good practice for non-voting members to complete a declaration of interest. Raymond Prince, Assistant Head of Legal Services, noted that the completion of a declaration of interest form by co-opted members would be good practice and promote transparency; however, co-opted members were under no legal obligation to complete a declaration of interest. In view of good practice and transparency, the completion of declaration of interest forms by co-opted members would be further explored **(Action: Ayshe Simsek)**.
- In response to a query, the Acting Democratic Services and Scrutiny Manager noted that only co-opted members with voting rights were provided with an allowance. Haringey had three Committees with voting co-opted members, which were the Overview and Scrutiny Committee (OSC), Children and Young People's Scrutiny Panel, and the Combined Pensions Committee and Board.
- Regarding voting co-opted members, a Member noted that there were two representatives from the Christian faith and raised a concern that there were no representatives from other faith groups. The Acting Democratic Services and Scrutiny Manager noted that the legislation that co-opted membership was based on was historic, and the legislation had not progressed to reflect the diverse nature of the education system. It was further noted that Barking and Dagenham Council had included representatives from different faith groups, which was a case-study that could be further investigated as a way forward **(Action: Ayshe Simsek)**.
- In response to a concern that the co-opted members for the OSC had voting rights on education matters only, the Acting Democratic Services and Scrutiny Manager informed that this matter was raised with the Chair of OSC and there would be a report to review the voting rights of co-opted members within the OSC.
- A Member queried the reason some Committees had co-opted members and other Committees had none. The Acting Democratic Services and Scrutiny Manager highlighted that the reasons behind the variation was due to the historic nature of the legislation that co-opted membership was based on; and certain Committees, such as the Combined Pensions Committee and Board, required individuals with expertise due to its complex nature.
- A Member raised a query in reference to paragraph 6.8 of the Co-opted Members report, which stated that co-opted members with voting rights were 'treated as opposition Councillors for the purposes of political proportionality.' In response, the Acting Democratic Services and Scrutiny Manager recognised that the terminology used in that paragraph was incorrect and clarified that the co-opted members were not part of any minority political party. The Acting Democratic Services and Scrutiny Manager said that she would further explore the co-opted membership process in order to ensure clarity around the role of co-opted members with voting rights **(Action: Ayshe Simsek)**.

- Regarding a query as to whether co-opted members could be removed from their post should they act inappropriately, the Principal Lawyer explained that only co-opted members with voting rights were subjected to the Code of Conduct. The Acting Democratic Services and Scrutiny Manager noted that if a Committee felt strongly about the behaviour of a co-opted member, the Committee could put forward a report for the membership of the co-opted member to be discontinued.
- A Member raised a concern that not all the co-opted members of the Combined Pensions Committee and Board had undertaken the toolkit training. The Acting Democratic Services and Scrutiny Manager informed that the Combined Pensions Committee and Board members had to undertake the toolkit training as it was part of the Terms of Reference. The Acting Democratic Services and Scrutiny Manager would further investigate the toolkit training for co-opted members **(Action: Ayshe Simsek)**.
- In response to a query regarding the recruitment of panel members, the Principal Lawyer informed that the recruitment of co-opted members was subjected to legislation. It was further noted that information around appointments should be evident in the constitution. The Principal Lawyer would investigate the appointment of co-opted members to provide further clarity **(Action: Gina Clarke)**.
- In response to a query as to whether co-opted members could be included in other committees, the Acting Democratic Services and Scrutiny Manager explained that it depended on the Committee's Terms of Reference, for example the OSC and Combined Pensions Committee and Board contained provisions for co-opted members in its Terms of Reference. The Terms of Reference are set out in the Council's Constitution, which was based on legislation.
- In reference to paragraph 6.26 of the report, the Committee requested that the word 'regime' be removed. The Acting Democratic Services and Scrutiny Manager confirmed that the word 'regime' would be **removed (Action: Ayshe Simsek)**.

The Acting Democratic Services and Scrutiny Manager that the above-mentioned comments and changes would be undertaken, and a further report on co-opted members would return to a future meeting. The Chair noted that the report was not required for the next meeting in March and could return to another future date.

## **RESOLVED**

To note the information contained in the report concerning co-opted members, selection, appointment and role.

### **116. SOCIAL MEDIA GUIDANCE**

Gina Clarke, Principal Lawyer (Employment, Education & Corporate), introduced this Report, as set out at pages 85-94 of the supplementary pack, which proposed guidance to Councillors to provide support on the use of social media.

In discussion, a Member made the following suggestions regarding the Social Media Guidance:

- A reference should be made that liking or re-tweeting content could be perceived as endorsement; and
- In reference to the 'Personal Social Media Accounts' section of the guidance as set at page 91 of the supplementary pack, the guidance should be more explicit by providing examples of content in personal accounts that could be interpreted as representation made in a professional capacity, as a Councillor, which would result in the Councillor being susceptible to the Code of Conduct.

In response to the suggestions, the Principal Lawyer informed the Committee that as the guidance was issued by the Monitoring Officer, she would be required to feed back the comments to the Monitoring Officer. The Chair asked that any amendments or inclusion of the above-mentioned suggestions be posted on the Members Portal on the Council's Intranet and also emailed to all Councillors for their reference (**Action: Gina Clarke**).

## **RESOLVED**

That the Committee:

- a. Consider the Social Media Guidance for Councillors (Appendix 1).
- b. Note that the Guidance will be:
  - i. posted on the Members Portal on the Council's intranet
  - ii. incorporated into the Members Toolkit for new councillors

## **117. COMMITTEE WORK PLAN**

Ayshe Simsek, Acting Democratic Services and Scrutiny Manager, introduced this report as set out at 25-26 of the agenda pack, which requested the Committee to note the current work programme and put forward any comments on suggested areas of work.

Regarding the 'Council report on Independent Persons for Standards Committee' referenced under item 2 of the Committee Work Plan for 2<sup>nd</sup> March 2020, the Chair noted that the time period was incorrectly recorded as '2020/2024' and should be '2020/2022' as had been previously agreed. The Acting Democratic Services and Scrutiny Manager noted that the error would be amended accordingly (**Action: Ayshe Simsek**).

A Member queried whether information based on comments made earlier in the meeting regarding co-opted members would be provided at the Standards Committee meeting on 2<sup>nd</sup> March. The Acting Democratic Services and Scrutiny Manager noted that further investigation would be required around the appointment of co-opted members before a report was presented to the Committee. The Chair requested that this matter be added as part of the Work Programme (**Action: Ayshe Simsek**).

Regarding a suggestion made under the Members Allowance Scheme item around changes to the Regulatory Committee, the Chair recommended that the suggestion be

progressed following the Members Allowance final report, which was due to be presented to the Committee in March.

**118. NEW ITEMS OF URGENT BUSINESS**

There were no new items of urgent business.

**119. DATES OF NEXT MEETINGS**

2 March 2020

**120. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that the press and public be excluded from the meeting for consideration of Items 14 and 15 as they contain exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paras 1 & 2; namely information relating to any individual, and information likely to reveal the identity of an individual.

**121. DRAFT REPORT ON MEMBER'S ALLOWANCE 2020/21**

None.

**122. EXEMPT - RESTRICTED MINUTES OF THE STANDARDS SUB COMMITTEE**

**RESOLVED**

- a. To confirm and sign the restricted minutes of the Standards Assessment Sub Committee held on 1<sup>st</sup> October 2019.
- b. To confirm and sign the restricted minutes of the Standards Assessment Sub Committee held on 17<sup>th</sup> December 2019.

CHAIR:

Signed by Chair .....

Date .....

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**Report for:** Standards Committee 2<sup>nd</sup> March 2020

**Title:** Independent Review of Members Allowances 2020/21 and recommendations to Full Council on the final scheme

**Report**

**Authorised by:** Bernie Ryan – Assistant Director of Corporate Governance & Monitoring Officer

**Lead Officer:** Ayshe Simsek – Acting Democratic Services & Scrutiny Manager

**Ward(s) affected:** N/A

**Report for Key/**

**Non Key Decision:** Non Key

**1. Describe the issue under consideration**

- 1.1 This Committee has the Constitutional responsibility for considering and recommending changes to the Member's Allowance Scheme (the Scheme), to Full Council for adoption.
- 1.2 At its meeting on 25 June 2019, the Committee agreed to instigate a review of the Scheme. The stated focus was to be on the functions and responsibilities of Council Committees, together with the volume and complexity of their decision making to ascertain whether the SRA's provided to the Leader, Cabinet Members, Committee chairs, Vice-Chairs and Scrutiny Panel Chair's reflects the allocated allowance. It was agreed that the review would be supported by an independent adviser to the Committee, and Richard Penn - an LGA Senior Associate - agreed to provide independent advice and support to the review.
- 1.3 At its meeting on 23<sup>rd</sup> January 2020, the Committee considered a draft report from the independent advisor on his findings and recommendations for the Member's Allowances Review.
- 1.4 Since the Committee meeting in January 2020, the draft report at Appendix 1 has been updated following agreed actions at the meeting to include details of the questionnaire responses in relation to the SRA for the Deputy Leader of the Opposition, and the Regulatory Committee Chair Allowance. The final report also provides a wider understanding of the average SRA spend in the London Local Authorities, per Council and per councillor.
- 1.5 Section 8 of this officer report contains further Finance comments arising from support given at the January 2020 Committee meeting to the recommendation on index linking SRA's, Basic Allowances and Mayoral Allowances to local government officer pay increases.

- 1.6 The meeting of Full Council on 16<sup>th</sup> March 2020 will need to revoke the existing scheme, and agree a new Scheme for 2020/21. The document at Appendix 2 has been compiled in response to the recommendations of the independent review for consideration and agreement. This appendix sets out the changes to the proposed new Scheme, should all of the recommendations from the independent review be taken forward.

**2. Cabinet Member Introduction**

Not applicable

**3. Recommendations**

- 3.1. To agree the response to the independent advisor's recommendations as set out in Appendix 2, and
- 3.2. To refer the Member's Allowance Scheme to Full Council for adoption on 16<sup>th</sup> of March 2020

**4. Reasons for decision**

- 4.1. The Council has a legal duty under the Local Authorities (Members Allowances) (England) Regulations 2003 to adopt a Members' Allowances Scheme before the end of each year to cover the following year. The Council can amend a scheme at any time during the year, but can only revoke a scheme with effect from the beginning of the year. The scheme must make provision for basic allowances and, if they are to be paid, special responsibility, dependents' carers, travelling and subsistence and co-optees' allowances.
- 4.2. At its meeting on 23<sup>rd</sup> of January 2019, the Committee agreed that an independent review of Members Allowances be taken forward, and the independent advisor has been appointed to provide recommendations on the Scheme. The Committee considered the draft report and recommendations at its meeting on 23<sup>rd</sup> January 2020, and the report updated accordingly. Appendix 2 sets out the new scheme, taking forward the independent advisor's recommendations.

**5. Alternative options considered**

- 5.1 To not agree the response to the recommendations as set out at Appendix 2. In this situation, the Committee could choose to not agree the recommendations of the independent advisor's report and continue with the current scheme as referenced in the independent advisor's report at Appendix 1. The Committee would need to provide reasons for not taking forward the recommendations of the review.
- 5.2 To agree to some and not all of the recommendations would be contrary to the objective of the review which was to consider recommendations in relation to the Special Responsibility Allowances for the Leader, Cabinet Members, Committee Chairs, Vice-Chairs and Scrutiny Panel Chair's. If this

situation were to occur, the Committee would need to clearly set out which recommendation were being taken forward and which were not, and provide reasons for this in the report to full Council.

**6. Background information**

- 6.1 At its meeting on 25<sup>th</sup> June 2019, the Committee agreed the scoping document for the review of the Scheme.
- 6.2 Since this meeting, Richard Penn, an LGA Senior Associate, has been commissioned to provide independent support and advice to the Committee. Mr Penn has completed a number of reviews of Members Allowances in the recent past, and also chairs the Independent Remuneration Panel for South Derbyshire Council. In January 2008 he was appointed by the Minister for Local Government as the Chair of the Independent Remuneration Panel for Wales, a post he held until the end of 2015. The Panel was responsible for setting the remuneration arrangements for all 22 unitary councils in Wales, for also the four Fire and Rescue Authorities and the three National Parks in Wales. It was also responsible for setting remuneration for the 750 plus Town and Community Councils in Wales.
- 6.3 Mr Penn has been provided with information on the Council in the form of the boundary commission review submission on council size, and previous Standards and Full Council reports on the Scheme.
- 6.4 Following Mr Penn's advice, Democratic Services compiled a questionnaire which was proposed for distribution to all Councillors. The purpose of the questionnaire was to obtain the views of Councillors regarding the Council's current Scheme. The questionnaire was revised following the Committee's comments at its meeting on 14<sup>th</sup> October 2019, and distributed to all councillors to respond to within a 4 week window. In addition, Mr Penn was available to meet with councillors, including both political leaders and Chief whips, over a two day period, to obtain their views and respond to questions about the review. Information was also collated on the work of committee chairs outside of chairing meetings as well as information on the work of Leader and Cabinet Members.
- 6.6 Following consideration of this information and comparative data on Member's Allowances, a draft report was compiled by Mr Penn for consideration and comment at the Committee meeting on 23<sup>rd</sup> January 2020. He was also in attendance at the meeting to present his report, and take questions.
- 6.7 In response to queries around the Mayoral allowance, Mr Penn advised that the Mayoral allowance was determined by the Council and an in-depth comparative research was not conducted specifically around the Mayoral allowance and responsibility. Mr Penn informed the Committee that the London Council's Independent Panel was specific in advising that Members should only be paid one extra allowance, but this was not specified for Mayors; therefore, technically the Mayor could be paid a Mayoral allowance

and an SRA allowance. However, it was also noted that not more than 50 percent of Councillors were allowed an SRA.

- 6.8 With regards to the proposed recommendation relating to an increase in the SRA of the Chair of OSC, Mr Penn had concluded from the evidence gathered that this position had a similar level of responsibility and impact as Cabinet Members, thus it was appropriate to recognise the key role of the Chair of OSC within the Council structure. Furthermore, the findings of the Members Questionnaire showed that several Members suggested that the SRA for the Chair of OSC should be aligned with the SRA for Cabinet Members.
- 6.9 The Committee requested a breakdown of the average cost of Members' Allowance for all London boroughs, per council and per councillor be included in the final report and this is now included.
- 6.10 The independent advisor included a recommendation index linking the Basic Allowance, SRAs and Civic Allowances to be increased annually by the same percentage applied to the pay of local government staff, and that any increases become payable in each following municipal year. The decision on increasing local government officers pay for 2020 is late and expected in April 2020 so this recommendation would mean that, were there any percentage increases agreed for staff, this rate for application to the basic allowance, SRAs and Mayoral allowances would be put forward to full Council to agree in March 2021 for the 2021/22 year. Comments on this recommendation from Finance are at paragraph 8.3 of this report.
- 6.11 The Committee requested that the final report includes the questionnaire responses in relation to the SRA for the Deputy Leader of the Opposition, and the Regulatory Committee Chair's Allowance.

## **7. Contribution to strategic outcomes**

Members of the Council are directly responsible for the setting and oversight of all strategic priorities.

## **8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **8.1 Finance**

- 8.2 The recommendations put forward various increases for SRA's and if these were to all be accepted for 2020/21, it would require making an additional £24,450 available in the Members expenses budget allocation. This figure includes the additional costs associated with employer national insurance contributions.
- 8.3 The Independent Advisor's report also includes a recommendation for the Basic Allowance, SRAs and Civic Allowances to be increased annually by the same percentage applied to the pay of local government staff and that any increases become payable in each following municipal year ie the staff

percentage increase agreed in 2020 would be considered for addition in the March 2021 for the 2021/22 year . The pay increase for local government staff is not expected to be agreed until April 2020. Taking account previous year's increases, if the pay increase were 2%, this would require making an additional budget allocation of £24,180 for 2021/22. If the percentage increase was more than 2% this figure would also increase.

8.4 There is currently no capacity within the existing budget for Members Allowances to accommodate the financial impact of these proposals. If the Standards Committee were minded to recommend that Full Council agree to accepting both recommendations concerning SRA increases and index linking to local government officers pay increases for implementation, earlier, in 2020/21 this would require a total additional budget allocation of £24,450 for 2020/21 and a further £24, 180 [this is based on a 2% increase] ; a total increase of circa £48,700 for Member Allowances.

8.5 Members would have to commit to addressing the 2020/21 funding issue as part of the Council's live budgeting with the full increase being resolved through the 21/22 Budget and Medium Term Financial Strategy process.

#### **8.4 Legal**

8.5 Legal Services have reviewed the scoping report, and their comments have been included.

#### **8.6 Equality**

N/A

#### **9. Use of Appendices**

Appendix 1 Final Report of the Independent Advisor  
Appendix 2 Proposed Member's Allowance Scheme 2020/21

#### **10. Local Government (Access to Information) Act 1985**

10.1 The Council Constitution which can be found at;  
<http://www.haringey.gov.uk/local-democracy/about-council/council-constitution>

10.2 IRP Member's Allowances 2018

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# **Review of the Members Allowances Scheme**

## **London Borough of Haringey**

**Richard Penn  
Senior LGA Associate**

**January 2020**

## 1 Introduction

- 1.1 I was commissioned in September 2019 by LB Haringey through the Local Government Association to review the Council's Members Allowance Scheme. The Council has a legal duty under the Local Authorities (Members Allowances) (England) Regulations 2003 to adopt a Members' Allowances Scheme before the end of each year to cover the following year. The Council can amend a scheme any time during the year but can only revoke a scheme with effect from the beginning of the year. The Scheme must make provision for Basic Allowances and, if they are to be paid, Special Responsibility, Dependents' Carers, Travelling and Subsistence and Co-optees' Allowances.
- 1.2 The Standards Committee at LB Haringey has the responsibility for considering and recommending changes to the Members Allowance Scheme to full Council for adoption. The Standards Committee agreed in January 2019 that an independent review of the Members Allowance Scheme should be carried out, focusing on the functions and responsibilities of Council Committees together with the volume and complexity of their decision making to ascertain whether the SRAs currently provided to the Leader, Cabinet Members, Committee Chairs, Vice-Chairs and Scrutiny Panel Chairs reflected the responsibilities and demands placed on the SRA holders. It was agreed that the review would be supported by an independent adviser to the Committee and, as a Senior LGA Associate, I have provided independent advice and support to the review. I have undertaken a number of reviews of Members Allowances in the recent past and I also chair the Independent Remuneration Panel for South Derbyshire Council. In January 2008 I was appointed by the Minister for Local Government as the Chair of the Independent Remuneration Panel for Wales, a post held until the end of 2015. That Panel is responsible for setting the remuneration arrangements for all 22 unitary councils in Wales, for also the four Fire and Rescue Authorities and the three National Parks in Wales. It is also responsible for setting remuneration for the 750 plus Town and Community Councils in Wales.

## **2 Terms of reference for the review**

2.1 The Standards Committee commissioned the review of the current Members Allowance Scheme with the following terms of reference:

- an independent review of the Members Allowance Scheme to be undertaken between July 2019 and March 2020 for implementation in the 2020/21 municipal year
- the review should include an analysis of roles and responsibilities with a 'benchmarking exercise' to ensure that the Borough is in line with comparator Boroughs in its provision of SRAs
- the key purpose of the review was to ensure that members are appropriately remunerated and to address any inequalities and disparities in the allocation of SRAs. Differences had been noted in the Leader's allowance in proportion to Cabinet Member allowances, the perceived higher number of Committee meetings chaired and attended by some members in comparison to other committees where an SRA was payable
- whether an annual percentage uplift of Allowances to correlate with the equivalent annual cost of living award for local government staff should be introduced
- whether the Mayoral Allowances should remain as separate statutory provisions in the Members Allowance Scheme (under Section 3 and 5 of the Local Government Act 1972)
- the review should have regard to the recommendations of the Independent Remuneration Panel. The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London Boroughs. The Regulations require a review of the scheme every four years as a minimum and the Panel published its most recent report in 2018
- the review would operate under the principle that any changes proposed must be evidence based.

2.2 The Standards Committee required a draft report on the review to be considered at its meeting in January 2020, and a final report to its March 2020 meeting with recommendations for any changes to the current Scheme to be made to the full Council at its meeting in March 2020 for implementation in the 2020/21 municipal year.

2.3 The review was to be publicised in the 'Members Area' web page and the Members Newsletter. The outcome of the review will be published on the Council's website once completed.

### 3 Process and methodology for the review

3.1 It was made clear when I was commissioned to undertake the review that the review had to be genuinely independent with no presumptions about the outcome. It was also clear that any findings and resulting recommendations for any changes to the current Scheme had to be evidence based and that all members of the Council needed to be given the opportunity to contribute their own views in the review process.

3.2 The evidence sources used for the review included:

- data on the number of meetings attended by members
- the Council's submission to the Boundary Commission setting out the business case for maintaining 57 councillors
- the recent review of Scrutiny Functions
- the Independent Panel Report 2018 – '*The Remuneration of Councillors in London*'
- the review of Members Allowances carried out in 2017-18
- the responses to an all member questionnaire. Democratic Services produced a questionnaire (Appendix 3) that was distributed to all Councillors. The purpose of the questionnaire was to obtain the views of Councillors regarding the Council's current Members Allowance Scheme, particularly in relation to SRAs. Councillors were able to indicate the level of appropriateness of the SRAs for each of the roles under the current Scheme, and also set out their views on the current scheme. The first two questions were designed to give a quantifiable summary of the roles, duties and workload of Councillors to assess the appropriateness of the current Allowance Scheme. 30 members of the Council completed and returned the questionnaire, a participation rate of over 50%. Appendix 4 provides a summary of the key results of the questionnaire survey.
- I attended a meeting of the Standards Committee on 14 October 2019 to discuss the review and to obtain the views of Standards Committee members on the draft questionnaire of members
- I held one to one meetings with the Chair of Standards Committee, the Leader of the Council and the Leader of the Opposition
- all members of the Council were offered the opportunity to meet with me on a one to one and confidential basis. A range of alternative times including in the evening period was offered for these meetings and in the event I met with a further 12 members additional to my meetings with the Chair of Standards Committee, the Leader of the Council and the Leader of the Opposition. A number of members also sent emails setting out their views.

## 4 The Haringey context

- Haringey is a Borough in the north of metropolitan London and has a total resident population of 270,600 residents
- 22.3% of the population are aged under 18, and 10.1% of the population are aged 65 and over. In England overall, 21.4% of the population are aged under 18 and 18.2% are aged 65 and over
- 39.5 % of the population are from a black or minority ethnic (BME) population, and 65.3% of the population described themselves as non-white UK (i.e. not white British, English, Northern Irish, Scottish, or Welsh) at the last Census (2011). This compares to a BME population of 14.6% and a non-white UK population of 20.3% for England as a whole. 7.2% of the population report that they cannot speak English well or at all
- the Indices of Deprivation (IMD, 2015) combine a range of economic, social and housing indicators to provide a measure of relative deprivation, i.e. they measure the position of areas against each other within different domains. A rank of 1 indicates highest deprivation. Haringey is ranked 24 out of 152 local authorities in England on overall deprivation and is ranked 25 out of 152 local authorities on income deprivation
- Haringey has an Income Deprivation Affecting Children Index (IDACI) score of 0.287 (2015). This measures the proportion of all children aged 0 to 15 living in income deprived families. The average for All London Boroughs (excluding the City) is 0.241
- Furthermore, Haringey has an Income Deprivation Affecting Older People Index (IDAOPI) score of 0.318 (2015). This measures the proportion of all those aged 60 or
- the median gross weekly wage for employees living in Haringey is £654.1. This compares with an England wage of £574.9. Furthermore, 5.5% of working age people in Haringey are unemployed, compared with 4.2% nationally
- 3.6% of 16 to 18 year olds in Haringey are not in education, employment or training. This compares to an average of 3.0% for All London Boroughs (excluding the City)
- 59% of children in Haringey achieved 5 or more GCSEs at grades A\* to C in 2014/15 including English and Maths. This compares with 57.7% for England. Among pupils eligible for free school meals, 41.5% achieved 5 or more GCSEs at grades A\* to C including English and Maths in 2013/14, compared to 33.3% nationally. 75.6% of pupils in Haringey achieve a good level of development at the end of the academic year in which they turn five years old. This compares with 71.5% for England
- there are 98.30 total recorded offences (excluding fraud) per 1,000 population in over who experience income deprivation. The average for All London Boroughs (excluding the City) is 0.240

- 16.4 % of pupils attending nursery and primary schools and 20.3% of pupils attending secondary school in Haringey are eligible for and claiming free school meals. This compares with 15.7% of pupils attending nursery and primary schools and 14.1% of pupils attending secondary school for England as a whole
- there are 98.30 total recorded offences (excluding fraud) per 1,000 population in Haringey. This compares to an average of 82.32 for All London Boroughs (excluding the City).

## **5 Principles and purpose of a Members Allowances Scheme**

### **5.1 The principles of a remuneration scheme**

#### *'Upholding trust and confidence'*

Citizens rightly expect that all those who choose to serve in public authorities uphold the public trust by embracing the values and ethics implicit in such public service. The Principles underpin the contribution that the Scheme makes towards upholding public trust and confidence.

#### *'Simplicity'*

The Scheme should be clear and understandable. This is essential for all those who are affected by, or who have an interest in, the Scheme as well as the wider community

#### *'Remuneration'*

The Scheme provides for payment to members of the local authority who carry a responsibility for serving their identified communities of geography and of interest. The level of remuneration should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Scheme should provide additional recompense for those who are given greater levels of responsibility.

#### *'Diversity'*

Democracy is strengthened when the membership of public authorities adequately reflects the demographic and cultural make-up of the communities served. The Scheme should encourage the participation of those who are significantly under-represented.

#### *'Accountability'*

Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Council should make information readily available about the Scheme and the activities of its members.

#### *'Fairness'*

As an essential test of the framework's fairness, the Scheme for the remuneration of members should have regard to the earnings of the electorate in the community. The Scheme should be capable of being applied consistently as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

*'Quality'*

The complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. Members should be prepared to undertake such training and personal development opportunities as are required by the Council to properly discharge the duties for which they are remunerated.

*'Transparency'*

Transparency of members' remuneration is in the public interest. The Scheme serves to ensure that knowledge of members' remuneration is made easily available to the public.

## 5.2 **The purpose of a Members Allowances Scheme**

The policy intention behind the requirement for a bespoke Members' Allowances scheme for each local authority is to enable and facilitate members' roles and responsibilities as far as practically possible while taking into account such factors as the nature of the Council, local economic conditions and good practice. The Scheme should seek to minimise financial barriers to public service so as to enable a wide range of people to become a councillor without incurring undue personal financial cost, and the Scheme should as far as possible recompense members for the time they devote to their role and to the responsibilities they carry.

## 5.3 **The role and work of councillors**

The Report in 2018 by the Independent Panel – *'Remuneration of Councillors in London'* referred to the independent review by the Local Governance Research Unit based at Leicester Business School of the role and work of councillors. That review pointed out that councillors oversee multi million pound budgets, balancing complex financial pressures at a time of severe cutbacks in local authority spending, making decisions which will affect their areas for decades to come. In London each Borough Council is responsible for services crucial to its residents. Each has a revenue budget of up to £1.4bn as well as a substantial capital programme. The scale of their turnover and other financial activities are in many instances comparable with those of large publicly quoted companies. Councillors are faced with unenviable choices. Demand for local authority services continues to grow. In particular, there is rapid growth in the number of old people with a corresponding increase in demand for social care. London itself faces acute housing problems. Councillors have an increased responsibility for health. Thus the strain on and competition for resources increase the demands made on elected members. The responsibilities and accountabilities are made clear after a tragedy like the Grenfell Tower fire. The Independent Panel commented in its report that the evidence confirms that the workload and responsibilities of councillors continue to increase and that their role has become more complex, and not only in the areas of social care, housing and health. There has been growth in the number of sub-regional meetings, partnerships and joint bodies (such as Boards for Health & Wellbeing and Safer Neighbourhoods) which require the commitment and time of leaders, cabinet members and front-line councillors. Partnership engagement makes great demands on councillors. There has been a marked increase in informal meetings, such as working groups, forums and community gatherings as well as

formal meetings like local authority companies. The expectations of the public continue to rise. While valuable to democracy, the use of social media adds to the pressure on councillors by increasing demands from their constituents in several different ways. Communication with councillors is not only easier but immediate. The public expects a speedy response, so that it is now more difficult for councillors in employment to deal with concerns as quickly as voters expect. Not only do social media make it easier for their constituents to get hold of councillors, but they also enable an isolated concern to become an organised campaign. Appendix 4 to this report is a 'profile' for a Councillor in London produced by the Independent Panel and included as an Appendix to its 2018 Report. It is a concise summary of the purposes and key tasks that are part of the role of the elected member in a London Borough.

5.4 During my meetings with members as part of this Review it was mentioned on more than one occasion that the allowances payable under the current Members Allowance Scheme are insufficient to encourage a wider range of people to stand for Council. Allowance Schemes are not designed for this purpose as they would need to be at levels so high that this would not be publically acceptable. Some interviewees were not comfortable with the concept of the Allowances scheme having this objective as it would be contrary to the public service ethos if individuals were standing for and remaining on the Council for income reasons. The desire to serve local communities and residents should be the prime motivation for being a councillor. However, it is increasingly difficult to recruit people representative of the local demography with the necessary experience who are prepared to stand for office as councillors. Though the low level of allowances was mentioned as a reason for this, a major disincentive is the time commitment required of a councillor. That time commitment (as well as finance) can make it difficult to combine the role with a job and a family life. As one councillor commented '*Serving on outside bodies means that I am working every day of the week, weekends too*'. The problem is exacerbated in London, where councillors are on the whole younger than in other parts of the country and often in employment. They also face substantially higher costs of living. Though the time commitment may be the main disincentive to service as a councillor, it is important that, as far as reasonably possible, financial loss does not prevent people from becoming councillors. Member allowances are not shown by polls to be something which influences councillors to take on the role, though they are instrumental in making it possible for some people to do so. Allowances should be set at a level that enables people to undertake the role of councillor, while not acting as an incentive to do so. If it is important that there are no financial incentives to being a councillor, it is equally important that there should not be a financial disincentive. It is clearly desirable that service as a councillor is not confined to those with independent means.

#### 5.5 **The consequences of taking on additional responsibilities**

For those who take on the responsibilities for which a Special Responsibility Allowance is paid the additional time commitment is significant. The time commitment for what is sometimes described as a 'backbench' role is generally agreed to be the equivalent of up to 2 days a week. For those who accept roles as Chairs of Council Committees and Panels the additional time commitment is at least one day a week. Cabinet Members are required to commit at least an additional two days a week to manage their Cabinet and portfolio responsibilities, while the role of Leader of a Council like Haringey requires a full time commitment. The reality is that for Cabinet Members and the Leader of the Council

the role is more of less full-time and it would be impossible for the Leader in particular to have paid employment. So the allowances that are paid represent for many elected members the only source of income during the time they serve as councillors. Apart from the impact that the commitment to a senior Council role has on career development and lost opportunities for promotion for those who are in paid employment, there is no provision for 'parachute payments' to soften the financial blow for those who lose their paid positions, either as a result of losing their Council seat in a local election, a change of political control or because for one reason or another an SRA is no longer available to them. For many, there is also the loss of occupational pension during the time they are not able to have paid employment outside their Council role. The Local Government Pension Scheme is no longer available to elected members.

## 5.6 The Haringey Members Allowance Scheme

The current Scheme was approved by full Council on 18 March 2019. As well as an increase of 2% in the Basic Allowance in line with the anticipated pay settlement to council staff there were a number of amendments to the previous Scheme. There are now explicit provisions for maternity, paternity and sickness leave, and also express provision for adoption and shared parental leave. There were no changes to the SRA provisions in the Scheme as it had been agreed previously that there was to be a review of SRAs during the ensuing municipal year.

The current Scheme is set out in full at Appendix 1 of this report. The Scheme provides for a Basic Allowance of £11,026 per annum (including all travel within the M25) to be paid to all members of the Council to fulfil those duties for which the Basic Allowance is predicated, including preparing for and attending meetings, addressing constituents concerns, engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with officers.

The Scheme provides for annual Special Responsibility Allowances (SRAs) in six 'Bands' to be paid to those Councillors who take on certain additional roles. These SRAs are paid in addition to the Basic Allowance. The Scheme also provides for the allowances for the Mayor and the Deputy Mayor to be paid under separate statutory provisions (Section 3 and 5 of the Local Government Act 1972)

Band 4	-	Leader of the Council	-	£33,926
Band 3B	-	Cabinet Members (9)	-	£25,443
Band 3A	-	Chair of Overview and Scrutiny Committee	-	£23,134
Band 2B	-	Chief Whip, Chair of Regulatory Committee, Chair of Alexandra Palace and Park Board, Leader of the Principal Opposition	-	£16,965
Band 2A	-	Chairs, Scrutiny Panels (4)	-	£15,421
Band 1B	-	Chair of Combined Pensions Committee & Board	-	£8,482

Chair of Staffing & Remuneration Committee  
 Chair of Standards Committee  
 Chair of Corporate Committee  
 Vice Chair of Regulatory Committee  
 Leader of the second Opposition Group  
 or Deputy Leader of the Principal Opposition  
 Chief Whip of the Principal Opposition

Mayoral allowance - £16,965

Deputy Mayoral allowance - £4,328

As part of this Review the Council's Democratic Services team carried out research on Members Allowances Schemes at a number of London Boroughs. The sources for this research included the Local Government Association website and the local authority websites, and in particular the Constitution of each of the local authorities and the information on Members' Allowances Schemes and committees structure. The local authorities selected for the review had similar demographics to Haringey. And included Conservative controlled and Liberal Democrat controlled councils to ensure that there was a wide range of different types of councils for comparison. Additionally, a mixture of Leader & Cabinet and Committee forms of governance systems was chosen to ensure a wider comparison for the research.

Democratic Services compiled a comparative data table for allowances paid by the following London Boroughs:

- Leader and Cabinet governance model
  - Haringey Council (Labour majority)
  - Enfield Council (Labour majority)
  - Islington Council (Labour majority)
  - Camden Council (Labour majority)
  - Waltham Forest Council (Labour majority)
  - Southwark Council (Labour majority)
  - Westminster Council (Conservative majority)
  
- Committees governance model
  - Barnet Council (Conservative majority)
  - Richmond upon Thames Council (Liberal Democrat majority)
  - Sutton Council (Liberal Democrat majority)

The key findings of the research were:

- **Basic Allowance**
  - The current Haringey Scheme provides for a Basic Allowance of £11,026 per annum following an uplift of 2% in March 2019. The Independent Panel recommended a Basic Allowance of £11,045 in its 2018 Report and that this

should be pegged to the annual increase for local government employees. The views of most of those members that I interviewed and/or who completed the questionnaire is that the Basic Allowance should be index linked either to a relevant annual inflation figure or to the annual 'cost of living' award for local government employees, but that this is not the time for a major increase in Basic Allowance.

- **Leader of the Council**

- The Leader and Deputy Leader of Southwark Council have the highest SRAs in comparison to the other local authorities. The Leader of Southwark Council receives an SRA of £54,303, and the Deputy Leader of Southwark Council receives an SRA of £36,448.
- Waltham Forest Council provides the second highest SRA in comparison to the local authorities examined. The Leader of Waltham Forest Council receives an SRA of £51,000, and the Deputy Leader of Waltham Forest Council receives an SRA of £32,640.
- The Leader of Haringey Council receives an SRA of £33,926.
- Enfield Council provided the lowest SRA to the Leader (£26,364). However, Enfield Council provides the Deputy Leader an SRA of £15,828, whereas Haringey, Islington and Camden Council do not provide SRAs to the Deputy Leader.

- **Cabinet Members**

- Southwark Council has 9 Cabinet Members (similar to Haringey Council), and its Cabinet Members receive the highest SRA in comparison to the other local authorities examined as part of the review. The Cabinet Members at Southwark Council each receive an SRA of £36,448. Cabinet Members at Haringey each receive an SRA of £25,443
- In relation to the local authorities reviewed that follow the Leader and Cabinet model, the Cabinet Members of Westminster Council receive the lowest SRA of £11,000 for each of the 8 Cabinet members (excluding the Deputy Leader, who receives a higher SRA of £19,000).

- **Other SRAs**

- the Chief Whip of the Majority Group at Haringey Council receives the highest SRA (£16,965) in comparison to the local authorities selected. Not all of the comparator London Boroughs pay an SRA to the Chief Whip of the Opposition, and Haringey pays the highest (£8,482).
- the Chair of the Regulatory Committee at Haringey Council receives the highest SRA (£16,965) in comparison to the local authorities selected although any comparison is complicated as the majority of comparator Boroughs have

Chairs of both Planning Committee and Licensing Committee. Of the selected Labour majority Councils, only Haringey Council and Waltham Forest Council provide SRAs to the Regulatory Committee Vice-Chairs. However, Haringey Council provides almost double the SRA to the Regulatory Vice-Chair (£8,482) in comparison to Waltham Forest Council (£4,590)

- Haringey Council's Overview and Scrutiny Chair receives the second highest SRA (£23,134). The Overview and Scrutiny Chair at Southwark Council receives the highest SRA at £24,547, and Richmond upon Thames Council provides the OSC Chair equivalent (Chair of Policy & Performance Review Board) the lowest SRA at £5,100.
- Only Islington (£3,255) and Southwark (£9,064) pay SRAs to those other than the Chair of the O&S Committee for scrutiny involvement so Haringey (£15,421) pays the highest SRAs to Scrutiny Panel Chairs.
- The Leader of the Principal Opposition Group at Haringey receives the third highest SRA (£16,965) with the highest SRA paid to the Leader of the Opposition at Waltham Forest (£18,035) and the lowest (£9,000) at Westminster City Council.
- The Deputy Leader of the Principal Opposition Group at Haringey receives an SRA of £8,482. None of the comparator Boroughs appears to remunerate a similar role.
- The Chair of the Combined Pensions Committee and Board at Haringey receives an SRA of £8,482. Not every comparator Borough has a Pension Committee but of the 7 Boroughs that pay an SRA in connection with pension responsibilities only LB Barnet pays a higher SRA (£15,333) than Haringey with most paying significantly less.
- The Chair of the Staffing and Remuneration Committee at Haringey receives an SRA of £8,482. None of the other comparator Boroughs pays an SRA to the Chair of a Staffing and Remuneration Committee as they do not have such a Committee or equivalent.
- The Chair of the Standards Committee at Haringey receives an SRA of £8,482. Of the comparator Boroughs only Westminster (£3,060) other than Haringey has a stand-alone Standards Committee for which an SRA is paid.
- The Chair of the Corporate Committee at Haringey receives an SRA of £8,482. Nearly all of the comparator Boroughs has a Committee with similar terms of reference to Haringey's Corporate Committee but this is normally described as an Audit/Risk Management Committee. Enfield (£8,442) and Westminster (£8,160) pay similar SRAs to Haringey while Sutton (£9,700), Waltham Forest (£10,200) and Barnet (£15,333) pay more.

- **Civic allowances**

- The Scheme provides for an allowance of £16,965 to the Mayor of the Borough. This is the third highest mayoral allowance paid by the comparator authorities with only Southwark (£24,547) and Enfield (£17,788) paying more.
- The Scheme provides for an allowance of £4,328 for the Deputy Mayor. Again, this is the third highest mayoral allowance paid by the comparator authorities and only Southwark (£9,064) and Enfield (£5,876) pay more.

5.7 Research was also commissioned into the average cost of the Members Allowance Schemes in a number of neighbouring London Boroughs:

- the total Members Allowances paid in 2018/19 in Haringey was £1,106 million. There are 57 councillors so the average cost per councillor in Haringey was £19,403
- the total Members Allowances paid in 2018/19 in Waltham Forest was £1,205 million. There are 60 councillors so the average cost per councillor in Waltham Forest was £20,083.
- the total Members Allowances paid in 2018/19 in Islington was £889,000. There are 48 councillors so the average cost per councillor in Islington was £18,520
- the total Members Allowances paid in 2018/19 in Enfield was £1,000,000. There are 63 councillors so the average cost per councillor in Enfield was £15,873
- the total Members Allowances paid in 2018/19 in Camden was £832,000. There are 53 councillors so the average cost per councillor in Camden was £15,698

The table below sets out the average cost of Members Allowances in London Local Authorities for 2018-19

<b>AVERAGE COST OF MEMBERS' ALLOWANCE IN LONDON LOCAL AUTHORITIES (period 2018-19)</b>			
<b>London Boroughs</b>	<b>Total cost of Members' Scheme from budget</b>	<b>Total number of Councillors</b>	<b>Average cost per councillor</b>
Barking and Dagenham	£856,000	51	£16,784
Barnet	£1,010,000	63	16,031
Bexley	£662,000	45	£14,711
Brent	£1,160,000	63	£18,412
Bromley	£1,090,000	60	£18,166
Camden	£832,000	53	£15,698
Croydon	£1,225,075	70	£17,501
Ealing	£1,020,000	69	£14,782.
Enfield	£1,000,000	63	£15,873
Greenwich	£771,762	51	£15,132
Hackney	£1272,000	57	£22,315
Hammersmith and Fulham	£820,000	46	£17,826
Haringey	£1,106,000	57	£19,403
Harrow	£827,000	63	£13,126
Havering	£929,598	54	£17,214
Hillingdon	£1,134,000	65	£17,044
Hounslow	£901,000	60	£15,016
Islington	£889,000	48	£18,520
Kensington and Chelsea	£1,137,000	50	£22,740
Kingston upon Thames	£668,000	48	£14,333
Lambeth	£1,215,000	63	£19,285
Lewisham	£1,023,000	54	£18,944
Merton	£728,000	57	£12,771
Newham	£1,191,000	63	£18,904
Redbridge	£922,000	63	£14,634
Richmond upon Thames	£676,000	54	£12,518
Southwark			
Sutton	£898,000	54	£16,629
Tower Hamlets	£804,373	46	£17,486
Waltham Forest	£1,205,000	60	£20,083
Wandsworth	£1,066,00	60	£17,766

Westminster	£964,000	60	£16,066
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## 6 The findings from the review

- 6.1 It is widely accepted that the role and work of a councillor anywhere in England can be challenging and demanding, and that this is undeniably the case in London as the report of the Independent Panel referred to at paragraph 4.3 above makes clear. The evidence I have collected as part of this Review also shows that the role and work of a councillor in Haringey is particularly challenging and demanding given the demographics of the Borough as set out in paragraph 3 above.
- 6.2 It is undeniable that there is a strong case that councillors generally and in Haringey in particular deserve better remuneration to reflect both the workload and responsibilities that many of them carry for relatively little reward. However, it is also accepted that whilst the case may be strong there is insufficient justification for a major uplift of allowances across the board, not least at a time of continuing austerity and in a Borough which is ranked 24 out of 152 local authorities in England on overall deprivation and 25 out of 152 local authorities on income deprivation. It is also a relevant fact that Haringey already spends more per councillor on member allowances than most of the neighbouring London Boroughs.
- 6.3 Nevertheless, although it is not the right moment to revise the Member Allowance Scheme with a general uplift across the Board, it is clear from the review that there are a number of inequalities and disparities in the allocation of SRAs in the Haringey Scheme that need to be addressed. My conclusions and any recommendations for increasing specific SRAs in Section 7 of my report are based on all the evidence that I have collected including the comparator information from other Boroughs, interviews with members, the questionnaire survey results, the information about the roles and responsibilities of SRA holders and my judgements as the independent expert. They are also a reflection of the particular circumstances that apply in Haringey. I am also very conscious of the financial situation and the acceptability of increasing expenditure on members allowances at a time of continuing financial constraint, but the financial implications of my recommendations are very modest amounting to less than an additional £21,500 per annum on the current provision of £1,106,000 per annum – an increase of less than 2% per annum:

- **Basic Allowance**

The current Scheme provides for a Basic Allowance of £11,026 per annum following an uplift of 2% in March 2019. Three comparator London Boroughs pay a higher Basic Allowance – Southwark pays a Basic Allowance of £11,496, Waltham Forest pays £11,266 and Sutton pays £11,164. The Independent Panel recommended a Basic Allowance of £11,045 in its 2018 Report and that this should be pegged to the annual increase for local government employees. The views of most of those members that I interviewed and/or who completed the questionnaire is that the Basic Allowance should be index linked either to a relevant annual inflation figure or to the annual ‘cost of living’ award for local government employees, but I have concluded that this is not the right time for an

increase in the Basic Allowance.

- **The SRA for the Leader of the Council**

The current Scheme provides for a Band 4 SRA of £33,926 for the Leader of the Council. A majority of those members (16) who completed the questionnaire considered this to be *'too low'* with 11 considering it to be *'fair'* - only one councillor considered the current SRA to be *'too high'*. The Leader of Southwark Council has the highest SRA - £54,303 - of the comparator local authorities, while Waltham Forest Council provides the second highest SRA of £51,000.

The Independent Panel in its 2018 Report commented that *'if anything, the Leaders of London boroughs warranted a higher remuneration than an MP, because they had greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed one respondent authority suggested that the direct responsibilities of a Leader should command the salary of a Junior Minister'*. The Report recognised that *'the current stringent economic circumstances made such remuneration impossible at the present time'* but that *'this is a full-time job, involving a high level of responsibility and includes the exercise of executive responsibilities. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service'*. The Panel recommended an SRA for Leaders of London Boroughs of £57,085, significantly greater than the current payment of £33,926 to the Leader in Haringey.

As was highlighted earlier in this report (paragraph 5.5) the reality is that for the Leader of a Council like Haringey a full time commitment is required. It would be impossible for the Leader to have paid employment, so the Basic Allowance and SRA that is paid is the only source of income. I am proposing a significant uplift in the SRA currently paid to the Leader of the Council.

For information, Appendix 6 to this report provides details of the role, workload and portfolio of responsibilities for the Leader of the Council.

- **The SRA for Cabinet Members**

The current Scheme provides for a Band 3B SRA of £25,4543 for each Cabinet Member. A majority of those members who completed the questionnaire considered this to be *'fair'* (17) , with 4 considering the payment to be *'too high'*, and 6 *'too low'*. There are a number of comparator London Boroughs that pay a higher SRA to Cabinet Members with an equal number that pay a lower SRA. The recommendation in the Independent Panel Report of 2018 is that the SRA for a Cabinet Member should be between £36,917 to £43,460, significantly greater than the current payment to Cabinet Members in Haringey.

A number of members commented to me about the variable workloads that Cabinet Members carried depending on their portfolio, and some suggested that the SRAs should be reduced for those Cabinet members with the least demanding portfolios. It is apparent that such comments are based on misunderstandings about the commitments required of Cabinet members. As was highlighted earlier in this report (paragraph 5.5) Cabinet Members are required to commit at least an additional two days a week to manage their Cabinet and portfolio responsibilities. The reality is that for Cabinet Members this means that the role is more or less full-time and it would be difficult if not impossible for a Cabinet Member to have paid employment, so the Basic Allowance and SRA that is paid are for many the only source of income. Council's Constitution that describes the work of the Cabinet, and Appendix 6 provides details of the role, workload and portfolio of responsibilities for the members of Haringey Council's Cabinet.

However, I am not proposing any change in the SRA for Cabinet members.

(Appendix 7 to this report provides details of the roles and responsibilities of SRA holders other than members of the Cabinet)

- **The SRA for the Chair of the Overview and Scrutiny Committee**

The current Scheme provides for a Band 3A SRA of £23,134 for the Chair of the Overview and Scrutiny Committee. The SRA paid at Haringey is the second highest of the payments in the comparator Boroughs and most pay significantly less for this role. Of those members who completed the questionnaire 9 said the payment was '*too high*', 18 said '*fair*' and 2 said '*too low*'. A number of members pointed to the demanding role of the Chair of the O & S Committee and suggested that the SRA should be aligned with that of Cabinet members to reflect the workload and the responsibility of the role.

I agree that the current SRA does not reflect the considerable workload and responsibilities involved in chairing the Committee the post and I am proposing that the SRA for this role is increased accordingly.

- **The SRA for the Vice Chair of Overview and Scrutiny Committee**

The current Scheme provides for a Band 2A SRA of £15,421 for this role, the same as the SRA for the other three Chairs of the Scrutiny Panels. As well as chairing one of the Panels this postholder also acts as Vice Chair of the Overview and Scrutiny Committee with the additional responsibility that this entails. I am therefore recommending a small increase in the SRA for this role.

- **The SRA for the Chairs of Scrutiny Panels**

The current Scheme provides for a Band 2A SRA of £15,421 for the Chairs of Scrutiny Panels. Only Islington (£3,255) and Southwark (£9,064) pay SRAs to those other than the Chair of the O&S Committee for scrutiny involvement so Haringey pays the highest SRAs for this role. Of those members who completed the questionnaire 11 said the payment was 'too high', 15 said it was 'fair' and 3 said it was 'too low'.

I am not proposing any change in the SRA for this role.

- **The SRA for the Chief Whip of the Majority Group**

The current Scheme provides for a Band 2B SRA of £16,965 for the Chief Whip. The Chief Whip of the Majority Group at Haringey Council receives the highest SRA for this role in comparison to the local authorities selected for comparison purposes. Of those members who completed the questionnaire 16 considered this payment to be 'fair', with 10 considering the payment to be 'too high', and 3. A number of members commented to me about the importance of this role in an authority like Haringey where there is an effective and active Opposition Group, and that, although the role is essentially political rather than functional in nature, it was very demanding with a significant time commitment.

I am not proposing any change in the SRA for this role.

- **The SRA for the Chair of the Regulatory Committee**

The current Scheme provides for a Band 2B SRA of £16,695 for the Chair of the Regulatory Committee. The Regulatory Committee Chair at Haringey Council receives the highest SRA in comparison to the local authorities selected although any comparison is complicated as the majority of comparator Boroughs have Chairs of both Planning Committee and Licensing Committee. Of those members who completed the questionnaire 5 said the payment was 'too high', 17 said it was 'fair' and 4 said it was 'too low'.

I am not proposing any change in the SRA for this role.

- **The SRA for the Vice Chair of the Regulatory Committee**

- The current Scheme provides for a Band 1B SRA of £8,482 for the Vice Chair of the Regulatory Committee. Of the selected Labour majority Councils, only Haringey Council and Waltham Forest Council provide SRAs to the Regulatory Committee Vice-Chairs, and, Haringey Council provides almost double the SRA to the Regulatory Vice-Chair (£8,482) in comparison to Waltham Forest Council (£4,590) Of those members who completed the questionnaire 11 said the payment was 'too high', 14 said it was 'fair' and 2 said it was 'too low'.

I am not proposing any change in the SRA for this role.

There seems to be consensus around the proposition that the Regulatory Committee should be formally reconstituted as two separate Committees – a Planning Committee and a Licensing Committee. It was also suggested that the SRA for the Planning Committee Chair should be in line with the current SRA for the Regulatory Committee and that the SRA for the Licensing Committee Chair should be in line with the SRA currently paid to the Vice Chair of the Regulatory Committee.

- **The SRA for the Chair of the Alexandra Palace and Park Board**

The current Scheme provides for a Band 2B SRA of £16,965 for the Chair of the Alexandra Palace and Park Board. There are no comparable Committees at any of the comparator Boroughs. Of those members who completed the questionnaire 13 Councillors said it was '*too high*', 14 said it was '*fair*' and 2 said it was '*too low*'.

Even though a number of members both in their interviews with me and through the questionnaire survey indicated that they considered that the SRA paid for this role was too high, those directly involved with this Committee currently and historically are of the view that the workload and responsibility for this role is significant and that the current SRA reflects this appropriately. Appendix 7 to this report sets out the role of the Chair and supports the view that the role carries a significant workload and responsibility.

I am not proposing any change in the SRA for this role.

- **The SRA for the Leader of the Principal Opposition Group**

The current Scheme provides for a Band 2B SRA of £16,965 for the Leader of the Principal Opposition Group. A number of comparator London Boroughs pay a higher SRA to the Leader of the Opposition with Haringey paying the third highest SRA (£16,965) and the highest SRA is paid to the Leader of the Opposition at Waltham Forest (£18,035) and the lowest (£9,000) at Westminster City Council. Of those members who completed the questionnaire the majority consider the payment to be '*fair*' (20), with 5 considering the payment to be '*too high*', and 5 '*too low*'. There is no doubt that this is a demanding role in a local authority like Haringey where the Leader of the Opposition is expected to constantly scrutinise and challenge the work of the Majority Group and also to propose alternative policies and financial strategies particularly during the budgetary process. The SRA paid for this role was reduced from Band 3A to Band 2B in 2017.

I am proposing an increase in the SRA for this role to recognise the demands and responsibilities that are involved.

- **The SRA for the Deputy Leader of the Principal Opposition Group**

The current Scheme provides for a Band 1B SRA of £8,482 for the Deputy Leader of the Principal Opposition Group (or for the Leader of the second Opposition Group). None of the comparator Boroughs appears to pay an SRA for this role. Of those members who completed the questionnaire: 7 indicated that this was too high, 19 indicated that this was fair and 3 advised that it was too low.

I am not proposing any change in the SRA for this role.

- **The SRA for the Chair of the Combined Pensions Committee & Board**

The current Scheme provides for a Band 1B SRA of £8,482 for the Chair of the Combined Pensions Committee and Board. Not every comparator Borough has a Pension Committee but of the 7 Boroughs that pay an SRA in connection with pension responsibilities only LB Barnet pays a higher SRA (£15,333) than Haringey with most paying significantly less. A majority (20) of those members who completed the questionnaire consider the payment to be '*fair*', 3 said it was '*too high*', and 5 said it was '*too low*'. There is a considerable workload for the postholder as well as significant financial responsibility and my conclusion is that the current SRA does not reflect this adequately.

I therefore propose an increased SRA for this post.

- **The SRA for the Chair of the Staffing & Remuneration Committee**

The current Scheme provides for a Band 1B SRA of £8,482 for the Chair of the Staffing and Remuneration Committee. None of the other comparator Boroughs pays an SRA for this role as they do not have a Staffing and Remuneration Committee or equivalent. Of those members who completed the questionnaire 3 said the payment was '*too high*', 21 said it was '*fair*' and 5 said it was '*too low*'.

I am not proposing any change in the SRA for this role.

- **The SRA for the Chair of the Standards Committee**

The current Scheme provides for a Band 1B SRA of £8,482 for the Chair of the Standards Committee. Of the Comparator Boroughs only Westminster (£3,060) has a stand- alone Standards Committee for which an SRA is paid. Of those members who completed the questionnaire 4 said the payment was '*too high*', 19 said it was '*fair*' and 6 said it was '*too low*'

I am not proposing any change in the SRA for this role.

- **The SRA for the Chair of the Corporate Committee**

The current Scheme provides for a Band 1B SRA of £8,482 for the Chair of the Corporate Committee. Nearly all of the comparator Boroughs has a Committee

with similar terms of reference but normally described as an Audit/Risk Management Committee. Enfield (£8,442) and Westminster (£8,160) pay similar SRAs to Haringey while Sutton (£9,700), Waltham Forest (£10,200) and Barnet (£15,333) pay more. Of those members who completed the questionnaire 4 Councillors said the payment was *'too high'*, 17 said it was *'fair'* and 8 said it was *'too low'*.

I am not proposing any change in the SRA for this role.

- **The SRA for the Vice Chair of the Regulatory Committee**

The current Scheme provides for a Band 1B SRA of £8,482 for the Vice Chair of the Regulatory Committee. Of the selected Labour majority Councils, only Haringey Council and Waltham Forest Council provide SRAs to the Regulatory Committee Vice-Chairs. Haringey Council pays almost double the SRA to the Regulatory Committee Vice-Chair in comparison to Waltham Forest Council (£4,590). Of those members who completed the questionnaire 10 said the payment was *'too high'*, 14 said *'fair'* and 4 said *'too low'*.

I am not proposing any change in the SRA for this role.

- **The SRA for the Chief Whip of the Principal Opposition**

The current Scheme provides for a Band 1B SRA of £8,482 for the Chief Whip of the Principal Opposition. Not all of the comparator London Boroughs pay an SRA to the Chief Whip of the Opposition, and Haringey pays the highest. Of those members who completed the questionnaire 7 said the payment was *'too high'*, 19 said *'fair'* and 1 said *'too low'*

I am not proposing any change in the SRA for this role.

- **The Mayoral Allowance**

The current Scheme provides for an allowance of £16,965 to the Mayor of the Borough. This is the third highest mayoral allowance paid by the comparator authorities and only Southwark (£24,547) and Enfield (£17,788) pay more. Of those members who completed the questionnaire 5 said the payment was *'too high'*, 21 said it was *'fair'* and 3 said it was *'too low'*.

I am not proposing any change in the allowance for this role

- **The Deputy Mayoral Allowance**

The current Scheme provides for an allowance of £4,328 for the Deputy Mayor. Again, this is the third highest mayoral allowance paid by the comparator authorities and only Southwark (£9,064) and Enfield (£5,876) pay more. Of those members who completed the questionnaire 3 said the payment was 'too high', 17 said it was 'fair' and 8 said it was 'too low'.

I am not proposing any change in the SRA for this role.

- **Other matters**

A number of members made comments about the current Scheme:

- *"In general, the allowances should be reflective of the amount of work expected. Some committee chairs have relatively small workload for a large remuneration. It would be better if the rates were set at least on a London wide basis"*
- *"The SRAs may be fair but those holding them need to do work commensurate with receiving an SRA. That means work between meetings and putting the time in. That is an issue"*
- *"The council should review the regulatory committee. The committee should be split into two, planning and licensing, with two chairs (chair of planning committee and chair of licensing committee). The vice chair position will therefore not require an SRA. This will reduce the volume of meetings the respective chairs attend. The SRA for the overview and scrutiny chair should be in line with the scrutiny chairs as they appear to have similar number of meetings & responsibilities"*
- *"When setting SRAs, consideration should be given as to whether a Councillor can reasonably do the role, and maintain a full-time job as well. Councillors giving up full-time, or moving to part-time work, lose seniority in their day jobs, and it costs them (and hence their families) financially in the medium and long term. Furthermore, since Council allowances do not merit any payment towards pensions, SRA payments should seek to recompense recipients for this as well"*
- *"SRA should reflect time and commitment and not just responsibility"*
- *"Cabinet member and Leader are, by virtue of the level of work, almost required to be full-time. For those without external incomes or who are of working age - this is a huge risk if the positions only guaranteed for one year. I think we should move to full-time cabinet members appointed for four years if we're requiring full-time work. If it was for less, they should on leaving their office be given a golden goodbye like they do in Southwark to tie them over till they get a new job"*
- *"We need to ensure adequate and fair allowances are paid do that we can ensure a diverse range of councillors"*

- *“There is no justification for rises for the vast majority of roles”*
- *“I believe that many of these roles require work outside the set meetings that are not recognised hence the SRA”*
- *“Should be able to justify allowances by reference to other similar local authorities or London wide recommendations”*
- *“Concerns are how these all are used for political patronage”*
- *“The Chair of the Adults and Health Scrutiny sits on several other committees including JHOSC so they have a very heavy meeting schedule which should be reflected in a larger SRA”*
- Claiming for child care, babysitting etc
- A number of members raised the possibility of ‘parachute payments’ being included in the Scheme as a way of compensating for the immediate loss of income for those who lose their seats at a local election or who no longer are awarded an SRA. Although this has been discussed in the past and was proposed by the Councillor Commission for introduction some years ago there is no provision for such payments in local government legislation.

## 7 Recommendations

7.1 The Standards Committee commissioned this review of the current Members Allowance Scheme with the following terms of reference:

- an independent Review of the Members Allowance Scheme to be undertaken between July 2019 and March 2020 for implementation in the 2020/21 municipal year
- the Review should include an analysis of roles and responsibilities with a 'benchmarking exercise' to ensure that the Borough is in line with comparator Boroughs in its provision of SRAs
- the key purpose of the Review was to ensure that members are appropriately remunerated and to address any inequalities and disparities in the allocation of SRAs. Differences had had been noted in the Leader's allowance in proportion to Cabinet Member allowances, the perceived higher number of Committee meetings chaired and attended by some members in comparison to other committees where an SRA was payable
- whether an annual percentage uplift of all Allowances to correlate with the equivalent annual cost of living award for local government staff should be introduced
- whether the Mayoral Allowances should remain as separate statutory provisions in the Members Allowance Scheme (under Section 3 and 5 of the Local Government Act 1972)
- the Review should have regard to the recommendations of the Independent Remuneration Panel. The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London Boroughs. The Regulations require a review of the scheme every four years as a minimum and the Panel published its most recent report in 2018
- the Review would operate under the principle that any changes proposed must be evidence based.

7.2 Based both on the research into the arrangements in comparator London Boroughs and on the results of the member questionnaire survey, the current London Borough of Haringey Member Allowance Scheme appears to be generally fit for purpose and an effective mechanism for remunerating those members of the Council who take on additional responsibilities through the allocation of Special Responsibility Allowances.

7.3 It is undeniable that there is a strong case that councillors generally and in Haringey in particular deserve better remuneration to reflect both the workload and responsibilities that many of them carry for relatively little reward. However, it is also accepted by most of those who participated in the Review that whilst the case may be strong there is insufficient justification for a major uplift of allowances across the board, not least at a time of continuing austerity and in a Borough which is ranked 24 out of 152 local authorities in England on overall deprivation and 25 out of 152 local authorities on income deprivation. It

is also a relevant fact that Haringey Council already spends more per councillor on member allowances than most of the neighbouring London Boroughs.

7.4 However, it is clear from the review that there are a number of inequalities and disparities in the allocation of SRAs in the Haringey Scheme that need to be addressed. My recommendations for increasing specific SRAs result from the findings of my review as set out in Section 6 of this report which summarises all the evidence that I have collected. The financial implication of my recommendations if they are all agreed is very modest amounting to less than an additional £21,500 per annum on the current provision of £1,106,000 per annum - an increase of less than 2% per annum.

### Recommendation 1

- **The SRA for the Leader of the Council:**

It is generally accepted that the current SRA of £33,926 for the Leader of the Council is not adequate and should be increased. Based on the fact that this is a full-time and challenging role that inevitably represents the sole source of income for whoever takes on this role **my proposal is that the payment should either be at the level of £57,085 recommended in the 2018 Independent Panel Report, or should be aligned to the SRA paid to a neighbouring comparator London Borough with a similar demographic and political profile - for example, LB Waltham Forest pays its Leader an SRA of £51,000 - or it should be at a level that is appropriate, defensible and affordable of £45,000 per annum.**

### Recommendation 2

- **Basic Allowance:**

**I propose that the Basic Allowance payable in 2020/21 remains at £11,026 per annum, and that this payment is index linked to the local government staff pay award for 2020 when it is finalised later this year. The increase will be payable in the 2021/22 municipal year.**

- **The SRA for Cabinet Members:**

Despite the significant workload and responsibilities of Cabinet members I **propose that the SRA for Cabinet members remains at Band 3B (£25,443)**

- **The SRA for the Leader of the Principal Opposition Group:**

This is a demanding role in a local authority like Haringey where the Leader of the Opposition is expected to constantly scrutinise and challenge the work of the Majority Group and also to propose alternative policies and financial strategies particularly during the budgetary process and **I propose that the SRA for the Leader of the Principal Opposition Group is increased from Band 2B (£16,965) to a new Band 2C (£19,500)**

- **The SRA for the Deputy Leader of the Principal Opposition Group:**

**I propose that that the SRA for the Deputy Leader of the Principal Opposition Group remains at Band 1B (£8,482)**

- **The SRA for the Chair of Overview and Scrutiny Committee:**

This is a demanding role and a number of members suggested that the SRA should be aligned with that of Cabinet members to reflect both the workload and the responsibility of the role. I agree with that view having reviewed the evidence about the workload and responsibilities of the post and **I propose that the SRA for the Chair of Overview and Scrutiny Committee is increased from Band 2B (£23,134) to Band 3B (£25,443)**

- **The SRA for the Vice Chair of the Overview and Scrutiny Committee**

To recognise the additional responsibility of acting as Vice Chair of the Committee as well as chairing one of the Scrutiny Panels **I propose that the SRA for the Vice Chair of Overview and Scrutiny Committee is increased from Band 2A (£15,421) to Band 2B (£16,965)**

- **The SRA for Chairs of Scrutiny Panels**

**I propose that the SRA for the other Chairs of Scrutiny Panels remains at Band 2A (£15,421)**

- **The SRA for the Chair of Regulatory Committee:**

**I propose that the SRA for the Chair of Regulatory Committee remains at Band 2B (£16,965)**

(Following the views expressed in interviews and in the questionnaire, if consideration is given in the coming municipal year for a review of the Regulatory Committee and it is reconstituted as separate Planning and Licensing Committees, the SRA for the Chair of the Planning Committee should be Band 2B (£16,965))

- **The SRA for the Vice Chair of Regulatory Committee:**

**I propose that the SRA for the Vice Chair of Regulatory Committee remains at Band 1B (£8,482)**

- **The SRA for the Chair of Licensing Committee**

(Following the views expressed in the interviews and the questionnaire, if consideration is given in the coming municipal year for a review of the Regulatory Committee and it is reconstituted as separate Planning and Licensing Committees, the SRA for the Chair of the Licensing Committee should be Band 1B (£8,482))

- **The SRA for the Chair of the Combined Pensions Committee and Board**

To recognise the considerable workload and the significant financial responsibilities involved in this role **I propose that the SRA for the Chair of the Combined Pensions Committee and Board is increased from a Band 1B (£8,482) to a new Band 1C (£12,500)**

- **The SRA for the Chair of Alexandra Park Committee:**

**I propose that the SRA for the Chair of Alexandra Park Committee remains at Band 2B (£16,965)**

- **The SRAs for the Chairs of Corporate, Standards, Staffing and Remuneration Committees**

**I propose that the SRAs for the Chairs of these Committee remains at Band 1B (£8,482)**

- **The Allowances for the Mayor and Deputy Mayor:**

**I propose that the Mayoral Allowances should remain at their current levels as separate statutory provisions in the Members Allowance Scheme (under Section 3 and 5 of the Local Government Act 1972)**

- **Index linking:**

**I propose that the Basic Allowance, SRAs and Civic Allowances be increased annually by the same percentage applied to the pay of local government staff and that any increases become payable in each following municipal year.**

- **Implementation:**

**I propose that that the recommendations contained in this report (with any amendments) be implemented from the date of the Council meeting at which the revised Allowances Scheme is adopted**

**Richard Penn**

**Senior LGA Associate  
January 2020**

## **Appendix 1**

### **The LB Haringey Members Allowance Scheme**

#### **1. SCHEME FOR THE PAYMENT OF MEMBERS' ALLOWANCES**

1.01 Made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and in force for the municipal year 2019/20 1 April 2019 to 31 March 2020).

#### **2. BASIC ALLOWANCE**

2.01 Each Councillor will be entitled to receive the sum of £11,026 by way of Basic Allowance.

2.02 If a Councillor does not serve as such for the whole 12-month period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor. This principle also applies to education representatives on scrutiny bodies and employee and employer representatives on the Combined Pensions Committee and Board (co-optees).

#### **3. INCLUDED EXPENSES**

##### **3.01 Travel Expenses**

The Basic Allowance includes all travel within the M25. Councillors are not entitled to any form of concession or special permit as Councillors for parking in the Borough.

#### **4. MAYORAL ALLOWANCES**

4.01 The additional allowances for the Mayor and Deputy Mayor are:

(a) The Mayor is entitled to an additional allowance of £16,965.

(b) The Deputy Mayor is entitled to an additional allowance of £4,238.

#### **5. SPECIAL RESPONSIBILITY ALLOWANCES**

5.01 For the period 1 April 2019 to 31 March 2020, Haringey Council will allocate Special Responsibility Allowances in six bands, to Councillors who take on certain additional roles, in accordance with Table A below. If a Councillor does not serve as such for the whole period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor and had the special responsibilities.

Table A

Band	Position	Special Allowance	Total Allowance (including Basic Allowance)
Band 4	• □ Leader	£33,926	£44,952
Band 3B	9 or fewer x Cabinet Members	£25,443	£36,469
Band 3A	• □ Chair of Overview and Scrutiny Committee	£23,134	£34,160
Band 2B	<ul style="list-style-type: none"> <li>• □ □ Chief Whip</li> <li>• □ □ Chair of Regulatory Committee</li> <li>• □ □ Chair of Alexandra Palace and Park Board</li> <li>• □ □ Leader of the Principal Opposition</li> </ul>	£16,965	£27,991
Band 2A	4 x Councillors serving on Overview and Scrutiny Committee	£15,421	£26,447
Band 1B	<ul style="list-style-type: none"> <li>• □ □ Chair of Combined Pensions Committee and Board</li> <li>• □ □ Chair of Staffing and Remuneration Committee</li> <li>• □ □ Chair of Standards Committee</li> <li>• □ □ Chair of Corporate Committee</li> <li>• □ □ Vice Chair of Regulatory Committee</li> <li>• □ □ Leader of the second Opposition Group or Deputy Leader of the Principal Opposition</li> <li>• □ Chief Whip of the Principal Opposition</li> </ul>	£8,482	£19,508

## 6. MULTIPLE RESPONSIBILITIES

6.01 Where a Councillor holds more than one post of special responsibility, he/she may only receive one Special Responsibility Allowance. Where a Councillor holds more than one post

of special responsibility and the posts have Special Responsibility Allowances of different monetary values, the Councillor would receive the higher one. For the purposes of this paragraph, the Mayor and Deputy Mayor count as posts of special responsibility.

## 7. CO-OPTEE'S ALLOWANCES

7.01 Each education representative on scrutiny bodies, and each employee and employer representative on the Combined Pensions Committee and Board, is entitled to an allowance of £154 per meeting attended, to a maximum of £616. No allowances are payable to others who are not elected Councillors.

## 8. BABYSITTING AND DEPENDANTS ALLOWANCE

8.01 Councillors and non-elected members can claim this allowance based on the following:

(a) That reimbursement be made at the London Living Wage. The period of payment should include the time of the meeting, together with reasonable travelling time of the member, plus any necessary travelling expenses of the carer to and from their home.

(b) Children over the age of 16 must not be claimed for, unless suffering from an illness or disability making constant care essential.

## 9. TRAVELLING AND SUBSISTENCE ALLOWANCE

9.01 Councillors can claim this allowance for attending approved meetings, training and conferences etc. only to the extent that it involves travel outside the M25. Claims must be based on the following:

(a) The mileage rate for travel by private car is 34.6 pence per mile. An extra 3 pence per mile is payable for each passenger for whom a travelling allowance would otherwise be payable. The cost of tolls, ferries and parking charges can be claimed.

(b) The mileage rate for travel by solo motor cycle is:

Not exceeding 150 cc 8.5 pence per mile

(c) 150 cc but not over 500 cc 12.3 pence per mile 500 cc 16.5 pence per mile

(d) On public transport only the ordinary or cheaper fare can be claimed where more than one class is available

(e) The cost of a taxi, including a reasonable tip, can be claimed only in case of urgency or where public transport is not practicable or reasonably available.

The maximum rates for subsistence allowance on approved duties are as follows:

For an absence of more than 4 hours before 11.00 - £2.67

For an absence of more than 4 hours including lunchtime between 12.00 and 14.00 - £4.92

For an absence of more than 4 hours including the period 15.00 to 18.00 - £6.77

For an absence of more than 4 hours ending after 19.00 - £8.38

## 10. CLAIMS AND PAYMENTS

10.01 Where a Councillor is also a Councillor of another authority, that Councillor may not receive allowances from more than one authority in respect of the same duties.

10.02 The Basic Allowance and Special Responsibility Allowances will be paid in equal monthly instalments.

10.03 The Co-optees' Allowance must be claimed by, and will be paid at, the end of the municipal year, subject to paragraphs 2.02 above and 10.05 below.

10.04 All claims for Travelling and Subsistence Allowance and Babysitting and Dependants Allowance must be made within two months of the relevant meeting or the costs being incurred by the Councillor or non-elected member, subject to paragraph 10.05 below.

10.05 If any Allowance under paragraphs 10.03 or 10.04 is not claimed within the prescribed time limit, the Democratic Services Manager shall have a discretion to make the payment nonetheless.

10.06 Any Councillor or non-elected member may elect to forego his/her entitlement to all or part of any allowance by giving written notice at any time to the Democratic Services Manager.

## 11 MATERNITY, ADOPTION, SHARED PARENTAL, PATERNITY AND SICKNESS PAY

11.01 Subject to this paragraph 11, all Members shall continue to receive their Basic Allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave, as long as they remain a Councillor. This includes Members becoming parents through surrogacy arrangements.

11.02 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek approval from full Council before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act. The Council (or Leader in case of Cabinet Members) may, depending on the circumstances, appoint a replacement to cover the period of absence who will be entitled to the SRA pro rata for the period of the temporary appointment.

11.03 The Democratic and Scrutiny Services Manager will write to the Member to confirm the continuation of allowances and until what date they will continue.

11.04 Leave arrangements are unaffected by the number of children born from a single pregnancy or placed as part of a single adoption.

#### Maternity Leave

11.05 A Member is entitled to take up to 52 weeks' maternity leave starting no earlier than the 11th week before the expected week of childbirth, except following a premature birth, and no later than the day following the actual date of birth.

11.06 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take maternity leave in writing no later than 4 weeks before the date they wish the period of maternity leave to start and:

- i) Confirm the expected week of childbirth;
- ii) Provide a copy of the MATB1 (available from a doctor or midwife);
- iii) Confirm the date on which the Member intends her maternity leave to start.

#### Adoption Leave

11.07 A Member is entitled to take up to 52 weeks of adoption leave starting no earlier than 14 days before the child is expected to be placed and no later than the expected placement date, or if the child is adopted from overseas, no later than 28 days after the date on which the child enters Great Britain,

11.08 The Member must notify the Democratic Services and Scrutiny Manager in the case of a UK adoption of their intention to take adoption leave in writing no more than seven days after the date on which the Member is notified of having been matched with the child for adoption or, where that is not reasonably practicable, as soon as is reasonably practicable thereafter. In the case of an overseas adoption, the Member must notify the Democratic Services and Scrutiny Manager of their intention to take adoption leave in writing, no more than 28 days after s/he received the official notification and:

- i) Confirm the date the child is expected to be placed with him/her for adoption (UK Adoption) or the date on which the Member received an official notification and the date on which the child is expected to enter Great Britain (overseas adoption);
- ii) Provide a copy of the matching certificate/official notification. The matching certificate must be issued by the adoption agency that matched the Member to the child and must contain the name and address of the agency, the date on which the Member was notified that s/he had been matched to the child, and the date on which the agency expects to place the child with the Member.;

(iii) in the case of an overseas adoption, the date of entry of the child into Great Britain

iv) Confirm the date which the Member has chosen his/her adoption leave to start.

### Shared Parental Leave

11.09 A Member is entitled to Shared Parental Leave if they are: -

1. (i) the mother, or expectant mother, of a child, or the father of the child, or at the date of the child's birth the spouse, civil partner or partner of the mother/expectant mother, and at the date of birth the mother and the father/spouse/civil partner/partner share the main caring responsibility for the child; or
2. (ii) the adopter of a child, or at the date that the child is placed for adoption the person who is the spouse, civil partner or partner of the adopter, and at the date of the placement of the child for adoption the adopter and the spouse/civil partner/partner share the main caring responsibility for the child. Where two people have been matched jointly, the adopter is whoever has elected to be the child's adopter.

11.10 A Member may share up to 50 weeks' leave if the mother/ adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the mother or adopter.

11.11 Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement for adoption of the child.

11.12 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take shared parental leave in writing no later than 8 weeks before the date they wish the period of shared parental leave to start, and must in writing provide the following information

(i) in the case of the birth of a child:-

- the names of the mother and of the father/spouse/civil partner/partner,
- the start and end dates of any period of maternity leave to be taken by the Member,
- the total amount of Shared Parental Leave available,
- the expected week of birth
- the date of birth (where the child is not yet born, this information must be provided as soon as reasonably practicable after the birth and, in any event,

before the first period of Shared Parental Leave to be taken by the Member)

- how much Shared Parental Leave the mother and the father/spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

(ii) in the case of the adoption of a child:-

- the names of the adopter and of the spouse/civil partner/partner,
- the date that the adopter was notified of having been matched for adoption with the child
- the date that the child is expected to be placed for adoption
- the date of the placement (where the child has yet to be placed for adoption,

this information must be provided as soon as reasonably practicable after the placement and, in any event, before the first period of Shared Parental Leave to be taken by the Member)

- the start and end dates of any period of adoption leave to be taken by the adopter,
- the total amount of Shared Parental Leave available,
- how much Shared Parental Leave the adopter and the spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave.

Including the start and end dates for each period of leave.

## Paternity Leave

11.13 A Member is entitled to take up to two weeks' paternity leave to help care for the child, or to support the child's mother/adopter, if they are either: the father of the child (whether or not they are the biological father); the spouse, civil partner or partner of the mother/adopter.

11.14 The Member may take one week or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within 56 days of the birth or adoption.

- 11.15 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take paternity leave in writing no later than 4 weeks before they wish the period of paternity leave to start (childbirth) or no more than seven days after the date on which the adopter is notified of having been matched with the child or, where that is not reasonably practicable, as soon as is reasonably practicable; and:
- i) Confirm the expected week of childbirth; or the dates on which the adopter was notified that s/he had been matched with the child and on which the child is expected to be placed for adoption with the adopter (UK Adoption); or the dates on which the adopter received official notification and on which the child is expected to enter Great Britain (Overseas Adoption);
  - ii) or matching certificate/official notification;
  - iii) Confirm the length of the absence and the date on which the Member has chosen to begin his/her leave
- 11.16 If the Member wishes to change the start date of a period of leave, they should write to the Democratic Services and Scrutiny Manager no later than 4 weeks before either the original start date 'or' the new start date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.
- 11.17 If the Member wishes to change the end date of a period of leave they should write to the Democratic Services and Scrutiny Manager at least 4 weeks before either the original end date or the new end date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.
- 11.18 HR Services will provide confirmation that the information on revised dates has been received and that relevant re-instatement or adjustment of any SRA has taken place, with a copy to Democratic Services, within 10 working days.

#### Sickness Leave

- 11.19 A Member who is sick will continue to receive the basic allowance as long as they remain a Councillor. They will also continue to receive any SRA for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek approval from full Council, before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act.
- 11.20 If a Member decides not to return to office following either during or on their expiry of maternity, adoption, shared parental, paternity or sickness leave, the Chief Executive must be notified. HR Services must then be informed within two working days of receiving notification. Allowances will cease from the resignation date.

11.21 If an election is held during the Member’s maternity, adoption, shared parental, paternity or sickness leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA, if appropriate will cease from the Monday after the election

## Appendix 2

### Members’ Allowance Scheme Questionnaire

An independent external review of the Members Allowance Scheme has been commissioned by the Standards Committee focussed on Special Responsibility Allowances (SRAs). The views of all Council members will be very important in informing the review, so please take a few minutes to complete this short questionnaire.

For more information about the Council’s current Members’ Allowances Scheme, please see [Haringey Council Members' Allowances Scheme](#)

Please return the completed questionnaire to Ajda Ovat, Principal Committee Co-ordinator) (by hard copy or via the SNAP surveys web link by no later than [14 Nov 2019]

**Full name:** *(optional)*

**Q1 Please tick your (if any) and/or your membership:**

Councillor
------------

**relevant responsibility Committee(s)**

**A. Leadership**

Leader of the Council  Leader of the Principal Opposition   
 Deputy Leader  Deputy Leader of the Principal Opposition

**B. Cabinet Member:**   
**If so, what portfolio?:**

.....

**C. Committee/Boards:**

- i. Planning: Chair  Vice-Chair  Member
- ii. Licensing: Chair  Vice-Chair  Member
- iii. Regulatory: Chair  Vice-Chair  Member
- iv. Pensions: Chair  Vice-Chair  Member
- v. Corporate: Chair  Vice-Chair  Member
- vi. Staffing and Remuneration: Chair  Vice-Chair  Member
- vii. Standards: Chair  Vice-Chair  Member
- viii. Health and Wellbeing Board: Chair  Member
- ix. Alexandra Palace and Park Board: Chair  Vice-Chair  Member
- x. Alexandra Park and Palace Advisory Committee: Chair  Vice-Chair  Member
- xi. Alexandra Park and Palace Consultative Committee: Chair  Vice-Chair  Member

xii. Corporate Parenting Advisory Committee: Chair  Member

**D. Scrutiny:**

- i. Overview & Scrutiny: Chair  Vice-Chair  Member
- ii. Adults & Health: Chair  Vice-Chair  Member
- iii. Children and Young People: Chair  Vice-Chair  Member
- iv. Environment and Community Safety: Chair  Vice-Chair  Member
- v. N Central London Joint Health Overview and Scrutiny: Chair  Vice-Chair  Member
- vi. Housing and Regeneration: Chair  Vice-Chair  Member

**E. Partnership Body:**

- i. Community Safety Partnership: Member

**F. Chief Whip:**

Chief Whip of Majority Party  Chief Whip of Principal Opposition Party

**G. Mayoral:**

Mayor  Deputy-Mayor

**Q2 Please indicate how many hours on average you spend each week on the following activities:**

**A. Ward and political duties as a Councillor**

- Less than 1 hour
- Between 1 and 3 hours
- Between 4 and 6 hours
- Between 6 and 8 hours
- 8 hours or more

**B. Decision-making duties as a Councillor (including Cabinet, Committee, Chairing)**

- Less than 1 hour
- Between 1 and 3 hours
- Between 4 and 6 hours
- Between 6 and 8 hours
- 8 hours or more
- N/A

**C. External duties (including Partnership bodies, Community group and external meetings)**

- Less than 1 hour
- Between 1 and 3 hours
- Between 4 and 6 hours
- Between 6 and 8 hours
- 8 hours or more
- N/A

**Q3 Special Responsibility Allowance (SRAs):**

The current Members Allowances Scheme provides for Special Responsibility Allowances (SRAs) to be paid to those Councillors who take on certain additional roles. These payments are additional to the Basic Allowance and are designed to reflect the additional responsibilities involved for each post holder in six Bands.

If a Councillor does not serve as such for the whole period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata additional payment for the period(s) during which he/she actually was a serving Councillor and had any special responsibility.

Please indicate whether you consider that the different SRAs are appropriate or not in each case:

	'Too High'	'Fair'	'Too Low'
Leader (Band 4 - £33,926)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cabinet Members (Band 3B - £25,443)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Overview and Scrutiny Committee (Band 3A - £23,134)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chief Whip (Band 2B - £16,965)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Regulatory Committee (Band 2B - £16,965)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Alexandra Palace and Park Board (Band 2B - £16,965)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leader of the Principal Opposition (Band 2B - £16,965)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 x Councillors serving on Overview and Scrutiny Committee (Band 2A - £15,421)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Combined Pensions Committee and Board (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Staffing and Remuneration Committee (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Standards Committee (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair of Corporate Committee (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vice Chair of Regulatory Committee (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leader of the second Opposition Group or Deputy Leader of the Principal Opposition (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chief Whip of the Principal Opposition (Band 1B - £8,482)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mayor (£16,965)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deputy Mayor (£4,238)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q4 Do you consider that there are any posts or responsibilities held by any Councillor which are not recognised in the current Scheme, i.e. any that you consider should attract an SRA?**

- Yes   
No

If yes, please specify which other posts/responsibilities you consider should attract an SRA

.....  
...

**Q5 Do you consider that there are any posts or responsibilities held by any Councillor which presently attracts an SRA but which you consider should no longer do so?**

- Yes
- No

If yes, please specify which other posts/responsibilities you consider should no longer attract an SRA

.....  
...

**Q6 Other comments**

**Please set out below details of any other aspects of the Members' Allowances Scheme which you would like to bring to our attention and/or any specific issues you want to raise:**

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*Thank you for completing this survey. All the responses will be combined, and no responses will be attributable to any individual Member.*

## Appendix 3

### Members' Allowance Scheme questionnaire summary of key results

**Q6** - Indicate how many hours on average you spend each week on ward and political duties:

19 councillors worked 8 hours or more

5 councillors worked between 4 and 6 hours

4 councillors worked between 6 and 8 hours per week

**Q6A** - Additional information duties/responsibilities for consideration in relation to Q6 from councillors include the following comments:

Answering emails, reading papers/attending meetings

Ward Member role - attending local meetings including local groups and residents associations, walkabouts

Ward Organiser/ political group meetings

Leafleting

Surgeries

Comments:

*"I work for 3.5 days and use 1.5 days for councillor duties. When I held a Chair position I worked fewer hours to accommodate the extra time required"*

*"This varies on a weekly basis. Some weeks I can spend 10 - 15 hours a week on councillor duties; this excludes reading committee/council papers. On quieter weeks I spend on average 4-8 hours a week on councillor duties again excluding reading committee papers"*

**Q6B** - Time spent on decision making duties as a councillor including Cabinet, Committee and Charing:

12 councillors spend 8 hours or more per week

7 councillors spend between 1 and 3 hours per week

7 councillors spent between 4 and 6 hours per week

3 councillors spent between 6 and 8 hours per week.

**Q6C** - time spent on external duties including partnership bodies, community group and external meetings:

5 councillors spent more than 8 hours per week,

9 councillors spent between 1 and 3 hours

9 councillors spent between 4 and 6 hours

3 councillors spent between 6 and 8 hours

And 1 councillor spent less than 1 hour per week

**Q7** - Of the councillors who replied to this survey:

16 hold or have previously held a political group executive position.

11 councillors have not previously held a political group executive position and

2 councillors did not reply

**Q8** - Please indicate if you agree that there should be increases to the Basic Allowance according to:

a) Inflation. 18 councillors agreed, 7 councillors did not agree

b) Council Staff pay increases. 16 councillors agreed, 5 councillors did not agree

c) Set rate of 1% pa. 4 councillors agreed, 7 councillors did not agree

**Q8D** - Other reasons to consider an increase or if you feel there should not be any increase, comments include:

*“Set rate of 1% that is the maximum I suggest. We need to recognise the financial pressures so I am not convinced any rise is in order”*

*“Whilst the community suffers at the hands of austerity, I do not believe we should award ourselves pay rises”*

*“I think any increase would cause political damage and would in any case represent a negligible cash sum which anybody seeking public office should be able to forgo. Basic Allowance does not reflect the workload and responsibilities”*

*“I would like to see a fairer distribution of allowances, reducing the SRA but allowing for an increase in line with Council staff for the Basic Allowance”*

*“The work we do is much more involved and time-consuming - people have more pressing needs - austerity has caused more people to have more problems”*

*“The Basic Allowance should increase on an annual basis by the rate of inflation or in line with council staff increase”*

*“Amount of time answering e-mails, attending community groups invitations, case work, meetings”*

**Q9** - Please indicate whether you consider that the different SRAs are appropriate or not in each case:

Leader: 1 Councillor said *‘too high’*, 11 said *‘fair’* and 16 said *‘too low’*

Cabinet Members: 4 Councillors said *‘too high’*, 17 said *‘fair’* and 6 said *‘too low’*

Chair of Overview and Scrutiny: 9 Councillors said *‘too high’*, 18 said *‘fair’* and 2 said *‘too low’*

Chief Whip: 10 Councillors said *‘too high’*, 16 said *‘fair’* and 3 said *‘too low’*

Chair of Regulatory Committee: 5 Councillors said *‘too high’*, 17 said *‘fair’* and 4 said *‘too low’*

Chair of Alexandra Palace and Park Board: 13 Councillors said *‘too high’*, 14 said *‘fair’* and 2 said *‘too low’*

Leader of the Opposition Group: 5 Councillors said *‘too high’*, 20 said *‘fair’* and 5 said *‘too low’*

4 Councillors serving on Overview and Scrutiny: 11 Councillors said *‘too high’*, 15 said *‘fair’* and 3 said *‘too low’*

Chair of Pensions Committee and Board: 3 Councillors said *‘too high’*, 20 said *‘fair’* and 5 said *‘too low’*

Chair of Staffing and Remuneration Committee: 3 Councillors said *‘too high’*, 21 said *‘fair’* and 5 said *‘too low’*

Chair of Standards Committee: 4 Councillors said *‘too high’*, 19 said *‘fair’* and 6 said *‘too low’*

Chair of Corporate Committee: 4 Councillors said *‘too high’*, 17 said *‘fair’* and 8 said *‘too low’*

VC of Regulatory Committee: 10 Councillors said *‘too high’*, 14 said *‘fair’* and 4 said *‘too low’*

Chief Whip of the Opposition Group: 7 Councillors said *‘too high’*, 19 said *‘fair’* and 1 said *‘too low’*

Mayor: 5 Councillors said *‘too high’*, 21 said *‘fair’* and 3 said *‘too low’*

Deputy Mayor: 3 Councillors said *‘too high’*, 17 said *‘fair’* and 8 said *‘too low’*

Deputy Leader of the Principal Opposition and Leader of the second Opposition Group :7 councillors said 'too high', 19 said 'fair' and 3 said 'too low'.

**Q10** - other appointments that councillors thought were not recognised in the current scheme that should attract an SRA:

- 2 councillors said Chair of Group
- Assistant Cabinet Members for Women's and Equalities. Suggested SRA £8000
- Chair of Budget Scrutiny
- Deputy Cabinet Member
- Reinstate Chair of Licensing

**Q11** - appointments which presently attracts a SRA that should no longer exist:

- Deputy Mayor
- Vice Chair Regulatory Committee - mentioned by 3 councillors
- Chair Alexandra Palace
- Meeting with the elderly community?

Comment: *"I would like a thorough overhaul of all SRA's following collection of evidence"*

Comment: *"Opposition SRA's reduced in 2018 - don't believe this should have been voted on in Standards Committee as opposition is out voted by Labour Councillors"*

**Other Comments:**

- *"In general, the allowances should be reflective of the amount of work expected. Some committee chairs have relatively small workload for a large remuneration. It would be better if the rates were set at least on a London wide basis"*
- *"The SRAs may be fair but those holding them need to do work commensurate with receiving an SRA. That means work between meetings and putting the time in. That is an issue"*
- *"The council should review the regulatory committee. The committee should be split into two, planning and licensing, with two chairs (chair of planning committee and chair of licensing committee). The vice chair position will therefore not require an SRA. This will reduce the volume*

*of meetings the respective chairs attend. The SRA for the overview and scrutiny chair should be in line with the scrutiny chairs as they appear to have similar number of meetings & responsibilities”*

- *“When setting SRAs, consideration should be given as to whether a Councillor can reasonably do the role, and maintain a full-time job as well. Councillors giving up full-time, or moving to part-time work, lose seniority in their day jobs, and it costs them (and hence their families) financially in the medium and long term. Furthermore, since Council allowances do not merit any payment towards pensions, SRA payments should seek to recompense recipients for this as well”*
- *“SRA should reflect time and commitment and not just responsibility”*
- *“Cabinet member and Leader are, by virtue of the level of work, almost required to be full-time. For those without external incomes or who are of working age - this is a huge risk if the positions only guaranteed for one year. I think we should move to full-time cabinet members appointed for four years if we're requiring full-time work. If it was for less, they should on leaving their office be given a golden goodbye like they do in Southwark to tie them over till they get a new job”*
- *“We need to ensure adequate and fair allowances are paid do that we can ensure a diverse range of councillors”*
- *“There is no justification for rises for the vast majority of roles”*
- *“I believe that many of these roles require work outside the set meetings that are not recognised hence the SRA”*
- *“Should be able to justify allowances by reference to other similar local authorities or London wide recommendations”*
- *“Concerns are how these all are used for political patronage”*
- *“The Chair of the Adults and Health Scrutiny sits on several other committees including JHOSC so they have a very heavy meeting schedule which should be reflected in a larger SRA”*

## **Appendix 4**

### **'On behalf of the community – a job profile for councillors'**

#### **Purposes:**

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

#### **Key Tasks:**

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy)
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations
6. To represent the authority to the community, and the community to the authority, through the various forums available

7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/ duties, and constraints, and to develop good working relationships with relevant officers of the authority
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity
9. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area
10. To participate in the activities of any political group of which the councillor is a member
11. To undertake necessary training and development programmes as agreed by the authority
12. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

## **Appendix 5**

### **Article 7 - The Leader and the Cabinet**

#### **7.01 The Leader**

The Leader will be a councillor elected to the position of Leader by the Council. The Leader may exercise any “executive” functions of the local authority even if delegated elsewhere in this Constitution except those functions which by law must be discharged by an officer. Unless the context indicates otherwise, where there is a reference in this Constitution to a decision which may be taken by the Cabinet meeting, by a Cabinet Committee or subordinate body or by an individual Cabinet member, that decision may be taken by the Leader personally, or the Leader may choose to allocate that decision to an individual Cabinet member or to a Committee of the Cabinet.

7.02 The Leader will hold office until:

1. (a) He/she resigns from the office; or
2. (b) He/she is disqualified from being a councillor by order of a court;
3. (c) He/she is no longer a councillor; or
4. (d) He/she is removed from office by resolution of the Council under Article 7.06; or
5. (e) The Annual Meeting following the Council Elections after his/her election as Leader.

#### **7.03 The Cabinet**

The Cabinet will carry out all of the local authority's “executive” functions that are not the responsibility of any other part of the local authority, whether by law or under this Constitution, unless the Leader decides to discharge them personally or allocate them to an individual Cabinet member or a Committee of the Cabinet.

#### **7.04 Form and Composition**

The Cabinet will consist of the Cabinet Leader together with between 2 and 9 other councillors (“Cabinet Members”) appointed to the Cabinet by the Leader but may not include the Mayor or Deputy Mayor.

#### **7.05 Other Cabinet members**

- (i) The Leader will determine the number of Cabinet members to be appointed which will be between 2 and 9 (in addition to the Leader).
- (ii) Each Cabinet member will be appointed by the Leader to cover one of the specific portfolio responsibilities (other than those reserved to the Leader) determined by the Leader. The Leader or a Cabinet member must hold the specific statutory portfolio responsibility for Children’s Services and a separate portfolio responsibility for Adult Services.

(iii) One Cabinet member will be appointed as Deputy Leader with power to exercise the Leader's functions in the event that the Leader is unable to act or the office is vacant.

(iv) Individual Cabinet members may exercise powers delegated by The Leader within their specific portfolio responsibilities as set out in Part 3.

(v) Cabinet members shall hold office until one of the events (a) to (e) below:

(a) They resign from office; or

(b) They are disqualified from being councillors by order of a court;

(c) They are no longer councillors; or

(d) They are removed from office, either individually or collectively, by the Leader; or

(e) The Annual Meeting following the Council Elections after their appointment.

#### 7.06 Votes of No Confidence

The Leader shall cease to hold office if a vote of no confidence, of which notice appears on the agenda, is carried at a meeting of the full Council by a majority of the members of the whole Council then present. The responsibilities of the Leader shall then be carried out by the Deputy Leader until such time as the election of a replacement Leader, or the re-election of the previous Leader, by full Council. The election of the new Leader may take place at the meeting when the vote of no confidence was carried or at a subsequent meeting.

#### 7.07 Default Provisions

(i) In the event that Leader is unable to act or the office of Leader is vacant and, at the same time, the Deputy Leader is unable to act or the office of Deputy Leader is vacant, then the other Cabinet members shall act collectively in place of the Leader until such time as a new Leader is elected by the full Council.

(ii) In the event that no Cabinet members are able to act or remain in office then all functions of the Leader and Cabinet members shall be exercised by the Chief Executive acting so far as is practicable in consultation with the remaining Cabinet members or the Mayor, if no Cabinet members remain in office (or Deputy Mayor if the Mayor is unable to act), until such time as a new Leader is elected by the full Council.

#### 7.08 Proceedings of the Cabinet

Proceedings of the Cabinet, Cabinet Committees and decisions by individual Cabinet members shall take place in accordance with the Cabinet Procedure Rules set out in Part 4.

7.09 Responsibility for Functions

- (i) The Leader may discharge all the Council's "executive" functions or may arrange for the discharge of any of those functions by:
  - (a) The Cabinet;
  - (b) A Cabinet member;
  - (c) A Committee of the Cabinet; or
  - (d) An officer
- (ii) The Leader will maintain a list in this Constitution or the appendices to it setting out which individual Cabinet members, Committees of the Cabinet or officers are responsible for the exercise of particular Cabinet functions.

## Appendix 6

### Haringey Council's Cabinet Members and their portfolios of responsibilities

The Cabinet is the group of Councillors who take most of the decisions about what the Council does. It is made up of a Leader and nine other Councillors. Each Cabinet Member looks after an individual area of responsibility or portfolio. They make decisions on how the Council's policies and services are delivered.

The workload of the Council's Cabinet is intense and multifaceted with increased responsibilities over the last 15 years for Public health, community safety, commissioning, and co-ordinator of public services. This has been coupled with decreasing budget, significant cuts in funding, a severe housing shortage, an increase in demand for Adults and Children's services. With increased pressure for Councils to deliver services and outcomes with a much smaller budget; the engagement with statutory partners and key stakeholders in the borough to ensure that the available resources and opportunities are co-ordinated are maximised has become significant part of the cabinet member role. This often means working closely with health partners in social care to pool funds and with partners to increase housing provision in the borough. The additional meetings attended by the leader and cabinet members below demonstrate the above points

Officer meetings on Alexandra Palace – 1 hour per month

Neighbouring North London Leader's - monthly meeting 2 hours.

Meetings with representatives of key religious groups in the borough - 1 hour per month

MP's meetings

The meetings attended by the Leader and Cabinet Members below demonstrate the above points:

London Councils – Leader's committee - 3 hour meeting once a month

Deputy Mayor of London meetings – 1 hour meetings per month

Central London Forward - 2.5 hours meeting per month

Quarterly Local Government Association meetings

Haringey Business Alliance - bi-monthly meetings

Required meetings with external partners for regeneration monthly meetings

Voluntary Sector and Charities /community organisations meeting - monthly meetings

MOPAC quarterly meetings

Working group member meetings on health

Working group meeting on Finance –weekly

North London Waste Association – monthly meetings more than 2 hours

Borough Commander - monthly meeting

Weekly meetings on Youth and Risk

Housing and regeneration delivery meetings – 6 weekly

Separate additional Leader's advice surgery

Adhoc meetings with organisations / community groups in the borough

With less money and resources and more partnership working, comes more accountability to the electorate. Community engagement and establishing good community relations becomes a more paramount part of the Cabinet and Councillor role. This means ensuring that key decisions taken by the Cabinet are well researched and consulted with communities and stakeholders. This will also mean Councillors taking an active role in the compilation of reports and meeting with officers to ensure that the reports accord with the Corporate Plan and manifesto commitments. The Cabinet has 10 scheduled meetings per year.

The Cabinet Member and Councillor leadership and decision-making role in the community has become more recognised over the last few years with the development in social media and a 24 hour communications culture. There is now an expectation for Councillors to immediately communicate their decisions and the reasons for them. There are regular communication and policy development sessions to also be attended to ensure that clear information is provided to the community on policies and agreed key decisions. Therefore, although a Council meeting can be completed in 3 hours, the role of the Councillor as a communicator in the community continues with regular tweeting of Council decisions expected in today's 24 hour culture.

Below is a summary of the portfolio (areas of responsibility) of each Cabinet Member who are expected to spend 1 full day in the office and a further 7 hours across the week in the Council offices :

### **Cabinet Member for Children and Families**

- Adoption and Fostering
- Early Years and Childcare
- Looked After Children and Care Leavers
- Safeguarding Children
- Schools and Education
- Services For Children with Disabilities and Additional Needs
- 16-19 Education

### **Duties/responsibilities**

- Deputy Leader
  - Cabinet (Vice-Chair)
  - Chair of Corporate Parenting Advisory Committee - this meets 4 times a year and reports to cabinet
  - Member of: Community Safety Partnership which meets 4 times in a municipal year, Haringey Schools Forum - meets 4 times in a municipal year and voting member of Health and Wellbeing Board which meets 4 time in the municipal year.
  - Member of the Council employee Joint Board as the portfolio area includes a high number of staff than other portfolio holders.
  - Attending 10 Cabinet meetings
  - Attending Scrutiny meetings on a quarterly basis for cabinet member questions
- London Government Association General Assembly  
London Councils, Leaders Committee (Deputy)

### **Cabinet Member for Adults and Health**

- Adult Social Care
- Chair - Health and Wellbeing Board
- Connected Communities
- Health and Social Care Integration
- Mental Health and Wellbeing
- Public Health
- Refugee and Migrant Support
- Safeguarding Adults
- Services For Adults with Disabilities and Additional Needs
- Violence Against Women and Girls (VAWG) Prevention
- Women's Equalities

### **Duties/responsibilities**

- Cabinet Member for Adults and Health
- Chair of Health & Wellbeing Board
- Co – chair of Joint Health and wellbeing Board with Islington Council – meets once a year.
- Appointments to outside bodies: -Finsbury Park Trust (Deputy)
- Member of the Council employee Joint Board as the portfolio area includes a high number of staff than other portfolio holders.
- Attending Scrutiny meetings on a quarterly basis for cabinet member questions
- Attending 10 Cabinet meetings
- Attending Scrutiny meetings on a quarterly basis for cabinet member questions

### **Cabinet Member for Communities and Equalities**

- Chair - Community Safety Partnership – meets 4 times per year and has an executive sub group also meeting 4 times per year.
- Community Buildings
- Community Safety and Community Cohesion
- Equalities - including Black History Month
- Prevent Programme
- Police Engagement
- Tackling Anti-Social behavior
- Voluntary and Community Sector
- Youth Justice
- Youth Services

### **Duties/responsibilities**

- Appointments to outside bodies:  
  
London Councils, Grants Committee

### **Cabinet Member for Finance and Regeneration**

- Accommodation Strategy
- Budget and MTFS
- Capital Strategy
- Commercial Partnerships
- Council Finances
- Council Tax Reform Agenda
- Property - including Commercial Portfolio
- Tottenham Regeneration
- Wood Green Regeneration
- Attending 10 Cabinet meetings
- Outside bodies
- CAB finance sub group meetings
- Regeneration sub group meetings
- Attending Scrutiny meetings on a quarterly basis for cabinet member questions
- NLWA member attending finance sub group meetings - 6 times per year

### **Cabinet Member for Housing and Estate Renewal**

- Building Regulations
- Estate Renewal and Resident Engagement
- Health and Safety Issues Related to Housing Stock - including implementation of the Hackitt Review

- High Road West and Love Lane redevelopment
- Homelessness and Rough Sleeping
- Housing Investment Programme
- Housing Strategy and Development
- Landlord Licensing and Enforcement
- Partnerships with Homes for Haringey and Social Landlords
- Private Rented Sector Engagement
- Attending 10 Cabinet meetings
- Outside bodies
- Regeneration sub group meetings
- Weekly meetings with Housing officers
- Attending Scrutiny meetings on a quarterly basis for cabinet member questions

### **Cabinet Member for Civic and Corporate services**

- Council HR and Staff Wellbeing
- Culture (including Bruce Castle)
- Emergency Planning
- Fairness Commission
- Information Management
- IT and Digital
- Libraries
- Leisure
- Licensing, Regulatory Services and Enforcement
- Attending 10 Cabinet meetings
- Outside bodies
- Weekly meetings with IT, Libraries and officers
- Attending Scrutiny meetings on a 6 monthly basis for cabinet member questions

### **Cabinet Member for Neighbourhoods**

- Customer Services
- Customer Transformation Programme
- Fly-tipping and Civic Pride
- Highways
- North London Waste Authority Board Member
- Parking and Parking Transformation
- Recycling, Waste Management and Street Cleaning
- Attending 10 Cabinet meetings
- Outside bodies
- Weekly meetings with IT, Libraries and officers
- Attending Scrutiny meetings on a quarterly basis for cabinet member questions
- Voting NLWA partnership member 4 meetings per year

### **Cabinet Member for Climate Change and Sustainability**

- Air Quality
- Biodiversity and Trees
- Carbon Management and Zero 50
- Liveable Neighbourhoods
- London Plan and NPPF Consultation
- Parks and Open Spaces
- Planning Enforcement
- Planning Policy and Delivery
- Renewable Energy
- S106 / CIL policy
- Sustainability
- Strategic Transport
- Attending 10 Cabinet meetings
- Outside bodies
- Weekly meetings with IT, Libraries and officers
- Attending Scrutiny meetings on a Quarterly basis for cabinet member questions

#### **Cabinet Member for local investment and Economic Growth**

- Adult Learning, Training and Skills
- Business Engagement
- Community Wealth Building
- Growth and Inward Investment
- Procurement
- SME Business Development
- Tackling Unemployment and Worklessness
- Town Centre Management
- Attending 10 Cabinet meetings
- Outside bodies
- Weekly meetings with officers
- Attending scrutiny on a 6 monthly basis for Cabinet Questions
- Voting member of S&R committee and attends 4 meetings per municipal year

## **Appendix 7**

### **The roles and responsibilities of SRA holders other than members of the Cabinet:**

#### **Chair of Alexandra Palace and Park Board**

To fulfil the functions, powers and duties of the Council as Trustee of Alexandra Palace and Park under the Alexandra Park and Palace Acts and Order 1900 to 1985. This responsibility is taken forward by the Alexandra Park and Palace Board, in an important transformation period for the Palace which serves both the local and regional population. This includes being responsible for maintenance of the Palace and Park, acting as the employing body for the Trust, and developing and monitoring the implementation of policies.

The functions include:

- (a) The duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes.
- (b) Acting as the employing body for employees engaged in the working of the Trust at Alexandra Palace, and to be responsible for the setting of staffing policies, conditions of service and terms of employment of those employees.
- (c) In relation to the Trust, being responsible for developing and monitoring the implementation of effective policies and practices to achieve equality of opportunity both for employment and service delivery.

Committee meetings take place 5 times a year:

- Agenda setting/report clearance 5 times a year
- Chairing Board meetings 5 times a year
- Chair/Vice-Chair of the Alexandra Palace trading company meetings – APTL and FRRAC [5 meetings of APTL and 5 meetings of FRACC] -10 meetings
- Regular update meetings with the CE of Alexandra Palace
- Keeping up to date with financial information on Alexandra Palace and Park Board to carry out chair duties.
- Attending the statutory Advisory Committee meetings of the Alexandra Park and palace board. This is a meeting of the residents and stakeholders involved with Alexandra Park and Palace and a Consultative Forum for the Board. This takes place 4 times a year. This is a voluntary role and not statutorily required.

#### **The Chair of the Regulatory Committee**

The Regulatory Committee has functions either (1) as the statutory Licensing Committee of the Council under the Licensing Act 2003, which also exercises functions under the Gambling Act 2005, or (2) as a non-statutory Committee exercising other non-executive functions relating to Licensing, Town Planning and

other regulatory matters generally. At the beginning, and at other appropriate stage(s) in each meeting, the Chair will make a short announcement indicating whether the Committee is operating in its capacity as “statutory Licensing Committee” or as a “non-statutory Committee”.

### Membership

The Regulatory Committee must have between 10 and 15 members in order to comply with the legislation as statutory Licensing Committee.

### Protocol

There is a Protocol setting out how the Regulatory Committee is to operate. The Protocol shall be applied in a manner consistent with Committee Procedure Rules in Part 4 and the relevant Licensing Procedure Rules when the Committee is conducting a formal hearing. Any issue on procedure at the meeting shall be subject to the ruling of the Chair. The Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.

(1) In its capacity as the statutory Licensing Committee the Committee has all the functions referred to it by law under the Licensing Act 2003 and the Gambling Act 2005. These include:

(a) To be responsible for monitoring the operation of the Acts licensable activities and gambling in the Borough;

(b) To establish the Licensing Sub-Committees and to agree the delegation of functions to the Sub-Committees and to officers;

(c) To receive reports on the matters in (a) above and on the functions delegated to the Licensing Sub-Committees and to officers. To call for a report on any individual case;

(d) To determine the procedures to be followed in handling applications, notices, representations and all hearings, subject to the relevant Regulations;

(e) Subject to Regulations, to determine the fees payable for applications for premises licences and related matters under the Gambling Act 2005;

(f) In a Council Election Year when there is a need to hold a hearing in the period between Election day and the Annual Meeting of the Council, those members of the Committee who are re-elected as councillors shall meet as the Committee (subject to there being a quorum of 3 members) in order to exercise any of the functions of the Licensing Sub-Committees, or of the Committee under (f) above, and shall elect a Chair for the meeting.

(2) In its capacity as the non-statutory Committee exercising other non- executive functions the Committee has the following functions:

(a) Exercising the functions which are stated not to be the responsibility of The Executive/Cabinet In Regulation 2 and Schedule 1, Paragraph B (Licensing and Registration) of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and in any Statute or subordinate legislation further amending these Regulations. The Committee's functions are to determine all policy issues, procedures and standard terms and conditions relating to the non-executive licensing functions but exclude decisions in individual cases which are delegated to the Licensing Sub- Committees. The Sub-Committee's remit includes the licensing of street trading, scrap metal dealing, special treatment premises, sex establishments and dog breeding establishments;

(b) Formulating, reviewing and approving for consultation the Statement of Licensing Policy under the Licensing Act 2003 and recommending it, and any revisions to it, to full Council for adoption;

(c) Being consulted informally on the review and determination of the Statement of Gambling Policy, including procedures for Council consultation with external stakeholders, and making recommendations on these matters to the Cabinet;

(d) Making informal recommendations to the Cabinet and full Council on local development documents, development plan documents, the local development framework, the statement of community involvement and any other planning policy matter;

(e) Reviewing all Council plans and policies on any licensing, planning or regulatory matters, exercising an overview in relation to common themes and making informal recommendations on these matters to Cabinet and full Council;

(f) Making informal recommendations to the Cabinet and other bodies on service delivery, grant aid, commissioning and procurement matters when these involve or relate to licensing, planning, conservation or regulatory issues.

- Chairing of Regulatory Committee - 4 times a year
- Significant detailed work on the local plan review to be taken forward in 2020

The Chair of the Regulatory Committee also chairs the Planning Sub Committee and the Licensing Sub Committee established under the Regulatory Committee.

#### Planning Sub-Committee

The Committee is responsible for taking decisions on town planning functions. This includes erection of buildings with over 10 dwellings, planning applications for erection of buildings over 1000 square metres, extensions of non-residential buildings of over 1000 square metres.

Meetings take place on a monthly basis apart from August, so 11 meetings annually.

- Up to 12 site visits per year (3 hours each)
- 3 training events / learning visits (3 hours each)
- Up to 10 officers briefings on strategic sites (2 hours each)
- Up to 10 delegated decisions meetings/telecoms with Head of DM (1 hour each)

#### Licensing Sub Committee A

- Considers premises, personal and club certificate applications relating to Licensing Act 2003.
- Consider premises license applications under the Gambling Act 2005

There are 2 licensing meetings scheduled per month and although, at the moment, there is usually one meeting per month. There can be a spate of meetings should applications come forward and licensing Committee Chairs need to be available at short notice to attend and chair these meetings.

Licensing Sub Committees meet on a monthly basis. The Vice Chair of Regulatory Committee will chair a Licensing Committee B or a special licensing meeting. So far this year there have been 6 scheduled meetings but only 3 have taken place chaired by the Vice Chair.

#### **Chair of Staffing and Remuneration Committee**

The Staffing & Remuneration Committee has the following functions and responsibilities:

(a) To exercise the functions which are stated not to be the responsibility of the Executive in Regulation 2 and Schedule 1 paragraphs H and I of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and in any Statute or subordinate legislation further amending these Regulations as follows:

(i) Paragraph H – Pensions; Determining the Council’s policy statement of discretions as “Employing Authority” under the Local Government Pension Scheme Regulations 2013 and the Teachers’ Pension Regulations 2010

(ii) Paragraph I – Miscellaneous; Determining the terms and conditions of service for all staff, including procedures for dismissal. The Committee agrees the terms and conditions of employment, and the pay structure for all posts with the exception of pay and other terms and conditions for teachers which are fixed under statute by the Schoolteachers’ Pay and Conditions Documents.

(b) To make recommendations to Council on the appointment and dismissal of the Head of the Paid Service; and the dismissal of the Chief Finance Officer and

Monitoring Officer, in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001.

(c) To consider matters relating to the conduct and capability of the Head of the Paid Service, in accordance with the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001.

(d) To determine whether or not the Head of the Paid Service, Chief Finance Officer and Monitoring Officer should be suspended pending investigation into allegations of misconduct or incapability, in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001.

(e) To exercise functions in respect of the appointment and dismissal (including the terms of release) of Directors in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001.

(f) To approve the remuneration levels (other than those associated with National Pay Awards) for the Head of Paid Service and Directors.

(g) To approve procedures for appointment and dismissal of staff.

8. (h) To consider and approve any remuneration or severance payments to Directors of £100,000 or more, in accordance with guidance issued under section 40 of the Localism Act 2011 and with the Local Authorities (Standing Orders) (England) Regulations 2001.

(i) To consider policies, procedures and schemes relating to employment matters including pay and grading structure and changes to employee terms and conditions of employment.

(j) To approve all human resources policies including pay and grading structures, and changes to employees terms and conditions of employment and to approve policies on how the Council exercises its functions under the Local Government Pension Scheme and the Teachers' Pension Scheme.

(k) To approve those human resources policies and procedures that the Council recommends to school governing bodies for adoption in respect of school based employees.

#### Membership

The Committee will be made up of 5 members of the authority. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 the Committee must include at least one member of the Cabinet. When carrying out the function of appointment or dismissal of Directors, the relevant Cabinet member is invited and entitled to sit and vote as a substitute member for one of the substantive members of their Group on the Committee. The quorum of the Committee shall be a minimum of three members.

Functions include appointing Chief and Deputy Chief Officers, agreeing the terms and conditions of employment and policies and procedures and schemes relating to employment and Human Resources, approving remuneration levels for the Head of Paid Service and Chief and Deputy Chief Officers, approving procedures for the appointment and dismissal of staff.

- Chairing 4 meetings per year and average of 4 additional special meetings used to appoint Chief and Deputy Chief Officers
- Shortlisting applications for senior officer appointments
- Participating in the interview panel for senior officer appointments
- Although there have not been any over the last few years, the Chair of this Committee would be responsible for taking forward disciplinary action against senior officers.
- In addition there are 4 agenda clearing meetings per municipal year to review the reports planned for the Committee meetings.
- Report to full Council on the Pay Policy statement
- Co -Chairing CEJCB - Trade Unions and Council joint meeting - 4 times a year

### **Chair of Corporate Committee**

This Committee has responsibilities that include Elections, Health and Safety, Audit, Risk Management and Treasury Management.

- For the current year, there are 5 meetings of Corporate Committee and as part of the report clearing process for these meetings there have been 5 agenda setting meetings and 5 report clearing meeting

In addition to this, there were 4 additional meetings where the Chair has met with officers to go through particular issues, such as the issue around discounted disposal of buildings/land and the final statement of accounts.

There are three reports that go to Full Council every year – the Treasury Management Strategy Statement in February and the Treasury Management Outturn report.

The Corporate Committee has: -

(a) all the functions listed below in (b) and stated not to be the responsibility of the Council's Executive/Cabinet in Reg. 2 and Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 S.I. 2853 (as amended or further amended in any statute or subordinate legislation). References to paragraphs below are to those in the appropriate Schedule of the Regulations.

(b) the following Schedule 1 functions:

- (i) Paragraph C - Health and Safety at Work; all functions discharged otherwise than in the Council's capacity as employer.

(ii) Paragraph D – Elections; all functions relating to Elections except the approval of pilot schemes for local elections which is reserved to full Council.

(iii) Paragraph I – Miscellaneous; all functions except those retained by full Council in Article 4 or reserved to the Staffing and Remuneration Committee.

The Committee's functions include:

(A) all functions relating to public rights of way in Part 1 except the creation, stopping up and diversion of highways, footpaths and bridleways in connection with development control decisions which are delegated to the Planning Sub-Committee;

(B) making arrangements for proper administration of financial affairs under section 151 Local Government Act 1972 but the appointment or dismissal of the Chief Finance Officer is to be in accordance with the Officer Employment Procedure Rules in Part 4;

(C) formulating the Treasury Management Strategy Statement and amendments to it for recommendation to full Council through Overview and Scrutiny Committee and in consultation with the Cabinet Member for Finance. Receiving quarterly monitoring reports and an out-turn report after the close of the year on treasury management policies and practices;

(D) approving statements under The Accounts and Audit (England) Regulations 2011 and any amendment or re-enactment of the Regulations and considering the external auditor's report on issues arising from the audit of the accounts or any other concerns relating to accounting policies;

(E) authorising the making of payments or the provision of other benefits in cases of maladministration;

(F) making orders designating public places in order to confer power on the police to prevent nuisance by the consumption of alcohol.

(c) the following "Local Choice" functions set out in Schedule 2 of the above Regulations: -

(i) any function under a local Act other than a function specified or referred to in Reg. 2 or Schedule 1 or expressly delegated elsewhere in this Constitution;

(ii) the determination of an appeal against any decision made by or on behalf of the authority;

(iii) passing a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply to the Council's area (consent to the operation of loudspeakers).

(d) the Committee has the following Audit functions:

(i) providing assurance about the adequacy of the Council's Risk Management Framework and Policy and monitoring the effectiveness of systems for the management of risk across the Council and compliance with them;

(ii) Maintaining an overview of the Council's Local Code of Corporate Governance;

(iii) Monitoring the effectiveness of Council policies on "Whistleblowing" and Anti-Fraud and Corruption;

iv) Considering and recommending for adoption the Council's Annual Governance Statement;

(v) Approving the Annual Internal Audit Plan and the Strategic Audit Plan and arrangements for the provision of internal audit services to the Council and considering reports on internal audit activity;

(vi) Receiving the Annual Audit Plan and the Annual Audit Letter from the external auditor and making recommendations on the latter. Considering arrangements for the appointment of the external auditor;

(vii) Commissioning work from the internal and external auditors and receiving reports from the Head of Audit & Risk Management on any matter; and

(viii) Questioning officers and Cabinet members on matters relevant to audit and to financial and non-financial performance and making recommendations on these matters to Cabinet and full Council.

(ix) The Head of Audit's Annual Report

(e) the power to make recommendations to the Council on any of its functions set out in Article 4, and the power to establish Sub-Committees to consider and report on any such functions but this does not include recommendations to amend the Council's Constitution nor does it prevent the Council from making decisions on any matter when necessary without a prior recommendation from the Committee.

(f) there is a Protocol outside this Constitution setting out how the Corporate Committee is to operate. The Protocol shall be applied in a manner consistent with Committee Procedure Rules in Part 4 and any issue on procedure at the meeting shall be subject to the ruling of the Chair. The Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.

### **Chair of Standards Committee**

This Committee has responsibilities that include promoting and maintaining high standards of conduct (by Councillors, co-opted members and representatives of religious organisations and parent governor representatives), granting dispensations to members from the requirements of the Members' Code of Conduct, advising on the Council's

ethical framework and governance arrangements, considering amendments to the Constitution and assessing, hearing and determining allegations of breaches of the Code of Conduct.

- There are 4 meetings per municipal year
- There are 4 agenda clearing meetings per municipal year
- There can be additional Standards Sub Assessment Committees called to consider complaints and there have been 3 complaints considered so far in this municipal year and 2 in the last municipal year.
- There have been additional informal meetings to consider changes to the Constitution.
- The Chair will be involved with the interviews for the Independent members of the Standards Committee who are due to be appointed by May 2020.

The Standards Committee will have the following roles and functions:

(a) Promoting and maintaining high standards of conduct by councillors, co-opted members and representatives of religious organisations and parent governor representatives;

(b) Assisting the Leader, councillors, co-opted members and representatives of religious organisations and parent governor representatives to observe the Members' Code of Conduct;

(c) Advising the Council on the adoption or revision of the Members' Code of Conduct;

(d) Monitoring the operation of the Members Code of Conduct;

(e) Advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct and the ethical framework;

(f) Granting dispensations to the Mayor, councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;

(g) Advising the Council on codes and protocols forming the Council's ethical framework and its governance arrangements, monitoring the effectiveness of those arrangements and making reports and recommendations accordingly;

(h) Assessing, hearing and determining allegations of failure to comply with the Members' Code of Conduct by councillors and co-opted members.

(i) Responding to national reviews and consultations on standards related issues;

(j) Granting exemptions for politically restricted posts and giving directions to include a post on the list of restricted posts;

(k) Advising the Council on the appointment of independent persons and taking steps to select them;

- (l) Considering amendments to the Constitution and recommending proposals to full Council for approval.

### **Chair of Combined Pensions Committee and Board**

The Public Sector Pensions Act 2013 included a requirement that Pension Boards be established to assist pension administering authorities with the effective and efficient management of the Pension Scheme. The Regulations approved in relation to the local government pension scheme (regulation 106(2) of the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015) allow for pension committees and boards to be separate or combined. A combined committee and board has to be individually approved by the Secretary of State. Haringey applied for authority for a combined board and committee in 2015 and this was approved by the Secretary of State by letter, dated 6<sup>th</sup> January 2016.

In July 2016, the full Council approved the establishment of a combined Pensions Committee and Board. This was following consideration of the benefits of a combined committee and board to offer wider involvement and expertise of co-opted members.

This Committee has various functions to do with managing and monitoring the Council's pension fund and approving all relevant policies and statements. The Board element incorporates the scrutiny element of the Committee's responsibilities. This is a significant financial role undertaken by the chair who is responsible for leading the Committee and board, which contains both elected councillors and 4 voting co-opted members. They are responsible for exercising all the Council's functions as "Administering Authority" and being responsible for the management and monitoring of the Council's Pension Fund and the approval of all relevant policies and statements.

Every member of the Committee and Board must be conversant with

- The rules of the LGPS
- Any document recording policy about the administration of the LGPS which is for the time being adopted by the LB Haringey Pension Fund
- It is for individual Committee and Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions
- Committee and Board members are required to be able to demonstrate their knowledge and understanding and to keep these up to date and to maintain a written record of relevant training and development
- The Council will provide a training programme, which all Committee and Board members must attend. Training undertaken will be reported at each meeting

There are 5 meetings per municipal year of this Committee.

There are 5 agenda clearing meetings held with Officers.

- There is a significant training requirement for the Chair, they will attend numerous training/conferences. The Chair is Haringey's representative on the London CIV, which holds formal shareholder meetings twice per annum, in addition to other less formal meetings, of which there are several per year. The Chair is also the representative of the fund for the Local Authority Pensions Fund Forum (LAPFF), and they often attend LAPFF meetings/events too.
- Besides the formal Committee meetings the Chair will often hold informal pensions meetings in between Committees, e.g. if we are doing a procurement exercise, or working on a change to the investment strategy.
- The Chair also spends time networking with his counterparts as Chairs of Pensions Committees at other London Boroughs which is obviously less formal but important to mention as building relationships with other boroughs is key now that the government has mandated pooling of investments.

The Committee Procedure Rules and Access to Information Rules apply to this Committee and Board except where this would be inconsistent with either these Terms of Reference or the legislation relating to the Committee and Board.

## 1. Responsibilities

The Pensions Committee and Board has the following functions and responsibilities:

(a) all the functions which are stated not to be the responsibility of The Executive in Regulation 2 and Schedule 1 paragraph H of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and in any Statute or subordinate legislation further amending these Regulations relating to those matters concerning the Local Government Pension Scheme.

(b) Exercising all the Council's functions as "Administering Authority" and being responsible for the management and monitoring of the Council's Pension Fund and the approval of all relevant policies and statements. This includes:

(i) Selection, appointment and performance monitoring of investment managers, AVC scheme providers, custodians and other specialist external advisers;

(ii) Formulation of investment, socially responsible investment and governance policies and maintaining a statement of investment principles and funding strategy statement;

(iii) Determining the allocation of investments between each asset class;

- (iv) Reviewing specialist external advisers performance;
- (v) Publicising statements and policy documents as required by legislation, government directives and best practice.
- (c) Monitoring and as appropriate to decide upon Pensions Administration issues.
- (d) Monitoring the Pension Fund Budget including Fund expenditure and actuarial valuations; and to receive the Pension Fund Budget annually.
- (e) Agreeing the admission of bodies into the Council's Pension scheme.
- (f) Receiving actuarial valuations.
- (g) Ensuring that members of the Committee and Board receive appropriate training to undertake their responsibilities.
- (h) Approving the Annual Accounts of the Local Government Pension Scheme and consider recommendations from the Auditor.
- (i) To secure, and to assist in securing compliance with:
  - i) the Regulations,
  - ii) and any other legislation relating to the governance and administration of the Scheme and any connected scheme,
  - iii) any requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme, and
- (j) To ensure, and to assist in securing the effective and efficient governance and administration of the Scheme and any connected scheme.

For the avoidance of doubt, none of the functions set out above entail the committee in regulating or controlling the finances of the Council or its area.

## 2. Membership

2.1 The Committee and Board shall consist of 10 members and be constituted as follows:

### Councillors

- (a) Six Councillors appointed by the administering authority

### Employer Representatives (co-optees)

- (b) Two representatives from scheduled and admitted employers,

### Employee Representatives (co-optees)

(c) Two scheme membership representatives, one being appointed by local trade unions and the other selected from scheme member nominations.

2.2 The Chair and vice chair of the Committee and Board will be Council representatives. The Chair will be appointed by full Council, and the vice chair will be appointed by the Joint Committee and Board.

2.3 The Chair will ensure that meetings are properly conducted, decision making is clear and professional advice is followed. The Chair will monitor the performance and attendance of Committee and Board members and if appropriate make recommendation to terminate appointments in accordance with Section 3 below.

2.4 All members of the Committee and Board will have equal voting rights. The Chair will have a casting vote.

2.5 The Committee and Board may nominate advisers to support them. These nominees are not Committee and Board members and do not have voting rights.

#### Appointment and removal of Committee and Board Members

##### a) Council members:

The administering authority will appoint and replace as it sees fit, the six councillor members of the Committee.

##### b) Employer representatives:

The employer representatives will be nominated by employers other than the Council. If there are more than two nominations a panel consisting of the Chair of the Committee and Board and Chief Financial Officer to the Council will select the representatives to be appointed.

Employer representatives will serve for a period of four years and will be eligible to be re-appointed in accordance with the above processes, subject to compliance with the conditions of appointment.

Employer representatives will remain as members of the Committee and Board during their appointed term of office unless in the opinion of the administering authority they are not adequately performing their role (including non-attendance at two consecutive meetings), they become incapable of acting, they cease to represent their constituency, they resign or a replacement member is nominated by their relevant nominating body. If an appointment is terminated a new process will commence for the remainder of the term.

##### c) Employee representatives:

The employee representatives will be appointed as follows:

- i) one active scheme member representative will be appointed jointly by trade unions who represent working scheme members

- ii) one pensioner and deferred member representative will be selected through an open invitation to apply.

3.6. If there is more than one nomination for these positions a panel consisting of the Chair of the Committee and Board and Chief Financial Officer to the Council will select the representatives to be appointed.

3.7 Employee representatives will serve for a period of four years and will be eligible to be re-appointed in accordance with the above processes, subject to compliance with the conditions of appointment.

3.8 Employee representatives will remain as members of the Committee and Board during their appointed term of office unless in the opinion of the administering authority they are not adequately performing their role (including non-attendance at two consecutive meetings), they become incapable of acting, they cease to represent their constituency, they resign or a replacement member is nominated by their relevant nominating body. If an appointment is terminated a new appointment process will commence for the remainder of the term.

All appointed members:

3.9 Prospective members of the Committee and Board will be required to demonstrate to the panel consisting of the Chair of the Committee and Board and the Chief Financial Officer that they have the capacity to represent other employers and employees (as appropriate) and that they do not have a conflict of interest. The decision of the panel will be final.

3.10 Each Committee and Board member should endeavour to attend all meetings during the year.

3.11 Other than by ceasing to be eligible as set out above, a Committee and Board member may only be removed from office during a term of appointment by full Council on a recommendation from the panel.

#### 4. Quorum, voting and substitutes

4.1 The Committee and Board shall have a formal quorum of five comprising at least three Council and two employer or employee representatives. Advisers and other nominees do not count towards the quorum. All decisions will be taken by majority of votes, with the Chair having a casting vote when the votes are initially tied unless stated otherwise in these terms, although it is expected that the Committee and Board will, as far as possible, reach a consensus.

4.2 No substitutes shall be permitted for employer and employee representatives.

#### 5. Meetings

5.1 The Committee and Board shall meet sufficiently regularly to discharge its duties and responsibilities. There will be at least four meetings a year, with additional meetings if the Committee and Board so agrees.

5.2 Notice of all meetings will be provided to Committee and Board members at least 30 days in advance, unless agreed otherwise by Committee and Board members.

5.3 The agenda for each meeting will be agreed by the Chair and all papers will be circulated to members in accordance with the Access to Information Procedure Rules.

5.4 A formal record of Committee and Board proceedings will be maintained.

Following the approval of the minutes by the Chair, they shall be circulated to all members and published in accordance with the Access to Information Procedure Rules.

The Committee and Board has the power to set up working groups on whatever terms that it determines and will prepare terms of reference for these entities.

#### Standards of Conduct and Conflicts of Interest

All members of the Committee and Board, councillors and others, are expected to act at all times within these terms of reference and will be required to comply with both the Members' Code of Conduct and the provisions of the Localism Act relating to Standards. In accordance with section 108 of the Regulations, Committee and Board members must not have a financial or other interest that could prejudice them in carrying out their duties. This does not include a financial or other interest arising merely by virtue of membership of the LGPS.

Each Committee and Board member must provide the Council with such information as is reasonably required for the purpose of complying with the Members' Code of Conduct and demonstrating that there is no conflict of interest.

#### Budget and Business Plan

The Committee and Board will prepare a Business Plan and Budget each year.

#### Committee and Board Review Process

The Committee and Board will undertake each year a formal review process to assess how well it and the members are performing with a view to seeking continuous improvement in performance.

#### Advisers to the Committee and Board

The Committee and Board may be supported in its role and responsibilities through the appointment of advisers, and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisers on such terms as it shall see fit to help better perform its duties. Advisers may include:

- i) Officers from the Council's Finance, Human Resources, Legal and other teams as needed;
- ii) An independent Advisor;

- iii) The Fund's Actuary;
- iv) The Fund's Investment Managers and Custodian;
- v) The Fund's Investment Consultant; and
- vi) Any other appointed advisers.

9.2 Any remuneration to advisors appointed by the Committee and Board must be in accordance with the Budget.

9.3 The Committee and Board shall ensure that the performances of the advisors are reviewed on a regular basis.

## 10. Knowledge and Skills

10.1 Every member of the Committee and Board must be conversant with –

- i) The rules of the LGPS.
- ii) Any document recording policy about the administration of the LGPS which is for the time being adopted by the LB Haringey Pension Fund.

10.2 It is for individual Committee and Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions.

10.3 Committee and Board members are required to be able to demonstrate their knowledge and understanding and to keep these up to date and to maintain a written record of relevant training and development.

10.4 The Council will provide a training programme, which all Committee and Board members must attend. Training undertaken will be reported at each meeting.

## 11. Expense Reimbursement

11.1 Remuneration for Employee and Employer Representatives who are not councillors will be limited to a refund of actual expenses incurred in attending meetings and training. Remuneration for councillors will be via the Members Allowances Scheme.

11.2 The expenses of the Committee and Board are a part of the costs of administering the Pension Fund.

## 12. Publication of Committee and Board Information

12.1 The Council will publish up to date information on the Council's website including:

- The names and information of the Committee and Board members.

- The Committee and Board's terms of reference.
- Papers, agendas and minutes of meetings.

### **Chair of Overview & Scrutiny Committee**

This Committee reviews or scrutinises decisions made and actions taken in connection with the discharge of any of the Executive's or Council's functions. It also makes reports and recommendations to Full Council, the Cabinet or relevant non-Cabinet Committees in connection with the discharge of any functions. Additionally, it exercises the right to call-in any decisions made but not yet implemented by the Cabinet.

There are 5 meetings per municipal year of this Committee and there has been an additional meeting to consider some budget savings proposals as well as 2 'Call In' meetings to scrutinise 2 key decisions which have been called in. Therefore, 8 meetings in total. There have also been an additional 8 evidence gathering meetings for the reviews on Wards Corner, Fire Safety and Business Support.

Work outside Overview and Scrutiny Committee meetings for the Chair includes:

- Compiling the scrutiny work plan and liaising with councillors, stakeholders and community representatives on the topics of review.
- Leading on a scrutiny survey which informs the Scrutiny Work Plan
- Instigating a review of the Scrutiny function to improve working and collaboration with scrutiny within the Council
- Agenda clearing meetings – 5 meetings per municipal year
- Weekly meetings with the lead Scrutiny Officer to discuss work plan, progress on scrutiny function review and call in
- Evidence gathering sessions for the main Committee which undertook a review on Fire Safety in tower blocks and continued the work of the Scrutiny Sub panel on wards corner a community sensitive review of a long running regeneration project - 8 additional meetings
- Annual report about scrutiny to full Council
- Attending and voting member of the 5 meetings of the Joint Health Overview and Scrutiny body including the north London Boroughs of Islington, Barnet, and Hackney.
- Annual scrutiny training sessions on performance data, functions of the Scrutiny and Treasury Management and budget
- Considering information in the Forward Plan on urgent decisions and general exception notices
- Being consulted on any in year changes to the budget and policy framework

The Overview and Scrutiny Committee may:

- (a) exercise an overview of the forward plan;

- (b) review or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet's or Council's functions;
- (c) make reports and recommendations to the full Council, the Cabinet or relevant non-Executive Committee in connection with the discharge of any functions;
- (d) make reports or recommendations on matters affecting the area or its inhabitants;
- (e) exercise the right to call-in, for reconsideration, key decisions made but not yet implemented by the Cabinet;
- (f) receive the reports and recommendations of its Scrutiny Review Panels;
- (g) in accordance with statutory regulations to review and scrutinise matters relating to the health service and all NHS funded services within the Authority's area and to make reports and recommendations thereon to local NHS and NHS funded bodies;
- (h) enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013;
- (i) review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible partner authorities of their crime and disorder functions;
- (j) make reports or recommendations to the Cabinet or full Council where appropriate with respect to the discharge of the crime and disorder functions by the responsible partner authorities;
- (k) make arrangements which enable any councillor who is not a Committee member to refer any crime and disorder matter to the Committee under the Councillor Call for Action procedure; and
- (l) make arrangements which enable any councillor who is not a Committee member to refer to the Committee any local government matter which is relevant to the functions of the Committee under the Councillor Call for Action procedure.
- (m) there is a Protocol outside this Constitution setting out how the Overview and Scrutiny Committee is to operate. The Protocol shall be applied in a manner consistent with the Committee Procedure Rules in Part 4 and any issue on procedure at the meeting shall be subject to the ruling of the Chair. The Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.
- (n) appoint two representatives to the standing Joint Health Overview and Scrutiny Committee for North Central London. (Since this appointment is for only two members to the Joint Committee, the "political proportionality" rules in the Local Government and Housing Act 1989 do not apply.)

## **The Health and Wellbeing Board**

### Health and Wellbeing Board functions

The Health and Wellbeing Board will have the following functions:

(a) To carry out the Board's statutory duties as set out in the Health and Social Care Act 2012, in particular:

(i) for the purpose of advancing the health and wellbeing of the people in its area, to encourage persons who arrange for the provision of any health or social care

(e) To promote prevention and early help. services in its area to work in an integrated manner;

(ii) to provide advice, assistance or other support as it thinks appropriate for the purpose of encouraging arrangements under section 75 of the NHS Act 2006. These are arrangements under which, for example, NHS Bodies and local authorities agree to exercise specified functions of each other or pool funds;

(iii) to encourage persons who arrange for the provision of any health-related services in its area to work to closely with the Health and Wellbeing Board;

(iv) to encourage persons who arrange for the provision of any health or social care services in its area and persons who arrange for the provision of any health-related services in its area to work closely together;

(v) to discharge the functions of CCGs and local authorities in preparing joint strategic needs assessments (JSNA) and joint Health Wellbeing Strategy (HWB strategy);

(vi) to inform the local authority of its views on whether the authority is discharging its duty to have regard to the JSNA and joint HWS in discharging its functions;

(vii) to discharge any other function as the Council may from time to time choose to delegate to the Board;

(viii) to collaborate across borough boundaries and with other London HWBs in respect of its responsibilities and to secure better health outcomes, quality of services, use of resources and value for money for the local population;

(ix) to arrange for any of its functions to be exercised by the joint sub-committee of the Haringey and Islington HWBs;

(x) to enter into joint arrangements including formal joint sub- committees with other London HWBs and delegate any of its functions to those joint sub committees.

## Health and Wellbeing Board operating principles

The Health and Wellbeing Board will have the following operating principles:

- (a) To provide collective leadership and enable shared decision-making, ownership and accountability;
- (b) To achieve democratic legitimacy and accountability, and empower local people to take part in decision-making in an open and transparent way;
- (c) To ensure the delivery of the Health and Wellbeing Strategy;
- (d) To reduce health inequalities;

## 8.3 Health and Wellbeing Board roles and responsibilities

The Health and Wellbeing Board will have the following roles and responsibilities:

1. (a) The Board will set a strategic framework for the authority's statutory duties and have a key role in promoting and coordinating joint commissioning and integrated provision between the NHS, social care and related children's and public health services in Haringey;
2. (b) The Board has a duty to develop, update and publish the JSNA and related needs assessments, and the HWB Strategy;
3. (c) The Board has a duty to develop, update and publish the local pharmaceutical needs assessment as set out in section 128A of the NHS (d) The Board will advise on effective evidence based strategic commissioning and decommissioning intentions for children and adults based on the JSNA's robust analysis of their needs. It will ensure that commissioning plans are in place to address local need and priorities, in line with the HWB Strategy, and will deliver an integrated approach to the planning and delivery of services;
4. (e) The Board expects, and seeks assurance from, partners that the views of children, adults and their carers about the services they receive are taken into account in the commissioning, decommissioning and delivery of those services;
5. (f) The Board expects, and seeks assurance from, partners that the views of patients and the public have a voice through Healthwatch in the commissioning, decommissioning and delivery of those services;
6. (g) The Board will collaborate with and involve local stakeholders to secure better health outcomes, quality of services, a more focussed use of resources and value for money for the local population;
7. (h) The Board will promote the strengthening of working relationships between professionals and organisations which support people in Haringey, ensuring effective sharing and use of information and best practice; including collaborating with the CCG in the development of its plan;
8. (i) The Board will lead commissioning for particular services with pooled budgets and joint commissioning arrangements where commissioning plans are delegated to them;

9. (j) The Board will oversee the delivery of the authority's strategic outcomes for local health and wellbeing targets, holding those responsible to account;
- 10.(k) The Board will work with the local health scrutiny process and the local Healthwatch to improve outcomes for communities and people who use services.

#### 8.4 Membership of the Board

Meetings of the Board will be chaired by a member of the local authority:

- Local authority councillor(s), who will be (as nominated by the Leader of the Council):

- (i) The Leader of the Council
- (ii) The Cabinet Member for Children and Families
- (iii) The Cabinet Member for Adults and Health

- Chair, Clinical Commissioning Group (Vice Chair of HWB)
- Chair of Healthwatch
- Director of Adults and Health
- Director of Children's Services
- Director of Public Health
- Chief Officer, Clinical Commissioning Group
- Lay Board Member, Clinical Commissioning Group
- GP Board Member, Clinical Commissioning Group
- Bridge Renewal Trust representative
- Representative for the NHSCB (as required)
- Chair - Haringey Local Safeguarding Children Board (when appropriate)
- Chair - Haringey Safeguarding Adult Board (when appropriate)

The local authority may appoint others to the Board as it deems appropriate, following consultation with the Board. The Board may itself also appoint such additional members to the Board as it deems appropriate.

The Board may invite additional officers to attend on an ex-officio basis, who will not be voting members of the Board, to advise and guide on specific issues when appropriate. Attendance by non-members is at the invitation of the Chair.

## 8.5 Public Meetings

(a) A minimum of four formal public decision-making business meetings a year will be held. The Board will have the ability to call special meetings as and when required.

(b) A meeting of the Board will be considered quorate when at least three voting members are in attendance, including one local authority elected representative and one of either the Chair, Clinical Commissioning Group or the Chair, Healthwatch (or their substitutes).

(c) The Chair of the meeting will have a casting vote.

(d) All voting members of the Board, (to include any substitutes), will be required to comply both with the Members' Code of Conduct and the provisions of the Localism Act 2011 relating to Standards. In particular, voting members will be required to complete a register of interests which must be kept up to date. Voting members must also declare any disclosable pecuniary interest or prejudicial interest in any matter being considered and must not take part in any discussion or decision with respect to these items.

(e) Board members will agree protocols for the conduct of members and meetings.

(f) The Board will determine its sub groups/committees.

(g) Only the following members of the Board will have voting rights:

- Local authority councillor(s), who will be (as nominated by the Leader of the Council):

- (i) The Leader of the Council

- (ii) The Cabinet Member for Children and Families

- (iii) The Cabinet Member for Adults and Health

- Chair, Clinical Commissioning Group (Vice Chair of HWB)

- Chair, Healthwatch

- Lay Member Haringey Clinical Commissioning Group

(h) Any additional persons appointed to the Board either by the local authority or the Board will be appointed on a non-voting basis.

(i) The full Council may at any time make a direction to alter the voting right of Board members, following consultation with the Board.

#### 8.6 Committee procedures

(a) The Board will be accountable to full Council in its capacity as a committee of the local authority. The Board will be subject to health scrutiny as set out in the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

(b) The Access to Information Procedure Rules in Part 4 of this Constitution apply to the Board. The Committee Procedure Rules in Part 4 apply to the Board except where this would be inconsistent with either these Terms of Reference or the legislation governing this board.

#### 8.7 Facilitating the work of the Health and Wellbeing Board

(a) Workshop meetings will be held to cement links with partners including the Community Safety Partnership, the Children's Trust, and regeneration partners, to facilitate co-ordination and focus on priority issues relevant to all parties.

(b) In addition to formal board meetings, the Board will hold informal, non- decision making seminars as and when required with attendees specifically invited by the Board. These seminars will be held in private in order to ensure the ongoing organisational development of the Board and to provide a forum in which complex and sensitive issues can be fully aired and discussed to manage potential blockages to effective delivery of the strategy.

#### 8.8 Representatives and substitutes

(a) Representatives will provide a link with their own organisation, reporting back and instigating partner action, being responsible for disseminating decisions and actions within their own organisation, ensuring compliance with any actions required and reporting back progress.

(b) Partner bodies are responsible for ensuring that they are represented at an appropriate level (either equivalent to the core member they are representing and no more than one tier below).

(c) If a representative is absent for three consecutive meetings the organisation/sector will be asked to re-appoint/confirm its commitment to the Board.

(d) Substitutes for voting members will not be permitted with the exception the Chair of the CCG and the Chair of Healthwatch. In their absence, the Deputy Chair of the CCG and the Deputy Chair of Healthwatch may attend in their place. All substitutes must be declared in name at the beginning of each municipal year.

### **Chair of Scrutiny Panel**

There are 4 Scrutiny Panels which are sub committees of the main Overview and Scrutiny Committee. They are as follows:

- Adults and Health
- Housing and Regeneration
- Children and Young People
- Environment and Community Safety

Overview and Scrutiny Committee member - attending 5 Committee meetings plus 'call in' meetings and other special meetings that will be called.

# Part 6

## Members' Allowances Scheme

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### 1. SCHEME FOR THE PAYMENT OF MEMBERS' ALLOWANCES

- 1.01 Made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and in force for the municipal year ~~2019/20~~ 1 April ~~2019-2020~~ to 31 March ~~2020-2021~~).

### 2. BASIC ALLOWANCE

- 2.01 Each Councillor will be entitled to receive the sum of £11,026 by way of Basic Allowance.
- 2.02 If a Councillor does not serve as such for the whole 12-month period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor. This principle also applies to education representatives on scrutiny bodies and employee and employer representatives on the Combined Pensions Committee and Board (co-optees).

### 3. INCLUDED EXPENSES

- 3.01 Travel Expenses.  
The Basic Allowance includes all travel within the M25. Councillors are not entitled to any form of concession or special permit as Councillors for parking in the Borough.

### 4. MAYORAL ALLOWANCES

- 4.01 The additional allowances for the Mayor and Deputy Mayor are:
- (a) The Mayor is entitled to an additional allowance of £16,965.
  - (b) The Deputy Mayor is entitled to an additional allowance of £4,238.

## 5. SPECIAL RESPONSIBILITY ALLOWANCES

5.01 For the period 1 April 2019– 2020 to 31 March 2020–2021, Haringey Council will allocate Special Responsibility Allowances in six bands, to Councillors who take on certain additional roles, in accordance with Table A below. If a Councillor does not serve as such for the whole period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor and had the special responsibilities .

**Table A**

<b>Band</b>	<b>Position</b>	<b>Special Allowance</b>	<b>Total Allowance (including Basic Allowance)</b>
Band 4	<ul style="list-style-type: none"> <li>• Leader</li> </ul>	<del>£33,926</del> £45,000	<del>£44,952</del> £56,026
Band 3B	<ul style="list-style-type: none"> <li>• 9 or fewer x Cabinet Members</li> <li>• <i>Chair of Overview and Scrutiny Committee</i></li> </ul>	£25,443	£36,469
Band 3A	<ul style="list-style-type: none"> <li>• <del>Chair of Overview and Scrutiny Committee</del></li> </ul>	£23,134	£34,160
<i>Band 2C</i>	<ul style="list-style-type: none"> <li>• <i>Leader of the Principal Opposition</i></li> </ul>	£19,500	£30,526
Band 2B	<ul style="list-style-type: none"> <li>• Chief Whip</li> <li>• Chair of Regulatory Committee</li> <li>• Chair of Alexandra Palace and Park Board</li> <li>• <del>Leader of the Principal Opposition</del></li> <li>• <i>Vice Chair of Overview and Scrutiny</i></li> </ul>	£16,965	£27,991
Band 2A	4 3 x Councillors serving on Overview and Scrutiny Committee	£15,421	£26,447

Band 1C	<ul style="list-style-type: none"> <li>• Chair of Combined Pensions Committee and Board</li> </ul>	£12,500	£23,526
Band 1B	<ul style="list-style-type: none"> <li>• <del>Chair of Combined Pensions Committee and Board</del></li> <li>• Chair of Staffing and Remuneration Committee</li> <li>• Chair of Standards Committee</li> <li>• Chair of Corporate Committee</li> <li>• Vice Chair of Regulatory Committee</li> <li>• Leader of the second Opposition Group or Deputy Leader of the Principal Opposition</li> <li>• Chief Whip of the Principal Opposition</li> </ul>	£8, 482	£19,508

## 6. MULTIPLE RESPONSIBILITIES

6.01 Where a Councillor holds more than one post of special responsibility, he/she may only receive one Special Responsibility Allowance. Where a Councillor holds more than one post of special responsibility and the posts have Special Responsibility Allowances of different monetary values, the Councillor would receive the higher one. For the purposes of this paragraph, the Mayor and Deputy Mayor count as posts of special responsibility.

## 7. CO-OPTES' ALLOWANCES

7.01 Each education representative on scrutiny bodies, and each employee and employer representative on the Combined Pensions Committee and Board, is entitled to an allowance of £154 per meeting attended, to a maximum of £616. No allowances are payable to others who are not elected Councillors.

## 8. BABYSITTING AND DEPENDANTS ALLOWANCE

8.01 Councillors and non-elected members can claim this allowance based on the following:

- (a) That reimbursement be made at the London Living Wage. The period of payment should include the time of the meeting, together with reasonable travelling time of the member, plus any necessary travelling expenses of the carer to and from their home.
- (b) Children over the age of 16 must not be claimed for, unless suffering from an illness or disability making constant care essential.

**9. TRAVELLING AND SUBSISTENCE ALLOWANCE**

9.01 Councillors can claim this allowance for attending approved meetings, training and conferences etc. only to the extent that it involves travel outside the M25. Claims must be based on the following:

(a) The mileage rate for travel by private car is 34.6 pence per mile. An extra 3 pence per mile is payable for each passenger for whom a travelling allowance would otherwise be payable. The cost of tolls, ferries and parking charges can be claimed.

(b) The mileage rate for travel by solo motor cycle is :

Not exceeding	150 cc	8.5 pence per mile
Over	150 cc but not over 500 cc	12.3 pence per mile
Over	500 cc	16.5 pence per mile

(c) On public transport only the ordinary or cheaper fare can be claimed where more than one class is available.

(d) The cost of a taxi, including a reasonable tip, can be claimed only in case of urgency or where public transport is not practicable or reasonably available.

(e) The maximum rates for subsistence allowance on approved duties are as follows:

For an absence of more than 4 hours before 11.00	£4.92
For an absence of more than 4 hours including lunchtime between 12.00 and 14.00	£6.77
For an absence of more than 4 hours including the period 15.00 to 18.00	£2.67
For an absence of more than 4 hours ending after 19.00	£8.38

**10. CLAIMS AND PAYMENTS**

10.01 Where a Councillor is also a Councillor of another authority, that Councillor may not receive allowances from more than one authority in respect of the same duties.

- 10.02 The Basic Allowance and Special Responsibility Allowances will be paid in equal monthly instalments.
- 10.03 The Co-optees' Allowance must be claimed by, and will be paid at, the end of the municipal year, subject to paragraphs 2.02 above and 10.05 below.
- 10.04 All claims for Travelling and Subsistence Allowance and Babysitting and Dependents Allowance must be made within two months of the relevant meeting or the costs being incurred by the Councillor or non-elected member, subject to paragraph 10.05 below.
- 10.05 If any Allowance under paragraphs 10.03 or 10.04 is not claimed within the prescribed time limit, the Democratic Services Manager shall have a discretion to make the payment nonetheless.
- 10.06 Any Councillor or non-elected member may elect to forego his/her entitlement to all or part of any allowance by giving written notice at any time to the Democratic Services Manager.

## **11 MATERNITY, ADOPTION, SHARED PARENTAL, PATERNITY AND SICKNESS PAY**

- 11.01 Subject to this paragraph 11, all Members shall continue to receive their Basic Allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave, as long as they remain a Councillor. This includes Members becoming parents through surrogacy arrangements.
- 11.02 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek approval from full Council before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act. The Council (or Leader in case of Cabinet Members) may, depending on the circumstances, appoint a replacement to cover the period of absence who will be entitled to the SRA pro rata for the period of the temporary appointment.
- 11.03 The Democratic and Scrutiny Services Manager will write to the Member to confirm the continuation of allowances and until what date they will continue.
- 11.04 Leave arrangements are unaffected by the number of children born from a single pregnancy or placed as part of a single adoption.

### **Maternity Leave**

- 11.05 A Member is entitled to take up to 52 weeks' maternity leave starting no earlier than the 11th week before the expected week of childbirth, except following a premature birth, and no later than the day following the actual date of birth.
- 11.06 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take maternity leave in writing no later than 4 weeks before the date they wish the period of maternity leave to start and:
- i) Confirm the expected week of childbirth;
  - ii) Provide a copy of the MATB1 (available from a doctor or midwife);
  - iii) Confirm the date on which the Member intends her maternity leave to start.

### **Adoption Leave**

- 11.07 A Member is entitled to take up to 52 weeks of adoption leave starting no earlier than 14 days before the child is expected to be placed and no later than the expected placement date, or if the child is adopted from overseas, no later than 28 days after the date on which the child enters Great Britain,
- 11.08 The Member must notify the Democratic Services and Scrutiny Manager in the case of a UK adoption of their intention to take adoption leave in writing no more than seven days after the date on which the Member is notified of having been matched with the child for adoption or, where that is not reasonably practicable, as soon as is reasonably practicable thereafter. In the case of an overseas adoption, the Member must notify the Democratic Services and Scrutiny Manager of their intention to take adoption leave in writing, no more than 28 days after s/he received the official notification and:
- i) Confirm the date the child is expected to be placed with him/her for adoption (UK Adoption) or the date on which the Member received an official notification and the date on which the child is expected to enter Great Britain (overseas adoption);
  - ii) Provide a copy of the matching certificate/official notification. The matching certificate must be issued by the adoption agency that matched the Member to the child and must contain the name and address of the agency, the date on which the Member was notified that s/he had been matched to the child, and the date on which the agency expects to place the child with the Member.;
  - (iii) in the case of an overseas adoption, the date of entry of the child into Great Britain
  - iv) Confirm the date which the Member has chosen his/her adoption leave to start.

### **Shared Parental Leave**

- 11.09 A Member is entitled to Shared Parental Leave if they are :-
- (i) the mother, or expectant mother, of a child, or the father of the child, or at the date of the child's birth the spouse, civil partner or partner of the

mother/expectant mother, and at the date of birth the mother and the father/spouse/civil partner/partner share the main caring responsibility for the child; or

- (ii) the adopter of a child, or at the date that the child is placed for adoption the person who is the spouse, civil partner or partner of the adopter, and at the date of the placement of the child for adoption the adopter and the spouse/civil partner/partner share the main caring responsibility for the child. Where two people have been matched jointly, the adopter is whoever has elected to be the child's adopter.

11.10 A Member may share up to 50 weeks' leave if the mother/ adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the mother or adopter.

11.11 Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement for adoption of the child.

11.12 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take shared parental leave in writing no later than 8 weeks before the date they wish the period of shared parental leave to start, and must in writing provide the following information

(i) in the case of the birth of a child:-

- the names of the mother and of the father/spouse/civil partner/partner,
- the start and end dates of any period of maternity leave to be taken by the Member,
- the total amount of Shared Parental Leave available,
- the expected week of birth
- the date of birth (where the child is not yet born, this information must be provided as soon as reasonably practicable after the birth and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- how much Shared Parental Leave the mother and the father/spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

(ii) in the case of the adoption of a child:-

- the names of the adopter and of the spouse/civil partner/partner,
- the date that the adopter was notified of having been matched for adoption with the child
- the date that the child is expected to be placed for adoption
- the date of the placement ( where the child has yet to be placed for adoption, this information must be provided as soon as reasonably practicable after the placement and, in any event, before the first period of Shared Parental Leave to be taken by the Member)

- the start and end dates of any period of adoption leave to be taken by the adopter,
- the total amount of Shared Parental Leave available,
- how much Shared Parental Leave the adopter and the spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave.

### **Paternity Leave**

- 11.13 A Member is entitled to take up to two weeks' paternity leave to help care for the child, or to support the child's mother/adopter, if they are either: the father of the child (whether or not they are the biological father); the spouse, civil partner or partner of the mother/adopter.
- 11.14 The Member may take one week or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within 56 days of the birth or adoption.
- 11.15 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take paternity leave in writing no later than 4 weeks before they wish the period of paternity leave to start (childbirth) or no more than seven days after the date on which the adopter is notified of having been matched with the child or, where that is not reasonably practicable, as soon as is reasonably practicable; and:
- i) Confirm the expected week of childbirth; or the dates on which the adopter was notified that s/he had been matched with the child and on which the child is expected to be placed for adoption with the adopter(UK Adoption); or the dates on which the adopter received official notification and on which the child is expected to enter Great Britain (Overseas Adoption);
  - ii) or matching certificate/official notification;
  - iii) Confirm the length of the absence and the date on which the Member has chosen to begin his/her leave
- 11.16 If the Member wishes to change the start date of a period of leave, they should write to the Democratic Services and Scrutiny Manager no later than 4 weeks before either the original start date 'or' the new start date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.
- 11.17 If the Member wishes to change the end date of a period of leave they should write to the Democratic Services and Scrutiny Manager at least 4 weeks before either the original end date or the new end date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.
- 11.18 HR Services will provide confirmation that the information on revised dates has been received and that relevant re-instatement or adjustment of any SRA has taken place, with a copy to Democratic Services, within 10 working days.

## **Sickness Leave**

- 11.19 A Member who is sick will continue to receive the basic allowance as long as they remain a Councillor. They will also continue to receive any SRA for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek approval from full Council, before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act.
- 11.20 If a Member decides not to return to office following either during or on their expiry of maternity, adoption, shared parental, paternity or sickness leave, the Chief Executive must be notified. HR Services must then be informed within two working days of receiving notification. Allowances will cease from the effective resignation date.
- 11.21 If an election is held during the Member's maternity, adoption, shared parental, paternity or sickness leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA, if appropriate will cease from the Monday after the election date when they would technically leave office.

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is exempt

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