

**Agenda item: FC 09/22**

**WOUGHTON COMMUNITY COUNCIL**

**Annual Meeting**

**Tuesday 3<sup>rd</sup> May 2022**

**PURPOSE OF REPORT:**

To review and update information relating to the Lead Member roles and consider the option of further 'Lead Members' for specific areas of work.

**RECOMMENDATION:**

- 1. That the Council notes this report and attached papers.**
- 2. That the Council agrees to the definitions of the roles within the '*Lead Member Roles 2022-23*' document.**
- 3. That the Council notes the explanations relating to the specific roles as detailed within '*Members Roles explanations 2022-23*.'**
- 4. That the Council considers whether lead members for specific areas of work (e.g. transport, housing, public realm, etc.) would be suitable for the coming council year, with a view to a formal decision being taken at Full Council in June 2022.**
- 5. That the council considers the role of the Ambassador and the future of this role, with a view to further discussions within Full Council in June 2022.**

**MAIN ISSUES AND CONSIDERATIONS:**

As part of the annual review, reflecting on the lead member roles, detailing the role for all members and considering whether any change is needed is an important element.

The attached papers reflect the changes proposed to the committee structures, consider some minor changes to the roles of the senior members (moving some elements to within committees, passing the liaison with the Local Association of Councils to the Chair) and review the roles within the council more widely. The attached document, *Member Role explanations 2022-23* aims to bring some clarity to the expectations of all the roles within the council, with a shorter 'crib sheet' with the *Lead Member Roles* document.

A further item for consideration is a proposal that has been made to implement a 'Lead Member' programme that allocates key areas to specific councillors to lead on. The proposal, included towards the end of the *Members Role Explanations*' paper, suggests that key areas such as transport, housing, education and similar could have a named member who leads on this area on behalf of WCC. This could include liaison with external agencies, collection of views and ideas, tabling papers or motions within the council meetings and should include regular written reports to the council (via committee or Full Council) updating on the work undertaken. Alongside ensuring a robust approach to these issues, this programme would also potentially

be helpful in the professional development of members, bringing added value to the council.

***It is recommended that members consider whether this is something that would bring value to the council and be prepared for a formal discussion and potential motions at Full Council in June.***

The other query that has been raised with the Council Manager and is therefore included for consideration and discussion, is the role of the Ambassador. This is the WCC 'ceremonial' role (we are unable to have a Woughton 'mayor', so the ambassador was in lieu of this) and has played a varying role in terms of attendance at and engagement with the community. Whilst the past couple of years has significantly reduced opportunities for the current Ambassador, consideration of the future of this role, what form this may take, any duties and responsibilities that should sit within and / or whether this would sit within a 'lead member' programme instead are all issues to be discussed.

***It is recommended that members consider the Ambassador role and the future for this, in preparation for a formal discussions and potential motions at Full Council in June.***

More generally, members are encouraged to consider the roles within the council and any changes that they would like to see in terms of the papers provided. This is key for clarity within the membership, helpful in terms of any elections or interest from residents in the democratic process and can help WCC in preparing support, training and other resources that can assist in the development of councillors.

**STAFFING IMPLICATIONS:**

None.

**OTHER IMPLICATIONS:**

None.

**BACKGROUND PAPERS:**

*Lead Member Roles 2022-23.*

*Members Roles explanations 2022-23.*

**AUTHOR**

Steve McNay – Council Manager

## Lead Member Roles

2022 /2023

<p><b>Chair of the Council</b></p> <p>Constitutional Matters, Member and Officer Relationships, Standards. Neighbourhood Plan (in conjunction with Chair of PLaD), Regeneration (in conjunction with Chair of PLaD), Events (jointly with the Ambassador and where appropriate the Chair of the Services Committee), Full Council Agenda (jointly with the Leader of the Council), BMKALC and MKALC Liaison</p>
<p><b>Leader of the Council</b></p> <p>Budget, External Communications, Corporate Strategy, Income Generation, External Relations (MK Council and other organisations), Policy Development, Medium Term Financial Strategy, full Council Agendas (jointly with the Chair of the Council).</p>
<p><b>Chair of the Services and Communities Committee</b></p> <p>Youth Services, Environmental Services, Community Services, Landscaping, Advice Service, Communities and Environment Fund. Carnival and events, Community Development, Liaison with Residents Associations and Community Groups. Community Centres.</p>
<p><b>Chair of the Operations and Resources Committee</b></p> <p>HR Policies, Appraisals, Member and Officer Training and Development, Internal Communications, Grievance, and Disciplinary Procedures, Information Technology, Capital programme, investments, financial systems and oversight, banking / payments, insurance, risk management and register, asset register.</p>
<p><b>Chair of the Planning, Licensing and Development Committee (PLaD)</b></p> <p>Neighbourhood Planning (in conjunction with Chair of Council), Regeneration and Renewal (in conjunction with Chair of Council), planning and licensing applications, public realm issues, consultation responses where related to associated issues.</p>
<p><b>Ambassador</b></p> <p>Civic Matters, Formal Representation of the Council at Civic Events and Functions. First Citizen, Events (Jointly with the Chair and where appropriate Chair of the Services Committee).</p>
<p><b>The Deputy Leader and Vice Chairs</b></p> <p>Shall deputise for the above as appropriate except for the Ambassador where the Chair of the Council shall deputise.</p>

Consideration should also be given to having 'Lead Members' for significant areas, such as Transport, Housing, Commerce, Education, Public Realm, etc.

## Members Roles

### Section A All Members

(N.B. These suggestions will require explanation and examples prior to publication)

#### Roles....

- 1) To act as a local Community Leader for the Ward represented
- 2) To advocate on behalf of individual constituents where appropriate
- 3) To bring to the Councils attention issues of concern from the Ward represented and the parish as a whole, acknowledging and liaising with ward members if outside your specific estate
- 4) To act as a consultee on all matters affecting the Ward in particular (e.g. Planning applications, service reconfiguration etc)
- 5) To attend meetings of local community groups and organisations covering the Ward represented
- 6) To attend meetings of the Council and committees appointed to
- 7) To liaise with and from Officers of the Council in relation to local Ward matters and those affecting the whole parish
- 8) To act collectively to further the best interests of the Parish as a whole

#### Responsibilities

- 1) To Attend meetings of the Council, local Community groups and organisations as appropriate and as best able
- 2) To ensure the highest levels of probity and standards at all times
- 3) To act both as a Ward representative and in the best interests of the Parish as whole, acknowledging and liaising with ward members if working outside your specific estate
- 4) To ensure that no conflicts of interest are perceived or could be perceived
- 5) To take up relevant training opportunities whenever possible and to explore personal developmental needs
- 6) To provide a voice for the community represented and to communicate with local ward residents as appropriate, using a variety of techniques
- 7) To act in the best interests of all Ward residents equally
- 8) To submit (for publication in the Gazette and on the Council Website) a quarterly report on activities and relevant issues considered

#### Rights

- 1) To be able and facilitated to communicate with the electorate represented, and with officials of The Community Council, Milton Keynes Council, statutory bodies and other agencies
- 2) To be able to submit items and motions for consideration at any Committee of the Council or the Full Council (with proper notice)
- 3) To be able to attend and speak at any committee or working group of the Council of the Council, whether a member of not, on any item up for discussion.
- 4) To reasonable support to enable members to perform their community leadership role subject to budget
- 5) To have access to IT facilities (subject to budgetary provision) and a Council E Mail address
- 6) To have their vote recorded on any matter being determined by the Council or Committee on which they are a member as detailed in Standing Orders

- 7) To All Agendas and reports of all Committees on request
- 8) An opportunity to raise specific Ward related issues at all meetings of the Council provided notice is given in advance of the meeting and provided that no decision of the Council that affects the finances or resources of the Council shall be considered on such occasions unless notice has been given via a motion

Additional Roles, Rights and Responsibilities affecting Committee Chairs and Vice Chairs

## **Section B All Chairs**

### **Roles**

- 1) To provide a point of liaison with specific senior managers relevant to the Committees term of reference and to weekly or fortnightly (as agreed) liaison meetings
- 2) To act as the spokesperson of and for the Council in respect of the business and services covered by the committee terms of reference
- 3) To provide leadership on matters relevant to the Committees terms of reference
- 4) To meet with other agencies relevant to the committees' terms of reference as appropriate

### **Responsibilities**

- 1) To Chair meetings of Committees with fairness and to guide committees to successful resolutions and decisions
- 2) To provide a point of reference for senior managers of the Council and to become familiar with the operations and services of the Council relevant to their committee
- 3) To ensure that Standing orders and all constitutional type issues affecting the Council are adhered to
- 4) To provide strategic leadership to the Council in relation to the committee's terms of reference

### **Rights**

- 1) To be consulted on all significant service and business issues arising within the committees' terms of reference
- 2) To be consulted in advance of the agenda and whenever possible the reports for all committees and Full Council and to be able to request additional items/determine order of business of their committee
- 3) To be provided with all relevant and key information relating to their roles and responsibilities

Nb The role of Vice Chairs is relevant only in the absence of the Chair, but they need to be facilitated to perform this role in a seamless way

Role of Leader, Ambassador and Chair of the Council

## **Section C Ambassador**

- 1) The Ambassador shall perform the Civic Functions of the Council. Represent the Council at Civic Functions of other authorities, represent the Council at Community and charitable events within the Parish, which are of a non-political or noncontroversial nature (e.g. Fun Days, Charity Fundraising, Social Events)

- 1) The Ambassador shall be regarded as first Citizen meeting and greeting VIPs and dignitaries of a special nature
- 2) The ambassador shall be supported in his/her role by Officers of the Council

#### **Section D The Chair of the Council**

The Chair will of course Chair meetings of the Full Council, ensuring that standing orders are adhered to, and shall have a casting Vote in the event of any vote which results in a tie. The Chair will ensure that meetings are orderly and kept to a reasonable timetable and shall determine speaking order and ensure the effective running of such meetings

The Chair will sign the minutes of meetings of the Council as approved by the Council.

The Chair will ensure in consultation with the Council Manager and other Officers that all statutory duties of the Council are performed, and all matters required by statute to be brought before the Community Council or its committees on a timely basis. Such matters include but are not restricted to Budget setting, Audit Reports, Statements of Community Governance, Annual Meeting of the Council, Annual Meeting of the Parish.

The Chair, in consultation with the Council Manager and Officers, will ensure that all statutory and similar requirements on the Council are being adhered to including but not limited to Register of Interests, Record of Hospitality, Publication Scheme, Risk Assessment, Statement of sufficiency, Code of Conduct, Review of Financial regulations, Standing Orders and the like

The Chairs role in the matters mentioned in the previous two paragraphs is to ensure that these matters are performed in a timely way, and that where necessary are brought before the Council or its committees in a proper way. The Chair would be expected to be consulted on the contents, but this is not the primary role

The Chair will be consulted on all matters of constitutional propriety, calendar of meetings and arrangements for special meetings and whilst it is recognised that, except where allowed for in Standing Orders, the Chair does not have Executive Authority, they will be regarded as being the constitutional 'head' of the Council in a similar way to a Speaker or Presiding Officer of the UK Parliament or devolved assemblies.

The Chair shall provide stewardship to ensure probity and high standards by members

The Chair and the leader will provide line management to the most senior officer of the Council

#### **Section E The Leader**

The Leader will be responsible for tabling before the Council or its committees, in consultation with the Chief Executive and other Officers the Budget and key policy initiatives, without undermining the role of Committee Chairs.

The Leader will act as the Chief External spokesperson of the Council in consultation with Officers, Chairs and other members as appropriate

The Leader will provide the key interface between the Council and external bodies

The Leader will ensure that all Members and Officers of the Council are kept abreast of significant events, issues and concerns that arise and provide direction to the Council

The Leader will consult on and recommend Lead members for appointment by Council

### **Section F Lead Members**

The Council has determined that from time to time it may appoint Lead Members. This is still an embryonic process.

Lead members will be appointed annually in May.

Lead Members should be carefully selected to ensure that the position adds value to the issue. Relevant roles should be selected that are tangential and relevant to the work of the Council, but so as not to undermine the role of Committee Chairs and others.

Lead Members will be expected and will be supported in becoming familiar with the issue in hand. They will provide a key link between the Council and relevant organisations in relation to that issue. Lead members will be expected to keep the Council abreast of any relevant considerations that arise in their work by written report to Council, and shall be a champion of the cause or issue concerned.

Lead members do not enjoy any decision-making rights, but may as part of their role make recommendations to the Council and Committees as appropriate.

## Agenda item: FC 13/22

<b>May-22</b>					<b>Dec-22</b>				
Tues 3rd	Annual Meetings				Mon 5th	Planning, Licensing and Development			
Mon 9th	Full Council				Mon 12th	Full Council			
Mon 16th	Operations and Resources				Mon 19th	Operations and Resources			
Weds 18th	Services and Communities				Weds 21st	Services and Communities			
<b>Jun-22</b>					<b>Jan-23</b>				
Mon 6th	Planning, Licensing and Development				Mon 9th	Planning, Licensing and Development			
Mon 13th	Full Council				Mon 16th	Full Council			
Mon 20th	Operations and Resources				Mon 23rd	Operations and Resources			
Weds 22nd	Services and Communities				Weds 25th	Services and Communities			
<b>Jul-22</b>					<b>Feb-23</b>				
Mon 4th	Planning, Licensing and Development				Mon 6th	Planning, Licensing and Development			
Mon 11th	Full Council				Mon 13th	Full Council			
Mon 18th	Operations and Resources				Mon 20th	Operations and Resources			
Weds 20th	Services and Communities				Weds 22nd	Services and Communities			
<b>Aug-22</b>					<b>Mar-23</b>				
NOTHING					Mon 6th	Planning, Licensing and Development			
					Mon 13th	Full Council			
<b>Sep-22</b>					Mon 20th	Operations and Resources			
					Weds 22nd	Services and Communities			
Mon 5th	Planning, Licensing and Development								
Mon 12th	Full Council				<b>Apr-23</b>				
Mon 19th	Operations and Resources								
Weds 21st	Services and Communities				Mon 3rd	Planning, Licensing and Development			
					Tues 11th	Full Council			
<b>Oct-22</b>					Mon 17th	Operations and Resources			
					Weds 19th	Services and Communities			
Mon 3rd	Planning, Licensing and Development								
Mon 10th	Full Council				<b>May-23</b>				
Mon 17th	Operations and Resources								
Weds 19th	Services and Communities				Tues 2nd	Annual Meeting			
<b>Nov-22</b>									
Mon 7th	Planning, Licensing and Development								
Mon 14th	Full Council								
Mon 21st	Operations and Resources								
Weds 23rd	Services and Communities								

**Agenda item: FC 15/22 a)**

**Woughton Community Council**

**Operations and Resources Committee**

**Terms of Reference and Delegated Powers**

1. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Woughton Community Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment will be reviewed at the annual meeting of Council in May.
5. That the Chair of Council and the Leader of the Council are automatically members of this committee.
6. That every member must attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment, to include BMKALC Finance Training as a minimum.
7. The Committee shall receive updates on legislation changes that may affect HR, Health and Safety, and financial policies (to include updates on the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide) alongside other legislative changes that may impact upon the council.
8. The Committee shall review pay and conditions of employment in line with JNC guidelines.
9. The Committee shall review the HR policy, procedures, and priorities from time to time and shall make appropriate recommendations to the Council.
10. The Committee shall agree members' attendance at conferences, seminars and Training Events.
11. The Committee shall consider the training and development needs of both members and officers.
12. The Committee will consider Union Recognition agreements and ensure arrangements for a joint Negotiating and Consultation Committee with such recognised Trade Unions.

13. The Committee shall ensure arrangements are in place for an appraisal system of staff.
14. The Committee shall determine appropriate budget headings for the Community Council and all matters appertaining to budget consultations and will coordinate budget preparations generally, bringing final proposals to the Council at its January meeting.
15. The Committee shall monitor income and expenditure against the budget on a regular basis, shall approve virements as allowed under the financial regulations. It may recommend any review of the budget deemed necessary, and a half yearly review of the budget shall be undertaken each October.
16. The Committee shall ensure that the Council's financial procedures and systems are reviewed from time to time (at least annually) and that the Council abides by all statutory requirements in relation to its accounts and finances.
17. The Committee shall recommend to the Council all financial matters it feels are appropriate including an annual review of Financial Regulations.
18. The Committee shall undertake all issues relating to premises and equipment owned leased or rented and also any annual hire charges relating thereto.
19. The Committee will consider and review arrangements and oversee policy creation and agreement for the following areas:
  - a. Health and Safety,
  - b. Safeguarding,
  - c. Internal and External Communications,
  - d. Payroll Services,
  - e. Human Resources
  - f. Finances (incl. asset register, risk register)
  - g. other similar and related matters.
20. Working within the Financial Regulations of the Council, the Committee shall have powers to:
  - To approve and determine expenditure within budgets controlled by the committee.
  - To approve expenditure up to a maximum of £2,000 to any one body at any one time (any amounts larger than this may be recommended to Council for approval).

<b>Last review date:</b>	May 2022
<b>Next review date:</b>	May 2023
<b>Lead:</b>	Council Manager
<b>Overseeing Committee:</b>	Full Council
<b>Approved:</b>	
<b>Review cycle:</b>	Annually

Agenda item: FC 15/22 b)

**Woughton Community Council**

**Planning Licencing and Development Committee**

**Terms of Reference and Delegated Powers**

1. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Woughton Community Council.
2. The Committee shall also be known by its shorter title of 'Planning Committee'
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment will be reviewed at the annual meeting of Council in May.
5. That every member should attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment. *This shall include attendance at a relevant planning training session as a minimum.*
6. The committee shall oversee all relevant planning applications, providing a response to the principle authority in line with legislation.
7. The committee shall also oversee all relevant licencing applications, providing a response to the principle authority in line with legislation.
8. The committee shall be responsible for the creation and review of a Regeneration and or Estate Renewal Policy that determines the council's response to any proposals for regeneration and or Estate Renewal of each grid square/residential communities.
9. The committee shall provide oversight of the Neighbourhood Plan, reviewing where appropriate, and coordinating and bringing proposals to Council where appropriate.
10. Working within the Financial Regulations of the Council, the Committee shall have powers to:
  - a. Approve and determine expenditure within budgets controlled by the committee.

<b>Last review date:</b>	May 2021
<b>Next review date:</b>	May 2022
<b>Lead:</b>	Council Manager
<b>Overseeing Committee:</b>	Full Council
<b>Approved:</b>	
<b>Review cycle:</b>	Annually

**Agenda item: FC 15/22 c)**

**Woughton Community Council**

**Services and Communities Committee**

**Terms of Reference and Delegated Powers**

1. The Services and Communities Committee (also known as 'Services Committee') is a committee of the full council and shall operate within the terms of reference set by Woughton Community Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment shall be reviewed at the annual meeting of Council in May.
5. That every member should attend any training session(s) when necessary that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment.
6. The Committee shall promote, oversee and agree policy and direction for Community Development and Engagement, Environment and Landscape, Wellbeing and Advice and Youth services, and other services that may be developed within the council.
7. The committee will liaise with all relevant external agencies (both statutory and voluntary), work with agencies and other organisations to obtain funding and / or to work in partnership on specific projects and activities that will benefit all, or part of, the community in Woughton Parish.
8. The Committee shall oversee all aspects of the councils grants programme, reviewing the application pack and policies on an annual basis and assessing an awarding grants in line with said policies.
9. The Committee shall consider all aspects relating to matters concerning the Environment, transport, highways, crime and community safety, play areas, street lighting and antisocial behaviour as it relates to the Parish, and may approve projects within this remit.
10. The Committee shall review, monitor and develop services provided by the Council that impact on the social, environmental and wellbeing of the Community.
11. The Committee may recommend budgets for its activities on an annual basis and may agree virements in accordance with Financial Regulations.

12. Working within the Financial Regulations of the Council, the Committee shall have powers to:

- To approve and determine expenditure within budgets controlled by the committee.
- To approve grant aid up to a maximum of £2,000 to any one body at any one time (any grants larger than this may be recommended to Council for approval).

<b>Last review date:</b>	May 2021
<b>Next review date:</b>	May 2022
<b>Lead:</b>	Council Manager
<b>Overseeing Committee:</b>	Full Council
<b>Approved:</b>	
<b>Review cycle:</b>	Annually

**WOUGHTON COMMUNITY COUNCIL**

**Annual Meeting**

**Tuesday 3<sup>rd</sup> May 2022**

**PURPOSE OF REPORT:**

To inform council of the recommendations of the Independent Remuneration Panel and to propose alignment with these within WCC Member Allowances.

**RECOMMENDATION:**

1. That Council notes this report and the attached *'Report of the Independent Remuneration Panel for Milton Keynes Parish and Town Councils' from Dec 2021.*
2. That the Council agrees to align the WCC member allowance scheme with the recommendations made in the above report, as discussed within *'New Council Constitutions: Guidance of Regulations for Local Authority Allowances – DCLG, 2003* and *'The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No 1021 plus the amendment Statutory Instrument 2003 No 1692 ('The Regulations).*
3. That the Council therefore agrees to a basic allowance of £837 per annum for 2022/23, with enhanced allowances of £1,675.
4. That the Council agrees to enhanced allowances for Chair and Leader of the Council.
5. That the Council agrees to publicise these allowances, in line with legislation (namely *Section 5, Para 30* of 'The Regulations').
6. That the council agrees to 'indexing' of the allowances.
7. That the council agrees to a further review, with an intention to increase to the higher level in 2023/24 council year.
8. That in addition to these allowances, that Council also agrees that any ceremonial position, such as a Mayor, Ambassador or similar, should receive an allowance of £100 toward expenses relating to the role. This should be in addition to a basic allowance.

**MAIN ISSUES AND CONSIDERATIONS:**

Councillor allowances in Woughton help to ensure that all who wish to be part of local democracy are supported to do so – finances should NOT be a barrier to involvement in the view of the council.

Allowances are considered 'from time to time' and in line with recommendations made by an independent panel. This panel consulted during the pandemic and produced their recommendations in December 2021 and, following agreement at a previous Full Council (see paper FC145/22, where the budget was adjusted to reflect the recommendations in this paper and FC112/21, where a 2% increase was agreed

*'unless any review published by MKC contradicts this'*), this paper brings these recommendations for discussion and agreement.

Allowances have been static for several years and the discussion that took place in November saw expressions of concern about the potential impact on councillors who found themselves out of pocket as a result of serving (travel, equipment, phone contracts, etc.). The purpose of an allowance is to reflect the 'out of pocket' expenses that are faced by representatives when in their role as councillors.

There are regulations relating to allowances, primarily *The Local Authorities (Members Allowances) (England) Regulations 2003 etc*, alongside amendments made at later dates (for ease of reading, within this paper simply *'the regulations'*). These explain that allowances 'may' be paid (it is a choice) and if so, should be paid equally to all, save the Chair. In Woughton, this has traditionally extended to include the Leader too, given the specific nature of the two roles. Councillors can, if they so wish, forego entitlement to some, or all of the allowance.

Allowances are taxable – members who chose to take an allowance are responsible for any taxation due and should make arrangements to make payment. The Regulations include a requirement on Principal Authorities (in this case, Milton Keynes Council), to convene a Parish Remuneration Panel. This panel was convened in 2021, reporting in December of that year. The panel was tasked with considering and recommending:

- Basic allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The recommendations from the panel were as follows:

- That parishes who feel a basic allowance is appropriate should be able to pay an amount up to 10% of the Basic Allowance for MKC (where the local council is 'quality approved')
- That for parishes that are NOT quality approved, they should be able to pay an amount up to 7.5% of the basic allowance for MKC.

These amounts are currently £1117 (quality councils) and £837 (non-quality). These figures should be considered as a ceiling amount – 'pay **up to**'.

- Chairs Allowance for quality approved councils should be up to 20% of the MKC basic allowance (this equates to £2,233)
- Chairs Allowance for non-quality approved councils should be up to 15% of the MKC basic allowance (this equates to £1,675)

These amounts reflect the current situation, which is that Chairs / Leaders allowance is double that of the basic allowance.

Please note that these allowances only apply to elected members – anyone co-opted onto the council is NOT entitled to any allowance.

There are further recommendations that sit outside the scope of the 'allowances' (but within 'expenses') which remain as our currently policy states – for 'approved councillor duties', travel costs and subsistence allowances which are detailed in the 'Councillor Allowances and Expenses Policy', which is due for review at Full Council in May 2022. This will reflect the changes agreed at this meeting.

The final recommendation is that allowances should be 'indexed' in line with increased to staff salaries – the Council Manager reads this to suggest that if officers are awarded an increase via the NJC pay scales, that this should be reflected in increases to members allowances too.

***It is recommended that WCC takes account of this recommendation and, due to the proposed increases, moves to the 'non quality' level (7.5% of MKC) for the 2022/23 Council year, with a view to review and update for the following council year (2023/24), where an increase to reflect the 'quality' nature is included (increased to 10% of the MKC levels), with double allowance for enhanced positions.***

WCC has also traditionally allowed a small allowance for the ceremonial position (currently The Ambassador), to support the demand of that role. This has been £50 for the past 4 years plus – **it is recommended that this is increased to reflect increased costs and should be set at £100 per annum from the 2022/23 Council year.**

#### **FINANCIAL IMPLICATIONS:**

This recommendation will mean an increase in allowances budget from £13,125 to £17,577 in 2022/23 (an increase of £4452 - we have included this within the reforecast, and this was included within the ratified budget) and then a further increase to £23,457 in 2023 (a further increase of £5880. In total. The allowances line will increase by £10,332 over the next two years – this is around 80% increase.

Whilst this may sound significant, this does enable WCC to comply with the legislation – taking due regard to the recommendations made by the independent committee and increased over two years, is within a reasonable parameter for an uplifts.

There will also be a further £50 increase for the ceremonial allowance.

#### **OTHER IMPLICATIONS:**

Failure to acknowledge and respond to the independent committee would not be advised. Whilst the amounts noted are advised to be maximums, WCC is a large council, with a diverse and complex level of delivery and allowances should both reflect that AND the need for us to be as inclusive as possible – as noted above, finances should not be a barrier to involvement.

**BACKGROUND PAPERS:**

*'Report of the Independent Remuneration Panel for Milton Keynes Parish and Town Councils'*

**AUTHOR**

Steve McNay – Council Manager