



Council

Tuesday, 21 June 2022

Dear Councillor

You are advised that the attached documents form part of the main agenda papers for this meeting.

Please ensure you bring them with you to the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Walsh', written in a cursive style.

S Walsh
Service Manager (Communities)

List of documents attached

- | | |
|--------------------------------|-----------------|
| 7. Members' Allowances Scheme. | (Pages 3 - 24) |
| 8. Notice of Motion. | (Pages 25 - 26) |

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Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Council

Date: 21 June 2022

Reporting officer: Bhupinder Gill, Monitoring Officer, on behalf of the Independent Remuneration Panel

Subject: Members' Allowances Scheme

Purpose and summary of report:

To consider the recommendations of the Independent Remuneration Panel (IRP) relating to the Members' Allowances Scheme.

Recommendations:

The Panel recommends that there be no change to the Members' Allowances Scheme until after the Local Elections in May 2023, at which time a further review of the scheme be undertaken by the IRP. The existing arrangement for the annual indexation of basic and special responsibility allowances, in line with the nationally negotiated pay awards given to Gravesham Borough Council Staff, be continued.

Key Implications:

Item	Implications
<p>Legal</p>	<p>The Local Authorities (Members' Allowances) (England) Regulations 2003 make provisions about the payment of allowances to Members of local authorities. The Regulations require the establishment of an IRP whose function is to make recommendations concerning allowances.</p> <p>Local authorities must make provision for basic allowances which are to be paid to all Members. The setting of special responsibility allowances, travel and subsistence allowances and childcare/dependent carers' allowances is discretionary.</p> <p>There is a requirement to publicise the scheme at the Council offices and in a local newspaper.</p>

Finance and Value for Money	The existing financial envelope for the 2022/23 financial year is £281,040. Going forward, a 2% inflationary element has been added each year (in line with the Medium Term Financial Plan assumptions on pay awards) resulting in the following budgeted amounts for future years:- 2023/24 - £286,660 2024/25 - £292,390 2025/26 - £298,240 2026/27 - £304,200
Corporate Plan	Elected Members determine the strategic direction of the Council, as set out in the Corporate Plan 2019-23.
Climate Change	There are no specific climate change implications resulting from this report.

1. Introduction

- 1.1 Local authorities are required to establish and maintain an Independent Remuneration Panel (IRP) to comply with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. The primary function of the IRP is to make recommendations to the Council in respect of its Members' Allowances Scheme including basic allowances, special responsibility allowances, travel and subsistence and childcare/dependent carers' allowances.
- 1.2 Councils are required to convene the IRP and seek its advice before making any changes or amendments to its Members' Allowances Scheme.
- 1.3 The following persons were appointed by the Council on 12 April 2022 to serve on the IRP and undertake a review of the Members' Allowances Scheme with a report of their recommendations being submitted to a future meeting of the Council: -
 - Jag Sidhu, Director of Nick Building Contractors Ltd;
 - Jasvinder Gill, Senior Partner of Hatten Wyatt Solicitors; and
 - Julie Hobson, Partner of Gullands Solicitors.

2. Recommendations of the Panel

- 2.1 The IRP met in April 2022 to consider the current scheme. The report of the IRP, which sets out how the review was conducted and the recommendations made from it, is attached at appendix one for consideration.
- 2.2 For ease of reference, the Panel's recommendation is as follows:

The Panel recommends that there be no change to the Members' Allowances Scheme until after the Local Elections in May 2023, at which time a further review of the scheme be undertaken by the IRP. The existing arrangement for the annual indexation of basic and special responsibility allowances, in line with the nationally negotiated pay awards given to Gravesham Borough Council Staff, be continued.

3. Publicity

3.1 In accordance with the regulations an advertisement detailing the IRP's recommendations has been publicised at the Council offices and in a local newspaper.

4. Appendices

4.1 The following documents are to be published with the report:

- Report of the Independent Remuneration Panel (IRP) – Appendix one
- Current Members' Allowances Scheme – Appendix two

5. Background Documents

5.1 The following background documents were used:

- Report of the Independent Remuneration Panel (IRP) – Appendix one
- Current Members' Allowances Scheme – Appendix two

Lead Officer: Committee Services Manager, Carlie Simmonds

Email: carlie.simmonds@gravesham.gov.uk

Secondary Implications	
Risk Assessment	Where an index is applied to a Members Allowance Scheme, the Council can rely upon that index for up to 4 years without the need to review the scheme. Therefore, as the allowances have been adjusted annually over the last four years, the Council is now required to review its scheme (even if it is to re-adopt the existing scheme).
Data Protection Impact Assessment	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of <u>personal data</u> or <u>special category data</u> or <u>criminal offence data</u>? A definition of each type of data can be found on the Information Commissioner's Office website via the above links. No</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk. N/A</p>
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. N/A</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. N/A</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Crime and Disorder	There are no specific crime and disorder implications resulting from this report.
Digital and website implications	Any decisions taken will be published on the Gravesham Borough Council website. There is a requirement to publicise the scheme at the Council offices and in a local newspaper.
Safeguarding children and vulnerable adults	There are no specific safeguarding children and vulnerable adults implications resulting from this report.



Gravesham Borough Council

Report of Independent Remuneration Panel

April 2022

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This report is a synopsis of the deliberations and recommendations made by the Panel.

1. Background

- 1.1 The Panel is established under The Local Authorities' (Members' Allowances) (England) Regulations 2003 (SI 1021) ("the 2003 Regulations"). These Regulations, which arise out of the relevant provisions contained in the Local Government Act 2000, require all local authorities to establish and maintain an IRP to review and provide advice on Members' Allowances on a periodic basis. All Councils are required to convene the IRP and seek its advice before making any changes or amendments to its Members' Allowances Scheme.

2. Appointment of Panel

- 2.1 The Panel must comprise of no less than three and no more than five persons, none of whom is formally connected with the Council, has a publicly declared political affiliation and/or has been found guilty of a criminal offence. They must not, however, be disqualified from being a member of a local authority. The Panel must be independent, well qualified to discharge its functions and be representative of a broad cross-section of local communities.
- 2.2 Persons appointed to the Panel may each serve for a period of four years from the date of their appointment and may be re-appointed on the expiry of their term of office, subject to no person serving on the Panel for more than a total of eight years.
- 2.3 The Protocol for the Appointment of an IRP is set out in Annex 3.7 of the Council's Constitution.
- 2.4 The Panel was appointed by the Council on 12 April 2022, the Panel Members are as follows:-
- Jag Sidhu, Director of Nick Building Contractors Ltd;
 - Jasvinder Gill, Senior Partner of Hatten Wyatt Solicitors; and
 - Julie Hobson, Partner of Gullands Solicitors.
- 2.5 The Chair of the Panel is Jasvinder Gill.
- 2.6 The Panel's current term of office expires on 1 April 2026. After that date, Jag Sidhu and Jasvinder Gill will be not eligible for reappointment due to serving on the Panel for a total of eight years.
- 2.7 All members of the Panel declared that they were not active members of a political party or associated with any Councillors serving on the Council.

3. Terms of Reference

- 3.1 The role of the IRP is to make recommendations to Council about the type and level of allowances to be paid to Councillors. In particular, to make recommendations on:-
- the amount of basic allowance that shall be payable to elected Members;
 - the roles and responsibilities for which a special responsibility allowance is payable and the amount of each such allowance;

- the amount of travel, subsistence and dependant care allowances to be paid to Councillors and the means by which they are determined; and
- general issues associated with the allowances/scheme.

To work with other Panel Members and Officers of the Council to:-

- be compliant with all relevant codes of conduct;
- fully take part in the activities and decision-making role of the IRP;
- develop, as necessary, a working knowledge of the role of Councillors, the Members' Allowances Scheme, the structure and operation of Gravesham Borough Council and its policies and practices;
- develop as necessary a working knowledge of the statutory requirements, regulations and Government guidance concerning Councillors' allowances; and
- develop, as necessary, a working knowledge of the Councillors' Allowances Schemes operating in other local authorities and public bodies.

4. Purpose of the Review

- 4.1 The last review of the Members' Allowances Scheme was undertaken four years ago. One of the recommendations of the IRP, approved by the Council, was that the allowances be increased in line with any pay awards given to Gravesham Borough Council staff. The Regulations state that *'Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme'*. Therefore, as the allowances have been adjusted annually over the last four years, the Council requested that the IRP review the current scheme with a report of its recommendations being submitted to a future meeting of the Council.

5. Review Process

- 5.1 The Panel was convened in April 2022.
- 5.2 Prior to the first meeting, the Panel was issued with an agenda pack that included the following information/data:-
- Role of the IRP
 - Legislation and Guidance (including the allowances that can be paid)
 - Background information from the Constitution
 - How the Council operates*
 - Responsibility of functions*
 - Municipal calendar and frequency of meetings*
 - Current Political Arrangements
 - Changes on the horizon
 - Financial envelope
 - Current Members' Allowances Scheme
 - Benchmarking of Members' Allowances Scheme (Kent & Nearest Neighbours)
- 5.3 The Panel was supported by Bhupinder Gill, Assistant Director (Legal and Governance) acting in the role of Monitoring Officer, Sarah Parfitt, Director (Corporate Services) and Carlie Simmonds (Committee Services Manager).

6. Legislation and Guidance

6.1 In formulating its recommendations, the Panel has taken into account the following statutory legislation and guidance:-

- the Local Government and Housing Act 1989, Section 18 (as amended by the Local Government Act 2000) - the underlying authority for basic, special responsibility and child and dependent carers' allowances;
- the Local Government (Members Allowances) Regulations 2003; and
- Government Guidance issued at the time of the 2003 consolidated Regulations.

6.2 The Panel also considered a chart that summarised the legal provisions relating to individual types of allowance together with a list of duties for which allowances were payable:-

Mandatory

Basic Allowance

Optional

Special Responsibility Allowance

Dependent Carers' Allowance

Travelling and Subsistence Allowance

Co-optees' Allowance

7. Current Members' Allowances Scheme

7.1 The last review of the Members' Allowances Scheme was undertaken in 2017. The previous methodology used to set the allowances was unclear therefore the 2017 review was in-depth with the IRP considering both the approach to determining allowances in addition to the figures to be recommended. The Panel recommended a methodology for both the basic and special responsibility allowances which was subsequently approved by the Council. The recommended methodology was the favoured approach taken by other local authorities.

Basic Allowance

7.2 The formula for calculating the basic allowance is as follows:-

The median weekly pay for all council employees, divided by 37 hours per week, multiplied by 12.5 hours per week spent on council duties (taken from GBC Councillors in a IRP survey), multiplied by 52 to give an annual sum and then discounted by the 40% voluntary/public service factor to recommend a basic allowance per annum.

Special Responsibility Allowances (SRA)

7.3 The formula for calculating the SRAs is to apply a multiplier (whole number or fraction) to the basic allowance. The Panel, in 2017, started with the recommendation of the SRA for the Leader of the Council and worked through the other levels of SRAs. If the Council was minded to reduce the level of SRA payable, the differentials within the hierarchy be maintained. Furthermore, if a Councillor was entitled to claim more than one SRA the lesser allowance should be paid at 50% of the agreed rate.

Travel and Subsistence

- 7.4 The travel and subsistence scheme for Councillors is aligned with that of Officers.

Dependent Carers' and Childcare

- 7.5 Childcare and dependent carers' allowance is paid at the National Minimum Wage with flexibility for an enhanced payment in exceptional circumstances.

Indexation

- 7.6 The basic and special responsibility allowances is increased in line with any pay awards given to Gravesham Borough Council staff.

8. Current Political Arrangement

- 8.1 The Panel note that there has not been any significant changes to the political arrangement/committee structure since 2017.

- 8.2 There continues to be 44 elected Councillors. The Labour Group forming the ruling administration. The current composition of the Council being:-

- Labour - 22 Members
- Conservative - 20 Members
- Independent - 2 Members

- 8.3 The Council continues to operate a Cabinet arrangement with seven Members of the Cabinet (Executive) including the Leader of the Council, Deputy Leader and five Portfolio holders. The Cabinet being the key policy making body.

- 8.4 The arrangements for the conduct of the Council's business provides for a number of Committees, Boards and Panels to deal with specific tasks and functions. These bodies have a Chair and a Vice Chair and their membership reflects the political balance of the Council.

- 8.5 The opposition groups have a Leader and Deputy Leader and, although they are not represented in the Cabinet, they play an important role in policy developments and implementation through the process of overview and scrutiny and/or participation in Cabinet Committees.

9. Changes on the horizon

- 9.1 The Panel recognises that there are a number of changes on the horizon. The Local Elections are taking place on 4 May 2023. In addition, the Local Government Boundary Commission for England recently undertook an electoral review and has recommended new patterns of wards so that each Councillor represents about the same number of electors. The review resulting in Gravesham's wards being reduced from 18 to 17 and the number of Councillors being reduced from 44 (2-3 per ward) to 39 (1-3 per ward). The changes will take effect from the Local Elections in May 2023.

10. Financial envelope

- 10.1 The Panel note that the existing Financial Envelope for the 2022/23 financial year is £281,040. Going forward, a 2% inflationary element has been added each year (matching assumptions around staffing costs) resulting in the following budgeted amounts for future years:-

2023/24	£286,660
2024/25	£292,390
2025/26	£298,240
2026/27	£304,200

- 10.2 There will be a reduced number of Councillors after the Local Elections in May 2023 (from to 39) so there will be a need to factor in the role taking up more time if the meeting structure remains as current, but with fewer Members to fill positions on Committees etc. Although, in the Council's size submission to the Local Government Boundary Commission for England, the intention was stated to reduce the size of the Cabinet sub-committees.

11. Benchmarking

- 11.1 In addition, the Panel considered the comparative information relating to allowances paid by other local authorities in Kent and CIPFA's nearest neighbours.

12. Conclusion

- 12.1 The Panel was asked to evaluate the evidence presented to them and agree a way forward in reviewing the Members' Allowances Scheme. The Panel was informed that reviews may be in-depth or more brief annual/interim reviews; this could be determined by changes such as Local Elections, changes to the committee structures/roles, Electoral reviews, impact of legislation, local/national issues, economic environment etc. In some cases, the Panel may determine that a scheme remains relevant and current and/or a further review to be undertaken at a later/specific date.
- 12.2 The IRP discussed the information/data contained within the agenda pack together with the briefing provided by and the Monitoring Officer and the Director (Corporate Services). The Panel considered that all of the evidence indicated that the Members' Allowances Scheme, including the methodology, is still fit for purpose. There had been limited change in governance arrangements and Member roles/responsibilities. Benchmarking also supported this conclusion.
- 12.3 The Panel acknowledged that it continues to be an economically tough climate for both the Council and its residents and that any proposals will have an impact on the Council's budgets and, consequently, its frontline services. However, the Panel was mindful that the scheme must ensure that people from all walks of life and financial circumstances can be attracted to fulfil the role of an elected Councillor within the community.
- 12.4 The Panel recognised that, from May 2023, there will be changes arising from the Electoral Review and Local Elections that will have an impact on the Council's governance arrangements and Member roles/responsibilities.

12.5 Taking into account all of the above, the Panel has determined that there be no change to the Members' Allowances Scheme until after the Local Elections in May 2023, at which time a further review of the scheme be undertaken by the IRP. The existing arrangement for the annual indexation of basic and special responsibility allowances, in line with the nationally negotiated pay awards given to Gravesham Borough Council Staff, be continued.

12.6 The Panel would like to extend its thanks to the Officers of the Council for their support.

13. Recommendation(s)

13.1 The Panel recommends that there be no change to the Members' Allowances Scheme until after the Local Elections in May 2023, at which time a further review of the scheme be undertaken by the IRP. The existing arrangement for the annual indexation of basic and special responsibility allowances, in line with the nationally negotiated pay awards given to Gravesham Borough Council Staff, be continued.

14. Work Programme 2023/24

14.1 A full review of the scheme to be undertaken after the Local Elections in May 2023.

15 Appendices

15.1 The following document is to be published with the report:

- Current Members' Allowances Scheme

16 Background Papers

16.1 The following background documents were used:

- Gravesham Borough Council's Constitution;
- Report to Council - Members' Allowances - 21 February 2017;
- Relevant legislation and guidance; and
- Benchmarking of Members' Allowances Scheme (Kent & Nearest Neighbours).

Mr Jasvinder Gill
Chair of Gravesham Borough Council's Independent Remuneration Panel
April 2022



The Constitution of Gravesham Borough Council

Annex 4: Members' Allowances Scheme

Adopted by the Council on 21 February 2017

Re-issued Spring 2022

The Service Manager (Communities) is responsible for ensuring that Annex 4 to the Constitution is kept up to date.

Annexe 4: Members' Allowances Scheme

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Members' Allowances Scheme

1. Introduction

1.1 This scheme:

- (1) has been made in exercise of the powers conferred on Gravesham Borough Council by the Local Authorities (Members' Allowances) (England) Regulations 2003; and
- (2) may be cited as "The Gravesham Borough Council Members' Allowances Scheme"; and
- (3) shall have effect from 9 May 2017 for the 2017-2018 municipal year and in subsequent municipal years.

1.2 In this scheme the term "year" means the municipal year starting and ending at Annual Council in May each year.

2. Basic Allowance

Subject to paragraph 6 below, for each year a basic allowance of £5,041, for the 2021/22 municipal year, shall be paid to each councillor.

3. Special Responsibility Allowances

3.1 For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the borough council that are specified in schedule 1 to this scheme.

3.2 Subject to paragraph 6 below, the amount of each such allowance shall be the annual amount specified against that special responsibility in that schedule.

4. Childcare and Dependent Carers' Allowance

4.1 A childcare and dependent carers' allowance shall be payable in circumstances where a member of the council is obliged to engage and pay a carer for a child or other dependent member of his or her household because that member would otherwise be unable to attend an approved duty (as defined in schedule 2 below) due to the need to ensure care is provided for that child or dependent person.

4.2 The amount of the childcare and dependent carers' allowance shall be based on the actual costs incurred whilst undertaking an approved duty, and at a rate equivalent to the national living wage NLW (£7.50 per hour from 1 April 2017), including up to one hour in total travelling to and from the place at which the approved duty takes place.

4.3 In exceptional cases where a child or dependent adult requires specialist care incurring greater expense; then payment of an allowance more closely aligned with actual verified cost of that care will be considered.

- 4.4 A childcare and dependent carers' allowance shall not be paid where the carer is a member of the councillor's own family.

5. Subsistence and travelling expenses

- 5.1 Subsistence and travel expenses will be re-imbursed in respect of approved duties listed at schedule 2 and in accordance with the rates set out in schedule 3. All claims must be submitted via the HR system, Selfserve4you and must be supported by tickets/receipts.
- 5.2 All claims must be made within three months of incurring the expense. Claims for more than three months previous will not be reimbursed.
- 5.3 All elected members and co-opted members of Gravesham Borough Council shall be eligible for re-imburement of subsistence and travelling expenses in accordance with 5.1 and 5.2 above.

6. Pensions

The special responsibility allowance paid to the Leader of the Executive shall be treated as superannuable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

7. Renunciation

A councillor may, by notice in writing given to the Assistant Director (Communities), elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-Year Entitlements

- 8.1 The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year:
- (1) this scheme is amended or
 - (2) that councillor becomes, or ceases to be, a councillor, or
 - (3) accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 8.2 If an amendment, or amendments, to this scheme change(s) the amount of the basic allowance or a special responsibility allowance to which a councillor is entitled then, for each period in a particular year during which the relevant amounts are applicable, the entitlement to such allowance(s) shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.
- 8.3 Where the term of office of a councillor begins or ends at any time other than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be calculated on the basis of the equivalent daily rate that is applicable to the relevant period.

8.4 Where both:

- (1) this scheme is amended as described in sub-paragraph 8.2; and
- (2) the term of office of a councillor begins and/or ends as described in sub-paragraph 8.3; then

the entitlement of any such councillor to a basic allowance shall be calculated on the basis of the equivalent daily rate that is applicable to the relevant periods.

8.5 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him/her to one or more special responsibility allowances, that councillor's entitlement shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.

8.6 Where this scheme is amended as mentioned in sub-paragraph 8.2 and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 8.3 any such special responsibilities as entitle him/her to one or more special responsibility allowances, that councillor's entitlements shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.

9 Payments

9.1 Payments shall be made, subject to sub-paragraph 9.2, in instalments of one-twelfth of the amounts specified in this scheme on the 28th of each month or the nearest previous working day.

9.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 8, he/she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he/she is entitled.

9.3 Where a member of Gravesham Borough Council is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

Schedule 1

1. The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amounts of those allowances:

<u>Special Responsibility</u>	<u>Annual Rate (£) as at 18 May 2021</u>
Leader of the Executive	£22,687
Deputy Leader of the Executive	£10,083
Leader of the Opposition	£5,041
Members of the Executive (excluding the Leader and Deputy Leader)	£5,041
Chair of the Planning Committee	£5,041
Chair of the Overview Scrutiny Committee	£2,521
Vice-Chair of the Overview Scrutiny Committee	£756
Chair of Finance & Audit Committee	£1,260
Chair of the Licensing Committee	£756
Chair of the Crime & Disorder Scrutiny Committee	£503

All Member allowances will be increased in line with any pay awards given to Gravesham Borough Council staff.

Any Member in receipt of more than one special responsibility allowance will be paid 100% of the first special responsibility allowance but only 50% of the second (lower value) special responsibility allowance.

NOTE A

Where –

- (a) the members of the Council are divided into at least two groups constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990; and
- (b) either a majority of councillors, or half of the councillors and the Mayor belong to the same political group ("the controlling group"); and
- (c) no special responsibility specified in paragraph 1 of this schedule is held by a councillor who is not a member of the controlling group.

a special responsibility allowance of £5,041 shall be paid -

- (i) where the members of the Council are divided into only two political groups, to the leader of the political group which is not the controlling group;

- (ii) where the members of the Council are divided into more than two political groups, the leader of the larger or largest political group other than the controlling group;
- (iii) where members of the Council are divided into more than two political groups, and the second and third largest political groups are of equal size, the leaders of both those groups.

Schedule 2

Duties which are approved for the purpose of claiming travelling and subsistence allowances

Attendance at the following meetings:-

1. Gravesham Borough Council, its Committees, Sub-Committees, Boards, Panels and at meetings of the Cabinet and Cabinet Committees, as set out in the Constitution.
2. Briefing by officers of the Council for members of the Cabinet and for Chair and Vice-Chair in respect of business appearing on agendas of those meetings set out in paragraph 1 above (payable to Chair, Vice-Chair and Cabinet Members only).
3. Local Government Association.
4. South East Employers/South Eastern Provincial Council.
5. Kent County Council Education Committee member briefings.
6. Seminars organised by the Council to which all members of the Council are invited to attend.
7. Conferences and seminars at which attendance has been specifically approved by the Council, or by the appropriate Director in consultation with the Leader of the Executive.
8. Joint Staff/Member Consultative Committees.
9. Meetings held outside the area of the Borough (e.g. with KCC or government representatives) and attended as official representatives of the Council on Council business.
10. Kent County Superannuation Fund Panel.
11. General meetings of the Superannuation Fund Panel.
12. Formal meetings of the Council with Parish Councillors.
13. Site meetings called by the Council, or one of its Committees, Sub-Committees Boards or Panels.
14. Management Committee of the Local Government Information Unit.
15. Joint Transportation Board.

Schedule 3

Subsistence and Travelling Allowances to Members of the Council**Introduction**

The purpose of the scheme is to reimburse councillors for expenses incurred in the performance of their approved duties. Tickets or receipts must be provided in all circumstances and attached to the claim form.

Subsistence – Maximum Allowances

The travel and subsistence scheme for Members is aligned with that of officers.

Subsistence Rates as at 1 April 2012 are:-

	Maximum without receipt	Maximum with receipt **
Breakfast [leaving before 6.00 a.m.]	£6.23	-
Lunch [including drinks]	£8.60	£15.00 **
Tea Claimable up to 8.30 p.m.	£3.40	-
Evening Meals * [including drinks]	£10.65	£25.00 **
* N.B. Claim instead of Tea allowance/after 8.30 p.m.- (do not claim both)		** only claimable if 'residential' or no alternative available

Accommodation and Overnight Stays

Hotel costs linked to the event being attended will be reimbursed in accordance with the terms of the residential booking, i.e. if arranged by event organising body, full costs will be claimable.

Members making bookings will be reimbursed for accommodation, including breakfast to a maximum of £80.

Receipts must be provided in all circumstances.

Out of Pocket Expenses

An allowance is provided per day for any travel away from home that incurs an overnight stay. This is to cover ad-hoc drinks, light refreshments, telephone calls to home and work.

The rate as at 1 April 2012 is £4.81 per night's stay or £19.24 per week.

Note: Deduction must be made in respect of any meal provided free of charge by any authority for the Member.

Travelling – Maximum Allowances

Rail

All journeys should be made by the cheapest available fare.
Payment will only be made from **home to destination and return.**

Bus/Coach

All journeys should be made by the cheapest available fare.
Payment will only be made from **home to destination and return.**

Air Travel

All journeys should be made by the cheapest available fare.
Payment will only be made from **home to destination and return.**

Own Private Car

Members' motor insurance should include use on business mileage.

Car mileage allowances follow the Inland Revenue advisory rates for vehicles from tax year 2011 to 2012 to present date

- a) 45p per mile first 10,000 business miles in the tax year
- b) 25p each business mile over 10,000 in the tax year

Fees for parking will be reimbursed on production of tickets. Car parking will be reimbursed for parking whilst travelling by train.

Hired Car or Taxi

Reimbursement of taxi fares will only be made in cases of urgency or when no public service is available. Please note on the receipt accordingly and attach it to the claim form.

Otherwise - public service rate (i.e. bus or tube).

Hire Motor Vehicle other than CAB or Taxi

Rate for own private car or actual expenses.

Bicycles and Motor Bikes

Mileage allowances follow the Inland Revenue advisory rates from tax year 2011 to 2012 to present date

- a) 20p per mile for bicycles
- b) 24p per mile for motorbikes

Notice of Motion

That this Council supports and agrees to the declaration shown below which in many ways supports the declaration made by Chesterfield County Board of Supervisors, as requested to be passed by us by The Pocahontas Project and delegates authority to the Cabinet Member for Community and Leisure to sign and send this below declaration on behalf of the Council to our friends in our Twin Town of Chesterfield in the United States of America, to The Pocahontas Project and His Excellency, the Honourable Joseph R. Biden Jr, the President of the United States of America.

Moved by: Cllr Shane Mochrie-Cox

Seconded by: Cllr Jordan Meade

Declaration by the Gravesham Borough Council of the County of Kent, England and of the United Kingdom of Great Britain and Northern Ireland.

We the Gravesham Borough Council note and pay tribute to Pocahontas who is buried here in our Borough at St George's Church having also died here on the 21st March 1617.

We record and pay tribute to her well documented history from helping the English settlers at Jamestown in many ways throughout her lifetime, to adopting the Christian faith becoming Rebecca Rolfe, helping to bring Peace between the English settlers and Powhatan tribes, and therefore Pocahontas is recognised as a woman of great significance and influence in early American History, and British history.

The Council further acknowledges the importance of nurturing, strengthening and developing our common historical connection and recognises again, due to this shared history, the town twinning relationship established between Gravesham Borough Council and Chesterfield County, Virginia, in July 2005, promoting international friendship through education and tourism opportunities and the common purpose that also brought together for the first time in 2007 all Powhatan tribes here in Gravesend to commemorate the 400th anniversary of the Jamestown settlement of the United States of America.

Gravesham Borough Council and Chesterfield County have continued this relationship through numerous visits since establishing the connection, and

Therefore it is agreed that Gravesham Borough Council, this 21st day of June 2022, publicly acknowledges the many contributions of Pocahontas and of those that seek to remember her and endorses efforts by our friends in the United States of America to pursue a Presidential Proclamation by His Excellency, the Honourable Joseph R. Biden Jr. The President of the United States of America declaring each 21st day of March, the anniversary of her passing here in Gravesend as a national Day of Honour in recognising the legacy of Pocahontas as an example of peace, goodwill and cross-cultural understanding.

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