

**REPORT OF THE INDEPENDENT PANEL  
APPOINTED TO MAKE RECOMMENDATIONS  
ON THE SCHEME OF MEMBERS'  
ALLOWANCES AT BRECKLAND COUNCIL**

**November 2008**

## **1. BACKGROUND**

1.1 Breckland Council has appointed an Independent Remuneration Panel to consider and recommend a scheme of allowances that complies with the requirements of the Local Government and Housing Act 1989, the Local Government Act 2000 and associated regulations.

1.2 This is the third time that a full Panel has been appointed, the previous Panel having served for a term of three years. Membership is as follows:

Andrew Egerton-Smith (Chairman)  
Paul Findlay  
Diane Foster  
Jeff Prosser

1.3 The Panel has been supported by Ian Vargeson, Member Services Manager.

1.4 The Panel's remit is to make recommendations to the Council:

- On the amount of basic allowance that should be payable to its elected members
- About the responsibilities or duties which should lead to the payment of a special responsibility allowance and the amount of such an allowance
- About the duties for which a travelling and subsistence allowance can be paid and the amount of this allowance
- As to the amount of any co-optees' allowance
- As to whether the authority's scheme should include an allowance for the expense of arranging for dependant and child care, the amount of such allowance and the means by which it is determined
- On whether any allowance should be backdated to the beginning of the financial year in the event of a scheme being amended
- As to whether annual adjustments of allowance levels may be made by reference to an index and, if so, how long such a measure should run
- On allowances for town and parish councils
- As to which members are to be entitled to pensions in accordance with a scheme made under Section 7 of the Superannuation Act 1972.
- As to treating basic and special responsibility allowances as amounts in respect of which such pensions are payable

1.5 The findings of the Panel on matters relating to pensions are binding upon the Council. Otherwise, the Council must have regard to the Panel's recommendations before agreeing a scheme.

## **2. DOCUMENTATION, EVIDENCE AND ACKNOWLEDGEMENTS**

2.1 The Panel met on two occasions, in September and October, and took account of the following documentation:

- Guidance from the Department for Communities and Local Government on the application of the local authority allowances regulations
  - Earlier Panel reports
  - Details of the existing scheme of allowances
  - Comparative information from other local authorities
  - A list of the “approved duties” for which travel and subsistence may be claimed
  - Members’ Job Descriptions
  - Report from Councillors’ Commission: “Members’ Allowances: Models, Incentives, Issues and Barriers”
- 2.2 The Panel carried out interviews before reaching its conclusions and is grateful to Mr Cliff Jordan, Mrs Joan Jenkins and Mr Ian Sherwood for providing valuable background and insight into their respective special responsibilities

### **3. CONTEXT OF THE REVIEW**

#### **Current Scheme**

- 3.1 The current scheme of allowances, which commenced on 1<sup>st</sup> January 2006 and expires on 31<sup>st</sup> December 2008, is based upon the recommendations contained in the December 2005 report of the Panel. The scheme set allowances for the first year and then “rolled over” for the following two years, based on an index (the Retail Price Index as at the end of the previous September). Schemes may now be index-linked for a maximum of three years.

#### **Further Developments**

##### **General**

- 3.2 During the lifetime of the current scheme, the Council has continued to look at its structure and management arrangements and has made changes to reflect best practice and to take account of new legislation, including the development of the “community champion” role and further changes to embrace the enhanced role of overview and scrutiny. Political management arrangements and financial procedures are being clarified; partnership working is being extended and trading opportunities investigated. Some particular areas have been identified as requiring consideration or having a bearing on this review are discussed in the following paragraphs.

##### **Training and Development**

- 3.3 In response to an earlier Comprehensive Performance Assessment inspection, the Council has set out to achieve Charter status under the East of England Regional Assembly’s Elected Member Development Programme. This has entailed meeting a number of areas of self-assessment, including putting into place a Member Development Strategy and producing Personal Development Plans tailored to members’ individual requirements. As well as improving the

Council's performance rating, these arrangements acknowledge the comments made in previous reports on the understanding upon which allowances are recommended.

#### Approved Duties

- 3.4 As part of the work on training and development, the authority enlisted the assistance of the Local Government Information Unit in order to carry out a survey on the role of the "backbench" member and his or her constituency role. One of the findings of this "All Members Matter" survey was that there were concerns as to the support given to those members representing rural wards, who incurred more travel costs than those in town wards. A conclusion was reached that the next review of allowances should address the issue of providing a "level playing field" to ensure that no Member was disadvantaged by the geography of his or her ward.
- 3.5 Occasionally a member attending a conference on behalf of the authority has incurred expenses beyond those set under the National Conditions applying to staff, which in other respects apply to members under the Breckland scheme. This usually happens where the member has paid for another member or officer accompanying him to a meal; such guests would be able to claim themselves had they paid for the meal, but for the host the expenditure takes him beyond permitted limits. This is an anomaly which should be corrected.

#### The Audit Committee

- 3.6 Since the adoption of the scheme, a further Panel report has been issued (in January 2008) as a consequence of the Council's decision to establish an Audit Committee. That report recommended that the position of Chairman of the Audit Committee should attract a special responsibility allowance, the amount that this should be and also what payments should be made for the independent specialist advice that it was anticipated the Committee would need to seek from time to time. The Panel acknowledged at the time that this allowance would need to be reviewed in the light of experience of the amount of commitment that the position involved. The recommendations were accepted by the Council. Thus far, the Audit Committee has not found it necessary to draw upon any outside specialist advisers as co-optees.

#### Effects of Changes to the Standards Regime

- 3.7 Changes in the law have led to the reconstitution of Standards Committees, the effects of which need to be taken into account in this review.
- The constitution of the Standards Committee is now 3 elected members, 3 parish council member representatives and 3 independent members
  - The Chairman of the Committee (and any sub-committees) must now be one of the independent members

- The Standards Committee has taken on new responsibilities for assessment of alleged Code of Conduct breaches which previously went to the Standards Board for England
- The three independent members must each take responsibility for chairing one of three sub-groups (Assessment, Hearings and Appeals)

### Overview and Scrutiny

- 3.8 The authority continues to look at the Overview and Scrutiny function and how best to make use of the powers available to it. The current regime of an Overview and Scrutiny Commission, with three performance and Development Review Panels is being changed as part of an updating of the Constitution, with the result that the three Panels (each with a Chairman who receives a special responsibility allowance) are being replaced by task and finish groups to look at specific projects; these will meet as and when necessary and until a particular review is completed, and be smaller than the Panels, with their set meetings and work programmes.

### The Norfolk Local Government Review

- 3.9 This review of allowances is being carried out at the same time as consultation on the Boundary Committee's proposals for the future shape of local government in Norfolk. Whilst the Panel has noted developments with interest, the timetable for the review is such that this issue is not scheduled to be resolved before the Panel reaches its conclusions. The Panel's brief is to make recommendations in respect of Breckland allowances; an early decision was taken by the Panel that its conclusions could only be based upon the assumption of the continuation of the present structure.

## **4. GENERAL PRINCIPLES AND OBSERVATIONS**

- 4.1 This Panel supports the principles expressed by its predecessor in wanting to work with the Council to achieve satisfactory outcomes, taking account of the authority's entrepreneurial culture and position on Council tax, customer satisfaction and the desire to improve upon its Comprehensive Performance Assessment (now becoming Comprehensive Area Assessment) rating.
- 4.2 The Panel welcomes the introduction of a formal Elected Member Development Training Strategy and congratulates the Council on achieving the Regional Assembly's Charter Mark . The last full report acknowledged that it was not possible to introduce performance related pay for members, but expected receipt of allowances to be dependent upon compliance with performance measures and commitment to member development and training as offered.
- 4.3 In 2003, a scheme of allowances was introduced that increased existing rates substantially and beyond those payable in most comparable authorities; in addition to acknowledging the culture of the authority, the justification for this was that the higher allowances would be instrumental in attracting more

prospective and able candidates. Although this may have had some limited effect, this benefit was not apparent in the last (2007) district council elections, when (and despite other efforts to attract suitable candidates) there were fewer nominations than previously and an unprecedented number of uncontested seats.

- 4.4 In considering rates of allowances for other authorities, including those currently applicable in all Norfolk districts, it is apparent that levels of basic allowance are now nearer to Breckland's, although higher special responsibility allowances generally apply here. At the same time, Breckland has maintained the lowest Council tax and good rates of public satisfaction with its services.
- 4.5 Panels have consistently recommended a scheme where special responsibility allowances are based on multipliers of the basic allowance. This "building block" approach continues to be supported. Current rates have become slightly distorted through (a) the introduction of an alternative scheme to that recommended in 2003 and (b) subsequently the effects of the index-linking through applying the identified percentage across the board. The Panel has looked at this and, where possible without affecting the identified differences in levels of special responsibility, made some adjustments to make the multipliers apparent.
- 4.6 As mentioned above, the Panel agreed that its deliberations should disregard any possible effects of the local government review on the longevity of the District Council.
- 4.7 In reaching its conclusions, and as advised by the Government guidance, the Panel has taken account of the fact that an element of time given by Members should be considered to be voluntary.
- 4.8 The Panel has looked at the practical effects of index-linking under the current scheme and believes that this is no longer a reliable basis on which to agree allowances, given the variety of indices available and the different results that they show. An agreed formula, left for two or three years, loses sight of percentages used for staff salary settlements. In the current economic climate, the Panel is recommending that the scheme be approved for one year only and then reviewed.

## **5. BASIC ALLOWANCE**

- 5.1 "The basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes." (Government Guidance on Consolidated Regulations for Local Authority Allowances).
- 5.2 The Panel believes that using the basic allowance as a "building block", as previously, is the best way to construct a scheme. The allowance based on that set in December 2005 is considered reasonable, but the Panel feels that more of a round figure is needed as a starting point than that which has evolved through the application of percentages in the subsequent years. Without the distortion of

percentages through index linking, the derivation of the special responsibility allowances from the basic will be easily identifiable and logical.

- 5.3 Rounding up the existing basic to £5,200 per annum will achieve this (though not in every case) and will give an increase of 2.2% on the 2008 figure to every member.
- 5.4 Such an increase would be within the budgetary estimate.

## **6. SPECIAL RESPONSIBILITY ALLOWANCES**

### **General**

- 6.1 With the exception of those cases where a reduction would result, the simple formula of setting special responsibility allowances as direct multiples of the basic is being recommended. The suggested new figures are as set out in Appendix 'A' to the report.
- 6.2 Whereas this works for the majority of the special responsibility allowances, the "band" covering the Deputy Leader, Executive Members and Development Control Committee and Overview and Scrutiny Commission Chairman does not lend itself to this treatment and would in fact have to be held at current levels to become a multiple of the basic. The Panel is therefore recommending, for these groupings, that an increase on a par with the other special responsibility allowances (equating to 2.2%) is introduced, whilst giving notice that the need to bring these allowances into line as multiples of the basic (assuming that these principles continue into a renewed scheme) will need to be addressed in the future.
- 6.3 The lowest banding of special responsibility allowances (covering Executive Support Members and leaders of smaller political groups) is another area which at present is difficult to reconcile with multipliers or fractions of the basic building block. This rate has been increased on the same percentage basis as the others.
- 6.4 As far as the Leader's special responsibility allowance is concerned, the figure has become distorted due to the incorporation of a special payment applied from the commencement of the "Cabinet and Leader" system. It is suggested that this is regularised by defining the allowance as the basic x 4, giving a figure of £20,800 per annum. This would equate to a 2.2% increase, consistent with the recommended rate of basic allowance.

### **Chairman of Audit Committee**

- 6.5 When reporting upon a suitable special responsibility allowance for this position, following the establishment of the new Audit Committee, the previous Panel recommended that the rate should be looked at again as part of this overall review. This was because the new Committee was an unknown quantity, as was the level of responsibility of the Chairman (and also the extent to which the

specialist advisers, in respect of which payments had been recommended, would be required). The allowance recommended at the time (January 2008) was based on an assumption of how the job might compare with that of other Chairmen, as well as taking account of the rate paid in other comparable authorities who had Audit Committees.

- 6.6 The Panel has heard from the Chairman, Mr Cliff Jordan, on the number of meetings held by the Committee so far, the range of governance matters falling within its terms of reference and the training that he and other Committee members required in this specialist area. Specialist support is provided by officers (and, through their backgrounds, some members), to the extent that the independent specialist advice for which there is provision has not as yet been necessary; the Chairman expects, however, that this will not always be the case and that the Committee will need to have recourse to specialists. The Panel acknowledged this.
- 6.7 The Panel feels that, although it is still “early days” in the life of the Audit Committee, the further evidence supplied vindicates the decision to group this special responsibility allowance along with General Purposes Committee and Standards Committee and that this is where it should stay within the scheme for the next year.

#### **Chairman of Licensing Committee**

- 6.8 The current Chairman of the Licensing Committee, Mr Ian Sherwood, has illustrated the commitment required of a Councillor generally\*, giving the background to his Council membership, and the responsibility attached to this specific post, with reference to the “job description” approved by the Council. The number of matters requiring to be heard, and therefore requiring the calling of Sub-Committee meetings which he chairs, along with two other members, has considerably reduced since the initial transfer of liquor and associated licensing from the magistrates’ courts. However, the Panel has noted the special responsibilities imposed by the quasi-judicial way in which the system operates, particularly in relation to ensuring that all parties (often legally represented) are afforded the full opportunity to be heard and the level of media attention given to these hearings, which may be treated as test cases and may influence the decisions of other licensing committees. Mr Sherwood took on the position of Chairman having previously served as Vice-Chairman and is of the view that it would be impossible for somebody with no previous experience of the subject matter to fulfil the role. On the subject of the Licensing regime generally, he points to the fact that there have only been two appeals against decisions as evidence that the Sub-Committees have gone about their business conscientiously.
- 6.9 The Panel has concluded that the activity associated with this special responsibility has not been sustained at the initial level, which led to the original setting of the allowance at the same rate as that for Executive Members and Development Control Committee and Overview and Scrutiny Committee Chairmen. The Panel does, however, acknowledge Mr Sherwood’s comments on the high profile of this position and the consequences of its quasi-legal context.

The special responsibility is considered to sit below the level at which it was originally set, but above the “one multiplier” rate (General Purposes Committee etc) and a multiplier of one and a half times the basic allowance is being recommended. As is the case with all rates, if adopted, this will be applicable for one year only and the Panel would be amenable to recommending a return to the current rate should activity increase again to the level initially experienced.

*\*Note: The levels of allowances recommended by the Panel are based on the understanding that members should avail themselves of every opportunity for improvement. The Panel recognises that Mr Sherwood is also Chairman of the Member Development Panel, whose work in improving the opportunities for training and development and raising the Council's standing in this area is to be applauded.*

### **Chairman of Standards Committee**

- 6.10 Mrs Joan Jenkins, current Chairman of the Standards Committee, has explained the duties now applying to the Committee following changes to the Standards regime introduced in April 2008. Independent members and parish council representatives play a much bigger part in the new format. The Committee's workload has increased through matters previously going to the Standards Board for England now being referred for local determination. Each independent member will be required to chair one of three sub-committees, to meet as necessary to hear cases. Based on the numbers of references to the Standards Board, it had been anticipated that these sub-committees would be inundated with cases, but so far this has not materialised.
- 6.11 The Panel notes that the Standards Committee has regularly scheduled meetings and that the Chairman attends full Council\* in each cycle to present the minutes of the Committee, as well as occasionally going to meetings of other Committees where Code of Conduct related issues are discussed.
- 6.12 The Panel considers the special responsibility allowance of the Committee Chairman to be at the correct level, but recognises the need to make provision for persons taking sub-committees and to consider the adequacy of payments made to the co-opted members.
- 6.13 As far as the sub-committee chairmen are concerned, the Panel believes the rate paid for this responsibility should be “per meeting”, as the likely frequency is not yet known. The recommended payment is at the updated rate currently applicable to persons taking the Chair of the main Committee in the Chairman's absence. It is recommended that this is backdated to cover any sub-committee sittings held between 1<sup>st</sup> April and 31<sup>st</sup> December 2008.
- 6.14 The rate paid by the Council to co-optees was introduced when the Standards regime, with independent and parish council representation, was brought in and is currently at £339 per annum. The Panel feels that this has lost touch with the demands of these positions and is recommending an increase (see paragraph 7.4).

*\*Note: The Panel is pleased that the constitutional review seems to have*

*overcome recent concerns regarding the Chairman's rights when attending Council meetings, as defined in Standing Orders.*

## **7. CO-OPTED MEMBERS AND SPECIALIST ADVISERS**

### **General**

- 7.1 Regulations now permit provision within schemes of allowances for payments to co-opted members. Whereas the basic allowance for elected members is intended to acknowledge their wider duties, payments to co-optees are designed to cover the costs of attendances at meetings and conferences. Government guidance says that an element of the contribution of co-opted members, like that of elected councillors, should be considered to be voluntary.

### **Audit Committee**

- 7.2 The Committee remains of the view that a fee of £200 per meeting, as originally recommended, should continue to apply to specialist advisers enlisted by the Committee, to cover the cost of a session and preparation for it.

### **Standards Committee**

- 7.3 It is recommended that independent members chairing sub-committee meetings are recompensed at the rate of £115 per meeting. An annual rate would be inappropriate in the absence of any indication of the workload over a year.
- 7.4 The current rate paid for co-opted members (independent members and parish council representatives) is based on a figure set when the duties of the Standards Committee were less onerous. The Panel believes that a figure of £900 per annum would be a fairer reflection of the commitment now required (this figure was reached by looking at the number of meetings per annum and comparable attendance rates).

## **8. CHILDCARE AND CARERS' ALLOWANCES**

- 8.1 The Panel was concerned that a reasonable rate should be paid for child or other care as necessary, so as not to preclude service on those grounds. After ensuring that the rate for child care exceeds the basic minimum wage, the extension of the current level into the new scheme is being recommended.
- 8.2 As far as specialist care is concerned, this can vary in scope and nature and it should be left to the Council to pay an appropriate rate upon application to ensure reasonable costs are reimbursed, rather than trying to set a standard rate.

## **9. TRAVEL AND SUBSISTENCE**

- 9.1 The Panel has looked at the current list of “approved duties”, ie those activities in respect of which travel and subsistence may be paid. The point arising from the “All Members Matter” survey is considered a valid one and it is recommended that the list of approved duties is extended to include attendance of a member at a town or parish council meeting within his or her ward, as a ward representative.
- 9.2 Apart from updating (for example, redefining “Project Leaders” as Executive Support Members), no other changes to the list of approved duties are recommended.
- 9.3 Rates should remain at the same level as those set for staff under the National Conditions of Service, with the addition that reasonable expenses incurred in subsistence at conferences, supported by receipts, should be paid.

## **10. TOWN AND PARISH COUNCILS**

- 10.1 Town and Parish Councils may now make payments to their members, but where they decide to do so, they must have regard to the recommendations of the Independent Remuneration Panel for the district. Although there has been the odd enquiry as to what the regulations say about the basic parish allowance that may be paid, either to the chairman or all members of the Council, no formal request for a recommendation on specific payments has been received during the life of the current Breckland scheme. The only payments made to parish councillors of which the Panel is aware are those for travel and subsistence and where an enquiry is received as to the amount to be paid the advice has been to use the rate applicable under the district council scheme.
- 10.2 It is proposed that any future requests from Town and Parish Councils are referred to the Panel on receipt and considered on their merits.

## **11. PENSIONS**

- 11.1 Panels may make recommendations on the eligibility of councillors to join the Local Government Pension Scheme. The Panel must recommend whether some or all elected members should be eligible and whether basic or special responsibility allowances, or both, should be pensionable. These recommendations are binding on the Council; the authority can only offer membership of the Pension Scheme to those who have been recommended
- 11.2 Having considered this part of its remit, the Panel remains of the same view as previous Panels and is recommending that no members are given access to the Local Government Pension Scheme. The Panel strongly believes that payments made through the Scheme of Allowances should not be considered a wage or salary and that the considerable extra expense that could be involved in making member positions pensionable should not be imposed upon local tax payers.

**12. SUMMARY OF RECOMMENDATIONS ON THE NEW SCHEME OF ALLOWANCES TO TAKE EFFECT ON 1<sup>ST</sup> JANUARY, 2009**

- 12.1 The new scheme be effective until 31<sup>st</sup> December, 2009.**
- 12.2 Payments over this period be set at the rates shown in Appendix A to the Report for:**
- **The Basic Allowance**
  - **Special Responsibility Allowances for the positions indicated**
  - **Specialist Advisers to the Audit Committee, where required**
  - **Co-opted Independent and Parish Council representative members of the Standards Committee**
  - **Occasional chairing of meetings as indicated**
  - **Child Care and Dependent Carers**
- 12.3 Payments for chairing any of the Standards Sub-Committees to be backdated to include any meetings held since 1<sup>st</sup> April, 2008.**
- 12.4 Travel and subsistence be payable for those “approved duties” shown at Appendix B to the Report.**
- 12.5 Travel and subsistence to be payable at the same rates as those applicable to officers under the National Conditions of Service, with the exception that reasonable expenses incurred at conferences, supported by receipts, should be paid.**
- 12.6 No scheme be made for Town and Parish Councils, requests for the payment of allowances to be referred to the Independent Remuneration Panel as received.**
- 12.7 No members be admitted to the Local Government Pension Scheme and no allowances paid to members to be considered pensionable.**
- 12.8 The Council have the right to withdraw allowances from a fully or partially suspended councillor and to require the repayment of any allowances paid during the period of suspension, such provision to be applicable to all allowances except those for dependant carers.**

**BRECKLAND COUNCIL'S INDEPENDENT REMUNERATION PANEL:**  
**REPORT ON SCHEME OF ALLOWANCES FOR 2009**

**APPENDIX 'A'**

**RECOMMENDED ALLOWANCES**

The following allowances have been recommended for the year commencing 1<sup>st</sup> January, 2009 (2008 figures, where applicable, are shown in brackets):

An annual basic allowance of £5,200 (£5,089), payable to all 54 members

Special responsibility allowances (a maximum of one claimable per member) payable to the holders of the following positions at the annual rates indicated:

Leader	£20,800 (£20,354)
Deputy Leader	£11,050 (£10,814)
Executive Members x 6	£11,050 (£10,814)
Chairmen –	
Overview & Scrutiny Commission	£11,050 (£10,814)
Development Control	£11,050 (£10,814)
Licensing	£7,800 (£10,814)
Audit	£5,200 (£4,345)
General Purposes	£5,200 (£4,345)
Standards	£5,200 (£4,345)
Council	£2,600 (£2,543)
Appeals	£2,600 (£2,543)
Scrutiny Task & Finish Groups x 3	£2,600 (£2,543)
Licensing Sub-Committees	£235 (£229) per meeting chaired
Standards Sub-Committees	£115 per meeting chaired
Leader of Main Opposition Group	£2,600 (£2,543)
Leader of other political groups with more than 10 members	£1,850 (£1,806)
Executive Support Members	£1,850 (£1,806)
Co-opted Standards Committee Members	£900 (£339)

Rate per session for persons taking meetings in Chairman's absence:

Overview & Scrutiny	£235 (£229)
Development Control	£235 (£229)
General Purposes	£115 (£113)
Standards	£115 (£113)
Council	£58 (£56)
Appeals	£58 (£56)
Scrutiny Task & Finish Groups	£58

A childcare allowance of £5.75 per hour (maximum £25 per authorised duty) (unchanged)

Specialist dependant care – to be considered upon application

Travel and subsistence at current nationally agreed rates for staff

No allowances to be paid to any suspended councillor

There is an option for members not to claim allowances, in part or in full

**BRECKLAND COUNCIL'S INDEPENDENT REMUNERATION PANEL:  
REPORT ON SCHEME OF ALLOWANCES FOR 2009**

**APPENDIX 'B'**

**MEMBERS' TRAVELLING AND SUBSISTENCE ALLOWANCES:  
APPROVED DUTIES**

- Council Meetings
- Committee/Cabinet Meetings (for members of Committee)
- Ward Representatives attending Committee as such
- Official Committee site visits
- Members attending Committee as proposer of motion referred by Council
- Members attending Committee at the request of the Chairman
- Members attending Committee to report back on the proceedings of an outside body
- Tender opening
- Local Authority Association meetings
- Representation on outside bodies (where travel or subsistence is not paid by that body)
- Executives' meetings
- Party leaders' meetings with officers
- Joint Executive/Group Leader meetings called by the officers
- Conferences where representing, or with the authorisation of, the Council
- Overnight allowance for members attending conferences
- Ombudsman interviews
- Members attending Committees or working groups where invited or allowed to speak
- Attendance of Chairman of Cabinet at any authorised meeting
- Attendance at Portfolio meetings
- Attendance of Executive Support Members at any official meetings called by officers
- Attendance of Overview and Scrutiny Commission Chairman, Executive and Executive Support Members at Scrutiny Task and Finish Groups
- Attendance at Overview and Scrutiny Commission by members who have referred items to the Commission which are on the agenda under consideration
- Authorised training and development
- Required attendance at public inquiries
- Attendance of Executive Support Members at Executive meetings
- Attendance of a member at Town or Parish Council meetings within the ward he or she represents, in the capacity of ward representative