

Report by: Sir Rodney Brooke, Chairman, on behalf of Essex County Council's Independent Remuneration Panel

To: County Council – 9 February 2010

Subject: Review of the Members' Allowances Scheme

Summary: The County Council is invited to receive the report of the Independent Remuneration Panel and approve a scheme of Members' Allowances for the period 8 June 2009 to 6 May 2013.

1. Background

Under the Local Authorities (Members' Allowances) (England) Regulations 2003, every relevant local authority is required to review its Members' Allowances Scheme at least once every four years. In doing so, local authorities are required to establish and maintain an independent Remuneration Panel, whose function is to provide the local authority with advice and recommendations on its scheme, the amounts to be paid and whether such allowances should be pensionable.

Local Authorities must include in their scheme of allowances a basic allowance, payable to all Members, and may include provision for the payment of special responsibility allowances and a dependents' carer's allowance. In addition, the 2003 Regulations allow for the inclusion of a travel and subsistence allowance and a co-optees' allowance, within the allowances scheme.

2. The Independent Remuneration Panel (IRP)

The Independent Remuneration Panel comprises the following three independent Members appointed in 2008:

Sir Rodney Brooke	(Chairman with extensive experience regarding IRP's)
Sir Ian McAllister	(Representative of the local business community involved with ExDRA)
Sue Sumner	(Representative of the Voluntary Sector).

3. The work of the Independent Remuneration Panel

It is a number of years since there has been a thorough review of the Council's scheme of allowances and it is now out of step with best practice in other Councils. The brief the Panel received from the Council was to start with a blank sheet and develop a scheme that properly recompenses Councillors operating in a large, visionary local authority; bears comparison with other Councils; is

completely transparent about what can or cannot be claimed; and justifiable to a public become cynical about the issue generally.

After preliminary meetings, the Panel met on three occasions between October and December to undertake the review, during which they met with the two political group leaders, the Deputy Conservative Group Leader and the Chief Executive. In order to help the Panel formulate its thinking it asked for views from all members and a number of them submitted evidence for the Panel. The Panel had recourse to an extensive analysis of Members' Allowances Schemes in other comparable local authorities. It also had a number of written statements from specified members giving an indication of their work load and responsibilities.

In making its recommendations the Panel also took the view that as far as possible increases in allowances should be met by savings elsewhere in the scheme. In line with good auditing practice, the Panel recommends that all claims by members should be validated and accompanied by all appropriate receipts.

4. Recommendations of the Independent Remuneration Panel (IRP)

The Basic Allowance

Each local authority must make provision in its scheme of allowances for a basic flat rate allowance, payable to all Members of the Council. The allowance must be the same for each Member and may be paid in a lump sum or in instalments throughout the year. The basic allowance is intended to recognise the time commitment of all councillors, including meetings with officers and constituents; attendance at formal and informal County Council meetings and attendance at political group meetings. It is also intended to cover incidental costs, such as the use of Members' homes for County Council business. What is covered by the Basic Allowance and cannot be claimed for separately should be clearly spelt out.

In assessing the level of the basic allowance for 2009 to 2013, the Panel took account of the movement in both Cost Price Inflation and Retail Price Inflation since the time the scheme was last reviewed (May 2005). The Panel also calculated what the basic allowance would be if the average number of hours worked by a typical back bench Member was multiplied by the Local Government Association daily rate, less a third for public service. The Panel also took account of the salary paid to a back bench Member of Parliament which at present is £64,766. All of these calculations supported an increase of up to 6.1% in the level of the basic allowance. Accordingly, the Panel recommends that the basic allowance be increased by 6.1% from £10,840 to £11,500 for the period 2009/10 and be subject to annual increases during the four-year period in line with the locally determined award made to senior staff by the Council.

Subsistence Allowance

The Panel is recommending that the basic allowance should be inclusive of an element for routine subsistence expenditure when engaged on approved duties within the County. The Panel recommends an additional sum of £400 be added to reflect this. The Panel has come to this recommendation having considered how potential savings in other areas might be achieved. The Panel had received information on the Kent County Council scheme which no longer funded or provided a members dining area but included an additional element in the Basic Allowance specifically for subsistence.

The Panel asked for some information on costings in Essex and noted that in 2008-09 a total of £63,772 was spent on members' food and drink (£41,115 on lunches, £15,711 on coffee and £6,946 on biscuits) in the members dining area. If the vending machines for refreshments were to remain, a saving of £48,061 could be achieved from discontinuing catering provisions for members and issuing instructions to the County Hall main restaurant to cease any 'free issue' food and drink to members. A number of members had commented on the member restaurant in their submissions to the Panel. Some were of the view that its retention could no longer be justified but the majority were of the view that it provided a valuable opportunity for networking and catching up with Cabinet Members that should not be lost. The Council will need to keep this in mind when it considers this matter. The dining area could remain as a facility for members to meet and have informal discussions. The provision of a fridge and microwave would mean that members could store and heat up meals which they have brought into the building or they could visit the main restaurant and pay for their food and drink.

Special Responsibility Allowances (SRAs)

The scheme makes provision for the payment of Special Responsibility Allowances (SRAs) for those Members who have significant additional responsibilities, compared to a backbench Member. SRAs are payable for duties that fall into a number of categories, such as a Cabinet Member; a Committee Chairman or a Group Spokesperson. The rules also say that where one political group is in control of the Council, provision must be made for the payment of an SRA to at least one Member of a minority group. Because the provision of an SRA is only meant to be for significant additional responsibility, there is an expectation in the statutory guidance that no more than 50% of elected Members should be eligible to receive an SRA. Essex is one of the largest counties in the UK and we accept that there need not be a rigid adherence to the Government guidance that no more than 50% of members should receive special responsibility allowances. However, while we accept the need for support to Cabinet Members, we question whether there is a need for 16 deputies. The Panel would like the need for 16 deputies to be reviewed.

The sizes of the various political groups following the County Council elections and the final shape of the Executive structure were key factors in determining the Panel's proposals on SRAs.

The Panel is recommending that the current system of calculating SRAs as multipliers of the Basic Allowance be changed so that they are calculated as proportions of the Leader's allowance with the exception of the allowances in respect of the Chairman and Vice-Chairman of the Council. While the roles of Chairman and Vice-Chairman are vital, they are ceremonial in nature and the Panel therefore felt that the level of SRA should be set independently of those whose responsibilities were relative to the Leader. The Panel recommends that all SRAs including those in respect of the Chairman and Vice-Chairman of the Council should be subject to annual increases during the four-year period in line with the locally determined award made to senior staff by the Council.

The Panel has reviewed the list of posts receiving SRAs and the amounts and recommends that SRAs be paid as per the attached list set out in Appendix 1 of the Members' Allowance Scheme.

The Panel's proposed changes to the list are as follows:

- That in looking for a reasonable comparator for an allowance for the Leader of the Council the Panel considered the salary paid to a backbench MP was applicable. The proposed Leader's SRA has been set so that when combined with the Basic Allowance it equates to the salary of an MP.
- That there are very few identifiable differences to the work undertaken by Executive Deputies and Deputies to Cabinet Members therefore they should all be referred to by the same title and be paid the same amount;
- That there appeared to be no justification to pay an allowance to the Vice-Chairman of the Executive Scrutiny Committee as distinct from any other Vice-Chairman;
- That the Chairman of the Scrutiny Board should receive an allowance recognising the significant responsibility the role entails;
- That it was inconceivable that the Leader of the Council would ever be anyone different to the Leader of the Main Group therefore this allowance should be deleted from the scheme;
- That without the post of Leader of the Main Group there was no justification for an allowance to a Deputy Leader of the Main Group. However, the present post holder undertook many very important tasks which assisted the Leader with the smooth running of the Council and it would be unfair to remove this allowance at this stage. The Panel recommended that if the present incumbent were to cease to fulfil this role then the allowance should cease at that stage;

- That the Leader of the Main Opposition Group should be rewarded for the role he/she performs in holding the Administration to account and not rely on Chairing a Committee to receive a suitable allowance;
- That the Main Opposition Group Spokespersons should receive an allowance to recognise the role they perform particularly in relation to the Policy and Scrutiny Committees and the number of meetings they have to attend; and
- That the Chairman and Vice-Chairman of the Council currently receive a sum which seemed reasonable for the role they perform and that there was no need to alter this amount other than by any annual increase which may occur in future years.

Annual Report/ Statement

The Panel is of the view that to help counteract public suspicion over the payment of allowances there is a need for greater transparency around what Members are doing. The Panel is recommending that in line with other Councils the Council should consider introducing an arrangement whereby members should prepare an annual statement which highlights their achievements and activities throughout the year. A proposed draft is attached for consideration at Annex 1. The Panel recommends that these reports be submitted to the Standards Committee. In instances where a Member is judged to be conspicuously failing to perform it is recommended that the Member be referred to the Standards Committee which in appropriate cases could recommend that the Member should no longer claim an allowance.

Suspension of Members

If Members are suspended from all or part of their duties, the Standards Committee should decide whether all or any part of their allowances should not be paid for the period of the suspension.

Twin-hatted Members

Department for Communities and Local Government (DCLG) guidance states that a local authority's allowance scheme must make provision to ensure that where a member of an authority is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties. This provision does not prevent a person who is a member of two authorities receiving a basic allowance or an SRA from both authorities, as long as the payment is not made in respect of undertaking the same duties.

The Panel considered that the Council has a considerable number of twin-hatted Members and that this has many positive benefits in terms of maintaining important links and working relationships with District and Borough Councils in Essex. The Panel also considered that most SRA positions were not full-time;

therefore it was possible for a twin-hatted Member to combine effectively more than one SRA position in two authorities. However, the Panel considered that, when selecting Members for SRA positions the Council should take account of a Member's ability to commit the necessary time to fulfil the role successfully, having first considered their responsibilities in other local authorities – including the Fire and Police Authorities.

Dependents' carers' allowances

The Panel recommends that Members with care responsibilities in respect of dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance, should continue to be reimbursed for their reasonable care costs. The recommended allowances are set out in Appendix 1 of the Members' Allowance Scheme based on the rates the Council pays providers and it is further recommended that the allowances be increased in line with increases in those rates.

Travelling expenses

The Panel recommends that in the spirit of the Transformation Programme to reduce bureaucracy, members are provided with a lump-sum allowance to compensate them for travel within the county of Essex. To recognise the size of the County and the complexity of responsibilities, a banded allowance is proposed based on a combination of the distance that a member lives from County Hall and the level of any SRA received. Where a member routinely has access to a chauffeured vehicle for a large proportion of their duties, the Panel considers that this is in lieu of the SRA element of the travel payment. The recommended travel scheme is set out in Appendix 1 of the Members' Allowance Scheme.

The Council's HMRC Customer Relationship Manager has advised that Basic and Special Responsibility Allowances and subsistence and travel expenses (when paid monthly in the form of a lump sum) are all subject to tax and national insurance.

The Panel considers that travel outside Essex should continue to be claimed on a per-journey basis. The Panel recommends that, with the exception of the lump-sum allowance above, that other travelling expenses mirror the rates and rules for travel expenses that apply to officers, except that Members may travel First class by train for Inter-City journeys outside London.

Members with a physical disability which restricts their ability to access some types of transport should, where agreed by the Standards Committee, be able to claim for specific travel expenses according to their needs.

The Local Authorities (Members' Allowances) Regulations 2003 require that local authorities publish the total sum paid by it in the year under the scheme to each recipient. The regulations make it quite clear that the publication relates to basic, special responsibility and co-optees' allowances, together with payments made to members in respect of travel, subsistence and carers' allowances. In this respect, the panel wishes to clarify that where payments are charged directly to council budgets (for example, but not restricted to, trade missions, advance travel purchasing, conferences or external visits) these should not be reported under section 15 of the regulations. This will ensure that Essex County Council's reporting arrangements are consistent with the regulations and comparable with other authorities.

Where on other occasions it is reasonable for a member to offer hospitality, then payment should be drawn from a specific hospitality account and not included in the Member's subsistence claim.

Gifts and Prizes

The Panel also gave consideration to formalising a policy with regard to gifts and prizes including the sending of official Christmas Cards, in line with the guidelines for officers. Its recommendations have been included in Appendix 1 of the Members' Allowance Scheme.

Role Description for all Members

The Panel gave consideration to the introduction of a role description for all County Councillors. The intention behind the introduction of the role description is primarily so that members of the public have a concise description and a clear understanding of the various roles elected Members have in serving their communities and the members can use it as the basis for regular updates to their constituents. The Panel was pleased to note that both Group Leaders thought that the introduction of role descriptions was a good idea. The Panel's proposed role descriptions, (which when approved should be appended to the Members' Allowances Scheme and therefore, be part of the Constitution), is attached as Appendix 2 of the proposed Members' Allowance Scheme.

Co-optees' Allowances

The Panel noted the expanded role of the Standards Committee in the promotion of high standards of conduct amongst Members; its role in training and developing Members in relation to their responsibilities under the Code of Conduct; and the responsibilities that now fall to the Standards Committee in relation to the local determination of complaints. The Panel recommends that the suggested Chairman's Allowance is reasonable in respect of the tasks undertaken. The other independent members appointed by the Council receive no SRA although the independent member appointed by the Fire Authority does.

Data Requirements Fee

The Panel recommends that the cost of this fee be met by the Council. At present members pay this fee themselves and without a recommendation from an IRP there is no method for this expense to be reimbursed.

Pensions

The Panel has not recommended any change to the provisions for Members to elect to join the Essex Pension Scheme.

Summary

1. The net effect of these recommendations is to decrease the number of Members eligible to receive a special responsibility allowance from 55 (73%) to 53 (70%).
2. The annual cost of the revised scheme (including subsistence, excluding banded travel) is estimated to be £1,733,896 + £30,000 (75 x £400 subsistence) = **£1,763,896**.

Predicted ECC Allowances 2010 to 2013	Rate	Amount	Total £K
Basic Allowance (- subsistence)(75)	-	£11,500	£862,500
Leader	100%	£53,500	£53,500
Deputy Leader	75%	£40,125	£40,125
Cabinet Members (8)	66%	£35,310	£282,480
Deputies to Cabinet Members (16)	25%	£13,375	£214,000
Scrutiny Board Chairman	40%	£21,400	£21,400
Committee Chairman (13)	25%	£13,375	£173,875
Deputy Leader of Conservative Group (post to cease when present incumbent steps down)	40%	£21,400	£21,400
Leader of Opposition Group	30 %	£16,050	£16,050
Deputy Leader of Main Opposition Group	10%	£5,350	£5,350
Opposition Spokes persons (7)	2.5%	£1,337	£9,359
Chairman Standards Committee	2.5%	£1,337	£1,337
Chairman of the Council	-	£21,680	£21,680
Vice-Chairman	-	£10,840	£10,840
TOTAL			£1,733,896

Recommended:

That the County Council be invited to consider the recommendations of the Independent Remuneration Panel with regard to proposed changes to the Members' Allowances Scheme for the period 8 June 2009 to 6 May 2013 and as detailed in **Appendix 1 of the Members' Allowance Scheme** (where the Panel is recommending that a SRA be deleted it is proposed that this be implemented with effect from April 2010.)

Sir Rodney Brooke – Chairman of the Independent Remuneration Panel

February 2010

ESSEX COUNTY COUNCIL MEMBERS' ALLOWANCES SCHEME

The Scheme

1. Essex County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 and any subsequent amendments has made the following Scheme which shall have effect from 8 June 2009 to the election of the Council in May 2013.

Definitions

2. In this Scheme,

"approved duties" means any duty the performance of which must be approved prior to its being undertaken and being -

- (a) a meeting of the Council, or of any committee or sub-committee, or attendance at a meeting of any committee or sub-committee as the local member and where the consent of the Chairman has been given in advance, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) any other meeting the holding of which is authorised by the Council, or a committee or sub-committee, or a Cabinet Member, or a committee chairman, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee, provided that
 - (i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited;
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited; and
 - (iii) including any site visit, inspection or similar duty or attendance at an official opening when a Councillor is specifically required to attend as the Council's representative.
- (c) a meeting of any association of authorities of which the authority is a member (special arrangements apply for the Local Government Association see paragraph e (vii) and (viii) below);
- (d) duties undertaken on behalf of the authority -

- (i) in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; or
 - (ii) in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 188 (special schools) of the Education Act 1993.
- (e) any other duty approved by the Council, a committee or sub-committee, or Cabinet Member, or committee chairman, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council, or of any of its committees or sub-committees; but shall not include attendance at any meeting or any other duty undertaken as a member of a governing body of a school (other than a special school or the County's boarding school). Such duties shall include:
 - (i) reasonable attendances in pursuance of the role and duties of Cabinet Member or a deputy to a Cabinet Member;
 - (ii) reasonable attendances in pursuance of the role and duties of committee chairman;
 - (iii) attendance by chairmen, vice-chairmen and spokesmen of the recognised opposition groups at agenda conferences for meetings of committees or sub-committees;
 - (iv) attendance at additional meetings by chairmen, vice-chairmen and relevant leaders of the recognised opposition groups with Chief or other officers to conduct business relevant to the work of their committee or sub-committee;
 - (v) attendance at seminars, study courses and similar activities that a councillor is authorised to attend by the Council, or a committee or sub-committee, or a Cabinet Member, or a committee chairman;
 - (vi) attendance by members at town and parish council meetings as the local County member;
 - (vii) attendance at meetings of the Local Government Association's General Assembly, Urban Commission, Rural Commission, Policy Forums and any special interest groups to which the Council is affiliated; and

- (viii) attendance as an Office Holder or member of an Executive where the member receives a lump sum payment from the Local Government Association and travelling and subsistence allowances are not paid by the Association.

"committee" means, unless the context otherwise requires, a committee of the Council including the Cabinet;

"Council" means the Essex County Council;

"councillor" means an elected member of the Essex County Council;

"deputy to a Cabinet Member " means a Councillor previously notified in writing to the Chief Executive as being a deputy to a designated Cabinet Member;

"sub-committee" means, unless the context otherwise requires, a sub-committee appointed by a committee and shall include a group or panel;

"the county of Essex means the County Council area including the two unitary authorities of Southend and Thurrock"

"year" means the 12 months ending with 31 March.

Payment of Allowances

- 3. Allowances shall be paid as set out in the Schedule to this Scheme.

Suspension of Allowances

- 4. Where a Member or co-opted Member is suspended or partially suspended from his/her duties as a Member of the ECC in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of any Allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended shall be withheld.

In exceptional circumstances, where a member is judged to be conspicuously failing to perform the Standards Committee may recommend the non-payment of allowances due.

Notes of Guidance

- 5. Visits should not be undertaken by members without prior authority in writing given by either the Leader of the Council or the Cabinet Member for Finance and Change Management in the following circumstances

where it involves travel abroad
where the total cost for the member is estimated to exceed £500
(in the instance where only one member is involved)
where the aggregate costs for all the members is estimated to
exceed £1000 (in the instance where more than one member is
involved)

Visits include attendance at conferences, seminars and external training courses and the cost of visits may include travel, hotel accommodation, conference or course fees and ancillary costs, such as car parking'

6. The Council shall not be responsible for any loss or damage to any vehicle whilst being used by a councillor during the course of their duties or parked on the Council's property. The Council shall arrange limited insurance to protect councillors in certain circumstances against loss of their "no claims" bonus. Broadly the insurance will provide payment where, as a result of using their vehicle on approved business, councillors have a claim or claims upon their own motor insurance and, without any fault on the part of the councillor, suffer a loss of no claims bonus. The maximum amount payable to any one councillor consequent upon loss of bonus arising from claims in any one year of insurance is £500.
7. Reimbursement of expenditure incurred by members (a) in providing child care arrangements and/or (b) on professional care for elderly, sick or dependant relatives to facilitate their attendance at approved duties of the Council is provided in accordance with the Schedule to this Scheme. Such payments are not covered by any special exemptions for taxation purposes. They are treated as emoluments (remuneration) of the office and will be subject to tax and national insurance accordingly.
8. The Schedule to this Scheme shall apply subject to any relevant regulations.

Part-Year Entitlements

9. (a) The entitlements of a councillor to allowances where, in the course of a year, this Scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable shall be calculated in accordance with the proportion of the year for which the councillor is eligible.

- (b) The term of office of a councillor shall begin on the day on which he makes a declaration of acceptance of that office under Section 83(1) of the Local Government Act 1972.

Co-opted Members of Committees Allowances

- 10. The Independent Members of the Standards Committee may in accordance with the provisions of this scheme claim the following allowances in respect of attendance at the Standards Committee, or any other approved duty authorised by that body:
 - (a) travelling and subsistence allowances; and
 - (b) financial loss allowance in respect of such loss of earnings and expenses as are necessarily sustained or incurred in carrying out that duty.
- 11. The four Education Co-opted Members may in accordance with the provisions of this Scheme claim the following allowances in respect of attendance at the Children and Young People Policy and Scrutiny Committee and Executive Scrutiny Committee, or any other approved duty authorised by those bodies:
 - (a) travelling and subsistence allowances; and
 - (b) financial loss allowance in respect of such loss of earnings and expenses as are necessarily sustained or incurred in carrying out that duty.
- 12. The amount of the financial loss allowance shall not exceed:
 - (a) for a period not exceeding 4 hours, £26.24;
 - (b) for a period exceeding 4 hours but not exceeding 24 hours, £52.49;
 - (c) for a period exceeding 24 hours, the aggregate of £52.49 and such amounts specified in sub-paragraph (a) or (b) as is appropriate to the number of hours by which the period exceeds 24 hours; or such other amounts as may be prescribed from time to time by the Secretary of State for the Environment.

Members with a Disability

- 13. Members with a physical disability which restricts their ability to access some types of transport should, where agreed by the Standards Committee, be able to claim for specific travel expenses according to their needs.

National Insurance and Social Security, Statutory Sick Pay and Income Tax

14. Payment of allowances shall be subject to such deductions as may be statutorily required in respect of national insurance and social security and income tax and such information relating thereto as the Director for Human Resources and Customer Excellence shall require shall be provided to him on request.
15. In the event of sickness, councillors shall provide such information to the Director for Human Resources and Customer Excellence as he may require to determine eligibility for statutory sick pay and shall, in any case, notify the Governance Team Manager immediately of any sickness which is likely to prevent any approved duty being undertaken.

Pensions

16. All eligible Councillors who wish to do so can join the Local Government Pension Scheme. Calculations and benefits will be based on both Basic and Special Responsibility Allowances.

Election to Forego

17. A councillor may by notice in writing given to the Chief Executive elect to forego any part of his entitlement to an allowance under this Scheme.

Payments and Claims

18. Payment of basic, special responsibility and lump-sum travel and subsistence allowances shall be made in instalments of one-twelfth of the amounts specified in the schedule at appendix 1 as appropriate (subject to paragraph 4) on a monthly basis. Provided that 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 the schedule at Appendix 1, they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.
19. Claims for financial loss, travelling and subsistence allowances should be completed monthly when payment will be made direct to a Bank (BACS) or Building Society or by cheque in accordance with the payment dates which will be notified from time to time.
20. Claim forms must be completed in all particulars and the claimant must satisfy himself that the amounts claimed are correct and the duty is an "approved duty" for the purpose of the payment of allowances.

21. A claim under this Scheme for an allowance under any provision in Sections 173 to 176 of the Local Government Act 1972 shall include, or be accompanied by, a statement signed by the claimant that they have not made and will not make any other claim in respect of the matter to which the claim relates.
22. A claim under this Scheme should ideally be monthly as stated in paragraph 19 above but must be made within four months of the date on which the duty in respect of the entitlement to the allowance arises is carried out.

Record of Allowances Paid

23. A record of the payments made by the Council to each member shall be maintained in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and shall be published in accordance with the Regulations.

Publication of Scheme

24. In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 as soon as practicable after the making or amendment of any scheme made under the Regulations arrangements shall be made for its publication within the Council's area.

Date of Scheme

25. This Scheme is made by the Essex County Council in February 2010.

Chief Executive

**ESSEX COUNTY COUNCIL
MEMBERS' ALLOWANCES SCHEME**

For the period 8 June 2009 to the election of the Council in May 2013

BASIC ALLOWANCE

£11,900 per annum (inclusive of an element for routine subsistence expenditure on ECC duties) and subject to annual increases during the four-year period in line with the locally-determined award made to senior staff of the Council.

SPECIAL RESPONSIBILITY ALLOWANCES

Predicted ECC Allowances 2009 to 2013	Rate (as a % of the Leader's Allowance)	Amount
Basic Allowance (75)	-	£11,900
Leader	100%	£53,500
Deputy Leader	75%	£40,125
Cabinet Members (8)	66%	£35,310
Deputies to Cabinet Members (16)	25%	£13,375
Scrutiny Board Chairman	40%	£21,400
Committee Chairman (13)	25%	£13,375
Deputy Leader of Conservative Group (post to cease when present incumbent steps down)	40%	£21,400
Leader of Main Opposition Group	30 %	£16,050
Deputy Leader of Main Opposition Group	10%	£5,350
Opposition Spokespersons (7)	2.5%	£1,337
Chairman Standards Committee	2.5%	£1,337
Chairman of the Council	-	£21,680
Vice-Chairman	-	£10,840

Notes:

- (a) No Member to receive more than one Special Responsibility Allowance.
- (b) No additional post holders to receive an SRA other than the 53 set out above without reference back to the Independent Review Panel
- (c) The above table shows the amount of SRA payable in 2009/10; these will be subject to annual increases during the four-year period in line with the locally-determined award made to senior staff of the Council

TRAVEL EXPENSES

Travel within the County of Essex and London

Each member (except co-opted members) will be provided with a lump-sum travel allowance to compensate them for their travel on approved duties throughout the County of Essex and on journeys to London. No other allowances are payable in respect of travel within the County of Essex or to London. Travel includes any form of travel ie rail, parking fees, bicycle mileage etc.

The amount payable to each member is calculated as follows (based on mileage to and from the member's home):

A sum for each member, as follows:

Distance from ECC	Band	Total lump sum payable (pa) £
Up to and including 10 miles	1	£350
Over 10 miles, up to and including 20 miles	2	£500
Over 20 miles, up to and including 30 miles	3	£650
Over 30 miles	4	£900

Plus an amount to compensate for extra mileage required in undertaking special responsibilities*:

SRA as a percentage of Leader's allowance	Band	Total lump sum payable (pa) £
0 to 5%	1	0
over 5% and up to and including 30%	2	£800
Over 30% and up to and including 50%	3	£1600
Over 50%	4	£3500

***where a member has regular access to a chauffeur driven vehicle, this will be viewed as being in lieu of the SRA element of the lump sum payment.**

Where circumstances change meaning that a member changes travel or SRA band during the year, the amount payable will be calculated on a pro-rata basis from the date of the change.

For approved travel outside the County of Essex or London, Members will be reimbursed at the rates set out below.

Outside the County of Essex

Travel by private vehicles for co-opted members, and for elected members outside the County of Essex or London on approved duties by private vehicles will be reimbursed at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently these are 40p per mile for the first 10,000 miles and 25p a mile thereafter.

Travel expenses will be reimbursed for relevant journeys on Council duties between premises as agreed for tax purposes (normally excluding journeys to constituents' homes).

Other travel expenses

Parking fees, public transport fares (only for journeys outside Essex and London) will be reimbursed at cost, but only on production of a valid ticket or receipt - the cheapest available fare for the time of travel should normally be purchased.

Taxi

Taxi fares will only be reimbursed on production of a valid receipt and if use of public transport or the Member's own car is impracticable.

Air and Rail

Air and rail travel other than within Essex or London should be booked in advance through officers to enable use of discounting arrangements and to ensure the most economical means of travel has been chosen for the journey. Intercity rail travel outside Essex and London may be First Class.

Air travel and travelling abroad

Air travel is permissible where:

- a journey would take five hours plus by other forms of transport;
- where such travel is cheaper than other forms of transport;
- where it avoids the need for an overnight stay

Air travel must be economy class. Members may upgrade to business class (not first class) but only if:

- the total flight time is longer than four hours;
- the journey involves an overnight flight; or
- there are no economy seats available and it is not possible to travel on an alternative day when there are economy seats available.

Travel expenses will only be reimbursed if claimed within four months.

Journeys undertaken in accordance with the following descriptions outside the County of Essex and London are allowed to be claimed for:

- (a) Representing the Council at external meetings where the member is there on behalf of the Council or where formally appointed to do so;
- (b) Attendance at events organised by the Council where formally appointed and/or where invitations have been issued by County Officers or Members; and
- (c) Attendance at meetings/events where the Member is an official Council representative or a formal representative (as determined by the Leader or the relevant Cabinet Member).

NB: The whole journey i.e. travel from and return to home can be claimed.

SUBSISTENCE EXPENSES

These will not normally be reimbursed for any business undertaken within the County as an element has been added to the basic allowance to cover this. Where claimable, these will be paid at the same rates and within the same rules as those applying to officers. The rates currently are as follows:

Breakfast	£5
Lunch	£10
Dinner	£20

Hotel accommodation should be booked through officers. Any other reasonably unavoidable costs related to overnight stays, other than subsistence, will be reimbursed on production of a receipt. Where hotel stays are necessary, hotel accommodation will be paid at the same rates and rules as those applying to officers. At present these are:

Main Cities in UK (Bristol, Birmingham, Cardiff, Edinburgh, Glasgow, Leeds, Liverpool, London (including Gatwick and Heathrow), Manchester, Newcastle, Plymouth and Reading).	£150
Elsewhere in UK	£100
Foreign hotels – reasonable, but not luxury class	3 quotes

DEPENDENTS' CARERS' ALLOWANCES

Members with care responsibilities in respect of dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a carer while the Member is on approved Council duties.

The following rates will be paid in respect of Care:

Childcare	£6 per hour per child
Older People	£13.06 per hour

Physical or Sensory Impairment	£12.97 per hour
Learning Disability	£13.55 per hour

A carer who is a member of the claimant Member's household will not be reimbursed. In cases of difficulty the matter should be referred to the Standards Committee for decision.

DATA REQUIREMENTS FEE

The cost of this fee will be met by the Council.

PENSIONS

Members who are under 75 years old are eligible for admission to the superannuation scheme and both the Basic and Special Responsibility Allowance are treated as amounts in respect of which pensions are payable.

GIFTS AND PRIZES

Council funds should not be used to purchase gifts of any kind. For example, none of the following can be reclaimed through the Council's expenses system:

- Christmas or other greetings cards, other than corporate Christmas cards, which are charged directly to individual cost centres and used only for official purposes;
- Staff entertaining, including Christmas lunches and other parties;
- Gifts to members of staff or ex-members of staff;
- Gifts, gratuities or donations of any nature to external bodies or individuals;
- Prizes to staff members rewarding special work efforts or good business ideas, other than through the approved corporate scheme – the costs of which would not be met through the expense claim system;
- Cards for those officers sitting exams, or "get well" cards;
- Leaving gifts to staff;
- Long service awards; and
- Flowers in respect of bereavements.

NO OTHER ALLOWANCES ARE PAYABLE

MEMBER JOB PROFILES

- 1 COUNCILLORS
- 2 LEADER OF THE COUNCIL
- 3 DEPUTY LEADER OF THE COUNCIL
- 4 CABINET MEMBERS
- 5 DEPUTY TO A CABINET MEMBER
- 6 OVERVIEW & SCRUTINY CHAIRMAN
- 7 CHAIRMAN OF SCRUTINY BOARD
- 8 AREA FORUM CHAIRMAN
- 9 CHAIRMAN OF DEVELOPMENT AND REGULATION COMMITTEE
- 10 CHAIRMAN OF AUDIT COMMITTEE
- 11 CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL
- 12 CHAIRMAN OF STANDARDS COMMITTEE
- 13 LEADER OF THE OPPOSITION GROUP
- 14 OPPOSITION SPOKESPERSON
- 15 DEPUTY LEADER OF CONSERVATIVE GROUP

POST 1: ALL COUNCILLORS

Purpose

1. To participate fully in the good governance of the County.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the Division for which the councillor was elected, and deal promptly with constituents' enquiries and representations.
4. To promote County Council engagement with all citizens and groups and ensure that there are opportunities for all views to be heard.
5. To champion the continuous improvement of the quality of life of the community in terms of equity, economy and environment.
6. To ensure that the Council's resources are used to achieve the maximum benefit for the people of Essex.
7. To represent the council effectively, when appointed to an outside body, such as a charitable trust or association, etc.
8. To act at all times with probity and propriety in the best interest of the Council and in accordance with the Code of Conduct.
9. To champion the cause for their Division as far as the 'Equality Framework for Local Government' is concerned.

Duties and Responsibilities

1. To fulfil the statutory and locally determined requirements of an elected member, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Council (e.g. setting budget, overall priorities and strategy).
2. To participate effectively as a member of any committee or Panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or Panel's) terms of reference, and its liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between the organisations and representing the policies and practices of the Council. Also, for this purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the Council including, where the Council so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the Council.
5. To participate, as appointed, in consultative processes with the community and with other organisations.
6. To provide a link between the authority to the community, through the various forums available.

7. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the other organisations and services which serve the County.
9. To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the democratic process.
10. To participate in the activities of any political group of which the councillor is a member.
11. To conduct the business of the Council within the Council and not through the written or broadcast media.
12. To maintain confidentiality in all relevant Council business.
13. Not individually to instruct officers.
14. Not to undertake operational responsibilities which are the function of the Chief Executive, the Corporate Leadership and other officers ie signing contracts, staffing, use of resources.
15. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.
16. To identify individual learning and development needs and participate fully in training opportunities provided.
17. To fulfil the responsibilities as "corporate parent" of Looked After Children, accepting responsibility for children in the Council's care, making their needs a priority and seeking for them the same outcome any good parent would want for their own children.

Skills Required

1. Good communication and Interpersonal skills.
2. Ability to relate and deal with the public in a professional and timely manner.
3. Ability to work effectively with Council officers, the media and outside organisations.
4. Community Leadership skills.
5. Ability to work as part of a team.
6. Confident use of ICT.

POST 2: LEADER OF THE COUNCIL

Purpose

1. To provide effective political leadership and strategic direction for the Council.
2. To ensure effective Corporate Governance.
3. To provide effective stewardship of the Council and its resources
4. To be an advocate of the Council.
5. To chair the Cabinet and ensure that it achieves its terms of reference.
6. To ensure that the Council delivers high quality, value for money services.
7. To ensure that the Council delivers on its policy objectives.
8. To promote the benefits of partnership working.
9. To ensure a policy to achieve the 'excellent standard of the Equality Framework for Local Government' is achieved by 2011.

Duties and Responsibilities

1. To lead their Political Group and to provide political leadership to the Council, including proposing the policy framework within which the Council will operate and to take such executive action as may be delegated by the authority.
2. To ensure effective Corporate Governance including working with opposition groups to seek to achieve where possible cross party co-operation.
3. To lead the Cabinet and be responsible for the Council's corporate and resource strategy.
4. To designate appropriate portfolios and to ensure that the Cabinet achieves its terms of reference both collectively and as individual portfolio holders.
5. To ensure the effective integration of roles, responsibilities and functions within the Cabinet membership.
6. To be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners).
7. To be the key interface between the Members and the Chief Executive and the Senior Management Team for the strategic management of the Council.
8. To be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations and positively to promote the Council as a whole in the media.
9. To act as the political spokesperson for the Council.
10. To promote the long term financial, business and economic stability of the Council.
11. To encourage the highest standards of probity, ethical and corporate governance for the well being of the County.
12. To communicate the Administration's policies and priorities to the Senior Management Team and to receive their advice.

Skills required

1. Good communication and interpersonal skills.
2. The ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The ability to work effectively with Council officers, the public, the media and outside organisations.
10. The ability to take clear decisions.

NOTE The above duties and responsibilities are in addition to the member's role as a councillor and as a Cabinet Member (see separate job profile).

POST 3: DEPUTY LEADER OF THE COUNCIL

Purpose

1. To assist and work with the Leader of the Council to provide effective political leadership and strategic direction for the Council.
2. To assist the Leader of the Council with his other responsibilities such as ensuring effective Corporate Governance and Stewardship of the Council and to ensure the Council delivers high quality, value for money services.
3. Where appropriate and where permissible under the Council's Constitution to act in the absence of the Leader of the Council.

Duties and Responsibilities

1. To assist and work with the Leader of the Council in delivering his responsibilities to the Council within his job profile.
2. To deputise for the Leader of the Council in his absence from Council meetings and, to deputise in the Leader's absence at Cabinet meetings.
3. In the Leader of the Council's absence to carry out the requirements of his job profile so far as legally possible and permissible.
4. To carry out such other duties and undertake portfolio responsibility as delegated by the Leader of the Council.

Skills required

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
5. Business and financial acumen, including the ability to understand and manage the Council's budget.
6. Effective leadership skills.
7. Excellent political knowledge and awareness.
8. The ability to chair meetings and facilitate open discussion.
9. The ability to work effectively with Council officers, the public, the media and outside organisations.
10. The ability to take clear decisions.

NOTE The above duties and responsibilities are in addition to the member's role as a councillor and as a Cabinet Member (see separate job profile).

POST 4: CABINET MEMBERS

Purpose

1. To provide collective and individual leadership as part of the Executive.
2. To undertake lead responsibility for allocated portfolios.
3. To contribute effectively towards the strategic direction of the Council.

Duties and Responsibilities

1. To participate effectively as a Member of the Cabinet – take joint responsibility with colleague Cabinet Members for all actions and be accountable collectively. Challenge issues prior to making decisions if felt appropriate to do so. Ensure appropriate regard to the community's interests and to any equalities and diversity issues. Encourage openness and honesty.
2. To exercise delegated powers in accordance with the Council's Constitution.
3. Shape and develop the Strategic priorities and vision of the Council, participating in debates and discussion about policy issues across the range of services provided by the Council.
4. Act as the Lead Member for a particular portfolio as may be determined by the Leader of the Council, but in doing so, have regard to the overall collective responsibilities of the Cabinet and the Council's corporate policy objectives. Champion the portfolio concerned within that strategic context.
5. Recognise the differing roles of members and officers in the Council's Constitution.
6. In connection with the portfolio:
 - a) Build good relationships with appropriate senior officers and work with them in developing policy or strategic issues prior to formal reporting. Be supportive in dealing with any problems at a strategic level
 - b) Keep abreast of related developments and policies at national, regional and local level
 - c) Enhance the Council's reputation through taking the national stage where possible and participating in regional and national networks
 - d) Aim for Essex to be at the forefront of service development and provision where possible; take an active interest in related performance indicators and rankings, including visiting Beacon Council's and exemplars of good practice
 - e) Represent the Cabinet at the Executive Scrutiny Committee in connection with any related matter that may be called in. Similarly, attend Overview and Scrutiny Committee at their request in connection with any issues associated with the portfolio that are being scrutinised.
 - f) Be aware of issues of importance to the community and other stakeholders concerning portfolio services (for example, through issues raised at Area Committees), and work towards implementing the Community Strategy
 - g) Be aware of key budgetary issues affecting the portfolio of the Cabinet Member
7. Represent the Council on external bodies, as appointed, and feedback to the Cabinet any issues of relevance/importance.

8. Facilitate a corporate leadership role where appropriate to do so, and foster links through partnerships.
9. Be responsible for continuous personal development. Take advantage of learning opportunities to build on understanding and knowledge, and to develop relevant skills.
10. Along with colleague Cabinet Members and the Senior Management Team be available as appropriate for other Members to discuss any queries or matters of concern.
11. Positively to promote the portfolio and where appropriate to act as the spokesperson with the media for that portfolio area only.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to analyse and grasp complex issues.
3. An understanding of national and local government statutory and financial frameworks.
4. An understanding of the Council, including the economic and social situation within Essex.
5. The ability to understand the Council's budget especially in respect of the relevant portfolio
6. Leadership skills.
7. Political knowledge and awareness.
8. Ability to work effectively with Council officers, the public, the media and outside organisations.
9. Ability to work as part of a team.
10. The ability to take clear decisions.

NOTE: The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

POST 5: DEPUTIES TO CABINET MEMBERS

Purpose

To assist and work with the designated Cabinet Member with their responsibility for allocated portfolios.

Duties and Responsibilities

1. To assist the designated Cabinet Member in shaping and developing the strategic priorities of the Council as it relates to the allocated portfolio.
2. To assist the designated Cabinet Member in monitoring performance in specified areas relating to the allocated portfolio.
3. Where appropriate and where permissible under the Council's Constitution to represent the designated Cabinet Member at meetings or visits.

Skills Required

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues including interpreting performance information.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks as they relate to the allocated portfolio.
4. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
5. The ability to Chair meetings and facilitate open discussion.

NOTE: The above duties and responsibilities are in addition to the member's role as a Councillor (see separate job profile).

POST 6: OVERVIEW AND SCRUTINY CHAIRMAN

Purpose

1. To provide leadership of and direction to their particular Committee.
2. To ensure that adequate resources (financial & officer support) are identified and sought from the Council.
3. To chair Committee meetings and ensure the Committee achieves its terms of reference.
4. To ensure that the Committee work programme fully complies with the Committees terms of reference.

Duties and responsibilities

1. To lead and support Committee members in developing an effective work programme.
2. To encourage Committee members to obtain the necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary.
3. To endeavour to engage all members of the Committee within the scrutiny process allowing robust debate and constructive criticism leading to clear and measurable outcomes.
4. To ensure the effective running of the Committee, Chairing meetings in line with the Constitution and adopting an investigative and evidence-based approach.
5. To encourage the Committee to adopt an outward-looking focus by actively engaging service users, other stakeholders and the public in its work.
6. To lead the Committee in prioritising its work so as to ensure effective scrutiny.
7. To co-ordinate work with other Scrutiny Committees & Chairmen and to share learning.
8. To develop a constructive relationship with the Cabinet, particularly with relevant portfolio holders.
10. To develop a constructive relationship with the Executive Directors/Heads of Service in the areas that the Committee scrutinises.
11. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.
12. To introduce committee reports to Cabinet and elsewhere and to represent the agreed views of the Council.
13. To speak on behalf of the Committee in promoting effective communications with the media and the public in its work.

Skills Required

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Project and time management skills.

4. Ability to influence and work constructively with members, officers, the public and outside organisations.
5. Ability to work as part of a team.

Note: The above duties and responsibilities are in addition to the member's role as a Councillor (See separate job profile).

POST 7: CHAIRMAN OF SCRUTINY BOARD

Purpose

1. To provide leadership of and direction to the Council's Policy and Scrutiny Committees.
2. To ensure that adequate resources (financial & officer support) are identified and sought from the Council.
3. To chair meetings of the Board and ensure the Board achieves its terms of reference.
4. To ensure that the Committee work programme fully complies with the Committees terms of reference.

Duties and responsibilities

1. To lead and support Board members in developing an effective work programme.
2. To encourage members to obtain the necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary.
3. To endeavour to engage all members within the scrutiny process.
4. To ensure the effective running of the Scrutiny process.
5. To encourage the adoption of an outward-looking focus by actively engaging service users, other stakeholders and the public in its work.
6. To lead the Board in prioritising work so as to ensure effective scrutiny.
7. To co-ordinate the work of the Scrutiny Committees and Chairmen and to share learning.
8. To develop a constructive relationship with the Cabinet.
9. To introduce committee reports to Cabinet, Council and elsewhere and to represent the agreed views of the Council.
10. To speak on behalf of the Board in promoting effective communications with the media and the public in its work.

Skills Required

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Project and time management skills.
4. Ability to influence and work constructively with members, officers, the public and outside organisations.
5. Ability to work as part of a team.

Note: The above duties and responsibilities are in addition to the member's role as a Councillor (See separate job profile).

POST 8: AREA FORUM CHAIRMAN

Purpose

1. To provide leadership of and direction to their particular Committee.
2. To identify and request from the Council necessary resources to support the Area Committee process.
3. To chair the meeting and ensure it achieves its terms of reference.
4. Encourage Area Forum Members in their community development roles.
5. To ensure that the Committee work programme fully complies with the Committees terms of reference.

Duties and responsibilities

1. To ensure that work is member-led and that the committee;
 - a. develops an effective work programme to encourage community development;
 - b. lead on the monitoring of services within the area of the Committee, making recommendations where appropriate about their alteration or improvement; and
 - c. seek the necessary training to enable its members to carry out their roles effectively.
2. To work with other Area Committee Chairmen to share learning and experience and to progress and promote the role of community development.
3. To engage, liaise and consult with the local community.

Skills Required

1. Good communication and interpersonal skills.
2. Leadership and chairmanship skills.
3. Project and time management skills.
4. Ability to influence and work constructively with members, officers, the public and outside organisations.
5. Ability to work as part of a team.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (See separate job profile).

POST 9: CHAIRMAN OF DEVELOPMENT AND REGULATION COMMITTEE

Purpose

1. To provide leadership and direction to the work of the Committee, and to ensure compliance with the Essex Development and Regulation Committee Protocol.
2. To chair committee meetings and ensure the Committee achieves its terms of reference.
3. To demonstrate to the public, applicants and objectors, fair and open decision-making by or on behalf of the Committee.
4. To ensure that the Committee work programme fully complies with the Committees terms of reference.

Duties and Responsibilities

1. To ensure that Members appointed to the Committee fully understand the Committee's work and receive training in planning procedures as specified by the Council.
2. To lead the committee, in consultation with officers, in prioritising its work and setting meeting agendas.
3. To ensure that the Committee takes clear and unambiguous decisions based on sound planning considerations.
4. To facilitate public participation in meetings by the public and their representatives in accordance with the Committee's protocol.
5. To introduce committee reports to the Council and elsewhere, and to represent the agreed views of the Committee.
6. To speak on behalf of the Committee in promoting effective communications with the public on its decisions.
7. To represent the Committee at public inquiries held into appeals against decisions made by the Committee.

Skills Required

1. Good communication and interpersonal skills.
2. Ability to analyse and grasp complex issues.
3. Leadership and chairing skills.
4. An understanding of planning legislation and procedures.
5. Ability to influence and work constructively with Members, officers, the public and outside organisations.
6. Ability to build and work as part of an effective team.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

POST 10: CHAIRMAN OF AUDIT COMMITTEE

Purpose

1. To provide leadership and direction to the work of the Committee, contributing to the continuous improvement of the Council's services through the full range of its work.
2. To chair committee meetings and ensure the committee achieves its terms of reference.
3. To ensure that the Committee work programme fully complies with the Committees terms of reference.

Duties and Responsibilities

1. To work with the Head of internal Audit, the Section 151 Officer and the Audit Commission to ensure the Committee meets the standards of best practice set out in the Cipfa Guidance for Audit Committees.
2. To set and drive a diverse agenda and fully engage Members of the Committee in all aspects of its work including developing a work programme which achieves a proper focus for its work across the whole of the Committee's terms of reference.
3. To ensure the effective running of the Committee, chairing meetings in line with the constitution and adopting an investigative and evidence-based approach.
4. To endeavour to engage all members of the Committee, allowing robust debate and constructive criticism leading to clear and measurable outcomes.
5. To develop a constructive and positive working relationship with the Cabinet, the Leader of the Council and other Cabinet Members over the management of the Committee's business.
6. To introduce Committee reports to the Council and elsewhere, and to own and represent the agreed views of the Committee.
7. To speak on behalf of the Committee in promoting effective communications with the media and the public in its work.
8. To work with the Head of Internal Audit to ensure that adequate and appropriate training is available to Members of the Committee.

Skills Required

1. Good communication and interpersonal skills
2. Ability to analyse and grasp complex issues
3. Leadership and chairing skills
4. Project and time management skills
5. Ability to influence and work constructively with members, officers, the public and outside organizations.
6. Ability to build and work as part of an effective team.

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor (see separate job profile).

POST 11: CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL

Purpose

1. To provide effective civic and ceremonial leadership to the Council.
2. To chair County Council meetings and ensure its business is carried out efficiently and in line with the Constitution.
3. To act as an ambassador for the County Council and Essex itself.

Duties and Responsibilities

1. To be politically impartial and uphold the democratic values of the Council.
2. To represent the Council at civic and ceremonial functions, acting on behalf of and supported by the whole Council in a non-partisan manner.
3. To act as the principal spokesman for the Council on civic and ceremonial occasions.
4. To act as an ambassador for the County Council and Essex itself.
5. To uphold and promote the purposes of the Constitution and interpret the Constitution when necessary, working with officers to keep the Constitution under review to ensure it is relevant to the Council's needs.
6. To preside over meetings of the Council, acting impartially and ensuring that business is carried out efficiently and effectively whilst protecting the rights of individual County Councillors and the interests of the community.
7. To promote public involvement in the Council's activities and ensure that at Council meetings, matters of concerns to local communities can be debated by their County Councillors.
8. To promote and support good governance of the Council and its affairs.
9. To provide community leadership and promote active citizenship, fostering community identity and pride and promoting public involvement in the Council's activities.

Vice-Chairman role:

1. To fulfil the duties of the Chairman in his or her absence.
2. To assist the Chairman in specific duties as required.

Skills Required

1. Good communication and interpersonal skills.
2. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
3. A clear understanding of the operation of the Council, including an understanding of the Constitution, in particular Council Procedure Rules.
4. The ability to chair meetings and facilitate open discussion.
5. The ability to work effectively with Council officers, the public, the media and outside organisations.

NOTE: The above responsibilities are in addition to the Member's role as a County Councillor (see separate job profile).

POST 12: CHAIRMAN OF STANDARDS COMMITTEE

Purpose

1. To provide leadership and direction to the work of the Standards Committee in promoting and maintaining high standards of conduct by Members and officers.
2. To chair committee meetings and ensure the committee achieves its terms of reference.
3. To ensure that the Committee work programme fully complies with the Committees terms of reference.

Specific Tasks

1. To ensure that Members of the Committee fully understand the Committee's work, and receive training in the operation of the Code of Conduct, Members' interests and investigation of complaints.
2. To lead the committee, in consultation with officers, in prioritising its work and setting meeting agendas.
3. To submit an Annual Report to the Council on the extent of compliance with the Member and Officer Codes of Conduct.
4. To work closely with the monitoring officer on maintaining a high standard of ethical conduct including the referral of complaints to the Standards Board.
5. To speak on behalf of the Committee in promoting effective communications with the public on its decisions.

Skills Required

1. Good communication and interpersonal skills
2. Leadership and chairing skills
3. An understanding of the Council's Code of Conduct and how to deal with complaints about conduct
4. Ability to influence and work constructively with Members, officers, the public and outside organisations
5. Ability to build and work as part of an effective team

POST 13: LEADER OF THE OPPOSITON

Purpose

1. To be the main spokesperson for the opposition to the Administration and for the political position of the represented political group.
2. To provide constructive challenge to the views of the administration and attend meetings of the Cabinet as an observer in order to seek assurances that the council delivers high quality value for money services and is delivering its policy objectives.
3. To Chair the Executive Scrutiny Committee and ensure that it achieves its terms of reference.

Duties and Responsibilities

1. To lead their Political Group and to ensure that their Political Group abide by the code of conduct and member/ Officer protocol and codes of conduct.
2. To ensure effective Corporate Governance including working with the main Political Group to seek to achieve where possible cross party co-operation.
3. To liaise with leaders of other political groups to further the interests of the Council, the Cabinet, the Chairman of the Policy and Scrutiny Committees, the Chairmen of other Committees and the Chairman of the Standards Committee on all matters affecting the functions of the Council and the achievement of Value for Money.
4. To liaise with the Council's Chief Executive, Corporate Management Team, and its Managers on all matters affecting the services provided by them on behalf of the Council.
5. To ensure good communications take place on all Council matters to members of their Political Group.
6. To nominate members of their Political Group to serve on Overview and Scrutiny committees, committees and local outside bodies.
7. To represent the Council on local, regional and national bodies, as appropriate, where formally appointed to do so.
8. To ensure that the members of the Group abide by the Code of Conduct and Member/ Officer protocol and codes of conduct.

Skills Required

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues including interpreting performance information.
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks.
4. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
5. Effective leadership skills.
6. Ability to chair meetings and facilitate open discussion.
7. The ability to work effectively with council officers, the public, the media and partner organisations.

NOTE The above duties and responsibilities are in addition to the member's role as a councillor.

POST 14: OPPOSITON GROUP SPOKESPERSON

Purpose

1. To be the main opposition spokesperson on their appointed remit.
2. To take the lead role in formulating policy on behalf of their Political Group and offering constructive criticism where appropriate.
3. To contribute to the Council's overview and scrutiny process and ensure that their recommendations are considered in relation to their remit.

Duties and Responsibilities

1. To ensure regular communication takes place on all portfolio matters to members of their Political Group.
2. To offer constructive criticism, alternatives or amendments across their remit on behalf of their Political Group.
3. To liaise with the Council's Chief Executive, Corporate Management Team, and its Managers on all matters affecting the services provided by them on behalf of the Council.

Skills Required

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues including interpreting performance information
3. A good understanding of how local, national and European government operates, including the statutory and financial frameworks on their appointed remit.
4. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
5. The ability to work effectively with council officers, the public, the media and partner organisations.

NOTE The above duties and responsibilities are in addition to the member's role as a councillor.

POST 15: DEPUTY LEADER OF CONSERVATIVE GROUP

Purpose

1. To assist and work with the Leader of the Group to provide effective political leadership.
2. To assist the Leader of the Group with his other responsibilities such as ensuring effective stewardship of the Group.
3. Where appropriate and where permissible to act in the absence of the Leader of the Group.
4. Where appropriate and where permissible to take on high profile specific tasks on behalf of the Leader of the Group.

Duties and Responsibilities

1. To assist and work with the Leader of the Group in delivering his responsibilities to the Group
2. To deputise for the Leader in his absence
3. To ensure that the members of the Group abide by the Code of Conduct and Member/ Officer protocol and codes of conduct.
4. To ensure good communications take place on all Council matters to members of the Group.
5. To be responsible for designated high profile tasks and act as a Deputy to a Cabinet Member when required.

Skills Required

1. Good communication and interpersonal skills.
2. To have the ability to analyse and grasp complex issues.
3. A clear understanding of the operation of the Council, including the economic and social situation within Essex.
4. Effective Leadership skills.
5. Excellent political knowledge and awareness.
6. The ability to Chair meetings and facilitate open discussion.
7. The ability to work effectively with Council officers, the public, the media and outside organisations.

ESSEX COUNTY COUNCIL

ANNUAL REPORT May 2010 – May 2011	Insert photo
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Name of Councillor	
Division	Party
Date Elected	Next Election Date May 2013
Allowances (2010 – 2011)	
Basic	
Special Responsibility	
Other Council Related Remuneration	
Positions Held (May 2010 – 2011)	
Other Meetings/ Bodies which I regularly attend:	
Full Council, Area Forum etc	
My Priorities for the past year (May 2010 – May 2011) were:	
What I have achieved in the past year (May 2010 – May 2011) are:	
My Priorities for the coming year (May 2010 – May 2011) will be:	
I have attended the following training sessions, seminars, briefings and conferences to develop skills and gain knowledge that will help me serve the people of my division	
Publication date:	