



Essex County Council

Summons

To all Members of Essex County Council

You are hereby summoned to attend the meeting of the County Council to be held as shown below to deal with the business set out in the Agenda.

10:00	Tuesday, 12 July 2022	Council Chamber, County Hall, Chelmsford, CM1 1QH
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Gavin Jones
Chief Executive

Officer Support to the Council:

Sophie Campion, Senior Democratic Services Officer

Telephone: 03330131642

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Prayers The meeting will be preceded by Prayers led by Councillor John Spence, a lay Canon in the Church of England.

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Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972. If there is exempted business, it will be clearly marked as an Exempt Item on the agenda and members of the public and any representatives of the media will be asked to leave the meeting room for that item.

The agenda is available on the [Essex County Council website](#) and by then following the links from [Running the Council](#) or you can go directly to the [Meetings Calendar](#) to see what is happening this month.

Attendance at meetings

Most meetings are held at County Hall, Chelmsford, CM1 1LX. [A map and directions to County Hall can be found on our website.](#)

Access to the meeting and reasonable adjustments

County Hall is accessible via ramped access to the building for people with physical disabilities. The Council Chamber and Committee Rooms are accessible by lift and are located on the first and second floors of County Hall.

Induction loop facilities are available in most Meeting Rooms. Specialist headsets are available from Reception.

With sufficient notice, documents can be made available in alternative formats, for further information about this or about the meeting in general please contact the named officer on the agenda pack or email democratic.services@essex.gov.uk

Livestreaming of meetings

In the interests of improving access to the Council's meetings, most meetings will be livestreamed on the [ECC Democracy YouTube Channel](#). Recordings of the meetings once they have finished are also available on the Channel.

Minutes of the Extraordinary Meeting of Full Council, held in the Council Chamber at County Hall, Chelmsford on Tuesday, 10 May 2022

Present: Chairman: Councillor E C Johnson
Vice-Chairman: Councillor J M Reeves

T Ball	C Guglielmi	M Platt
L Barber	D Harris	R Playle
S Barker	A M Hedley	C Pond
K Bentley	I Henderson	S Robinson
L Bowers-Flint	J Henry	P Schwier
A Brown	P Honeywood	L Scott
M Buckley	M Hoy	L Shaw
G Butland	J G Jowers	A Sheldon
M Cory	S Kane	C Siddall
S Crow	D King	M Skeels
T Cunningham	D Land	J Spence
J Deakin	D Louis	W Stamp
M Durham	J Lumley	M Steel
B Egan	L Mackenzie	M Stephenson
J Fleming	M Mackrory	M Steptoe
M Foley	B Massey	P Thorogood
P Gadd	A McGurran	M Vance
M Garnett	J McIvor	L Wagland
A Goggin	L McKinlay	C Whitbread
M Goldman	A McQuiggan	H Whitbread
R J Gooding	Dr R Moore	A Wiles
I Grundy	J Newport	

Not present but attended the meeting online (these members did not vote on any item):

P May

1. Apologies for Absence

Apologies for absence were received on behalf of Councillors Lissimore, Souter, Hardware, Scordis and Blackwell.

2. Declarations of Interest

There were no declarations of interest.

3. Appointment of Honorary Aldermen and Honorary Alderwomen

The report to consider conferring the title of Honorary Alderman and Honorary Alderwoman on individuals recommended as having rendered eminent service as past members was received.

It having been moved by Councillor Bentley and seconded by Councillor McKinlay, and upon being put to the meeting the recommendation was unanimously agreed and accordingly it was

Resolved:

That, in accordance with section 249 of the Local Government Act 1972, the persons named below be appointed Honorary Alderman and Honorary Alderwoman of the County of Essex:

- Mr John Roberts
- Mrs Elizabeth Webster

4. Closure of Meeting

The meeting closed at 10:09

A recording of the meeting is available as [a video on YouTube](#).

Chairman

Minutes of the meeting of the Full Council, held in the Council Chamber at County Hall, Chelmsford on Tuesday, 10 May 2022

Present: Chairman: Councillor E C Johnson
Vice-Chairman: Councillor J M Reeves

B Aspinell	C Guglielmi	R Playle
T Ball	D Harris	C Pond
L Barber	A M Hedley	S Robinson
S Barker	I Henderson	P Schwier
K Bentley	J Henry	L Scott
L Bowers-Flint	P Honeywood	L Shaw
A Brown	M Hoy	A Sheldon
M Buckley	J G Jowers	C Siddall
G Butland	S Kane	M Skeels
M Cory	D King	K Smith
S Crow	D Land	J Spence
T Cunningham	D Louis	W Stamp
J Deakin	J Lumley	M Steel
M Durham	L Mackenzie	M Stephenson
B Egan	M Mackrory	M Steptoe
J Fleming	B Massey	P Thorogood
M Foley	A McGurran	M Vance
P Gadd	J McIvor	L Wagland
M Garnett	L McKinlay	C Whitbread
A Goggin	A McQuiggan	H Whitbread
M Goldman	Dr R Moore	A Wiles
R J Gooding	J Newport	
I Grundy	M Platt	

Not present but attended the meeting online (this member did not vote on any item):

P May

Chairman's Welcome and Introduction

The Chairman informed those present that the meeting would be broadcast live over the internet by way of the ECC Democracy YouTube Channel.

The opening remarks, together with the broadcast of the entire meeting may be found on the ECC Democracy YouTube Channel.

Prayers

The meeting was preceded by prayers led by Councillor Spence, a lay Canon in the Church of England

Councillor Johnson formally opened the meeting.

1. Election of Chairman

It having been proposed by Councillor Gooding and seconded by Councillor Platt and there being no other nominations it was

Resolved:

That Councillor Johnson be elected Chairman of the County Council for the forthcoming Municipal Year.

Councillor Johnson made and signed the Declaration of Acceptance of Office.

2. Appointment of Vice-Chairman

It having been proposed by Councillor Barker and seconded by Councillor Egan and there being no other nominations it was

Resolved:

That Councillor Reeves be appointed Vice-Chairman of the County Council for the forthcoming Municipal Year.

Councillor Reeves made and signed the Declaration of Acceptance of Office.

3. Apologies for Absence

Apologies for absence were received on behalf of Councillors Lissimore, Souter, Hardware, Scordis and Blackwell.

4. Declarations of Interest

Members were reminded by the Chairman of the need to declare any interests and to do so immediately or at the start of the consideration of any relevant item of business.

5. Confirmation of the minutes of council meetings held on 10 February 2022**Resolved:**

That the minutes of the meeting held on 10 February 2022 be approved as a correct record and signed by the Chairman.

6. Public Speaker

There were none.

7. Chairman's Announcements and Communications**Honorary Aldermen**

The Chairman noted that at the meeting held in October 2021 and at the extraordinary meeting directly preceding the Annual meeting, Council had resolved to create Honorary Aldermen. In recognition of this, the Chairman welcomed eight former members to the meeting and presented certificates and badges to Mr David Finch, Mrs Theresa Higgins, Mr Anthony Jackson, Mr Dick Madden, Mr John Roberts, Mrs Anne Turrell, Mr Simon Walsh and Ms Julie Young.

The Chairman noted that Mr John Aldridge and Mrs Elizabeth Webster were not available to attend this meeting, so their badge and certificate would be presented at a future meeting.

Awards**The Charter for Councillor Development**

The Chairman informed members that following the announcement at the last meeting, the Council had now received the award and certificate for Councillor Development. The chairman invited the Vice-Chairman, Councillor Reeves, as Chairman of the Member Development Steering Group to present the award.

PQ of the Year Award

The Chairman invited Councillor Whitbread, the Cabinet Member for Finance, Resources and Corporate Affairs to present an award won by one of the Council's Graduate Finance Trainees, Katie Harwood, for 'PQ of the Year'. This award was presented by PQ magazine, a publication for accountancy students. Katie was competing with other part-qualified (PQ) students from across the UK and a range of accountancy bodies.

National Social Value Award for Public Sector Leadership

The Chairman invited Councillor Whitbread, the Cabinet Member for Finance, Resources and Corporate Affairs to present the National Social Value Award for Public Sector Leadership that the Council had won the previous month.

National iTEC Transformation Award

The Chairman invited Councillor Spence, Cabinet Member for Adult Social Care and Health to present an award won by Essex County Council in March 2022 which was the national iTEC Transformation Award for the Council's care Technology Programme.

The Chairman, on behalf of the Council, congratulated everyone who had been involved in all the work in relation to these awards.

Queen's Green Canopy

The Chairman informed members that in March, he had planted an oak tree at Thorndon Country Park (South) as part of the Queen's Green Canopy, Plant a Tree for the Jubilee. He thanked the staff and rangers who had made it possible. The Chairman noted that hundreds of trees had been planted as part of this initiative by Essex residents, children at school and in their community to mark her Majesty's Platinum Jubilee in addition to the trees as part of the Essex Forest Initiative, he wished to thank everyone who had been involved in planting and watering the trees.

Ukraine

The Chairman acknowledged the difficult situation in the Ukraine and noted that all members of the Council stood by democracy. He noted that the Council was still flying the Ukrainian flag and lighting county hall in blue and yellow each evening and would continue to do so. The chairman paid tribute to the families in Essex who were able to sponsor Ukrainian families and individuals and welcome them to the county. He also thanked all of the officers of the Council and partners who are supporting the process, particularly those in social care, housing and education, in what were again challenging times.

8. Petitions

The Chairman invited Councillor Thorogood to present a petition relating to introducing traffic calming measures through the parish of Stisted. Councillor Scott responded to receive the petition.

The Chairman then invited Councillor Barber to present a petition relating to Boxted Bridge. Councillor Scott responded to accept the petition and advised that he could not comment further due to it being part of a current planning application.

9. Return of Members Elected and Proportionality

The Executive Director for Corporate Services presented a report on behalf of the Chief Executive confirming the result of the by election for the Rayleigh North division which was held on 3 March 2022. Cllr James Newport was elected and had joined the Liberal Democrat Group.

It was confirmed that the effect of the by election meant that the composition of the Council remained:

The Conservative Group:	52
The Non-Aligned Group:	10
The Liberal Democrat Group:	8
The Labour Group:	5
Total:	75

It having been proposed by Councillor Bentley and seconded by Councillor McKinlay it was

Resolved:

That there be no change to the allocation of committee seat places which remain as determined by the Council at its annual meeting in May 2021.

10. To note the Political Group's appointments to Committees

It having been proposed by the Leader, Councillor Bentley and seconded by the Deputy Leader, Councillor McKinlay, it was

Resolved:

That members be appointed to committees as set out in the report circulated to members prior to the meeting.

11. Appointments of Chairmen of Committees

It having been proposed by the Leader, Councillor Bentley and seconded by the Deputy Leader, Councillor McKinlay, it was

Resolved:

That chairmen of committees be appointed as set out in the report

12. Other Appointments

The Chairman clarified that the appointments to approved bodies contained within the report and Order paper were only the appointments made since the last annual meeting.

It having been proposed by the Leader, Councillor Bentley and seconded by the Deputy Leader, Councillor McKinlay, it was

Resolved:

That:

1. The three County Council nominations to the Health and Wellbeing Board and one named substitute, be appointed as set out in the report.
2. The County Council's representative on the Essex Police, Fire and Crime Panel be appointed as set out in the report.
3. The County Council's representative on the Essex Pension Fund Advisory Board be appointed as set out in the report.
4. That the full list of Approved Bodies be received and the changes to appointments to Outside Bodies since the last Annual Meeting, as set out in the report and Order paper, be noted.

13. Executive Statement

At the invitation of the Chairman, Councillor Bentley, The Leader of the Council gave a statement entitled 'Everyone's Essex one year on: and now the future'.

The Executive Statement is published on the ECC website and the broadcast of the meeting may be found on the ECC Democracy YouTube Channel.

14. Motions

1. Mental Health Services for Young People

Moved by Councillor Foley and seconded by Councillor Gadd

'Council gratefully recognises the work of schools, charities, mental health professionals and our own officers, and notes the important role they play in the lives of young people.

Council however acknowledges there has been an increase in the number of mental health problems and illness including self-harm in some of our schools...despite the Everyone's Essex aspiration, demand for mental health support services for this age group now greatly exceeds supply.

Council therefore:

- Calls on the Government to increase funding to local government and health services for young people's issues
- Asks Cabinet to review available budgets and wherever possible to redistribute funds to provide the support needed
- Refers this subject formally to the People and Families Policy and Scrutiny Committee and the Health Overview Policy and Scrutiny Committee with a request they conduct an urgent review of mental health services for young people and report back during 2022.'

It was moved by Councillor Ball and seconded by Councillor Spence that the motion be amended to read as follows:

'This Council gratefully recognises the work of schools, charities, mental health professionals, social workers, family support workers and our own officers and notes the important role they play in the lives of children and young people.

This Council acknowledges there has been an increase in the number of mental health problems and illness including self-harm in some of our schools and demand for mental health support services for this age group is now placing a great deal of strain on current capacity.

This Council also acknowledges that this is a complex issue with no single solution and therefore formally refers it to the relevant Cabinet Members as well as to the Scrutiny Board so that arrangements for a joint review by the People and Families Policy and Scrutiny Committee & the Health Overview Policy and Scrutiny Committee can be arranged with a request that they report back to this Council by the end of the calendar year with their recommendations to address this issue.'

The amendment moved by Councillor Ball and seconded by Councillor Spence was put to the meeting and was **carried** and became the substantive motion.

Having been put to the meeting the motion was **carried**.

2. Bus Back Better

Moved by Councillor Playle and seconded by Councillor Barber

‘This Council recognises the benefits to the economy and environment that increasing bus usage across the County would bring, including, contributing to the priorities set out in the adopted Everyone’s Essex plan.

The Council also welcomes the proposed Enhanced Partnership Plan which will “level-up” the bus network across the county and make buses a more accessible and attractive travel option for residents in Essex.

This Council therefore:

- (1) Supports the measures and ambitions set out in the Enhanced Partnership to increase bus usage in Essex.
- (2) Calls on the Cabinet Member for Highways Maintenance and Sustainable Transport to write to the Department for Transport, asking them to provide additional support and resources to ensure that the full objectives of the Enhanced Partnership can be met’

It was moved by Councillor Henderson and seconded by Councillor McGurran that the motion be amended to read:

‘This Council recognises the benefits to the economy and environment that increasing bus usage across the County would bring, including, contributing to the priorities set out in the adopted Everyone’s Essex plan.

The Council also welcomes the proposed Enhanced Partnership Plan which will “level-up” the bus network across the county and make buses a more accessible and attractive travel option for residents in Essex.

This Council therefore:

- (1) Supports the measures and ambitions set out in the Enhanced Partnership to increase bus usage in Essex.
- (2) Calls on the Cabinet Member for Highways Maintenance and Sustainable Transport to write to the Prime Minister Boris Johnson, asking him to honour his pledge to provide substantial financial support and resources to ensure the residents of Essex have access to cheaper, faster, greener, and more reliable bus services’.

The amendment moved by Councillor Henderson and seconded by Councillor McGurran was put to the meeting and was **lost**.

Having been put to the vote the motion was **carried**.

15. Adjournment

With the agreement of Council, the Chairman adjourned the meeting at 12:47. The meeting reconvened at 13:24.

16. Motions (continued)

3. School Streets

Moved by Councillor David King seconded by Councillor Mike Mackrory.

‘The physical and mental health of Essex children has markedly worsened in recent years. Many are obese or overweight (4 in 10 by Year 6). 1 in 6 are likely to have a mental health problem. Under half are active enough and that number is declining.

This is unacceptable when we know active children are less overweight, happier, more resilient, more trusting, and less likely to have mental health issues.

Active Travel, and as part of that, School Streets, would help significantly with these issues. School Streets incorporates exercise into daily routines, as well as reducing congestion and improving air quality. But we are failing the children of Essex as not enough School Streets are underway. Some areas are not seen as a priority, and most are not properly funded.

This Council therefore calls on the Cabinet Member for Highways Maintenance and Sustainable Transport to ensure existing School Street projects are prioritised and fully funded and delivered at pace. We also ask the Cabinet Member to commit to invest in safe cycle and pedestrian routes to connect these and future School Streets to the communities they serve and to work with the NHS and the DfT, to secure their help and funding to the benefit of our community’s and the physical and mental health of our children.’

It was moved by Councillor McIvor and seconded by Councillor McQuiggan that the motion be amended to read:

‘The physical and mental health of Essex children has worsened in recent years, with 4 in 10 obese or overweight by Year 6, 1 in 6 likely to have a mental health problem and under half active enough which is declining. In contrast, active children are less overweight, happier, more resilient, more trusting, and less likely to have mental health issues.

This Council believes that this is a complex problem, with no single solution, although initiatives such as “School Streets” and the work being undertaken by Active Essex can certainly play a role.

Building on the successful work already underway for safer streets and its commitment to sustainable and active travel, this Council calls on the Cabinet to bring forward its ambitious plans to further improve health, wellbeing, and the environment for all residents, to the October 2022 Full Council’

The amendment moved by Councillor McIvor and seconded by Councillor McQuiggan was put to the meeting and was **carried** and became the substantive motion.

Having been put to the meeting the motion was **carried**.

17. Council Issues

At the invitation of the Chairman, Councillor Bentley, the Leader of the Council, presented the report and it having been moved by Councillor Bentley and seconded by Councillor McKinlay it was

Resolved:

1. Code of Conduct

1. That Essex County Council adopts the LGA Model Code of Conduct (including appendices A and B to the Code with effect from 1 June 2022 and that the code is inserted into part 24 of the Constitution.
2. That the Monitoring Officer communicates the changes to members including holding a Member briefing session on Thursday 26 May at 11:30 and this is made available to members who are unable to attend via a recording.

2. Review of ‘written questions’ pilot

1. That the trial is extended until the December meeting, bringing back a further report to the October meeting.
2. That paragraph 16.12 of the Constitution is amended by replacing the words ‘until after the annual meeting of the Council taking place in 2022’ with ‘until after the meeting of the Council on 11 October 2022’

3. Parental Leave Policy

That Council adopts the Parental Leave Policy in the form appended to the Council Issues report and includes it within the Member Allowance Scheme from 13 July 2022.

4. Minor changes to the constitution

That the following amendments to the constitution be made with effect from the close of this meeting:

(1) Amend paragraph 20.5 of the constitution to read:

At the start of every Ordinary meeting of the Cabinet and Scrutiny Committees there shall be a period of up to 15 minutes to enable members of the public to make representations on an item on the Agenda for that meeting.

The Procedure for public speaking is as set out in 17.5.2 above.

(2) Amend paragraph 21.5 of the constitution to read:

At the start of every Ordinary meeting of the Cabinet and Scrutiny Committees there shall be a period of up to 15 minutes to enable members of the public to make representations on an item on the Agenda for that meeting.

The Procedure for public speaking is as set out in 17.5.2 above.

5. Dates of forthcoming Council meetings

1. That the dates of Council meetings scheduled in 2022 on the following Tuesdays, 12 July, 11 October and 13 December, remain unchanged.
2. That the Council meeting in February 2023 be held on Thursday 9 February 2023.

18. Cabinet Issues

At the invitation of the Chairman, Councillor Bentley, the Leader of the Council, presented the report and it having been moved by Councillor Bentley and seconded by Councillor McKinlay it was

Resolved:

To receive the list of urgent decisions taken and the minutes of the Cabinet meeting held on 15 February and 15 March and 19 April 2022.

19. Overview and Scrutiny Annual Report

At the invitation of the Chairman, Councillor Gooding, Chairman of the Scrutiny Report presented the report. Councillor Gooding put on record his

thanks to the Democracy Team for their work in support of Overview and Scrutiny.

It having been moved by Councillor Gooding and seconded by Councillor Goggin it was

Resolved:

That the report be noted.

20. Member Development Annual Report

At the invitation of the Chairman, Councillor Reeves, Chairman of the Member Development Steering Group, presented the report. Councillor Guglielmi seconded the report recommendation and paid tribute to the Democracy Team and in particular to Joanna Boaler, Head of Democracy and Transparency and Sophie Crane, Senior Democratic Services Officer for their work on Member Development.

It having been moved by Councillor Reeves and seconded by Councillor Guglielmi it was

Resolved:

That the report be noted.

21. Oral Questions of the Leader, Cabinet Member, a chairman of a committee or the representative of the Essex Police, Fire and Crime Panel.

The oral questions and answers as part of the broadcast of the meeting may be found on the [ECC Democracy YouTube Channel](#).

The questions asked were:

Question asked by:	Question asked to:	Subject of the question
Cllr Pond	Cabinet Member for Highways Maintenance and Sustainable Transport	Street lights in Loughton High Road
Cllr Stamp	Cabinet Member for Highways Maintenance and Sustainable Transport	20 mph speed limits at Burnham on Crouch County Primary School
Cllr Stamp	Cabinet Member for Education Excellence, Life Long Learning and Employability	Cycle path between Burnham on Crouch and Southminster.

Question asked by:	Question asked to:	Subject of the question
Cllr Henderson	Climate Change Czar on behalf of the Leader	Climate change commission's commitment for school streets and 20mph zone
Cllr Henderson	Cabinet Member for Economic Renewal, Infrastructure and Planning	Dualling of A120
Cllr Massey	Cabinet Member for Highways Maintenance and Sustainable Transport	Pothole funding
Cllr Mackrory	Cabinet Member for Economic Renewal, Infrastructure and Planning	Shire Hall, Chelmsford
Cllr Mackrory	Cabinet Member for Highways Maintenance and Sustainable Transport	Performance of Essex Highways in dealing with highways defects.
Cllr Goldman	Leader	Gender neutral language
Cllr Deakin	Cabinet Member for Education Excellence, Life Long Learning and Employability	Accessibility of font used in Essex Year of Reading badges.
Cllr Aspinell	Cabinet Member for Highways Maintenance and Sustainable Transport	Highway works at Pilgrims Hatch
Cllr Aspinell	Cabinet Member for Highways Maintenance and Sustainable Transport	Temporary closure of Ongar Road without notice for resurfacing.
Cllr Harris	Cabinet Member for Highways Maintenance and Sustainable Transport	Member's kerbstone replacement scheme
Cllr Smith	Leader	Car park charges at Landgon Hills Country Park
Cllr Hoy	Cabinet Member for Waste Reduction and Recycling	Rayleigh Recycling Centre
Cllr Hoy	Cabinet Member for Highways Maintenance and Sustainable Transport	Times when resurfacing works can take place
Cllr McGurran	Cabinet Member for Waste Reduction and Recycling	A number of waste issues.

22. Closure of Meeting

The meeting closed at 15.12

Chairman

Motions

Members have given notice that they intend to move the following motions in accordance with paragraph 16.8.2 of the Constitution:

The Courts have made it clear that the Public Sector Equality Duty applies to the Council when it is considering these motions, even if they are motions without legal effect. There is not a general requirement for an equality impact assessment but regard should be had to the equality duty when drafting and considering motions.

The equality duty requires Council to have due regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes it unlawful to discriminate etc on the grounds of a protected characteristic.
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

1. Waste Strategy

Moved by Councillor Gadd and seconded by Councillor Pond

'Council believes that landfilling, other than of inert materials, should be reduced as much as possible, and that markedly less waste creation, plus a determined, renewed, approach to increase recycling from the current 53% in Essex to 70% by 2030 as a move towards an eventual zero-waste system, is to be aimed at.

Non-inert waste has an inherently high carbon content, and should not therefore be burned, or used as the basis for fuel, as both of these lock in reliance on carbon-emitting energy for decades to come, rather than seeking renewable alternatives.

Council considers that a new waste strategy to be agreed with the collection authorities is now urgently needed, avoiding mass-burn incineration and widespread reliance on energy from waste plants.

Council calls upon the cabinet to adopt a waste plan conforming to the above within a year.'

2. Free School Meals

Moved by Councillor McGurran and seconded by Councillor Scordis

'This Council notes the council's work in providing support to families in receipt of free school meals during school holidays. This council notes the benefits to children's educational achievement if they are not hungry.

This Council regrets the Government's decision not to extend free school meals. The decision not to extend the scheme - which affects around a million under-privileged children nationally - has been taken when prices are soaring in the shops, at the petrol pump and on energy bills.

This Council notes that most children in Year 3 or above are ineligible for free school meals if their household income is more than £7,400 a year. This Council does not believe this is acceptable and is not prepared to stand by and see our children go hungry when this can be avoided.

This Council notes that Henry Dimbleby- the Leon founder and the Government's food Tsar - has urged the PM to extend free school meals to all children in households receiving Universal Credit. As a compromise he has suggested raising the income threshold to £20,000.

This Council recognises that an idle promise by the government "to keep free school meal eligibility under review" is not enough when children in this county are going hungry now and recognises in the present situation it is vital to re-instate plans to expand free school meals to all children in UC households.

Therefore the Council calls upon the Leader to write to the Prime Minister as a matter of urgency asking him to implement plans to extend free school meals to all of those in families who receive Universal Credit.'

3. National Grid's East Anglia Green Project

Moved by Councillor Bentley and seconded by Councillor Steel.

'National Grid's East Anglia green Project, proposes an energy transmission route consisting of the construction of 180 km of 50m tall pylons carrying 400kv cables through the entire central length of our County (as well as through our neighbours, Norfolk and Suffolk), save for a section of undergrounding at Dedham Vale.

This Council has already expressed its ambition to be net zero by 2050 and the plans for renewable wind farms off the East Anglian coast is welcomed. However, This Council has serious concerns, about the nature and short period of consultation, the route, and how carbon heavy the proposed scheme of overhead pylons are which rely on 50 year old technology. Furthermore, this Council believes that:

- There has been insufficient consideration of alternative approaches which would allow for the required infrastructure but without the sheer scale of the damage to the environment, landscape and the difficulties of this project going ahead, all at the same time as multiple large-scale infrastructure projects which have the potential to cause major disruption across the East of England.
- New offshore generated electricity should be transmitted offshore, which is why an offshore grid is needed. This is firmly in the interests of both residents and business, offshore windfarms themselves and wider interests e.g. our Freeports. Such an alternative approach would future proof the network and could avoid all the physical constraints of an above or below-ground solution, retain ease of access for ongoing maintenance and provide a more direct point of connection for any current or future off-shore wind farms.
- This pylon infrastructure is neither wanted nor needed considering the viable option of undersea power cables. These cables could transport power to where it is needed, helping future proof energy supplies and boost energy security, without adversely impacting on residents, businesses and communities across Essex.

This Council therefore calls upon:

- Both the Government and National Grid to refocus the East Anglia Green Proposals on an offshore solution and engage in discussions with Essex and its neighbouring County Councils to achieve this.
- National Grid to:
 1. Provide this Council with all the information asked for in our response of 16 June by 30 August 2022.
 2. Make publicly available full, open and transparent information on all options, including offshore and undergrounding, to enable evaluation and comparisons to be made by Essex residents, businesses, Councils and other stakeholders. This information to be publicly available for a period of at least 6 months before any Development Control Order (DCO) application is made.'

Agenda item 9

Council Issues

1. Changes to arrangements for approval of member and officer travel

Introduction

- 1.1 The 'foreign travel committee' was set up more than a decade ago. It was part of a suite of measures designed to demonstrate transparency and value for money in paying for members and officer travel.
- 1.2 The terms of reference of the committee are in paragraph 8.1.4 of the constitution:

8.1.4 Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers

Membership: Five Members of the Council.

- (a) To determine whether a duty should be an approved duty by a Member:
- where it involves travel abroad;
 - where the total cost for the Member is estimated to exceed £500 when only one Member is involved; or
 - where the aggregate costs for all the Members is estimated to exceed £1,000 when more than one Member is involved.
- (b) To approve expenditure on foreign travel by officers.

The Committee currently:

- Approves any payment member travel where more than £500 is to be spent in total.
 - Approves any payment relating to member or officer travel overseas
 - Approves the list of officer teams who are pre-approved to travel overseas subject to a reporting requirement.
 - Approves the annual report setting out overseas travel undertaken by these pre-approved teams.
- 1.3 In addition, the committee has received some reports relating to some business-related overseas travel even though it is not to be funded by the Council. The committee has no formal role in approving such travel, but some have felt comforted that the travel has been endorsed by the committee and that the proposed travel has been disclosed.
- 1.4 There is no current concern relating to overseas or costly travel and the committee has not refused any request for some years, although it has on occasion sought further information about requests. That does not mean that there is no risk of problems arising in future.

- 1.5 However the operation of the committee is quite cumbersome, involving scarce time from members and officers. There is therefore a proposal to dissolve the committee and replace with an officer approval process.
- 1.6 It's proposed that all travel which would currently been considered by the Committee or by a team which was previously pre-approved by the Committee will be subject to an approval process by which it will need to be approved by two out of the three of Head of the Paid Service, Section 151 officer or Monitoring Officer. If that is not possible because of the people involved then the approval of a deputy s151 or monitoring officer will suffice instead.
- 1.7 It is proposed that all foreign travel by officers or members will be reported annually to the Audit, Governance and Standards Committee. This will give transparency to the process.
- 1.8 This will entail changes to the constitution, to some officer policies and to the scheme of members allowances.

Impact on political balance

- 1.9 The dissolution of the Committee would see a reduction in the number of ordinary committees from four to three and the reduction in the number of ordinary committee seats from thirty-four to twenty-nine. This has the potential to impact on the balance of other committees. The political balance has been modelled based on the current political balance between registered political groups and the remaining committee places. The proposal would result in the balance of Development and Regulation Committee being changed as follows:

Group	Current	After abolition of FTC
Conservative	9	8
Non-Aligned Group	1	2
LD	1	1
Lab	1	1

Recommendation:

1. That Council agree to remove section 8.1.4 of the Constitution as above and renumber the Constitution accordingly and that the new process is implemented from September 2022.
 2. Note that the proposed scheme for councillors allowances takes account of this proposed change.
 3. Note the impact on political balance.
- 2. Speaking for Cabinet Members in motions**

Summary of the issue

- 2.1 Overall within the Constitution (16.9.6 ii a), there is a maximum time limit of 40 minutes per motion and any amendments thereto. Speech limits during a debate are currently as follows:
- Mover of a motion – five minutes
 - One speech by a Cabinet Member or their nominee – five minutes
 - Any other member – three minutes
- 2.2 The Constitution (paragraph 16.9.6) makes provision for an extended speech of up to five minutes to be made by the relevant Cabinet Member, or another Member nominated to speak on their behalf. The Member is allowed to speak for up to five minutes, the same as the mover of a motion. All other speeches are subject to a three-minute limit
- 2.3 However, at the May 2022 meeting of Council the ‘mental health in schools motion’ arguably related to a number of portfolios and the cabinet member responsible for children’s mental health services was given five minutes but another Cabinet Member whose portfolio covered mental health was given three minutes as described in the Constitution.
- 2.4 Following the May 2022 meeting, a suggestion has been put forward by the Leader of the Council, that any Cabinet Member whose portfolio is relevant to the debate, should be given five minutes and it should not be limited to one cabinet member.
- 2.5 The Constitutional Working Group having discussed this have asked that paragraph 16.9.5 relating to Cabinet Member’s nominee’s speech be removed and subsequent paragraphs be removed and that paragraph 16.9.6 (to become 16.9.5) (i) (b) be changed to allow all relevant portfolio holders to speak for five minutes in any debate.

Recommendations:

1. Delete paragraph 16.9.5 of the Constitution and renumber current paragraphs 16.9.6 to 16.9.18 and alter cross-references as necessary.
2. Amend the newly renumbered paragraph 16.9.5(1)(b) to read as follows:

(b) a speech made by a Cabinet Member where the question relates to a matter under their portfolio responsibility (such speech may be made at the time an amendment is proposed or seconded) – five minutes.

3. Dates of forthcoming Council meetings

- 3.1 It is necessary to schedule a meeting to be held in May 2023. Paragraph 16.1 of the Constitution states that the Annual meeting of the Council shall be held

on the Tuesday following the first Thursday in May, in any year other than a year in which there are ordinary elections of Members to the Council.

- 3.2 A suggestion has been put forward by the Leader of the Council that due to Members' involvement in supporting other local elections during that period, moving the date of Council back by a week in May would allow more time for preparation.
- 3.3 It is proposed to amend paragraph 16.1 (ii) to state that the meeting be held on the Tuesday following the second Thursday in May.

Recommendations:

- 1. That the Council amends Paragraph 16.1 (ii) to read:
(ii) in any other year, on the Tuesday following the Second Thursday in May.
- 2. That the Council meeting in May 2023 be held on Tuesday 16 May 2023.

4. Health and Wellbeing Board Review

- 4.1 A Cabinet Member Action Decision FP/443/06/22 - Revised Terms of Reference for the Essex Health and Wellbeing Board (HWB), was published on 16 June 2022.
- 4.2 In anticipation of the introduction of the Health and Social Care Act 2022, much of which came into force on 1 July 2022, and the significant re-shaping of the health landscape in Essex, a review of the HWB, in terms of its purpose and terms of reference, has been undertaken over the last six months, to ensure it remains a strong and effective Board, the place where priorities are shaped, and the forum everyone can look to for leadership on health and care in Essex.
- 4.3 The recommended option was to adopt the new Terms of Reference. In a changing landscape, the role of the Health and Wellbeing Board is fundamental in driving an Essex-wide agenda for health and wellbeing in line with the new Health and Wellbeing Strategy and the ambitions within Everyone's Essex. The new, proposed Terms of Reference will equip the HWB to do this.
- 4.4 The decision taken by the Leader of Council agreed to adopt the revised Terms of Reference for the Essex Health and Wellbeing Board as set out in Appendix 1 and agreed that the new Terms of Reference should come into force on 1 July 2022.
- 4.5 The Board is a committee of the Council and therefore the Terms of Reference are set out in Article 8 of the Constitution, Council Committees, paragraph 8.1.8.

Recommendation:

1. That paragraph 8.1.8 of the constitution be amended as set out in the appendix to this report.

Essex Health and Wellbeing Board

Terms of Reference

Purpose:

The purpose of the Essex Health and Wellbeing Board (EHWB) is to play a pivotal role in all parts of Essex to enable residents to lead healthy lives in ways which extend life expectancy and minimise differences in life expectancy between places. It will do this through delivering, supporting and influencing within the complex local system addressing the wider determinants of health.

Context:

Essex comprises about one and a half million citizens with a further 350,000 in the adjoining unitary councils of Southend and Thurrock. The population is ageing with the problems of frailty, including dementia, that that brings. There are increasing numbers of people with learning and other complex disabilities maturing into and across adulthood. Accordingly, there are increasing numbers of voluntary carers who share a similar demographic profile.

While life expectancy across the county is at or slightly above the national average, there are significant differences between areas and there is a clear inverse correlation between life expectancy and deprivation. Inequalities exist at geographical level as well between different vulnerable groups. These inequalities are driven by socioeconomic factors including income, education, employment, community safety, loneliness and housing.

The characteristics associated with unhealthy lifestyles are again in line with national averages but with significant intra-county variations and excluded groups. These include levels of obesity, physical inactivity and substance misuse. Diabetes remains a growing common ailment.

Mental illness and frailty is at least in line with national averages but there are particular concerns about levels of suicide where some districts feature among the worst effected in the country.

Activities of the Board:

The Health and Wellbeing Board is a statutory committee of Essex County Council. However, ownership of delivery and issues sits with all partners.

Given the purpose and context, the HWB will:

- Commission a joint strategic needs analysis (JSNA) from time to time as required.
- Ensure comprehensive and whole-system dialogue so that the emerging Joint health and wellbeing strategy (JHWS) has common ownership and commitment.
- Optimise and oversee delivery of the JHWS.

- Ensure whole system understanding of and commitment to the health and wellbeing agenda in key areas of influence such as economic development and employment, housing and education.
- Strive for perfect communications and collaboration between all parts of the system notably ICSs, local alliances and district level Health and Wellbeing Boards.
- Operate on the principle of subsidiarity recognising that strategies initiated by the EHWPB should be limited to those which require a true pan-Essex focus.
- Promote the import of best practice from outside the county, and the sharing / adoption of best practice within the county.
- Provide a high-quality channel for dialogue with and feedback from residents and users, in line with the democratic accountability which local government brings to the system.

Way of Working:

The EHWPB will focus on those areas across the county where health and wellbeing have greatest impacts, or where activities have greatest impact on health and wellbeing. For instance, healthy workforces will enable competitive advantage in retaining and bringing high-quality employment to the county while areas of high unemployment will be disadvantageous to health. The Board will wish to ensure that there is optimal system impact on all key wider determinants of health be they socioeconomic, lifestyle, clinical or environment related

The EHWPB will operate flexibly, seeking to create the right means and groups to deliver particular elements of the strategy. Formal face-to-face meetings will be supplemented by informal sessions whether face-to-face or virtual. Subcommittees such as the Essex Strategic Co-ordination Group (ESCG) will exist alongside working groups and task-and-finish groups.

Wherever possible the HWB will wish work to be undertaken through existing partnerships and groups. New groups will only be established where there is not an existing group that could embrace that function. This might be because no such group exists or it would be impossible for that group to afford sufficient priority to the required action.

The ESCG will retain a key coordination and delivery function. The group also supports the Essex Partnership Board (EPB) which will help ensure aligned agendas. This will be further enhanced through a shared dedicated secretariat. The ESCG role will include to develop agendas and coordinate delivery, with membership that reflects the full HWB.

The HWB will work adopt a subsidiarity as a key principle. This will involve strong links with local Alliances and district/borough and city level Health and Wellbeing Boards. The importance of the District County Health and Wellbeing forum will be considered in this.

The Board recognises the key importance of user voice. Local resident input will be key to success with Healthwatch, VCS members and elected members –

including town and parish - on the Board having a key role in facilitating the Board's access to residents.

The complexity of the Essex system is apparent to all. It is hard to fully capture the full nuances of how the Board will work alongside the new NHS focussed system architecture and some degree of permeability, tolerance and acknowledgement of overlaps will be required of members. Further work in particular will be needed to more specifically clarify operational working with the three ICPs.

Proposed Membership:

Based on the above the membership proposed is:

- Essex County Councillors x 2 as determined by the Leader of the Council from time to time (one of who will ordinarily be Chairman of the Board and currently the Cabinet members for Adult Social Care and Children's Services)
- Essex County Council senior officers:
 - Chief Executive (or nominee)
 - Executive Director of Adult Social Care [DASS]
 - Executive Director of Children's Services [DCS]
 - Director, Wellbeing, Public Health and Communities [DPH]
- The Chair and Chief Executive from each ICB
- An officer and elected member from each of the Alliances – to be appointed by the Board on the recommendation of each Alliance and
- One representative of each the following types of provider organisations: acute hospitals, mental health, community providers– to be co-opted by the board after consulting organisations or their representatives
- Each ICB to appoint a GP representative
- Two representatives of district councils appointed by the Board after consulting district councils or their representatives
- One representative appointed by the Essex Association of Local Councils
- One representative to be nominated by Healthwatch Essex
- Essex Police, Fire and Crime Commissioner
- Essex Police Chief Constable
- Voluntary Sector x 2 – to be appointed by the Board after consulting organisations or their representatives
- Business sector representative eg from South East Local Enterprise Partnership or Chamber of Commerce – appointed by the Board
- One representative nominated by NHS England
- A person co-opted by the Board as the Chair of Essex Partnership Strategic Coordination Group

There will also be an extended associate membership of those with specific expertise on specific issues of interest to the Board, who are not formally members of the board and who do not have voting rights but who may attend as they wish. This will include:

- Representative from the universities
- A data analytics practitioner
- Safeguarding Chair

The Chairs of both the Southend HWB and the Thurrock HWB will also have a standing invitation to attend meetings as a non-voting observer.

The Leader's Report of Cabinet Issues

This report is

- a) To note decisions that have been taken as urgent key decisions, not on the forward plan (Constitution para 19.17), or non-key decisions exempt from call-in on the grounds of urgency as attached as Appendix 1 to the report since the last meeting of Council on 10 May 2022 and
- b) To receive the minutes of the Cabinet meeting held on 24 May and 21 June 2022 and attached to the report as Appendices 2 and 3.

Recommendations

To receive the list of urgent decisions taken and the minutes of the Cabinet meeting held on 24 May and 21 June.

Urgent Decisions

Part 1: Decisions Exempt from Call-in

The following decisions were taken which were either not key decisions or where prior notice was given, but the Chairman of the Corporate Policy and Scrutiny Committee agreed that it was in the best interests of the Council for the decision to be implemented urgently and the decision was therefore exempted from call-in.

DATE PUBLISHED	CABINET MEMBER	TITLE OF DECISION	REFERENCE NUMBER
12/05/2022	Leader	Extension to the Household Support Fund: Funding to Support Families and Vulnerable Adults	FP/382/04/22
17/05/2022	Cllr Whitbread/ Cllr Wagland	Acquisition of town centre site in Clacton	FP/420/05/22

Minutes of a meeting of the Cabinet that took place in the Council Chamber at County Hall on Tuesday 24 May 2022

Present:

Councillor	Cabinet Member Responsibility
Councillor L McKinlay	Deputy Leader and Cabinet Member for Community, Equality, Partnerships and Performance
Councillor T Ball	Education Excellence, Life-Long Learning and Employability
Councillor M Buckley	Waste Reduction and Recycling
Councillor B Egan	Children's Services and Early Years
Councillor L Wagland	Economic Renewal, Infrastructure and Planning
Councillor C Whitbread	Finance, Resources and Corporate Affairs

Councillors M Mackrory, C Pond, M Platt, T Cunningham, B Massey, M Durham, P Schwier were also present. Councillor A McGurran attended remotely, via Zoom.

1. Membership, Apologies, Substitutions and Declarations of Interest.

The report of Membership, Apologies and Declarations was received and the following were noted:

1. There had been no changes of membership since the last report.
2. There were apologies for absence from Councillor Bentley, Leader of the Council, Councillor Spence, Cabinet Member for Adult Social Care and Health, Councillor Scott, Cabinet Member for Highways Maintenance and Sustainable Transport, Cllr Butland, Devolution the Arts, Heritage and Culture, Cllr Henderson, Leader of the Labour group (for whom Councillor McGurran substituted) and Councillor King.
3. Councillor Whitbread declared a disclosable pecuniary interest in respect of agenda item no. 4 (Land for Development at Epping Forest) as the Leader of Epping Forest District Council who may therefore be a party to later discussions on this matter. Councillor Whitbread left the room for the duration of the debate, and for consideration of the associated confidential appendix.

2. Minutes of Previous Meeting

The Minutes of the meeting held on 19 April 2022 were approved as a true record and were signed by the Chairman.

3. Questions from the public

Councillor Playle, via Zoom, asked a question of the Cabinet Member for Waste Reduction and Recycling in respect of agenda item no. 9 (Residual Waste Services Procurement).

4. Land for Development in Epping Forest (FP/330/03/22)

The Cabinet received a report containing matters related to land for development in Epping Forest for their consideration and approval.

The Cabinet Member for Economic Renewal, Infrastructure and Planning responded to a question from Councillor Pond in relation to whether it would have been possible to retain the shell of the original building to prevent the discharge of co2. The Cabinet Member also agreed to provide a written response to Councillor Mackrory in relation to the use of long term leases and the likely duration of such.

Resolved:

1. Agreed the transfer of freehold ownership of the land shown edged red on the Plan appended to the report ('the Site') from the Council to Essex Housing Development LLP for the price shown in the Confidential Appendix.
2. Agreed to provide Essex Housing Development LLP with a development loan for the value shown in the Confidential Appendix as part of a development loan facility made by Essex County Council to Essex Housing Development LLP.
3. Agreed that Essex Housing Development LLP will develop 9 specialist units for adults with learning disabilities and one carer's apartment.
4. Agreed to delegate authority to the Cabinet Member for Economic Renewal, Infrastructure and Planning for the purchase of the carer's apartment from Essex Housing Development LLP when the specialist units are completed.
5. Agreed that the market price of the land payable by Essex Housing Development LLP shall be reduced by £157,564 to reflect subsidy for the provision of the nine specialist units for adults with learning disabilities.
6. Agreed to reimburse Essex Housing Development LLP up to £470,000 representing the costs it has incurred on site remediation and demolition before the date of this report.
7. Agreed that the Section 151 Officer may amend the period of the loan agreement and the repayment amounts and dates.
8. Agreed to the drawdown of £121,833 from the working capital fund (for marketing and professional fees that cannot be capitalised) as set out in the confidential appendix.

9. Agreed, in its role as a member of Essex Housing Development LLP, that:

9.1 Essex Housing Development LLP enters into an agreement with Essex County Council to take out a development loan for the value shown in the Confidential Appendix.

9.2 Essex Housing Development LLP enters into a design and build contract for the building of 26 units on the Site.

9.3 Essex Housing Development LLP is authorised to establish a management company for the management of communal areas of the Site and dispose of its interest in the Company to the buyers of the units.

5. Approval of Equality Objectives 2022-25 and Equality Policy Statement (FP/370/04/22)

The Cabinet received a report containing matters related to the Equality Objectives 2022-25 and Equality Policy Statement for their consideration and approval.

The Deputy Leader and Cabinet Member for Community, Equality, Partnerships and Performance responded to questions from Councillors Mackrory and Buckley in relation to the measurability of the objectives and how future consultations could be made more proactive to encourage a higher response.

Resolved:

1. Agreed the draft Equality Objectives as at Appendix 1 of the report.
2. Agreed the Equality Policy Statement as at Appendix 3 of the report.

6. Adoption of the Corporate Parenting Strategy for Essex (2022 – 2027) (FP/272/01/21)

The Cabinet received a report containing matters related to the adoption of the Corporate Parenting Strategy for Essex (2022 – 2027) for their consideration and approval.

The Cabinet Member for Children's Services and Early Years responded to questions from Councillor McGurran in relation to how the life chances for those young people in care and leaving care could be improved, steps to mitigate the shortage of social housing, and the commitment received from the Leaders of Basildon Borough and Tendring District Councils to support the Strategy. The Cabinet Member also agreed to provide a written response to Councillor Mackrory in relation to the number of children and young people in residential and foster placements outside of the county.

Resolved:

Agreed to adopt the Corporate Parenting Strategy 2022-27 “Our Co-Parenting Strategy” as set out at Appendix 1 of the report.

7. Reconstruction of the Fairview Pupil Referral Unit Basildon (FP/328/03/22)

Cabinet received a report containing matters related to the reconstruction of the Fairview Pupil Referral Unit Basildon for their consideration and approval.

The Cabinet Member for Education Excellence, Life-Long Learning and Employability responded to questions from Councillors Mackrory, Pond and McGurran in relation to exclusion rates, the need to maintain existing buildings, ensuring that the type of qualifications offered were suitable and the number of places at the unit. The Cabinet Member also agreed to provide a written response to Councillor Mackrory in relation to the use of gas fired boilers within the unit.

Resolved:

1. Agreed that the Council will support the demolition and construction of an establishment of a new pupil referral unit with a capacity of up to 100 places on current site which will be managed by the Children’s Support Service (CSS).
2. Agreed to the procurement of the associated building works for Fairview through a two-stage design and build mini competition using the Essex Construction Framework Agreement.
3. Agreed that the Director of Capital Delivery and infrastructure is authorised to award the contract to the successful bidder when he is content that the following conditions have all been met:
 - a. All pre-construction planning conditions associated with planning permission CC-BAS-102-21 have been discharged
 - b. The construction costs are within the agreed budget and represent value for money.
4. Approved the capital budget for construction and associated project fees as per the profile stated in the Confidential Appendix.

8. New Provider Framework for Residential Care for Adults with Complex Learning Disabilities and/or Autism (FP/340/03/22)

Cabinet received a report containing matters related to the new Provider Framework for Residential Care for adults with complex learning disabilities and/or Autism for their consideration and approval.

On behalf of the Cabinet Member for Adult Social Care and Health, the Deputy Leader and Cabinet Member for Community, Equality, Partnerships

and Performance agreed that a written response would be provided to Councillor Mackrory regarding the impact of the framework on the need to use out of county placements.

Resolved:

1. Agreed to procure a four-year multi-supplier Complex Residential Care Framework (with an option to extend by up to two years) for providers of residential care services for adults with complex learning disabilities and/or autism using a single stage open process compliant with the light-touch regime.
2. Agreed that the Framework will have an expected expenditure of up to £112.4m over the four-year initial period for all complex residential placements of which £15.8m relates to new placements, based on forecast spend at current activity levels. This figure does not include any uplifts in future years as these will be considered on a discretionary basis in line with the existing approach taken across the market
3. Agreed that the procurement will use an evaluation model based on 30% price and 70% quality, where 10% of the quality score will relate to social value.
4. Agreed that the Executive Director for Adult Social Care is authorised to agree the detailed evaluation model for the procurement.
5. Agreed that the Cabinet Member for Adult Social Care and Health is authorised to award the contracts to the successful providers, following completion of the procurement.
6. Agreed that the Framework can be re-opened to enable new providers to bid for inclusion on the Framework up to three times a year to increase the availability of good-quality residential services for adults within Essex.
7. Agreed that the Director of Commissioning, Adult Social Care is authorised to agree to the re-opening of the Framework where this is proposed without any changes.
8. Agreed that the Director of Commissioning, Adult Social Care is authorised to permit new homes from providers already on the Framework to be added at any time during the Framework, provided such homes meet the Council's requirements for complex residential care set out in the original tender documents.
9. Agreed that the Director of Commissioning, Adult Social Care is authorised to approve the award of call-off contracts following completion of a mini-competition, subject to the on-going annual reviews and approval of the spend for such contracts.

9. Residual Waste Services Procurement (FP/377/04/22)

Cabinet received a report containing matters related to the residual waste services procurement for their consideration and approval.

The Cabinet Member for Waste Reduction and Recycling responded to questions from Councillors Mackrory, Schwier and McGurran in relation to increasing recycling rates and possible linkages with the Rivenhall facility, the options for cross party working in developing the Waste Strategy, the benefits to businesses from carbon offsetting, and the need for a review of the former MBT facility in Basildon.

Resolved:

1. Agreed to procure contract(s) for the treatment and disposal of Essex's residual waste at an estimated first contract year value of £45m and an estimated total value of £340m over the initial seven-year contract term.
2. Agreed that the contract(s) will commence no earlier than 1 October 2023 and no later than 1 April 2024, with an initial term of seven years expiring on 31 March 2031, with an option to extend in any number of periods not exceeding a total of a further seven years.
3. Agreed to use the Competitive Procedure with Negotiation and agree that the following award criteria is applied: 55% price: 45% quality, of which 5% of the quality score will assess social value.
4. Agreed that the services will be procured in three lots accommodating a total of 350,000 tonnes capacity per annum. The total required capacity will be divided into three tonnage lots of 200,000, 100,000 and 50,000 tonnes per annum, each with a guaranteed minimum tonnage ("GMT") of up to 80% of their respective lot size.
5. Agreed that the lots and associated contracts contain provision for the award of additional tonnage of up to 20% of the total tonnage.
6. Agreed that the Cabinet Member for Waste Reduction and Recycling, in consultation with the Cabinet Member for Finance, Resources and Corporate Affairs, is authorised to award the contract(s) to the successful bidder(s) following completion of the procurement process, subject to the outcome being within budget.

10. Procurement of an Integrated Sexual Health Service (FP/356/03/22)

Cabinet received a report containing matters related to the procurement of an integrated sexual health service for their consideration and approval.

Resolved:

1. Agreed to launch a competitive procurement using the open procedure to procure a provider to deliver an Essex-wide sexual health service at a maximum total value of £65.3m over the 7 year contract period, profiled as set out in the confidential appendix. The estimated cost in year 1 is £8.8m
2. Agreed that the contract length will be 7 years with an option to extend for three years.
3. Agreed that the following award criteria is applied in the procurement: 30% price: 70% quality (of which 10% of the quality score will assess social value)
4. Agreed that the Cabinet Member for Health and Adult Social Care is authorised to award the contract to the winning bidder following completion of the procurement process.

11. Decisions taken by or in consultation with Cabinet Members (FP368/04/22)

The report was noted.

12. Date of the next meeting

The next meeting of the Cabinet would take place on Tuesday 21 June 2022, at County Hall, Chelmsford, CM1 1QH.

13. Dates of Future Meetings:

It was noted that meetings of the Cabinet would take place on the following dates in 2023:

17 January, 21 February, 21 March, 18 April 23 May, 20 June, 18 July, 12 September, 17 October, 14 November, 12 or 19 December (tbc, depending on the date of Full Council).

14. Urgent Business

There was no urgent business.

15. Confidential Appendix: Land for Development in Epping Forest (FP330/03/22)

The confidential appendix to report FP/330/03/22, to which minute 4, above, refers was agreed.

16. Confidential Appendix: Reconstruction of Fairview Pupil Referral Unit Basildon (FP/328/03/22)

The confidential appendix to report FP/328/03/22, to which minute 7, above, refers was agreed.

17. Confidential Appendix: Procurement of an Integrated Sexual Health Service (FP356/03/22)

The confidential appendix to report FP/356/03/22, to which minute 10, above, refers was agreed.

18. Urgent exempt business

There was no urgent exempt business.

There being no further business, the meeting closed at 11.35am.

Minutes of a meeting of the Cabinet that took place in the Council Chamber at County Hall on Tuesday 21 June 2022

Present:

Councillor	Cabinet Member Responsibility
Councillor K Bentley	Leader of the Council (Chairman)
Councillor L McKinlay	Deputy Leader and Cabinet Member for Community, Equality, Partnerships and Performance
Councillor T Ball	Education Excellence, Life-Long Learning and Employability
Councillor M Buckley	Waste Reduction and Recycling (attending remotely, via Zoom)
Councillor G Butland	Devolution, the Arts, Heritage and Culture
Councillor B Egan	Children's Services and Early Years
Councillor Lee Scott	Highways Maintenance and Sustainable Transport
Councillor J Spence	Health and Adult Social Care
Councillor L Wagland	Economic Renewal, Infrastructure and Planning
Councillor C Whitbread	Finance, Resources and Corporate Affairs

Councillors M Platt and P Schwier were also present. Councillor I Henderson, D King and C Pond attended remotely, via Zoom.

1. Membership, Apologies, Substitutions and Declarations of Interest.

The report of Membership, Apologies and Declarations was received and the following were noted:

1. There had been no changes of membership since the last report.
2. Apologies for absence had been received from Councillor Mike Mackrory, Leader of the Liberal Democrat Group, and Gavin Jones, Chief Executive, for whom Mark Ash, Executive Director, Climate, Environment and Customer Services, attended.
3. There were no declarations of interest.

2. Minutes of Previous Meeting

The Minutes of the meeting held on 24 May 2022 were approved as a true record and signed by the Chairman.

3. Questions from the public

None.

4. Option Agreement in relation to land on the west side of Love Lane, Aveley (FP/365/04/22)

The Cabinet received a report proposing the grant of an Option Agreement on ECC-owned land at Love Lane, Aveley to the Buyer of adjacent land.

The Cabinet Member for Economic Renewal, Infrastructure and Planning responded to questions from Councillors King and Pond in respect of the consideration given to using the land for climate change mitigation purposes, and the liaison that had taken place with Thurrock and Havering Councils.

Resolved:

Agreed that the Option Agreement for the disposal of the Land may be entered into in a form agreed by the Head of Property after taking advice from the Council's property advisor and the Council's solicitors.

5. Essex Green Infrastructure Standards (FP/366/04/22)

The Cabinet received a report seeking approval to adopt the Essex Green Infrastructure Standards in order to guide the future protection, enhancement, management and expansion of green infrastructure within new developments and future decision-making in Greater Essex.

The Cabinet Member for Economic Renewal, Infrastructure and Planning responded to questions from Councillor King in respect of how progress would be reported and the support being given at District level. A written answer would also be provided to Councillor Pond regarding the management of blue (water based) infrastructure and the connections to and between green and blue infrastructure.

Resolved:

1. Agreed to adopt the proposed Essex Green Infrastructure Standards in the form appended to report FP/366/04/22
2. Formally requested that local planning authorities consider this when formulating their planning policies.

6. Publication of Compulsory Purchase Orders for Land required for the A120-A133 Link Road Scheme (FP/354/03/22)

The Cabinet received a report seeking approval for actions required to progress delivery of the A120-A133 Link Road Scheme.

The Cabinet Member for Economic Renewal, Infrastructure and Planning responded to questions from Councillors King and Henderson regarding the likelihood of recovering the identified shortfall from Homes England and the level of confidence that the Council would be able to meet its financial responsibilities in relation to the scheme.

Resolved:

1. Agreed to authorise the Director, Highways and Transportation to enter into agreements with National Highways Company Limited under which the Council can deliver the A120-A133 Link Road Scheme.
2. Agreed that if the Director, Highways and Transportation is satisfied that the Council is unable to acquire the land required to the scheme by agreement on reasonable terms he may, after consulting with the Cabinet Member for Economic Renewal, Infrastructure and Planning and the Director, Legal and Assurance, authorise the making of Compulsory Purchase Orders to acquire the land shown on the plan at Appendix A to report FP/354/03/22) and to pursue the Orders to confirmation as well as any additional legal processes required as a result of publication of Side Road Orders and any arrangements with National Highways Company Limited.
3. Authorised the Director, Highways and Transportation to agree minor changes to the boundaries of the land to be acquired after consulting the Cabinet Member for Economic Renewal, Infrastructure and Planning and the Director, Legal and Assurance.

7. 2021/22 Provisional Outturn Report (FP/014/03/22)

Cabinet received a report which presented and provided commentary on the provisional outturn position for the financial year 2021/22 prior to formal closure of the accounts. Approval was sought for a number of actions intended to provide support for the challenges now being faced. The Cabinet Member for Finance, Resources and Corporate Affairs drew Cabinet's attention to an error on page 273 of the agenda that showed an underspend of 11.9% against the Leader's budget. This should be 1.19%.

The Cabinet Member for Finance, Resources and Corporate Affairs responded to questions from Councillors Henderson, Pond and King about the position in relation to the existing funding gap, the expected impact of the National Insurance freeze, the likelihood and impact of increased interest rates and the impact on services that were carrying vacancies.

The Cabinet Member for Highways Maintenance and Sustainable Transport responded to a question from Councillor Henderson about the management of the Highways underspend in connection with the maintenance of Public Rights of Way.

The Cabinet Member for Health and Adult Social Care agreed to provide a written answer to Councillor Henderson regarding the provision being made in respect of the Adult Social Care Deputyship.

Resolved:

That it be agreed as follows:

1. To create a new General Risk Reserve to support against inflationary risk for future years.
2. To appropriate the net under spend **£15.622m** into earmarked revenue reserves as follows:
 - **£10.022m** to a new General Risk Reserve to support mitigation of the cost pressures we face.
 - **£2.6m** to the Everyone's Essex Reserve to support delivery of Everyone's Essex priorities.
 - **£2m** to the Commercial Investment in Essex Places Reserve given increased activity in this area with the Essex Renewal Fund.
 - **£1m** to the Technology and Digitisation Reserve for the heightened cyber risks currently faced as a result of the Ukraine war.
3. To allocate under spends between portfolios as set out within the 'Transfers of under / overspends between Portfolios' column of Appendix A.
4. To appropriate the following amounts to / from restricted and other revenue reserves:

Restricted Funds

- **Private Finance Initiative (PFI) Reserves**
 - Building Schools for the Future - **£128,000** contribution (Appendix D 8iii)
 - Clacton Secondary Schools - **£343,000** contribution (Appendix D8iii)
 - Debden School - **£1.307m** contribution (Appendix D 8iii)
 - A130 Road - **£988,000** contribution (Appendix D 10iii)
- **Waste Reserve – £4.513m** net contribution comprising:
 - Contribution of £4.894m, to replenish the Reserve as a consequence of previously using it to meet Covid related pressure in 2021/22 and a contribution to return balances not needed as tonnages were lower than anticipated (Appendix D 12iii)
 - Withdrawal of £381,000 to fund waste related projects (Appendix D 12iii)
- **Schools - £5.611m** net contribution to the Schools' reserve, following under spends against schools' budgets in 2021/22 (Appendix D 7i)
- **Partnership Reserves**
 - Youth Offending Service Partnership Reserve - **£547,000** contribution (Appendix D 3iii)
 - Public Sector Reform Partnership Reserve - **£42,000** contribution (Appendix D 3iii)
 - Essex Safeguarding Children's Board Partnership Reserve - **£25,000** withdrawal (Appendix D 3iii)

- Public Law Partnership Reserve - **£25,000** contribution (Appendix D 13iii)
- Adults Safeguarding Board Partnership Reserve - **£23,000** contribution (Appendix D 1vi)

Capital funding

- **Capital funding - £141,000** net withdrawal to transfer capital financing resources to revenue in respect of:
 - Essex Housing - **£1.708m** withdrawal for a technical adjustment relating to expenditure on the Essex County Hospital project, which cannot be capitalised following transfer of part of the site to the Essex Housing LLP (Appendix D 6iii)
 - To support Highways fleet purchase in 2022/23 - **£817,000** contribution (Appendix D 10iii)
 - Capital expenditure relating to improvements to Library and Registrations rooms - **£500,000** contribution (Appendix D 4iii)
 - Capital works relating to Adults Residential Homes - **£250,000** contribution (Appendix D 1vi)

Other reserves

- **Carry Forwards - £14.209m** contribution, in respect of revenue budget under spends that it is proposed are carried forward for use in 2022/23. The proposals for utilising this Reserve in 2022/23 are set out in **Appendix C** of this report
- **Adults Digital Programme** - £247,000 contribution to continue with projects within the programme, the funding will be withdrawn for use in 2022/23. (Appendix D 1vi)
- **Adult Risk - £4.132m** net contribution comprising:
 - £4.170m contribution to allow for the potential risk professional deputyship fees are an allowable disability related expense (Appendix D 1vi)
 - £38,000 withdrawal to fund works in relation to Market Shaping expenditure (Appendix D 1vi)
 - **Adults Transformation - £4.718m** contribution to support the Adult Social Care budget for various programmes, with £973,000 to be withdrawn in 2022/23 (Appendix D 1vi)
- **Ambition Fund - £3.772m** net contribution comprising:
 - £3.898m of contributions, due in the main to unspent project funding, of which £2.397m is required for use in the next financial year and therefore will be withdrawn in 2022/23 (Appendix D 1vi, 4iii, 5iii, 6iii, 8iii, 10iii, 11iii, 13iii)
 - £126,000 withdrawal to fund expenditure for Environment and Climate Action works. (Appendix 6iii, 11iii)

- **Bequests - £27,000** contribution for funds bequeathed to the Essex Records Office during the year (Appendix D 5iii)
- **Bursary for Trainee Carers Reserve - £59,000** withdrawal relating to the Nightingale Health and Care Bursary Programme (Appendix D 8iii)
- **Capital Receipts Pump Priming Reserve - £170,000** withdrawal relating to legal costs incurred from the sale of ECC properties (Appendix D 14iii)
- **Children's Transformation Reserve - £467,000** net contribution comprising:
 - £500,000 contribution to replenish the reserve to support transformation capacity to deliver the Children's Transformation Programme and therefore will be withdrawn in 2022/23 (Appendix D 3iii)
 - £33,000 withdrawal to fund the Tendring Multidisciplinary Team (Appendix D 3iii)
- **Collection Fund Investment Risk Reserve - £573,000** contribution to support potential funding pressures in future years (Appendix D 9iii)
- **Commercial Investment in Essex Places - £2m** contribution given increased activity in this area with the Essex Renewal Fund (Section 2.2)
- **Community Initiatives Reserve - £282,000** withdrawal to support expenditure incurred on community projects during 2021/22 (Appendix D 4iii)
- **COVID Equalisation Reserve - £8.107m** net withdrawals comprising:
 - £3.681m contribution to return Covid funding where actual expenditure or income losses were lower than previously forecast, or expenditure that has now been covered by other specific grants. (Appendix D 1vi, 8iii, 13iii, 15iii & 16iii)
 - £11.788m withdrawals to help cover Community Resilience, equipment demand and staffing pressures in Adult Social Care and Health, and Children Service and Early Years, and to replenish the Waste Reserve by **£2.906m** for tonnage pressures as a result of behaviour changes linked to Covid originally funded through the Waste Reserve (Appendix D 1vi, 3iii, 8iii & 15iii)
- **Emergency Reserve - £1m** contribution to cover potential increases in fuel across the transport service (Appendix D 10iii)
- **Essex Climate Change Commission - £53,000** contribution relating to Climate Change for use in 2022/23. (Appendix D 4iii & 11iii)
-
- **Everyone's Essex Reserve - £323,000** withdrawal to fund expenditure in relation to Arts and Heritage, and Climate Action. This is in addition to the contribution to this reserve proposed in recommendation 2.2 above (Appendix D 5iii, 11iii & Section 2.2)

- **General Risk Reserve - £3.836m** contribution to partially mitigate the inflationary risk faced in 2022/23 and beyond. This is in addition to the contribution proposed in paragraph 2.2 above, and will bring the total contribution to £13.858m (Appendix D 8iii, 10iii, 15iii & 17ii & Section 2.2)
 - **Health and Safety Reserve - £55,000** net contribution comprising:
 - £541,000 contribution relating to unspent funds for King Edmund's school demolition costs. (Appendix D 8iii)
 - £486,000 withdrawal to cover demolition costs for Edith Borthwick and Country Park expenditure. (Appendix D 5iii & 8iii)
 - **Quadrennial elections Reserve - £176,000** withdrawal for costs incurred for the May 2021 elections (Appendix D 4iii)
 - **Recovery Reserve - £273,000** contribution due to unspent funds being returned to reserves for use in 2022/23 (Appendix D 6iii)
 - **Technology and Digitalisation Reserve - £2.034m** contribution related to unspent funding allocated for the Corporate System Project and for Technology Service Projects and Print Savings. This is in addition to the contribution of **£1m** that is proposed in paragraph 2.2 above for the heightened cyber risks and will bring the total contribution to this reserve to £3.034m (Appendix D 15iii & Section 2.2)
 - **Transformation Reserve - £823,000** net withdrawal comprising:
 - £58,000 contribution due to unspent project funding which is now required for use in 2022/23 and therefore will be withdrawn in 2022/23 (Appendix D 4iii)
 - £881,000 withdrawal mainly for work on the Ways of Working and Workforce strategy projects (Appendix D 6iii, 10iii, 11iii & 15iii)
5. That the financing of capital payments in 2021/22 is approved on the basis set out within **Appendix G** to this report.
 6. Capital payment approvals, and associated capital financing, of **£17.341m** are re-profiled into subsequent financial years, in respect of slippage in schemes (as shown in the 'Slippage' column of Appendix H).
 7. Capital payment approvals, and associated capital financing, of £4.676m are brought forward in respect of schemes that have progressed ahead of schedule (as shown in the 'Advanced works' column of Appendix H).
 8. That 2021/22 capital payment approvals are reduced by a total of £23.259m (as shown in the 'Reductions' column of Appendix H), with increases of £21.381m to other schemes (as shown in the 'Additions' column of Appendix H), to reflect achieved activity in 2021/22.

To approve the following in relation to the 2022/23 budget:

9. To agree to delegate authority to the Executive Director for Corporate Services (S151 officer), in consultation with the Cabinet Member for Finance, Resources and Corporate Affairs, to apply the total of **£24.744m** from the Carry Forwards Reserve in 2022/23 for the purposes detailed in Appendix C of this report for amounts that have been requested at year end, plus amounts previously approved by Cabinet to be carried into the Reserve during 2021/22. The Section 151 Officer will advise the Cabinet Member for Finance, Resources and Corporate Affairs if, after consultation with the relevant Executive Director, the amount of any carry forward should be reduced

8. Adoption of the ECC Procurement Strategy 2022/23 to 2024/25 (FP/350/03/22)

The Cabinet received a report seeking approval for an updated Procurement Strategy, designed to bring it in line with the Everyone's Essex priorities.

The Cabinet Member for Finance, Resources and Corporate Affairs responded to a question from Councillor Pond regarding the monitoring arrangements for emissions and how these would be incorporated within future contracts.

Resolved:

1. Agreed to adopt the Council's Procurement Strategy 2022/23 to 2024/25 as appended to report FP/350/03/22)
2. Agreed that implementation of the Strategy will commence on 1 July 2022.
3. Agreed that the Cabinet Member for Finance, Resources and Corporate Affairs is authorised to agree any changes at the light touch annual review points in April 2023 and April 2024 prior to the full refresh of the Strategy in April 2025.

9. Framework for External Fostering Placements (FP/308/02/22)

Cabinet received a report seeking approval to procure a new framework for the provision of external fostering placements, to replace the current framework following its expiry on 20 November 2022.

The Cabinet Member for Children's Services and Early Years responded to a question from Councillor King in respect of how recruitment may be managed more locally and performance when compared with other authorities.

Resolved:

1. Agreed to undertake an open competitive procedure to procure a 4-year Framework Agreement for External Fostering Placements.

2. Agreed that the procurement will be structured so that the Framework Agreement is available for Southend City Council to use. The estimated value of the Framework Agreement to ECC over the 4-year period is £24.1m. Southend City Council is estimated to spend a further £10m.
3. Agreed to enter into an Access Agreement with Southend City Council to enable Southend City Council to access and call-off placements from the Framework Agreement.
4. Agreed that the Framework Agreement shall be procured in four needs-based lots:
 - **Lot one - Standard Support** Where the child or young person has a low to medium level of need with no ongoing challenging behaviours
 - **Lot Two – Enhanced Support** Where the child or young person has a medium to high level of need e.g., history of placement breakdowns, mental health needs, mild to moderate disabilities.
 - **Lot Three - Intensive Support** Where the child or young person has significant levels of need, e.g., complex health needs or disabilities, excluded from school, significant substance misuse.
 - **Lot Four - Parent and Child Placements** Where the placement is for an under 18 parent and their children including cases where there is a need for continuing assessment and on-going support.
5. Agreed that the evaluation model for the procurement of the Framework Agreement will be based on a weighting of 70% quality (of which 10% will assess Social Value) and 30% price.
6. Agreed that the evaluation criteria applied to placements from the Framework Agreement will be based on a weighting of 80% quality and 20% price. The quality aspect of the call off will be used to assess how suitable the placement is to meet the child's individual needs against matching criteria provided by the placement team detailing the child's requirements.
7. Agreed that the Framework Agreement will include an annual refresh process which will enable existing providers to review their pricing and permit new providers to join the Framework
8. Agreed that the Cabinet Member for Children's Services and Early Years is authorised to award framework agreements to the successful bidders following completion of the procurement process.
9. Agreed that the Cabinet Member for Children's Services and Early Years is authorised to award framework agreements to new providers as part of the annual refresh process.
10. Agreed that the Cabinet Member for Children's Services and Early Years is authorised to vary framework agreements following a pricing refresh if the likely financial consequences of such variation are within the budget available.

10. Health and Care Act 2022 - Implementation of Integrated Care Partnerships in Essex, Hertfordshire and South and West Suffolk (FP/399/05/22)

The Cabinet received a report seeking approval for a range of measures related to the implementation in Essex of Integrated Care Partnerships, as specified within the Health and Care Act 2022.

In introducing the report, the Cabinet Member for Health and Adult Social Care highlighted issues with the numbering of the report's recommendations as printed in the agenda.

The Cabinet Member for Health and Adult Social Care responded to a question from Councillor Pond about the oversight that the Health and Wellbeing Board would have in respect of boundary issues.

Resolved:

1. Agreed that Essex County Council makes arrangements to become members of three new statutory joint committees (to be known as Integrated Care Partnerships, or ICPs) between NHS integrated care boards and the relevant upper tier authorities in the areas affecting Essex, specifically:
 - i. Mid and South Essex (covering Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Maldon and Rochford), plus the unitary authorities of Southend and Thurrock
 - ii. Hertfordshire and West Essex (covering Epping Forest, Harlow and Uttlesford) plus the County of Hertfordshire (excluding the town of Royston)
 - iii. Suffolk and North East Essex (covering Colchester and Tendring and the County of Suffolk except the former district of Waveney)
2. Agreed to approve the terms of reference for each joint committee as appended to this report and authorise the Director, Legal and Assurance as Monitoring Officer, in consultation with the Leader of Essex County Council, to agree any further changes which may be required by partners in each integrated care system.
3. Agreed that the Chairman of the Essex Health and Wellbeing Board will initially be the statutory nominee of Essex County Council on each of the Integrated Care Partnerships)
4. Agreed that the Leader will nominate further elected member and senior officer representatives for the joint committees to fulfil the Council's allocation of places on each joint committee.
5. Agreed that the Chief Executive in consultation with the Leader will nominate senior officer representatives to sit on each of the three new

NHS Integrated Care Boards (one per board) and will work with other authorities to agree joint nominations where possible.

6. Agreed that the Essex Health and Wellbeing Board will update and refresh its membership to reflect changes to NHS organisations and structures.
7. Agreed that the Executive Director for Adult Social Care, in consultation with the Executive Director for Corporate Services and the Director, Legal and Assurance, may update, amend, transfer or replace existing section 75 arrangements between the Council and Essex clinical commissioning groups to the new NHS integrated care boards

11. Establishment of a new 420-place primary school and co-located 56 place Early Years and Childcare provision at the Limebrook Way housing development, Maldon (FP/323/03/22)

The Cabinet received a report seeking approval for the establishment of new 420-place primary school and 56 place Early Years and Childcare provision to serve Maldon from September 2024, in order to accommodate population growth at the Limebrook Way housing development.

The Cabinet Member for Education Excellence, Life-Long Learning and Employability responded to a question from Councillor Pond regarding the management of congestion around the school.

Resolved:

1. Agreed that a 420-place primary school and 56 place Early Years and Childcare provision should be established to serve Maldon from September 2024, in order to accommodate population growth at the Limebrook Way housing development.
2. Agreed that the Director, Education issues a specification seeking proposals to establish a free school in the area.
3. Agreed that the Council publicises the fact that it is seeking proposals by sending them to operators of schools in Essex, and by public notice.
4. Agreed that if proposals received do not include the early years provision, Essex County Council will implement an application process to identify an independent early years provider, to deliver the services detailed in the specification from this site and then bring a report to the Cabinet Member to agree the terms of the lease.
5. Agreed to approve the capital budget for construction and associated project fees as profiled in the Confidential Appendix to report FP/323/03/22).

6. Agreed to the procurement of the associated building works through a two-stage design and build mini competition using the Essex Construction Framework.
 7. Agreed to enter into a Pre-Construction Agreement with the successful contractor following completion of the first stage tender process in the Essex Construction Framework Agreement.
 8. Agreed that the Head of Infrastructure Delivery is authorised to agree the terms of the Pre-Construction Agreement.
 9. Agreed that the Head of Infrastructure Delivery is authorised to award a construction contract to the successful contractor, following the completion of the second stage tender process in the Essex Construction Framework, when he is satisfied that:
 - a. planning permission has been granted;
 - b. the construction costs are within the agreed budget and represent value for money, and
 - c. Arrangements are in place for the end user(s) of the building (including the early years provision) to be provided with collateral warranties by the principal contractors.
- 12. Establishment of a new 420-place Primary School and co-located 56 place Early Years and Childcare provision at the Dry Street housing development, Basildon (FP/347/03/22)**

The Cabinet received a report seeking approval for the establishment of new 420-place primary school and 56 place Early Years and Childcare provision to serve Basildon from September 2024, in order to accommodate population growth at the Dry Street housing development.

Resolved:

1. Agreed that a 420-place primary school and 56 place Early Years and Childcare provision should be established to serve Maldon from September 2024, in order to accommodate population growth at the Dry Street housing development.
2. Agreed that the Director, Education issues a specification seeking proposals to establish a free school and early years provision in the area.
3. Agreed that the Council publicises the fact that it is seeking proposals by sending them to operators of schools in Essex, and by public notice.
4. Agreed that if proposals received are not inclusive of the early years provision, Essex County Council will implement an application process to identify an independent early years provider, to deliver the services detailed in the specification from this site and a further report will be taken

to the Cabinet Member on the successful provider and on the terms of the lease.

5. Agreed to approve the capital budget for construction and associated project fees as profiled in the Confidential Appendix to report FP/347/03/22).
6. Agreed to the procurement of the associated building works through a two-stage design and build mini competition using the Essex Construction Framework.
7. Agreed to enter into a Pre-Construction Agreement with the successful contractor following completion of the first stage tender process in the Essex Construction Framework Agreement.
8. Agreed that the Head of Infrastructure Delivery is authorised to agree the terms of the Pre-Construction Agreement.
9. Agreed that the Head of Infrastructure Delivery is authorised to award the construction contract to the successful contractor for the School and Early Years and Childcare provision when he is satisfied that:
 - a. planning permission has been granted;
 - b. the construction costs are within the agreed budget and represent value for money, and
 - c. the contract provides for collateral warranties to be provided to any tenant/end user of the building (including any operator of the early years provision).

13. Decisions taken by or in consultation with Cabinet Members (FP410/05/22)

The report was noted.

14. Date of the next meeting

The next meeting of the Cabinet would take place at 10.15am on Tuesday 19 July 2022 at County Hall, Chelmsford, CM1 1QH.

15. Urgent Business

There was no urgent business.

Exclusion of the Press and Public**Resolved:**

That the press and public be excluded from the meeting during consideration of the remaining item of business on the grounds that it involves the likely disclosure of exempt information as specified in paragraph 3 of Schedule 12A of the Local Government Act 1972 – information relating to the financial or business affairs of any particular person).

16. Confidential Appendix: Option Agreement in relation to land on the west side of Love Lane, Aveley (FP/365/04/22)

The confidential appendix to report FP/365/04/22, to which minute 4, above, refers was agreed.

17. Confidential Appendix: Confidential Appendix: Establishment of a new 420- place Primary School and co-located 56 place Early Years and Childcare provision at the Limebrook Way housing development, Maldon (FP/323/03/22)

The confidential appendix to report FP/323/03/22, to which minute 11, above, refers was agreed.

18. Confidential Appendix: Establishment of a new 420- place Primary School and co-located 56 place Early Years and Childcare provision at the Dry Street housing development, Basildon (FP/347/03/22)

The confidential appendix to report FP/347/03/22, to which minute 12, above, refers was agreed.

19. Urgent exempt business

There was no urgent exempt business.

There being no further business, the meeting closed at 11.52am.

Members Allowances

Consideration of the Report of the Independent Remuneration Panel

- 1.1 The Council's Independent Remuneration Panel last reported in October 2015 and the rates in the scheme of allowances have basically remained unchanged since they came into effect in January 2016. It was therefore timely to ask the Council in February 2022, to appoint a new Panel to undertake a full review of the scheme to ensure the Scheme was current and complies with up-to-date policies and properly recommends councillors operating in a large, visionary local authority, bears comparison with other Councils, is mindful of the current economic situation and individuals' personal finances and is completely transparent about what can or cannot be claimed; and is justifiable to the public.
- 1.2 In February 2022, the Council formally appointed an Independent Remuneration Panel and agreed its Terms of Reference as follows:

Essex Independent Remuneration Panel, 2022, Terms of Reference

Membership:

<i>Name</i>	<i>Biographical information</i>
<i>Mark Palmer</i>	<i>Development Director, South East Employers (for EELGA) (Chair)</i>
<i>Fiona Bodle</i>	<i>Higher Education Professional and local resident of Essex</i>
<i>Russell Everard</i>	<i>Former senior Local Government Officer and resident of Essex</i>
<i>George Yerosimou</i>	<i>Former Head Teacher, Education Appeals Panel Member and local resident of Essex</i>

Role:

- To review the County Council's Members' Allowances Scheme, taking in to account the roles and responsibilities of Members (both in the Council and in serving their communities) set out in the County Council's agreed role profiles and elsewhere.*
- To take account of comparative data on the remuneration paid by other comparable local authorities in terms of size, location and budget and other non-local authority public sector organisations, social enterprises, charities and public sector or private sector companies.*
- To hear representations from elected Members*

4. *To make recommendations to the Council on: (a) the amount of Basic Allowance which should be paid to all Members; (b) the responsibilities or duties for which Members should receive Special Responsibility Allowances and the amount of such allowances; (c) the amount of the Childcare and Dependents' Carers' Allowances; (d) Travelling and Subsistence Allowances; (e) Independent and Co-opted members' allowances; (f) whether allowances should be index-linked and if so what the suitable index might be; and (g) the timing of implementation of the recommendations.*
5. *To consider the introduction of a parental leave policy.*

2. Statutory Requirements

- 2.1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003, every relevant local authority is required to establish a Members' Allowances Scheme. Whenever they adopt or revise their scheme of allowances, they are required to have regard to a report of an Independent Remuneration Panel, whose function is to provide the local authority with advice and recommendations on its scheme and the amounts to be paid.
- 2.2 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.
- 2.3 Although the authority must have regard to the recommendations made in relation to it by an independent remuneration panel, it is not obliged to abide by all or any of the panel's recommendations.

3. The Independent Remuneration Panel's Report

- 3.1 All members of the council were invited to complete a questionnaire regarding allowances. The questionnaire was returned by 56 members of the Council, the breakdown is available within the panel's report. Thirteen interviews/workshops were also held with members; all members were given the opportunity to participate in one. The Panel's report and its full set of recommendations to the Council are set out in Appendix 1 to this report. The Council now needs to set the scheme of allowances having regard to what amendments if any it wants to make to its scheme of allowances.
- 3.2 The recommendations can be summarised as follows:
 - Increase the basic allowance by £292 per annum to £12,292. This is equivalent to an annual increase of 0.34% per annum over seven years.
 - Maintain the rule that a member may only receive one Special Responsibility Allowance at any one time.

- Make a number of changes to the rate paid for Special Responsibility Allowances, see full details in Table 1, below.
- Minority group leaders should receive an allowance of £5,531 and that to receive this the Group should constitute at least 5% of all members (four members in a group).
- The co-optee member of the Pension Strategy Board who is not paid by any appointing organisation receive an allowance of £16.08 per hour, on a per meeting basis, to include all reasonable expenses. This is only available for those who are not entitled to payment for time spent on the role. Further guidance will be made available regarding this for the Pension Strategy Board members.
- No changes to be made to the travel and subsistence scheme, although the Panel recommend that a travel for electric vehicles and the ability to claim should be promoted.
- A recommendation that the Dependent Carers' Allowance for childcare and more specialist care should be based on actual reasonable costs upon production of receipts and that the Council should promote this to new and prospective councillors.
- A Parental Leave Policy should be adopted and promoted (Council adopted this policy in May).
- An annual indexation of the basic allowance, each of the SRAs and the Co-optee(s)' Allowance should be introduced. The panel recommend that allowances should be increased annually in line with the percentage increase in staff salaries from April 2023 for a period of up to four years. After this period, the Scheme shall be reviewed again by an independent remuneration panel.
- No changes to the Approved duties for councillors.

Table 1.

Summary of Panel's Recommendations

Allowance	Current Amount for 2021-22	Number	Recommended Allowance	Recommended Allowance Calculation
Basic allowance				
Total Basic:	£12,000	75	£12,292	

Special Responsibility allowances :				
Leader of the Council	£54,000	1	£55,314	450% of Basic allowance
Deputy Leader	£42,000	1	£44,251	80% of Leader's Allowance

Cabinet Member	£36,000	8	£37,060	67% of Leader's Allowance
Chairman of the Council	£21,600	1	£22,126	40% of Leader's Allowance
Leader of Main Opposition Group	£16,200	1	£16,594	30% of Leader's Allowance
Scrutiny Board Chairman	£16,200	1	£16,594	30% of Leader's Allowance
Deputy to Cabinet Member	£12,000	11	£13,829	25% of Leader's Allowance
Committee Chairman	£13,500	8	£13,829	25% of Leader's Allowance
Vice Chairman of Council	£10,800	1	£11,063	20% of Leader's Allowance
Minority Group Leaders	No SRA	2	£5,531	10% of Leader's Allowance *
Co-Opted Member for the Pension Strategy Board	No SRA		£16.08 per hour	Nomis median hourly rate for Essex county area

*SRA only payable to Group Leaders with at least 5% of all Members within the Group (5% of 75 Members ie 4 Members).

Indexation of allowances

- 3.3 In previous years allowances have not been subject to indexation. The law allows the use of an index for only four years – after four years we either need to review the scheme or ‘freeze’ allowances. The lack of indexation means that:
- the real term value of allowances has eroded
 - there is no four-year expiration, meaning that there is no natural ‘trigger’ to review allowances.
- 3.4 The panel have formally recommended that ECC introduce indexation of allowances, based on officer pay increases. Whilst this is relatively easy in local authorities which apply a national pay award, this is extremely difficult for ECC to achieve owing to our unique (and award winning) pay arrangements.
- 3.5 Advice from officers is that linking to ECC officer pay is difficult owing to our local pay arrangements which do not see an annual increase being awarded to all employees. However the Office for National Statistics publishes an index which looks at pay growth across the public sector. This index is clear, certain and means that Members allowances will remain in line with public sector pay. It is therefore recommended that this is the allowance that the Council should apply. The regulations require that indexation can last for four only years after which allowances will be frozen until the panel reviews the scheme again.

Draft Scheme of Allowances

- 3.6 The draft allowances scheme at Appendix 2 reflects the recommendations of the panel together with the revised indexation proposal as set out in paragraph 3.5. The draft scheme also takes account of the proposed changes to abolish the 'foreign travel committee' which are dealt with elsewhere on this agenda.

4. Recommendation

- 4.1 That the findings and recommendations of the Council's Independent Remuneration Panel as set out in Appendix 1 to this report be noted.
- 4.2 That the recommendations of the panel be accepted except that the indexation for a period of four years should be in accordance with the public sector pay growth (excluding bonuses) as published by the Office of National Statistics.
- 4.3 That the Council's Members' Allowances Scheme be as Appendix 2 with effect from 1 September 2022.



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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Essex County Council**

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April 2022

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1. INTRODUCTION AND BACKGROUND

- 1.1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.
- 1.1.2 Essex County Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.
- Fiona Bodle- Higher Education Professional and local resident of Essex
Russell Everard- Former senior Local Government Officer and local resident of Essex
George Yerosimou- Former Head Teacher and local resident of Essex
Mark Palmer- Development Director, South East Employers (Chair)
- 1.1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:
- (a) the amount of basic allowance to be payable to all councillors.
 - (b) the level of allowances and whether allowances should be payable for:
 - (i) special responsibility allowances.
 - (ii) travelling and subsistence allowance.
 - (iii) dependants' carers' allowance.
 - (iv) parental leave and.
 - (v) co-optees' allowance.
 - (vi) Independent persons allowanceand the amount of such allowances.
 - (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
 - (d) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

2. CURRENT SCHEME

- 2.1.1 The last review of councillors' allowances was undertaken by the IRP for the Council in August 2015.
- 2.1.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £12,000 per annum. The basic allowance was set in January 2016 and there has been no indexation since that date. In addition, some councillors receive special responsibility allowances for undertaking additional duties.

- 2.1.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3. PRINCIPLES UNDERPINNING OUR REVIEW

3.1 The Public Service Principle

- 3.1.1 This is the principle that an important part of being a councillor is the desire to serve the public and, therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by all of the councillors we interviewed and in the vast majority of responses to the questionnaire completed by councillors as part of our review.
- 3.1.2 To provide transparency and increase an understanding of the Panel's work, we will recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor. Further explanation of the PSD to be applied is given below in Section 4.

3.2 The Fair Remuneration Principle

- 3.2.1 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2022 continues to subscribe to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.²

- 3.2.2 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.2.3 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors.

¹ The former Office of Deputy Prime Minister – now the Department for Levelling Up, Housing & Communities and The Inland Revenue (now HM Revenue & Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.

3.2.4 In making our recommendations, we have therefore sought to maintain a balance between:

- (i) the voluntary quality of a councillor's role.
- (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
- (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor.

3.2.5 The Panel also sought to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings and differentials of the allowances are as transparent as possible.

3.2.6 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor's performance in the role.

4. CONSIDERATIONS AND RECOMMENDATIONS

4.1 Basic Allowance

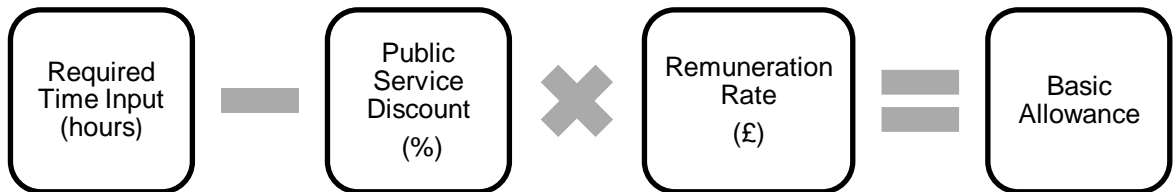
- 4.1.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, "Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours councillors ought to be remunerated."³
- 4.1.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors may operate. Many councillors are also appointed by the Council to a number of external organisations.
- 4.1.3 We recognise that councillors are responsible to their electorate as:
 - Representatives of a particular ward.

³ The former Office of Deputy Prime Minister – now the Department for Levelling Up, Housing & Communities, and Inland Revenue (now HM Revenue and Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

⁴ The former Office of Deputy Prime Minister – now the Department for Levelling Up, Housing and Communities and Inland Revenue (now HM Revenue and Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.

- Community leaders.
- Decision makers for the whole Council area.
- Policy makers for future activities of the Council.
- Scrutineers and auditors of the work of the Council; and
- Other matters required by Government.

4.1.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



4.1.5 Each of the variables is explained below.

Required Time Input

4.1.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant information. In addition, we considered further information about the number, range, and frequency of committee meetings.⁵

4.1.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is 21 hours per week.

Public Service Discount (PSD)

4.1.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 30 per cent to the calculation of the basic allowance. This percentage sits within the mid-range of PSDs applied to basic allowances by councils.

⁵ The summary responses to the questionnaires are attached as Appendix 2.

Remuneration Rate

- 4.1.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. We came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.
- 4.1.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour for the Essex County Council area £16.08⁷ per hour.

Calculating the basic allowance

- 4.1.11 After determining the amount of time required each week to fulfil the role (21 hours), the level of PSD to be applied (30%) and the hourly rate to be used (£16.08), we calculated the basic allowance as follows:

$$\begin{array}{c} 1092 \text{ hours} \\ \text{p.a. (21} \\ \text{hours per} \\ \text{week x52} \\ \text{weeks)} \end{array} \quad \text{---} \quad \begin{array}{c} 30\% \end{array} \quad \times \quad \begin{array}{c} £16.08 \end{array} \quad \text{=} \quad \begin{array}{c} £12,292 \\ \text{per} \\ \text{annum} \end{array}$$

- 4.1.12 The gross Basic Allowance before the PSD is applied is **£17,559.36**. Following the application of the PSD this leads to a basic allowance of **£12,292** per annum.
- 4.1.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, division work and attendance on external bodies.
- 4.1.14 We did also note the levels of basic allowance currently allocated by other comparative County Councils across the South East, (see table below and Appendix 3).

Council	SE County Councils: Basic Allowances (£) 2021 ⁸
Buckinghamshire Council (Former County now unitary council)	13,000
East Sussex County Council	13,149
Essex County Council	12,000
Hampshire County Council	12,833
Kent County Council	15,406
Oxfordshire County Council	11,014
Surrey County Council	12,749
West Sussex County Council	12,202
Average	12,794

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2021.

⁸ Figures drawn from the South East Employers, Members' Allowances Survey 2021 (October 2021).

- 4.1.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as councillors. The Panel was of the view the approach undertaken in this review of the introduction of a transparent and clear formula for calculating the Basic Allowance will assist a future Panel in recommending a Basic Allowance.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Essex County Council be £12,292 per annum

4.2 Special Responsibility Allowances (SRAs)

- 4.2.1 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.
- 4.2.2 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive a SRA, the local electorate may rightly question the justification for this.⁹
- 4.2.3 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:
- Leader of the Council
 - Deputy Leader of the Council
 - Cabinet Members (8)
 - Deputy to Cabinet Member (11)
 - Scrutiny Board Chairman
 - Committee Chairman (8)
 - Leader of Main Opposition Group
 - Minority Group Leaders
 - Chairman of the Council
 - Vice Chairman of the Council
 - Co-Opted Members

One SRA Only Rule

- 4.2.4 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor can receive more than one SRA, then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.
- 4.2.5 Moreover, the One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.

⁹ The former Office of Deputy Prime Minister – now the Department for Levelling Up, Housing and Communities and *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

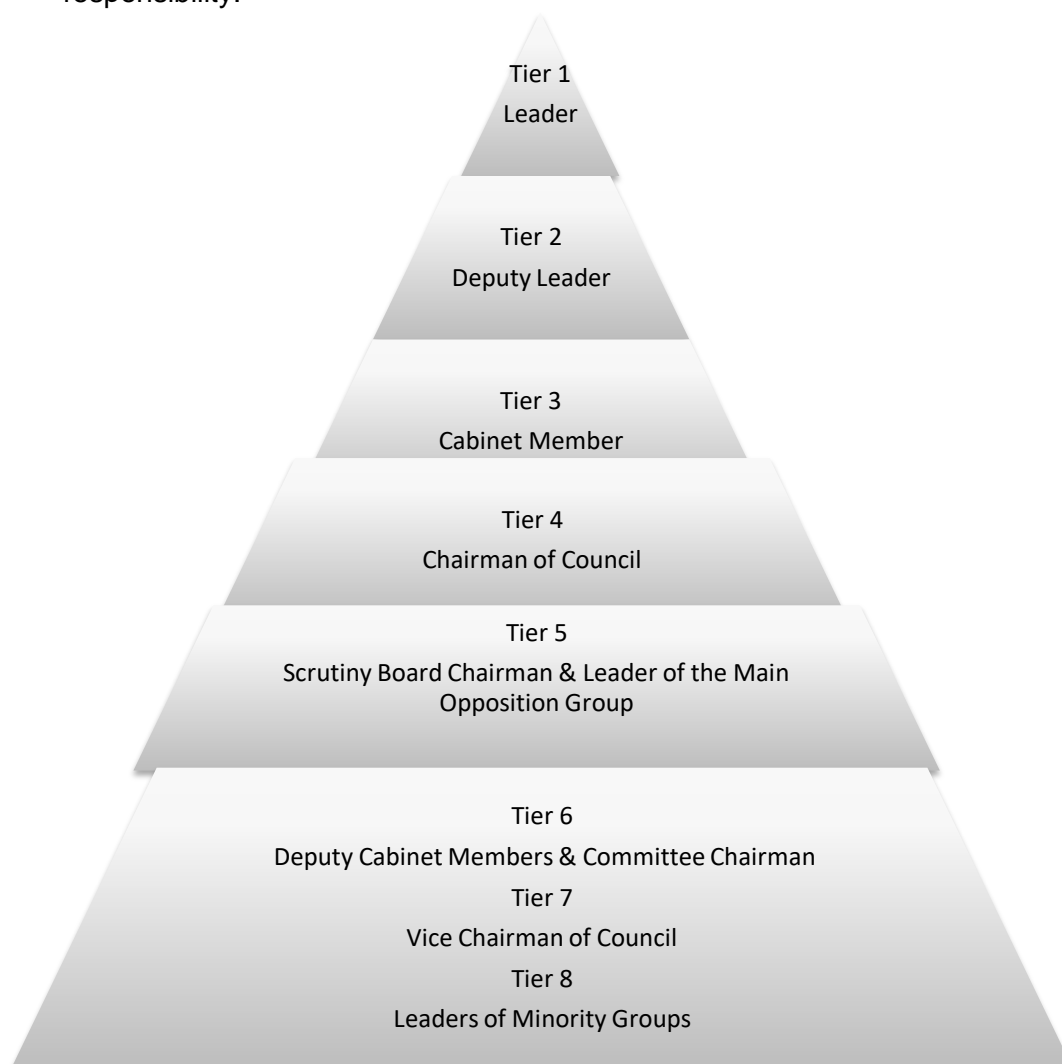
The Maximum Number of SRA's Payable

- 4.2.6 In accordance with the 2006 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should adhere to the principal that no more than 50% of Council Members (37) should receive an SRA at any one time

Calculating SRAs

- 4.2.7 The Panel supported the criteria and formula for calculating the Leader of the Council allowance based on a multiplier of the Basic Allowance; this role carries the most significant additional responsibilities and is the most time consuming.
- 4.2.8 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



The rationale for these eight tiers of responsibility is discussed below.

Leader (Tier One)

- 4.2.9 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Cabinet. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.
- 4.2.10 The multiplier we applied to calculate the Leader's SRA is 450% (4.5 x times) the basic allowance. If the recommended option of a basic allowance with a PSD of 30% is adopted, this results in a Leader's Allowance of £55,314.

WE RECOMMEND that the Leader of the Council should receive a Special Responsibility Allowance of 450% of the recommended basic allowance, £55,314.

Deputy Leader (Tier Two)

- 4.2.11 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's SRA be set at 80% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £44,251.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 80% of the recommended Leader's Allowance, £44,251.

Cabinet Members (Tier Three)

- 4.2.12 Cabinet Members appointed by the Leader of the Council have significant delegated decision-making responsibilities and this responsibility has increased.
- 4.2.13 The Panel was of the view that it is important to provide the Leader with greater flexibility to appoint a Cabinet that is best able to respond to the current and future challenges. The panel is therefore of the view that the Special Responsibility Allowance for a Cabinet Member should be 67% of the Leader's Allowance, £37,060.

WE RECOMMEND that a Cabinet Member should receive an allowance of 67% of the recommended Leader's Allowance, £37,060.

Chairman of the Council (Tier Four)

- 4.2.14 The role of the Chairman of the Council is highly visible across the County Council area and undertakes a high number of civic engagements that raise the profile of the Council and county of Essex. The current Chairman's Allowance was considered by councillors interviewed and through the responses to the questionnaire to be at a level that was

commensurate with the responsibilities of the duties. The Panel was of the view that the Chairman's Allowance should be continued at the current percentage rate. We therefore recommend that the role of the Chairman of the Council be recognised at Tier Four and receive an allowance of £22,126, 40% of the Leader's Allowance.

WE RECOMMEND that the Chairman of the Council receive a Special Responsibility Allowance of 40% of the recommended Leader's Allowance, £22,126.

Leader of the Main Opposition Group and Scrutiny Board Chairman (Tier Five)

- 4.2.15 From the evidence gathered, including questionnaire responses and face to face interviews, we continue to consider the Leader of the Main Opposition Group to be a significant role and the 2003 Regulations require that the Principal Opposition Group Leader receive a Special Responsibility Allowance. The Leader of the Main Opposition Group has to both ensure democratic accountability and the holding to account of the administration but also manage and develop a Group of a significant size. The Panel is therefore of the view that the Leader of the Main Opposition Group should continue to receive a Special Responsibility Allowance of 30% of the Leader's Allowance, £16,594.
- 4.2.16 Overview and Scrutiny is a key role of the Council ensuring accountability and the holding to account of the decisions of Cabinet and external organisations. Overview and Scrutiny also leads on policy development and has a significant statutory role supported by legislation. The strategic co-ordination of the overview and scrutiny committees and their effective work programmes are key responsibilities of the Scrutiny Board Chairman. The Panel is therefore of the view that the Scrutiny Board Chairman should continue to receive a Special Responsibility Allowance of 30% of the Leader's Allowance, £16,594.

WE RECOMMEND that the Main Opposition Group Leader and the Scrutiny Board Chairman receive a Tier Five Special Responsibility Allowance of 30% of the recommended Leader's Allowance, £16,594.

Deputy to Cabinet Members and Committee Chairman (Tier Six)

- 4.2.17 The eleven Deputies to the Cabinet Members have a significant role in supporting and acting on behalf of the Cabinet Members both internally and with external organisations and strategic partners. The Panel was informed that the workload and responsibilities of the Deputy to Cabinet Members had increased and the roles were becoming increasingly Demanding. The Panel is therefore of the view that the Special Responsibility Allowance for the role of Deputy to Cabinet Member should be increased to that of 25% of the recommended Leader's Allowance, £13,829.
- 4.2.18 The eight Committee Chairmen continue to have a significant role that includes Chairing the Overview and Scrutiny Committees. The Panel therefore recommends that the Committee Chairmen continue to receive a Special Responsibility Allowance of 25% of the recommended Leader's Allowance, £13,828.

WE RECOMMEND that the Deputy to Cabinet Members and Committee Chairman receive a Tier Six Special Responsibility Allowance of 25% of the recommended Leader's Allowance, £13,828.

Vice Chairman of Council (Tier Seven).

- 4.2.19 The role of Vice Chairman of Council like that of the Chairman continues to be a high-profile role that has a significant impact across the county and Council and a high workload based on the number and frequency of civic engagements. The Panel is of the view that the role of Vice Chairman should continue to receive a Special Responsibility Allowance based on 20% of the Leader's Allowance, £11,063.

WE RECOMMEND that the Vice Chairman of Council should receive a Tier Seven Allowance, 20% of the recommended Leader's Allowance, £11,063.

Minority Group Leader's (Tier Eight)

- 4.2.20 The Leaders of the Minority Groups are a role of significant importance and the Panel was therefore of the view that the Leader(s) of the Minority Group(s) should receive a Special Responsibility Allowance. Currently no allowance is awarded to these roles. The Panel is of the view that the current two Minority Group Leader's should receive a Tier Eight allowance, 10% of the recommended Leader's Allowance, £5,531. The Panel was of the view that in order for an Opposition Group Leader to receive the Special Responsibility Allowance the group should constitute at least 5% of all Members (5% of 75 Members), four Members in the group.

WE RECOMMEND that the Minority Group Leader(s), should receive a Tier Eight Allowance, 10% of the recommended Leader's Allowance, £5,531. WE FURTHER RECOMMEND that in order for a Minority Group Leader to receive the Special Responsibility Allowance the group should constitute at least 5% of all Members (5% of 75), four Members in the Group.

Co-Optee's Allowance

- 4.2.21 The Council currently does not award a Co-Optees Allowance. However, the Panel was informed that the co-optee to the Pension Strategy Board had a significant workload and that would merit a co-optees allowance. The Panel was informed that the Pension Strategy Board met around four times per annum and involved significant preparation prior to the meeting. The Panel is therefore of the view that the Co-Optee to the Pension Strategy Board should receive a per meeting allowance based on an hourly rate. The allowance should also include the preparation time required for each meeting. The Panel therefore recommends that the Co-Optee to the Pension Strategy Board receive an allowance of £16.08 per hour (Nomis median hourly rate for full time employees by place of residence for the Essex County Council area, December 2021).
- 4.2.22 The Panel is also of the view that this allowance should also be applicable to other co-optee's that the Council appoints.

WE RECOMMEND that the Co-Optee to the Pension Strategy Board receive an allowance of £16.08 per hour. The allowance should be awarded on a per meeting basis and include payment for reasonable preparation time. WE ALSO RECOMMEND that this allowance should be available for other co-optees that the Council may appoint.

4.3 Travelling and Subsistence Allowance

- 4.3.1 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be paid to Co-opted Members of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

WE RECOMMEND that travelling and subsistence allowance should be payable to councillors and co-optees in connection with any approved duties. The amount of travel and subsistence payable shall continue to be at the maximum levels payable to council staff in line with HM Revenue and Customs' rates. We propose no changes to the current travel and subsistence allowances.

WE FURTHER RECOMMEND that a travel allowance for electric vehicles should be promoted based on the current HM Revenue and Customs' rate of 45p per mile.

4.4 Dependent's Carers' Allowance

- 4.4.1 The dependent's carers' allowance should ensure that potential candidates are not deterred from standing for election to council and should enable current councillors to continue despite any change in their personal circumstances. The current scheme awards reimbursement for Child Care at the rate of the National Living Wage and more specialist care to a maximum rate of £13.55 per hour when undertaking Approved Councillor duties.
- 4.4.2 The Panel is of the view that the Dependent's Carers' Allowance should be reimbursed based on the actual cost of the care. The Panel was conscious that the cost of both childcare and more specialist care had increased and the current rates would in effect leave those claiming the allowance 'out of pocket'.
- 4.4.3 The Panel is therefore of the view that the cost of both childcare and more specialist care should be reimbursed at the actual cost incurred by the councillor upon production of receipts. In respect of specialist care provision medical evidence that this type of care provision is required should also be provided and approved by an appropriate officer of the Council.

WE THEREFORE RECOMMEND that the Dependent's Carers' Allowance for both childcare and more specialist care should be based at cost upon production of receipts. In the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no daily or monthly maximum claim when undertaking Approved Councillor Duties.

WE ALSO RECOMMEND that the Council should actively promote the allowance to prospective and new councillors both before and following an election. This may assist in supporting a greater diversity of councillor representation.

4.5 Parental Leave

- 4.5.1 There is no uniform national policy to support councillors who require parental leave for maternity, paternity, or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a '*lack of maternity, paternity provision or support*' is a real barrier for women aged 18-44 to fulfil their role as a councillor.
- 4.5.2 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure. The Panel is aware that the Local Government Association (Labour Group) has developed a model policy that has been adopted by a growing number of councils across the southeast region.
- 4.5.3 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors, the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:
- All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
 - Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence
 - Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
 - If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.
 - If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance and any Special Responsibility Allowance will cease from the date they leave office.
- 4.5.4 The Panel is conscious that these provisions do not replicate the LGA policy, but that a policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can

expect. Councillors however may wish to further develop the above recommendations so that they reflect the LGA (Labour Group) policy.

WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for councillors. Should a policy on Parental Leave for Councillors be approved it should be actively promoted to prospective and current Councillors alongside the Dependents' Carers Allowance. This should form part of a wider 'Be A Councillor' (LGA led initiative) programme led by the Council and supported by political groups; to enhance and further increase the diversity of councillor representation.

4.6 Indexing of Allowances

- 4.6.1 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes no provision for the indexation basic allowance, the special responsibility allowances and Co-optee(s) allowance to be adjusted annually. No indexation has been made to the allowances since 2016.

WE THEREFORE RECOMMEND that an annual indexation of the basic allowance, each of the SRAs and the Co-optee(s)' Allowance should be introduced. The allowances should be increased annually in line with the percentage increase in staff salaries from April 2023 for a period of up to four years. After this period, the Scheme shall be reviewed again by an independent remuneration panel.

4.7 Revocation of current Scheme of Allowances / Implementation of the new Scheme

- 4.7.1 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2022-23 municipal year, at which time the current scheme of allowances will be revoked.

5. OUR INVESTIGATION

5.1 Background

- 5.1.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 56 of the 75 current councillors (75% response). The information obtained was helpful in informing our deliberations.
- 5.1.2 We interviewed thirteen current councillors and two officers using a structured questioning process. We are grateful to all our interviewees for their assistance.

5.2 Councillors' views on the level of allowances

- 5.2.1 A summary of the councillors' responses to the questionnaire are attached as Appendix 2.

6. APPROVED COUNCILLOR DUTIES

- 6.1.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

WE THEREFORE RECOMMEND: That no changes are made to the Approved Councillor Duties as outlined in the Members' Allowance Scheme.

**Mark Palmer (Chair of the Independent Remuneration Panel)
Development Director, South East Employers
April 2022**

Annex 2 Reponses to Questionnaire to Members

Q1 In a typical week how many hours do you spend on the non executive councillor role?

Answered: 56 Skipped: 0

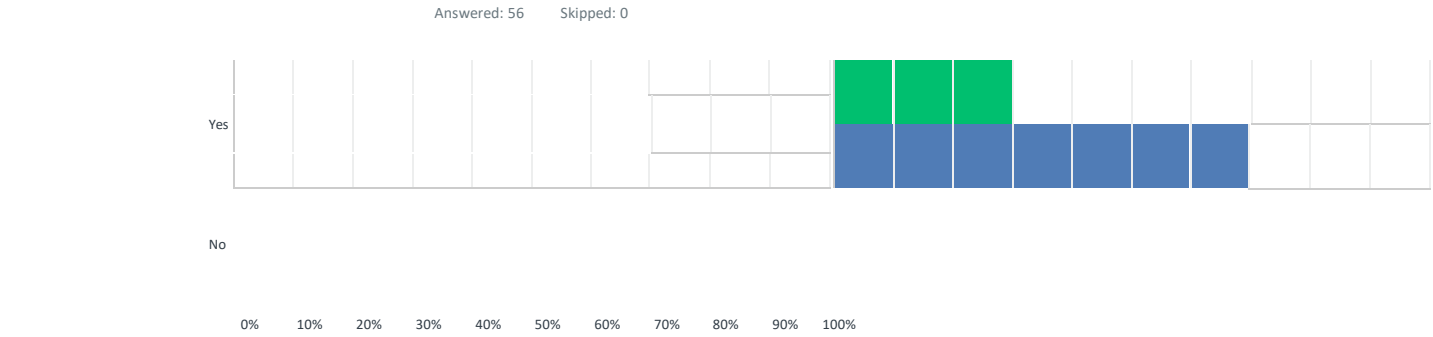
#	RESPONSES	DATE
1	12 hours a week	2/28/2022 8:36 AM
2	28 hours	2/28/2022 8:16 AM
3	30 hours	2/26/2022 10:11 PM
4	15	2/26/2022 7:13 AM
5	15	2/25/2022 3:39 PM
6	30	2/25/2022 2:42 PM
7	8-9	2/24/2022 10:45 AM
8	20 plus	2/23/2022 7:20 PM
9	7	2/22/2022 4:55 PM
10	It's very hard to tell as each week is different.	2/22/2022 2:09 PM
11	25/30	2/21/2022 11:56 PM
12	15-20	2/21/2022 7:01 PM
13	15+	2/21/2022 6:34 PM
14	20	2/21/2022 4:09 PM
15	5 hours	2/21/2022 11:08 AM
16	14	2/21/2022 10:55 AM
17	2 days	2/20/2022 11:02 PM
18	20	2/20/2022 3:20 PM
19	8 hours including attendance at Parish Council meetings	2/20/2022 3:15 PM
20	20 hours	2/18/2022 4:36 PM
21	14	2/17/2022 5:16 PM
22	50	2/17/2022 1:03 PM
23	15/20	2/17/2022 11:11 AM
24	16	2/16/2022 10:39 PM
25	Wow - what a question. I keep meticulous details and would be happy to confirm 60 hours.	2/16/2022 2:32 PM
26	15	2/16/2022 2:17 AM
27	30	2/15/2022 3:59 PM
28	20 hours	2/15/2022 1:33 PM
29	20 hours	2/15/2022 1:20 PM
30	10	2/15/2022 9:01 AM
31	2	2/15/2022 8:43 AM
32	At least 3 hours per day which very often includes weekends	2/14/2022 4:27 PM
33	14-20	2/14/2022 12:17 PM
34	30	2/14/2022 11:57 AM
35	7	2/12/2022 2:50 PM
36	10	2/12/2022 2:15 PM
37	10 - 12 hours	2/12/2022 1:59 PM
38	25	2/11/2022 9:15 PM
39	12	2/11/2022 4:32 PM
40	Six	2/11/2022 3:56 PM
41	20	2/11/2022 3:39 PM
42	30-40	2/11/2022 3:15 PM
43	15	2/11/2022 2:20 PM
44	24	2/11/2022 2:08 PM
45	25	2/11/2022 1:48 PM
46	30	2/11/2022 1:08 PM
47	40	2/11/2022 1:03 PM
48	25	2/11/2022 1:02 PM
49	5	2/11/2022 12:54 PM
50	80	2/11/2022 12:18 PM
51	20	2/11/2022 12:01 PM
52	8-10 *	2/11/2022 10:53 AM
53	20	2/11/2022 10:52 AM
54	12	2/11/2022 10:30 AM
55	10	2/11/2022 10:27 AM
56	15	2/11/2022 10:25 AM

Q2 If you hold a role(s) within the Council i.e. Group Leader, Chair/Vice Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). [Please provide details separately for each role if more than one additional role is held.]Please specify specific roles below and hours spent on each role:

Answered: 44 Skipped: 12

#	RESPONSES	DATE
1	Varied - on average 8 hours.	2/28/2022 8:36 AM
2	Residents case work - Meeting outside organisations - Group meetings - Group leaders meetings - Council committee meetings - Briefings - Preparation work (reading very large reports) - Travel to and from meetings at county hall. Total hours 28	2/28/2022 8:16 AM
3	On average 50 hours a week as the Leader of the Council - typically working an hour each morning before leaving for County Hall. If working from home, then I am usually at my desk at 6am.	2/26/2022 7:13 AM
4	Cabinet Member for economic renewal, infrastructure and planning - 30 NB these figures incorporate - Charing Safer Essex Roads Partnership - 6 hours (roughly every quarter); and Local Highway Panel, Chair and member - 5 hours again roughly every quarter.	2/25/2022 3:39 PM
5	N/A	2/25/2022 2:42 PM
6	Deputy Cabinet Member for Education, Skills and Lifelong Learning. 9-10	2/24/2022 10:45 AM
7	Climate Czar - 35 Division Work 5	2/22/2022 4:55 PM
8	n/a	2/21/2022 11:56 PM
9	chair	2/21/2022 4:09 PM
10	Cabinet Member Children Services and Early Years minimum 30 hours a week	2/21/2022 11:08 AM
11	N/A	2/20/2022 11:02 PM
12	N/A	2/20/2022 3:20 PM
13	Cabinet Member 28 hours	2/20/2022 3:15 PM
14	14	2/17/2022 5:16 PM
15	I represent the Council as a Non-Executive Director on an owned separate company, ECL. This is new to me but is increasingly taking up more time as I get involved. Currently about 5 hours a week.	2/17/2022 11:11 AM
16	I am Chair of PSEG. Every day includes some time especially as "task & finish" meetings kick in and come to fruition. 15 hours per week	2/16/2022 2:32 PM
17	5-10	2/15/2022 3:59 PM
18	Deputy Cabinet Member (typical week for all listed 36-40 hours) Vice Chairman Investment Steering Committee Vice Chairman Pension Advisory Board Vice Chairman Audit Standards & Governance Committee Chairman of Local Highways Panel Member of the RFCC	2/15/2022 1:33 PM
19	Keeping on top of emails/admin alone takes about 2hrs a day, sometimes more. Attending monthly full parish council meetings (I have five PCs in my division) is a great way to keep in touch with communities and inform them on ECC policy/schemes affecting communities. Plus meetings with constituents and non-parish council bodies.	2/15/2022 1:20 PM
20	vice chair people and places 3	2/15/2022 9:01 AM
21	N/A	2/15/2022 8:43 AM
22	Chairman of Development and Regulation Committee average 2 to 3 hours per week Vice Chairman of People and Families average 2 hours per week	2/14/2022 4:27 PM
23	7-12 hours per week as Deputy Cabinet Member	2/14/2022 12:17 PM
24	Chair of Youth Strategy Group = 2 hrs Chair of Local Highways Panel = 2 hrs	2/14/2022 11:57 AM
25	N/A	2/12/2022 2:15 PM
26	40 Hours A Week	2/12/2022 1:59 PM
27	Group Leader - 15 Vice Chair Corporate Policy & Scrutiny - 2	2/11/2022 9:15 PM
28	Chairman, Local Highways Panel - 3hours	2/11/2022 4:32 PM
29	Cabinet member for health and adult social care - includes chairing the Health and Wellbeing Board. Assuming this is on top of question one: 30 - 40 hours.	2/11/2022 3:56 PM
30	Pension Fund Chairman 4 hours+ including training, e mails, role on ACCESS, FOI responses	2/11/2022 3:39 PM
31	Cabinet Member 15/20 on portfolio matters further 15/20 on general cabinet matters	2/11/2022 3:15 PM
32	Chairman of the senior scrutiny committee 12 Group Leader 5	2/11/2022 2:20 PM
33	2	2/11/2022 2:08 PM
34	N/A	2/11/2022 1:48 PM
35	10	2/11/2022 1:08 PM
36	Chairman of Audit 4 hours on average	2/11/2022 1:03 PM
37	task and finish group = 5hrs	2/11/2022 1:02 PM
38	15	2/11/2022 12:54 PM
39	2	2/11/2022 12:18 PM
40	Deputy Cabinet Member 8-20* LGPS Committee Panel 2-8* NHS Trust appointed governor 2-8* Outside bodies 2-6* Adoption Panel 2-12* * Subject to meeting schedules	2/11/2022 10:53 AM
41	Chairman 3.5 hours Panel member of committees or subbing 3-4 hours	2/11/2022 10:52 AM
42	na	2/11/2022 10:30 AM
43	4	2/11/2022 10:27 AM
44	Cabinet Member 40 hours	2/11/2022 10:25 AM

Q3 Do you incur any significant costs which you believe are not covered by your present allowance?



ANSWER CHOICES		RESPONSES
Yes		30.36% 17
No		69.64% 39
TOTAL		56
#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Committed hours as opposition group leader - Presently no responsibility allowance paid for opposition group leaders.	2/28/2022 8:16 AM
2	I also pay for the ad hoc services of an external assistant on my casework.	2/25/2022 3:39 PM
3	Those of us with parishes have more meeting commitments/costs than those without	2/25/2022 2:42 PM
4	Full Fibre Broadband	2/22/2022 4:55 PM
5	Petrol, Stationary, Miscellaneous spend at local events e.g. Entrance fees to local events and raffles etc.	2/21/2022 11:56 PM
6	I do a reasonable amount of driving - both to and around my divisions - to see residents check on state of roads/pavements etc and to attend meetings. Technically, I could claim for most of these but choose not to.	2/21/2022 6:34 PM
7	Electricity/gas due to virtual meetings during the pandemic and now hybrid working.	2/21/2022 11:08 AM
8	Number of hours exceed the allowance	2/20/2022 3:20 PM
9	internet/ printer/phone/ electric/ working from home	2/18/2022 4:36 PM
10	In normal times travel is the main extra cost. However this is covered by expense claims for visits that I make OUTSIDE OF MY DIVISION. I do not charge travel within my division. Public scrutiny is good.	2/16/2022 2:32 PM
11	Since the pandemic I have had higher electricity costs because of having to heat and have lights on in the office which is outside the main house. Until 4th May 2021 all meetings were conducted remotely, but although formal meetings are being held at County Hall many others, such as pre-meets, Chair's briefings, and other private meetings are still held remotely and therefore the use of my office is much higher than it has ever been in the past.	2/14/2022 4:27 PM
12	My two roles identified above do not qualify for an allowance therefore all the extra time is 'unpaid'	2/11/2022 9:15 PM
13	Travel to Chelmsford - But I do not claim	2/11/2022 2:08 PM
14	cost of running a home office	2/11/2022 1:48 PM
15	Postage and stationary. I send out on average 30 letters a week to constituents that I do not have an email address for when updating them on an item of case work.	2/11/2022 12:18 PM
16	home office materials & stationary. clothing allowance	2/11/2022 10:53 AM
17	Mileage - I represent may parish councils and am not paid for these miles.	2/11/2022 10:30 AM

Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?

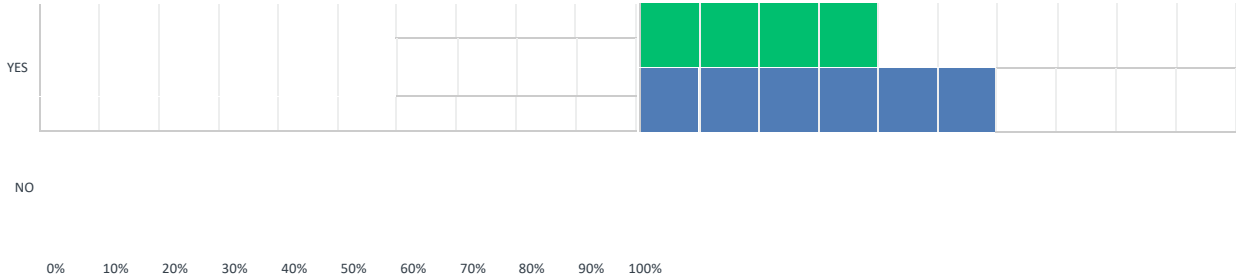
Answered: 52 Skipped: 4

#	RESPONSES	DATE
1	7-10 hours a week	2/28/2022 8:36 AM
2	10%	2/26/2022 10:11 PM
3	This needs updating as being a Councillor should no longer be seen as voluntary - it is as professional as being an MP. But if pushed I would say a third of our time.	2/26/2022 7:13 AM
4	I think that non-remunerated time of 6 hours a week would be consistent with a significant hobby or interest and so be a voluntary contribution that would not necessarily prevent a younger person from becoming a County Councillor because they could carry out paid employment as well. I note that residents regularly tell me that their District and Borough Councillors are overpaid, when most in fact have to supplement their allowance from their other income. By contrast I cannot recall receiving any complaints about being a paid County Councillor and some residents have expressly acknowledged that they would expect this to be paid because it must be a big job.	2/25/2022 3:39 PM
5	7 hours which would suggest an hour a day	2/25/2022 2:42 PM
6	10%	2/24/2022 10:45 AM
7	20%	2/23/2022 7:20 PM
8	5%	2/22/2022 4:55 PM
9	10/20%	2/21/2022 11:56 PM
10	25% - I tend to regard the work in the community as the voluntary bit, as it's not as 'compulsory' as attending meetings etc. But that can be the more substantial part of the role	2/21/2022 7:01 PM
11	I think one of the problems with remuneration generally is that everyone's situation is different. Many county councillors are retired and, therefore, in a very different position from someone who is combining work and being a councillor or in my particular case being self-employed and a councillor.	2/21/2022 6:34 PM
12	basic remuneration about right	2/21/2022 4:09 PM
13	25%	2/21/2022 11:08 AM
14	20%	2/20/2022 11:02 PM
15	I believe this is a question which should also be about what is achieved during you time as a Cllr, not just how many hours you have spent on "Cllr Work" the question is too narrow.	2/20/2022 3:20 PM

16	15%	2/20/2022 3:15 PM
17	10 to 15 percent	2/18/2022 4:36 PM
18	25 percent	2/17/2022 5:16 PM
19	This question doesn't make sense. It is a % of my time, or % of time I do give? So I will answer as an absolute - I think 10 hours a week	2/17/2022 1:03 PM
20	10%	2/17/2022 11:11 AM
21	10%	2/16/2022 10:39 PM
22	Difficult. But as I am a "single hatter" all of my council activity is taken up with just ECC work. There are existing roles which are not financially compensated by most Councillors. In my own case this includes meetings and membership of some of the following currently and in the past 4 years:- ECC Pension Strategy board ECC Pension Investment steering cttee Kent & Essex Inshore Fisheries Conservation Authority District Youth group Tendring Local Highways panel Haven Gateway Partnership Essex Housing Creative Colchester Essex Housing In addition I attend many local [mainly local charity] events where I am seen as the ECC "rep". Regatta Cttee, Firework display cttee, various fundraisers, etc. ALL OF THE ABOVE is in addition to the Member role which [with allowance] includes:- Attending parish/town meetings. Resident meetings - individual and group public meetings Surgeries	2/16/2022 2:32 PM
23	10	2/16/2022 2:17 AM
24	25%	2/15/2022 3:59 PM
25	Between 10 %/ 15%	2/15/2022 1:33 PM
26	It's difficult to quantify, but probably about 25-33%	2/15/2022 1:20 PM
27	I do what time it takes visiting residents	2/15/2022 9:01 AM
28	10%	2/15/2022 8:43 AM
29	It is an accepted practise that the remuneration for the role of an elected member should reflect an average 40% public service discount, which I agree with; what I would like to understand though is whether the IRP take into consideration the much higher level of Division work as a result of Social Media interaction from residents?	2/14/2022 4:27 PM
30	20%	2/14/2022 12:17 PM
31	0%	2/14/2022 11:57 AM
32	20	2/12/2022 2:50 PM
33	20%	2/12/2022 2:15 PM
34	10%	2/11/2022 9:15 PM
35	10%	2/11/2022 4:32 PM
36	50% of non-Executive councillor work.	2/11/2022 3:56 PM
37	20%	2/11/2022 3:39 PM
38	12.5%	2/11/2022 3:15 PM
39	all casework - say 20%	2/11/2022 2:20 PM
40	50	2/11/2022 2:08 PM
41	50%	2/11/2022 1:48 PM
42	10%	2/11/2022 1:08 PM
43	unremunerated hours are spent dealing with residents	2/11/2022 1:03 PM
44	0%	2/11/2022 1:02 PM
45	20%	2/11/2022 12:54 PM
46	I feel that I am working for less than the minimum wage, for the hours that I do.	2/11/2022 12:18 PM
47	25	2/11/2022 12:01 PM
48	10% for county councillors	2/11/2022 10:53 AM
49	I spend as much time in surgeries or responding to emails and phone calls as I do in meetings. For me it's about 50/50. I'm a twin hatter and that experience plays out across both councils. I think it's about right for me. I'm as obtainable as I can be which isn't restricted to 9-5, often receive evening calls and at weekends.	2/11/2022 10:52 AM
50	40%	2/11/2022 10:30 AM
51	75	2/11/2022 10:27 AM
52	6	2/11/2022 10:25 AM

Q5 The present level of Basic Allowance payable to all Councillors is £12,000. Do you think this is appropriate?

Answered: 55 Skipped: 1



ANSWER CHOICES		RESPONSES
YES		40.00% 22
NO		60.00% 33
TOTAL		55
#	IF NO, SHOULD IT BE LOWER OR HIGHER? PLEASE GIVE A REASON FOR YOUR ANSWER:	DATE
1	Higher to reflect the number of hours worked	2/26/2022 10:12 PM
2	I think that is probably too little for regular daytime commitments, like O&S	2/25/2022 3:56 PM
3	HIGHER	2/25/2022 2:46 PM
4	Inflationary pressures since last reassessments. I think in the interests of fairness increases should be tied to public sector pay increases.	2/24/2022 10:46 AM

5	Higher -doesn't reflect the workload, meeting attendance, training level, division work, travel time,	2/22/2022 4:57 PM
6	Higher due to amount of time spent in roll and cost of fuel to attend meetings.	2/22/2022 2:10 PM
7	Higher	2/21/2022 11:58 PM
8	It hasn't gone up for a number of years and I don't feel it reflects the range of activities (casework, community and meetings).	2/21/2022 7:03 PM
9	Higher to enable a wider cross section of the community to consider becoming a councillor.	2/21/2022 11:08 AM
10	Should be higher, due to the commitment and time involved if you are to do it properly.	2/20/2022 3:21 PM
11	Higher - not raised for several years. I would suggest that any figure agreed upon is then raised annually in line with the National Local Government Pay Settlement.	2/20/2022 3:17 PM
12	higher /inflation i.e. working from home internet electric mobile phone	2/18/2022 4:39 PM
13	HIGHER - £12,000 for 50 hours a week is low = £5 an hour. It encourages retired people or those with an alternative income that don't have to work for a living.	2/17/2022 1:06 PM
14	Higher to ensure we attract a good calibre of Councillor to represent their community	2/17/2022 11:13 AM
15	Higher - significant amounts of daytime required for meetings and a lot of research and reading.	2/16/2022 10:39 PM
16	Higher	2/16/2022 2:33 PM
17	Higher	2/15/2022 3:59 PM
18	Higher, levels of expectation from the electorate have in my opinion increased which requires a higher level of availability, accessibility & workload expected from members, therefore the amount of hours of input from members has increased. It is also important that the basic allowance is set at the correct level to enable future members to operate efficiently.	2/15/2022 1:36 PM
19	It should be higher because of the reasons I have given in the previous section	2/14/2022 4:34 PM
20	Higher because it has remained unchanged for many years and some people are put off becoming CLrs at County Level	2/14/2022 12:00 PM
21	Increase is justified as the allowance has been static for several years	2/11/2022 9:18 PM
22	I believe that it should be ties to staff salary increases and as it has not been raised for 7 years should increase a little	2/11/2022 3:40 PM
23	Higher due the impact on employment which restricts some members as a result of daytime meetings, restricting other career opportunities	2/11/2022 3:20 PM
24	Slightly higher	2/11/2022 2:21 PM
25	Inflation	2/11/2022 2:08 PM
26	Higher to cover the increase of the inflation	2/11/2022 1:49 PM
27	Higher. Meetings are during day which needs flexible working.	2/11/2022 1:08 PM
28	Higher as any time during office hours I have to take as unpaid leave and so a deduction from my salary. Although the basic allowance and additional allowance does help, it does not go far enough for those holding down a full-time job and juggling the two together.	2/11/2022 12:58 PM
29	Higher	2/11/2022 12:18 PM
30	Higher; to do the job properly, it's a lot of hours!	2/11/2022 12:02 PM
31	Higher	2/11/2022 10:55 AM
32	Higher	2/11/2022 10:30 AM
33	Higher as the amount of work that needs to be actioned	2/11/2022 10:29 AM

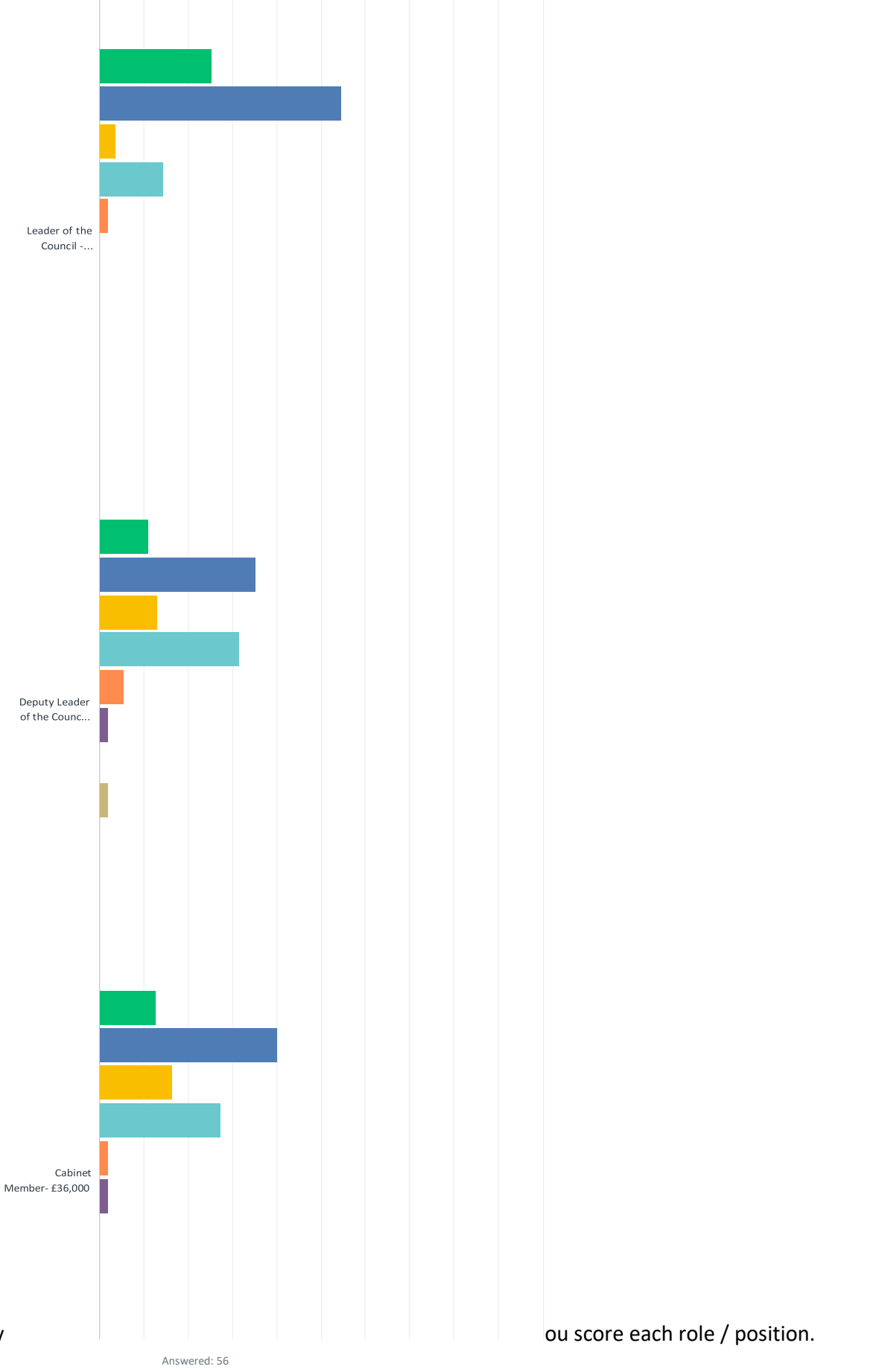
Q6 If you are able to, please indicate an appropriate level £:

Answered: 36
 Skipped: 20

#	RESPONSES	DATE
1	I think that the amount is acceptable, however a little more would allow me to have a bit more flexibility with my day job.	2/28/2022 8:38 AM
2	£14,000	2/26/2022 10:12 PM
3	My suggestion would be £15,000. However, I note that Councils do not usually accept such recommendations.	2/25/2022 3:56 PM
4	I know it's an allowance rather than a salary but considering the hours I put in it would be below the minimum wage. I have not been a councillor before and am surprised the level or work and time commitment required to do a good job. If things weren't difficult enough for members who also work with daytime meetings, due to tax working age members are further penalised. This is not encouraging younger candidates to come forward.	2/25/2022 2:46 PM
5	£12000 plus public sector pay increase levels since last assessment	2/24/2022 10:46 AM
6	£15,000	2/22/2022 4:57 PM
7	Per month net of TAX £1000 minimum, due to tax I only get £700.	2/21/2022 11:58 PM
8	I thought that was the point of an independent panel?	2/21/2022 7:03 PM
9	I think the present level is about right - although as I have already said very difficult to assess because some councillors do far more than others and personal circumstances vary wildly. But whilst some may deserve more, I wouldn't want to have to sell that particular argument to the voters.	2/21/2022 6:36 PM
10	12k	2/21/2022 4:10 PM
11	12,000	2/20/2022 11:02 PM
12	£15,000	2/20/2022 3:21 PM
13	£13000	2/20/2022 3:17 PM
14	14000	2/18/2022 4:39 PM
15	£15,000 to £20,000	2/17/2022 1:06 PM
16	15/16k	2/17/2022 11:13 AM
17	£14k	2/16/2022 10:39 PM
18	I am fortunate to be a busy councillor whilst at the same time earning fees from my 51 years involvement with the Financial Services industry. For most of this time I have been an Independent Financial Adviser [IFA], more recently I have taken on the role of Ambassador. As such I am paid on an hourly rate. This varies but has been as high as £350 per hour. My "Council roles" are closer to £8.50 per hour - below the minimum wage! I am in favour of higher allowances BUT ONLY where members can demonstrate extra workloads or responsibilities. Vice chair roles or select working parties could be good examples.	2/16/2022 2:33 PM

19	15000	2/15/2022 3:59 PM
20	14,000	2/15/2022 1:36 PM
21	I'm in the Opposition and I don't chair any committees apart from Liaison Committees so I only get the basic allowance. This doesn't cover the work I do as a councillor but it does help to off-set my loss of income due to council work/obligations. I'm self-employed and my council allowance does help off-set my loss of earnings but does not cover the actual work/hours I put in.	2/15/2022 1:24 PM
22	Difficult to put an exact figure on how the extra time and extra use of own-office for council business should be calculated, but at the very least it should go up with the predicted 7.5% inflation, and it also needs to take into account the extra usage because of remote meetings. If we had to revert to previous arrangements the public purse would be picking up the much higher expense of mileage as members would have to drive to County Hall for all meetings	2/14/2022 4:34 PM
23	£15K	2/14/2022 12:00 PM
24	£13,000	2/11/2022 9:18 PM
25	I believe it to be largely appropriate, but would support a modest increase to, say, £15,000, recognising some of the work can be onerous and quite distressing. It is a different question whether larger allowances would attracted a wider range of the population - I don't know if there is any evidence of this.	2/11/2022 3:59 PM
26	£13,000	2/11/2022 3:40 PM
27	£18k but should be pensionable (I know that is no longer permitted)	2/11/2022 3:20 PM
28	13500	2/11/2022 2:21 PM
29	2.4 inflation ?/	2/11/2022 2:08 PM
30	15,000	2/11/2022 1:08 PM
31	£18,000	2/11/2022 12:58 PM
32	£15,000.00	2/11/2022 12:18 PM
33	£15,000	2/11/2022 10:55 AM
34	I don't know what would be an appropriate increase. We all work hard to deliver but everyone of our residents feels the squeeze and it's hard to justify Cllr increases if perception is reduction in delivery, no matter what the facts are	2/11/2022 10:54 AM
35	£15-17k	2/11/2022 10:30 AM
36	15,000	2/11/2022 10:29 AM

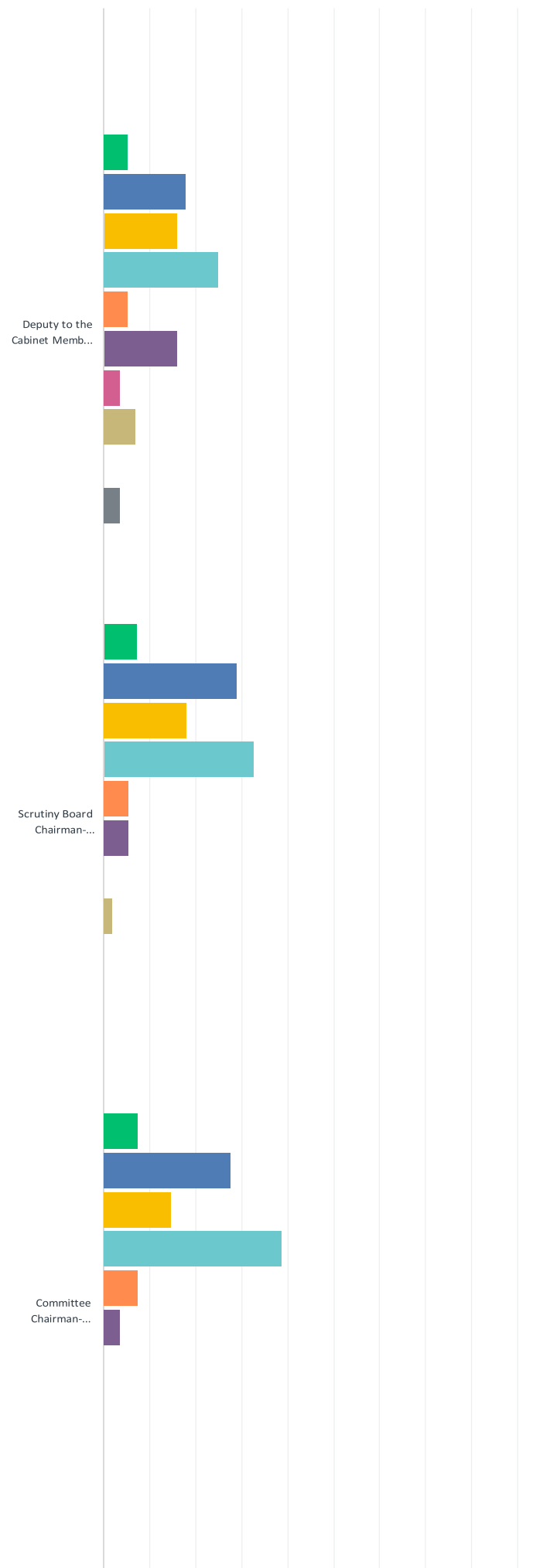
Q7 Special Responsibility Allowances (SRAs) are currently paid as follows: To assist the Panel to produce a more consistent group of

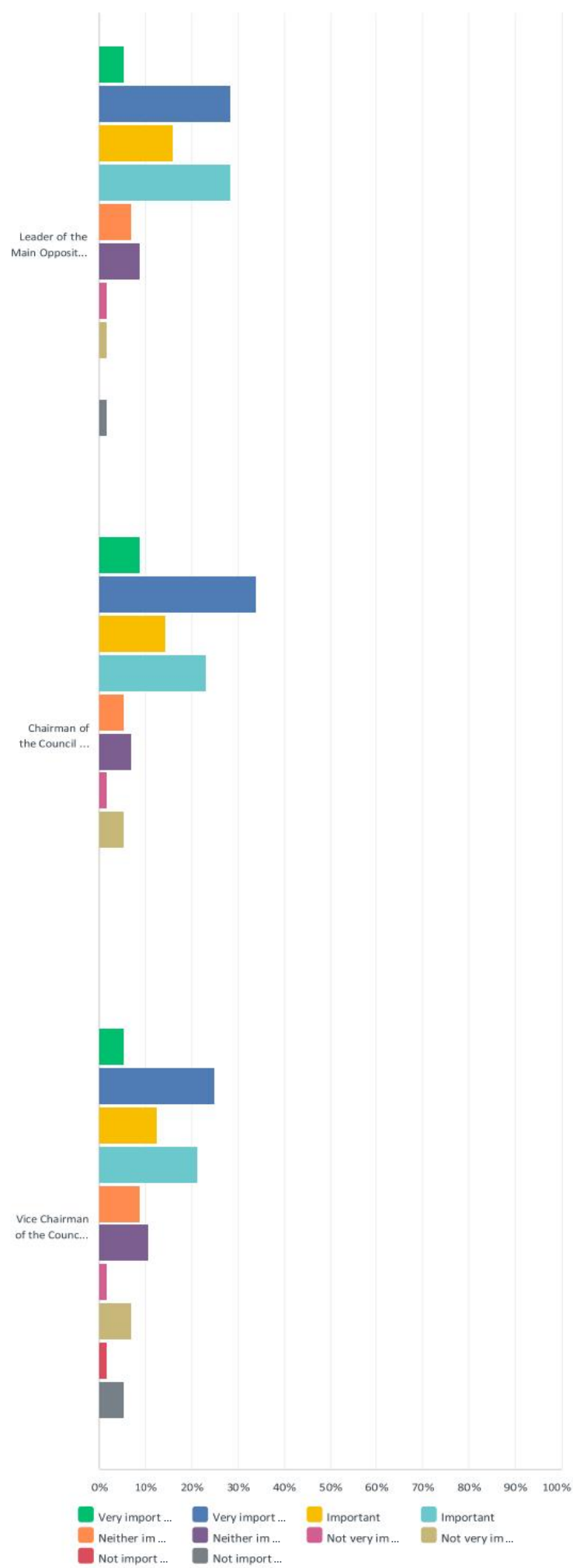


allowances, please can y

ou score each role / position.

Answered: 56

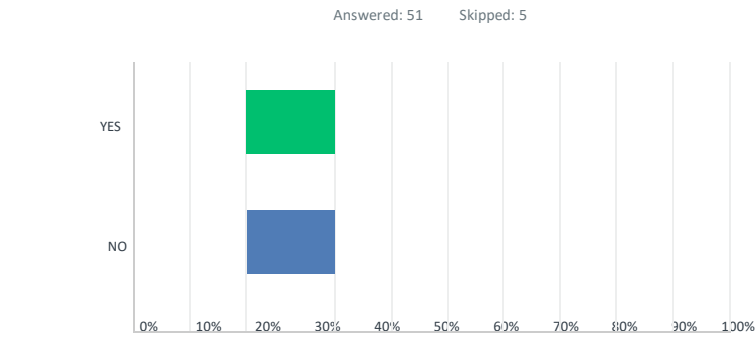




	VERY IMPORTANT	VERY IMPORTANT	IMPORTANT	IMPORTANT	NEITHER IMPORTANT OR NOT IMPORTANT	NEITHER IMPORTANT OR NOT IMPORTANT	NOT VERY IMPORTANT	NOT VERY IMPORTANT	NOT IMPORTANT AT ALL
Leader of the Council - £54,000	25.45% 14	54.55% 30	3.64% 2	14.55% 8	1.82% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Deputy Leader of the Council - £42,000	11.11% 6	35.19% 19	12.96% 7	31.48% 17	5.56% 3	1.85% 1	0.00% 0	1.85% 1	0.00% 0
Cabinet Member- £36,000	12.73% 7	40.00% 22	16.36% 9	27.27% 15	1.82% 1	1.82% 1	0.00% 0	0.00% 0	0.00% 0
Deputy to the Cabinet Member- £12,000	5.36% 3	17.86% 10	16.07% 9	25.00% 14	5.36% 3	16.07% 9	3.57% 2	7.14% 4	0.00% 0
Scrutiny Board Chairman- £16,200	7.27% 4	29.09% 16	18.18% 10	32.73% 18	5.45% 3	5.45% 3	0.00% 0	1.82% 1	0.00% 0
Committee Chairman- £13,500	7.41% 4	27.78% 15	14.81% 8	38.89% 21	7.41% 4	3.70% 2	0.00% 0	0.00% 0	0.00% 0

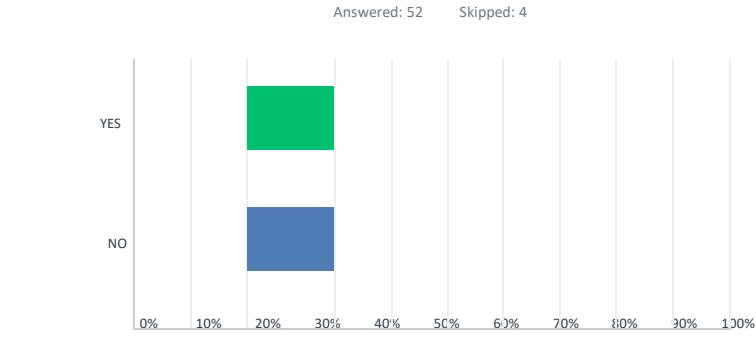
Leader of the Main Opposition Group£16,200	5.36% 3	28.57% 16	16.07% 9	28.57% 16	7.14% 4	8.93% 5	1.79% 1	1.79% 1	0.00% 0
Chairman of the Council - £21,600	8.93% 5	33.93% 19	14.29% 8	23.21% 13	5.36% 3	7.14% 4	1.79% 1	5.36% 3	0.00% 0
Vice Chairman of the Council- £10,800	5.36% 3	25.00% 14	12.50% 7	21.43% 12	8.93% 5	10.71% 6	1.79% 1	7.14% 4	1.79% 1

Q8 Would you like to see any of these changes made to these allowances?



ANSWER CHOICES		RESPONSES
YES		49.02% 25
NO		50.98% 26
TOTAL		51
#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Do the deputy cabinet members need such a big allowance - Also the chairman and vice chairman	2/28/2022 8:23 AM
2	I was unaware the Chairman and LoTO received funds. How is measured as vaule for money? The official opposition didn't even put forward an alternative budget this year	2/25/2022 2:54 PM
3	Tied to public sector pay increases since last settlement	2/24/2022 10:48 AM
4	Deputy Cabinet -should be £18,000 -half of Cabinet Member	2/22/2022 5:01 PM
5	Leader of the opposition	2/21/2022 11:59 PM
6	I think the amount spent on senior SRAs compared to "backbenchers" is excessive.	2/21/2022 7:08 PM
7	Whilst many of these positions do carry significant responsibility many do seem to be a little on the high side.	2/21/2022 6:38 PM
8	scrap deputy cabinet members allowances	2/21/2022 10:56 AM
9	In line with a the existing multiplier of the Basic Allowance	2/20/2022 3:18 PM
10	inflation /	2/18/2022 4:44 PM
11	I think Deputy Cabinet Members should be at least benchmarked with a Committee Chairman, possibly Scrutiny Chairman.	2/17/2022 5:19 PM
12	More parity with industry and Public sector roles	2/17/2022 1:09 PM
13	See my comments about hourly rates paid. It is my experiance that all will be below the members normal successful earning capacity.	2/16/2022 2:33 PM
14	lower for vice chair positions	2/16/2022 2:20 AM
15	It is important that these truly reflect the amount of time they each require	2/14/2022 4:43 PM
16	Chairman and vice chairman of Council increase to £25K and £12.5 Committee Chairman £15KK	2/14/2022 12:09 PM
17	As a previous Leader of the Opposition now the third largest party, my workload hasn't changed. I have chaired CP&SC in the chairs absence, I sit on the Senior Management Employment Committee (appointing Exec Directors etc)	2/11/2022 9:30 PM
18	Alloances have been unchanged to several years, but workloads have increased	2/11/2022 4:03 PM
19	Comittee Chairman do not receive £16200 they receive £13,500	2/11/2022 3:43 PM
20	The role of leader of the opposition and chairman of the main scrutiny cttee should be separated	2/11/2022 2:23 PM
21	Is a full time job with huge responsibilities.	2/11/2022 1:10 PM
22	Axe deputy cabinet members SRA	2/11/2022 12:20 PM
23	The chairman seems overpaid compared to the other allowances	2/11/2022 12:04 PM
24	The disparity between cabinet members and deputies is too great. Some deputies have considerable responsibility and time commitments	2/11/2022 11:29 AM

Q9 Would you like to see any new SRAs introduced?



ANSWER CHOICES	RESPONSES
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YES	44.23%	23
NO	55.77%	29
TOTAL		52
#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Opposition group leaders allowance in line with other councils.	2/28/2022 8:23 AM
2	Councillors who have parish councils have a greater work load	2/25/2022 2:54 PM
3	A small addition for Deputy Scrutiny Chairs	2/24/2022 10:48 AM
4	Climate Czar	2/22/2022 5:01 PM
5	Vice Chairs of Committees	2/21/2022 11:59 PM
6	In normal circumstances, the Leaders of all opposition groups have similar workloads e.g. they all attend the same meetings. At the moment, we have a "main opposition group" leader who does not regard himself as "Leader of the Opposition" i.e. shouldn't have an SRA more than any other opposition leader.	2/21/2022 7:08 PM
7	Chair YSG	2/21/2022 4:14 PM
8	Vice Chairmen of Committees should be remunerated.	2/17/2022 5:19 PM
9	An allowance for all group and deputy group leaders, not just one opposition party.	2/16/2022 10:42 PM
10	Consideration to proper "additional" roles where no reward at moment.	2/16/2022 2:33 PM
11	Group Leaders and Deputies	2/15/2022 4:01 PM
12	Vice Chairman of Committees, there is a level of workload including support of the Chairman that currently goes unrecognised.	2/15/2022 1:38 PM
13	Maybe some consideration should be given to Vice Chairs of Committees because of the extra preparation time involved, the various meetings with the Committee Clerk and the need of being on stand-by.	2/14/2022 4:43 PM
14	Local highways Panel and Youth Strategy Group	2/14/2022 12:09 PM
15	Opposition parties GLs to receive a SRA in proportion to the relative size of their group. A smaller SRA for deputy opposition GLs	2/11/2022 9:30 PM
16	Chairman of the LHP is not remunerated. However, the amount of work is, in many cases, high requiring liaison with Highways Officers as well as chairing the meetings	2/11/2022 4:37 PM
17	I believe that non working independent people on Pension Board and Committee should receive a small allowance as do the people doing this review	2/11/2022 3:43 PM
18	Leaders of smaller opposition groups at a percentage according to no of members in trhe group	2/11/2022 2:23 PM
19	The committees take up a considerable amount of time, so there might be an allowance for membership of them rather than just for the chair	2/11/2022 12:04 PM
20	Some members are required to be governors or trustees on official outside bodies. Many of these carry a legal liability and involve a considerable time commitment. Such appointments should attract a small remuneration. eg £2-5k per appointment	2/11/2022 11:29 AM
21	Perhaps look at Vice chairs remuneration	2/11/2022 10:56 AM
22	vice chair to scrutiny	2/11/2022 10:30 AM

Q10 Dependent Carers' Allowance - Reimbursed at the following rates:-

Childcare £8.21 per hour

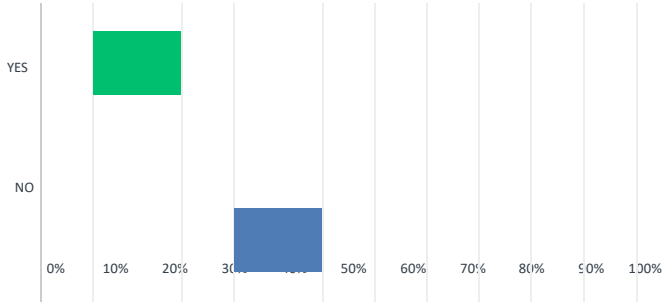
Older People £13.06 per hour

Physical or Sensory Impairment £12.97 per hour

Learning Disability £13.55 per hour.

Would you like to see any changes to this allowance?

Answered: 52 Skipped: 4

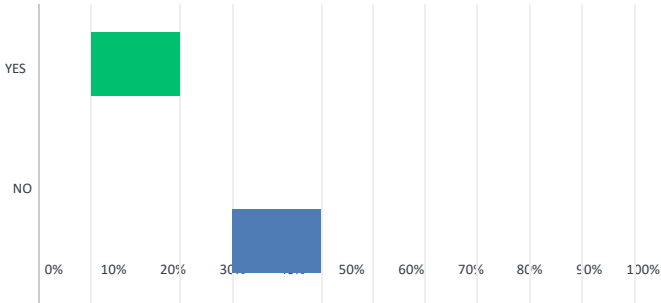


ANSWER CHOICES		RESPONSES
YES		34.62% 18
NO		65.38% 34
TOTAL		52
#	IF YES, PLEASE INDICATE RATE AND SEASON:	DATE
1	Tied to public sector pay increases since last review	2/24/2022 10:48 AM
2	I'm saying yes because I think they should be related to actual costs, whatever they are. Also, the permissible recipients childcare allowance should be generously interpreted - it's not possible to get a registered childminder for ad hoc meetings; they usually require ongoing contracts.	2/21/2022 7:11 PM
3	Childcare allowance increased in accordance with Real Living Wage.	2/21/2022 6:39 PM
4	In line with inflation since they were last determined	2/20/2022 3:19 PM
5	The childcare looks low	2/17/2022 1:10 PM
6	Needs to reflect current market conditions such as recruitment issues	2/17/2022 11:16 AM
7	Cost of living increase	2/16/2022 10:43 PM
8	Should have some sort of index linked to the real costings	2/16/2022 2:34 PM
9	increase for childcare	2/16/2022 2:21 AM
10	They should all reflect inflation	2/14/2022 4:44 PM

11	Increase by 5% at least	2/11/2022 9:30 PM
12	I was unaware of these. Although blind I am not aware of ever being briefed about them.	2/11/2022 4:04 PM
13	All should be at or exceed the Living Wage	2/11/2022 3:22 PM
14	to cover inflation	2/11/2022 1:51 PM
15	childcare to living wage	2/11/2022 1:05 PM
16	Increase in line with inflation	2/11/2022 1:00 PM

Q11 The current scheme of travel allowances are linked to those recommended by HMRC. The current subsistence allowances are linked to those paid to officers. Do you have any comments on the current scheme for Councillors?

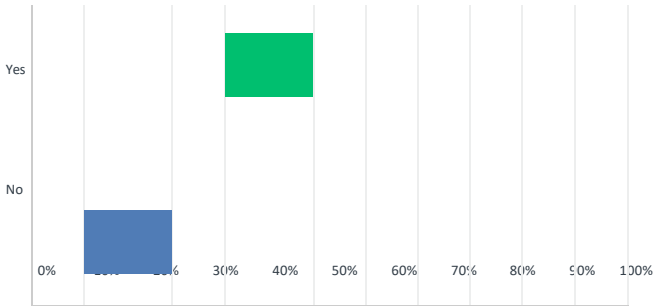
Answered: 56 Skipped: 0



ANSWER CHOICES		RESPONSES
YES		21.43% 12
NO		78.57% 44
TOTAL		56
#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	More incentives to use sustainable transport	2/26/2022 7:15 AM
2	Feel allowances are broadly ok but it should be recognised many councillors don't choose to claim them - but this should be a matter of choice.	2/21/2022 6:41 PM
3	Millage allowance has not been reviewed for many years by HMRC and is not adequate.	2/20/2022 3:25 PM
4	the cost of travel has gone up	2/18/2022 4:49 PM
5	No problem with payment as long as transparent and at market rates.	2/16/2022 2:36 PM
6	I don't claim travel expenses as I think they should be covered in the allowance	2/15/2022 1:29 PM
7	Petrol and electricity have risen enormously since the rates were set and this should be taken into consideration	2/11/2022 3:44 PM
8	it is absurd that subsistence cannot be claimed in the County. Daft that I can claim in Ilford but not Clacton	2/11/2022 2:29 PM
9	I do not claim travel	2/11/2022 2:10 PM
10	I never claim any	2/11/2022 1:06 PM
11	Current allowance does not reflect increase in fuel costs etc	2/11/2022 11:32 AM
12	More mileage for other duties should be included	2/11/2022 10:32 AM
13	this needs to be increased	2/11/2022 10:32 AM

Q12 Parental Leave Policy for Councillors. Would you be supportive of a Parental Leave Policy for Councillors?

Answered: 54 Skipped: 2



ANSWER CHOICES		RESPONSES
Yes		68.52% 37
No		31.48% 17
TOTAL		54

Q13 If you have any other comments on Members’ Allowances, please detail below:

Answered: 14 Skipped: 42

#	RESPONSES	DATE
1	I am grateful for this opportunity as reviewing members allowances is fraught with political risk. I think it would be fair if a level was set and tied to public sector pay increases thereafter.	2/24/2022 10:50 AM

2	Whilst I agree that there should be an equal pay for all Councillors. Not all non executive Councillors have the same role. For example a Councillor with a large Rural Division like mine is subject to over 10 Parish Councils. All of whom expect attendance at every meeting. This is simply not possible but the volume of case work is extraordinary compared with that of a Councillor with a shared division or one/two Parishes. In order to be an effective Councillor I have to attend these meetings. They are lengthy and produce large volumes of work. One could argue that this function alone is twice as busy as the evening commitments of a District Councillor. Therefore I believe there should be one of remuneration payments for attendance to these meetings. This is to a) Improve Attendance at these meetings which improves democracy 2) A financial reward/incentive to attend on weeks when you may already be busy c) to provide a sense of appreciation for your service d) To attract people with a greater experience to enter local politics who may be put off by the lack of remuneration in this area. Whilst I understand that members can choose the level of involvement in their community - I believe that attendance at Full Parish Council meetings is an expectation as per the Agendas of the meetings which therefore has an uncoded expectation which I believe should have a variable remuneration in recognition of the work. This could be reimbursed similarly to how the airline industry calculates "Flight Pay". This measure can be monitored by submitting minutes which prove attendance.	2/22/2022 12:11 AM
3	A parental leave policy should allow someone to step away from an SRA role and have a right to return, the same as employees do.	2/21/2022 7:13 PM
4	no	2/21/2022 4:15 PM
5	Good questionnaire. Thanks for opportunity to complete. How do I obtain a copy of this submission?	2/16/2022 2:36 PM
6	The SRA for the opposition leader appears appropriate. But the NAG does not act particularly as an opposition, that role of deeper challenge appears to fall to the Labour and Lib Dem parties. SRAs should place a value on those roles (at present none). As individuals, most members will be driven by public service. No reward. But for many the hourly rate would not be special. Before they fund their in year information and leaflets campaigns and party expenses. This digs deep into allowances. If we are to encourage residents to stand and members to stay and stand we need to ensure we strike a balance that considers the likely net allowance (post tax and tithes and expenses). Lest we keep this as a time and energy consuming role, that however honourable provides very little financial acknowledgment or incentive. And is only possible for the already comfortable and or retired.	2/15/2022 4:10 PM
7	None	2/15/2022 1:39 PM
8	Personally, I don't claim any expenses in addition to my allowance as I think those expenses should come out of the allowance	2/15/2022 1:29 PM
9	councillors role shouldn't be looked as a job ,i became a councillor to help my community not earn a wage	2/15/2022 9:10 AM
10	I believe MA are quite sufficient	2/15/2022 8:48 AM
11	It would be really useful to understand the way in which the IRP formulate its decisions and what it considers when preparing the final report. During my working life I had to pay staff to step in every time council business required me during the day time, which applies to all of ECC commitments. And also to understand if consideration is given when members have to pay for someone to attend to their garden, general DIY, and any other expenses because of not having the time to do these.	2/14/2022 4:51 PM
12	None	2/14/2022 12:19 PM
13	Allowances are a thorny issue politically but a modest increase can be justified in view of the time of the last increase	2/11/2022 9:33 PM
14	I think we are adequately remunerated but that allowances should be slightly raised to reflect the general level of RPI over the years. When I was elected first, it was under a scheme of 2004, since when has been 70% inflation. The basic allowance has risen <30%	2/11/2022 2:29 PM

Comparative information.

Council name	Type of council	County area	Population	Travelling/mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance	Carers' allowance	IT allowance	Any other allowances	Maternity/parental leave
Buckinghamshire Council	Unitary	Buckinghamshire	546,033	45	20	Breakfast (more than 4 hours away before 11am): £6.50 Lunch (business journeys entailing working away from normal place of work between 12 and 2pm): £9 Dinner (can be claimed when required to work outside of usual rostered requirements and away from usual place of work after 8.30pm): £11.50 Per Night when staying away from usual place of residence: Reasonable overnight rate.	The maximum rates at which dependent care may be claimed is: £8.21* per hour for child care *National Living Wage to be linked to changes at national level (£8.21 as of 1 April 2019 for an over 25) Actual cost per hour for adult/elderly/disabled dependent care, to be paid at the discretion of the Monitoring Officer.	0	0	n/a
East Sussex County Council	County	East Sussex	555,000	45p	20p	0	Actual cost up to £10 per hour	0	N/a	Policy to be considered for approval in September
Hampshire County Council	County	Hampshire	1,389,200	45p per mile for the first 10,000 miles, 25p per mile thereafter	20p per mile	Not financially defined. Only applicable in respect of approved duties.	Dependent carers allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £20.80 per hour). Childcare allowance is payable at the NLW hourly amount for age 23 and over.	IT equipment is provided. No allowance.	N/A	N/A

Council name	Type of council	County area	Population	Travelling/mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance	Carers' allowance	IT allowance	Any other allowances	Maternity/parental leave
Kent County Council	County	Kent	1,581,600	45p per mile for the first 10,000 miles and 25p a mile thereafter.	0	These are not normally reimbursed. Hotel accommodation should be booked through Officers. Any other reasonably unavoidable costs related to overnight stays, excluding normal subsistence, will be reimbursed on production of a receipt.	Members who incur expenses themselves in respect of care responsibilities for 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 Council duties, up to a maximum of £12.66 per hour for each dependent child or adult. Money paid to a member of the Members' household will not be reimbursed. In the case of an allowance for the care of a dependent relative, the relative must reside with the Councillor, be dependent on the Councillor and require constant care. Subject to the Childcare Voucher Scheme's standard terms and conditions*, any Member may, if they wish, sacrifice a portion of their Basic Allowance for Childcare Vouchers which are not subject to tax and national insurance deductions. (a) * For reference these terms and conditions include (but are not limited to): i. The childcare provider must be OFSTED registered. ii. The children must be aged between 0 and 16. iii. A sacrifice agreement would need to be signed. iv. The amount that can be sacrificed varies depending on whether the applicant is a basic, higher or additional rate taxpayer.	0	0	Managed by Political Groups
Oxfordshire County Council	County	Oxfordshire	696,880	45p per mile for first 10,000 miles (25p per mile thereafter)	20p per mile	Actual cost up to the maximum level of: Breakfast - £6.88 Lunch - £9.50 Evening meal - £11.76 Overnight accommodation – actual cost up to maximum level of £132.03 Receipts must be provided. Breakfast can be claimed if you need to be away from home for an "approved duty" before 7am. Lunch can be claimed if carrying out approved duties over the lunch period of 12-2pm where lunch is not provided. The cost of an evening meal, up to the allowance level, can be claimed if an approved duty continues through the day and means you are still away from home after 8.30pm (where a meal is not provided) e.g. overnight stay for an authorised conference where an evening meal is not provided.	Childcare - actual cost up to £6 per hour Care for an adult dependent relative - actual cost up to £17 per hour Receipt/statement from the care provider to be submitted with the claim.	N/A Councillors are provided with a laptop upon request	Co-Optees' Allowance (Chairman of Audit Working Group) £6,608.88 Locality Meeting Chairman £ 550.74 Police and Crime Panel member* £ 1,652.22 Police and Crime Panel chairman*# £ 6,608.88 Police and Crime Panel vice-chairman* £ 3,304.44 * Allowance only payable if the postholder is not a Cabinet Member	N/A

Council name	Type of council	County area	Population	Travelling/mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance	Carers' allowance	IT allowance	Any other allowances	Maternity/parental leave
Surrey County Council	County	Surrey	1,200,000	45p (25p for mileage over 10,000)	20p	Breakfast £5.30 Lunch £7.25 Tea £2.90 Evening Meal £9	Reimbursement of actual costs incurred	IT provided by the council.	Members are authorised to purchase one item, up to the value of £20, in one financial year without prior authorisation from Democratic Services. An example item could be a protective case for their IT equipment.	n/a
West Sussex County Council	County	West Sussex	858,852	£0.45	£0.20	Breakfast = £6.65, Lunch = £9.15, Dinner = £11.34, Hotel = £107.91	Childcare support - up to £3,621 per annum at up to £9.50 an hour. Dependant Carer's Support - up to £7,654 per annum at up to £20.53 an hour.	No allowance, but all members receive a standard laptop with either handset or headphones for telephone calls.	Member of the Fostering Panel - £3,640. Adviser to a Cabinet Member - £4,397 (Advisers will only receive the SRA if the terms of reference for their role is judged by the Director of Law and Assurance to be at least 50% independent of the Cabinet Member, as agreed by the Cabinet Member when the Adviser is appointed).	If a member notifies the Council that they are taking Parental or Special Leave in accordance with the Council's Parental Leave or Special Leave policies, the member remains entitled to the basic allowance.

Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief	Date current allowances were approved?	Date of your next review	Have your allowances been updated	Have you	If 'yes' please detail	How did you recruit your Independent Remuneration	What rate of pay do Independent Remuneration	Please detail any recent changes to the structure within your authority (including number and/or	Is the Leader	Please detail the number of hours your	Please detail any significant	Please detail the size and composition of your authority's
Buckinghamshire Council	Unitary	Buckinghamshire	546,033	IRP suggested using a multiplier of the basic allowance, e.g. Leader would be 3.5 x BA however Council agreed levels slightly	27/02/2020	31/03/2024	Updated	Yes	Allowances shall be adjusted annually by an amount equivalent to the officers' annual pay	Recruited from legacy councils where they were appointed through advertisement online and	200 p.a.	Became a unitary authority on 1 April 2020 - Buckinghamshire Council. There were previously 5 councils - Aylesbury Vale District Council, Buckinghamshire County Council, Chiltern District Council, South Bucks	Yes	30	New council so SRAs set from scratch.	Six Select Committees / 15 members on each membership is politically proportional: <ul style="list-style-type: none"> Children and Education.

Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief	Date current allowances were approved?	Date of your next review	Have your allowances been updated	Have you	If 'yes' please detail	How did you recruit your Independent Remuneration	What rate of pay do Independent	Please detail any recent changes to the structure within your authority (including number and/or	Is the Leader	Please detail the number of hours your	Please detail any significant	Please detail the size and composition of your authority's
				different which had no definitive calculation method.					award. Adjustment to the Scheme of allowances by indexation is limited to a maximum period of four years (to 31 March 2024), however members may request the IRP to review allowances at an earlier time.	newspaper and through contacting neighbouring authorities and local respected businesses.		District Council and Wycombe District Council				Communities and Localism. • Finance and Resources. • Growth, Infrastructure and Housing. • Health and Adult Social Care • Transport, Environment and Climate Change
East Sussex County Council	County	East Sussex	555,000	Based on previous calculations and taking into account relevant changes	10/11/2020	12/10/2021	Updated	Yes	Index linked to managers pay award	ESCC website	£35 per hour	N/a	30	25	None	2 Scrutiny committees each with 11 members
Hampshire County Council	County	Hampshire	1,389,200	Varies for different SRAs. A number are following recommendation from the IRP. Minority Group Leader (minimum 4 in Group) £353 x number in group (including Leader) plus £6,362. Minority Spokesperson (minimum 8 in	25/02/2021	17/02/2022	Other (please specify)	Yes	To rise in accordance with the LG Pay Award.	Local press and through our website.	£723	Independent Group increased from 2 to 3 Members.	Yes	Varies according to portfolio.	N/A.	Policy and Resources (14), Children and Young People (16), Culture and Communities (14), Economy, Transport and Environment (14) and Health and Adult Social Care (16). Currently operating joint Health Overview and

Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief	Date current allowances were approved?	Date of your next review	Have your allowances been updated	Have you	If 'yes' please detail	How did you recruit your Independent Remuneration	What rate of pay do Independent	Please detail any recent changes to the structure within your authority (including number and/or	Is the Leader	Please detail the number of hours your	Please detail any significant	Please detail the size and composition of your authority's
				Group) 20% of Cabinet Member SRA plus £108 x number in Group												Scrutiny Committee (7).
Kent County Council	County	Kent	1,581,600	a percentage of Leader's SRA	10/09/2020	27/05/2021	Updated	Yes	"from 2018/19 onwards, an annual increase be applied to the Basic Allowance, Special Responsibility Allowances and Carer's Allowance that is index-linked to the total staff pay progression pot agreed for the previous financial year and expressed as a percentage"	currently advertising for new intake - KCC website and local recruitment media outlets	£100 per day (pro rata for part of day) and travel expenses when required to do any duties	0	Yes	full time	0	Members: 13 Members: Conservative: 9, Liberal Democrat: 2, Labour: 2; plus, Church representatives: 3; Parent Governors: 2. (Church representatives and Parent Governors have voting rights for relevant education items only).
Oxfordshire County Council	County	Oxfordshire	696,880	The current Scheme was not calculated on a percentage basis. However, the most recent report to Council, which was not adopted, was based on a	08/12/2020	31/03/2022	Council agreed a status quo Scheme of Allowances for 2021/22 for any unchanged aspect with the	Yes	Index linked to the Local Government Pay Award for staff	Our own website, reaching out to local partners and district councils. We also approached retired officers who	£300 per review to a maximum of £1,500	As of May 2021, Oxfordshire is under new administration; the Fair Deal Alliance consisting of Liberal Democrats, Labour and the Green Groups of the Council. The Council (63 seats) is currently made up as follows: Conservative - 22 Liberal Democrat - 21 Labour -	Yes	Estimated between 25 - 37 hours per week	None - see earlier replies	The new Administration have decided that there losing PSC but will have Performance and Corporate Service Scrutiny Committee.

Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief	Date current allowances were approved?	Date of your next review	Have your allowances been updated	Have you	If 'yes' please detail	How did you recruit your Independent Remuneration	What rate of pay do Independent	Please detail any recent changes to the structure within your authority (including number and/or	Is the Leader	Please detail the number of hours your	Please detail any significant	Please detail the size and composition of your authority's
				percentage of the Leaders allowance. The Allowance Scheme is to be reconsidered by the new Council elected in May 2021, during the year 2021/2022			proviso that the newly elected Council after May 2021 is asked to revisit the matter during the 2021/22 Council Year.			would have the necessary skills, as well as existing volunteers working with the organisation.		15 Green - 3 Other - 2				We will also lose Education Scrutiny Committee to be absorbed by People Scrutiny Committee. A new Place Scrutiny Committee will be established, which will deal with highways and infrastructure. Each of these committees will have 9 Members, including the Chairs. The HOSC and Horton HOSC Committees will remain.
Surrey County Council	County	Surrey	1,200,000	No specific formula	01/04/2021	01/07/2024	Updated	Yes	The Basic Allowance is adjusted annually on 1 April in line with the Consumer Price Index from the previous September.	Surrey website, Jobs Go Public, Reed, Indeed, LG Jobs, LinkedIn and the Guardian	Chairman £1500, other Panel Members £1000 (per review)	The political composition of the Council is currently: 47 Conservative, 16 Residents' Associations/Independents, 14 Liberal Democrats, 2 Labour and 2 Green.	Yes	36	N/A	4 Scrutiny Committees, 12 on each
West Sussex County Council	County	West Sussex	858,852	Evaluation of levels of responsibility (based on know-how, level of problem-solving and degree of accountability),	21/05/2021	01/05/2024	Updated	Yes	Basic, SRA and carer's allowance linked to staff pay award and subsistence allowances linked to CPI	In a local paper and on the county council website.	Travel expenses only	Following the 2021 elections the make-up of the Council is: - Con 47, Lib Dem 10, Labour 9, Green 1, Independent 1, Local Alliance 1, 1 vacancy (was Con)	Yes	Varies, but mostly 50 hours a week (including local member role)	None since last change in 2017.	All scrutiny committees are politically proportionate. Children & Young People's Services Scrutiny Committee (12

Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief	Date current allowances were approved?	Date of your next review	Have your allowances been updated	Have you	If 'yes' please detail	How did you recruit your Independent Remuneration	What rate of pay do Independent	Please detail any recent changes to the structure within your authority (including number and/or	Is the Leader	Please detail the number of hours your	Please detail any significant	Please detail the size and composition of your authority's
				plus time commitment. Hay know-how points methodology was used and a public sector discount was then applied. A comparison was done with similar roles in other local authorities as a sense-check.					each year. Mileage based on HMRC rate.							councillors, 4 co-optees from school governors and religions for education matters) Communities, Highways and Environment Scrutiny Committee (12 councillors) Fire & Rescue Services Committee (7 councillors) Health & Adult Social Care Scrutiny Committee (12 councillors, 7 district/borough councillors, 1 healthwatch representative) Performance & Finance Scrutiny Committee (15 councillors).

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26. Members Allowances Scheme

26.1 The Scheme

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 13 July 2022.

26.2 Definitions

In this Scheme,

'Approved Duties' are those set out in Appendix 1;

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

'Council' means the Essex County Council;

'Deputy Cabinet Member' means a Member appointed by the Leader as a deputy to a Cabinet Member;

'Sub-Committee' means, unless the context otherwise requires, a sub-committee, group, panel or Task and Finish Group formally constituted by a committee;

'The County of Essex' means the ceremonial county of Essex (i.e. the area covered by Essex County Council and the two unitary authorities of Southend and Thurrock); and

'year' means a period of 12 months ending with 31 March.

26.3 Payment of Allowances

Allowances shall be paid as set out in Appendix 2 to this Scheme.

26.4 Suspension of Allowances

Where a Member has been convicted of any offence and has had been given a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, the Council shall suspend any part of any Allowance from the date of sentence. Such suspension shall remain in force until such time as section 80 of the Local Government Act 1972 (disqualification for election and holding office as member of a local authority) takes effect. Where an application for leave to appeal or the appeal is finally disposed of or abandoned or succeeds by reason of the prosecution determining that the conviction and/or sentence should be quashed, or reduced so as to fall outside the remit of section 80, the Council shall reimburse to the

Member those amounts of allowance suspended to be included with the next available payment date.

26.5 Loss or damage to vehicles

The Council shall not be responsible for any loss or damage to any vehicle whilst being used by a Member during the course of their duties or parked on the Council's property.

The Council shall provide limited insurance through the in house insurance fund to protect Members 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 Duties, Members have a claim or claims upon their own motor insurance and, without any fault on the part of the Member, suffer a loss of no claims bonus. The maximum amount payable to any one Member consequent upon loss of bonus arising from claims in any one year of insurance is £500.

26.6 Reimbursement of Dependent Carers costs

Reimbursement of expenditure incurred by Members

- (i) in providing child care arrangements; and/or
- (ii) on professional care for elderly, sick or dependant relatives;

to facilitate their attendance at Approved Duties of the Council is provided in accordance with Appendix 2 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.

Appendix 2 to this Scheme shall apply subject to any relevant regulations.

26.7 Part-Year Entitlements

The entitlements of a Member to allowances where, in the course of a year, this Scheme is amended or that Member becomes, or ceases to be, a Member, 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 Member is eligible.

The term of office of a Member shall begin on the day on which the Member makes a declaration of acceptance of that office under Section 83(1) of the Local Government Act 1972 and shall end when they cease to be a Member.

26.8 Co-opted Members of Committees Allowances

The four Education Co-opted Members may in accordance with the provisions of this Scheme claim travelling and subsistence allowances in respect of attendance at the People and Families Policy and Scrutiny Committee and

Corporate Policy and Scrutiny Committee, or any other Approved Duty authorised by those bodies.

Any Co-Optee to the Pension Strategy Board who is not an employee, officer or member of their appointing organisation and who is not otherwise entitled to payment for time spent on the role is entitled to claim an allowance in accordance with appendix 2.

26.9 Members with a Disability

Members with a disability which restricts their ability to access some types of transport may, to the extent agreed by the Audit, Governance and Standards Committee, claim for specific travel expenses according to their needs.

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

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 is reasonably required shall be provided on request.

In the event of sickness, Members shall provide such information as may reasonably be required to determine eligibility for statutory sick pay and shall, in any case, notify the Head of Democracy and Transparency immediately of any sickness which is likely to prevent any Approved Duty being undertaken.

26.11 Parental Leave

Members are entitled to allowances in accordance with the parental Leave policy as set out at Appendix 3. Members are asked to notify the Head of Democracy and Transparency should arrangements relating to this policy need to be made. Members are not entitled to receive a special responsibility allowance and payment under this policy at the same time.

26.12 Election to Forego

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

26.13 Payments and Claims

Payment of basic allowance, special responsibility allowances, co-optees allowance and parental leave allowance shall be made in instalments of one-twelfth of the amounts specified in the schedule at Appendix 2 as appropriate (subject to paragraph 26.4) on a monthly basis. 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 Member receiving more than the amount to which, by virtue of Appendix 2, 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.

Claims for travelling and subsistence allowances should be submitted monthly via the Council's e-payroll system. Payment will be made direct to a Bank or Building Society account via BACS in accordance with the payment dates which will be notified from time to time.

Claims must be made via the e-payroll, completed in all particulars and backed up by receipts. Members must not claim any allowance unless they are satisfied that the amounts claimed are correct and the duty is an "Approved Duty" for the purpose of the payment of allowances in accordance with Appendix 1. Failure to supply receipts and appropriate detail will result in non-payment of claims. If in exceptional circumstances the necessary receipts or documentation could not be retained a written explanation to that effect should be included and payment may be made at the discretion of the Monitoring Officer or the Head of Democracy and Transparency.

All Members' claims must be checked and approved by the Monitoring Officer Head of Democracy and Transparency, or such other person as they may nominate. Claims made by Cabinet Members, the Chairman or Vice-Chairman, must also be approved by the Monitoring Officer or such other officer as the Monitoring Officer may nominate for this purpose.

Members may not make any claim for any expenses which they have not incurred themselves or which they have claimed or intend to claim from any other organisation.

Members may claim expenses only where they were incurred wholly, exclusively and necessarily in performing their duties for the Council.

A claim under this Scheme for an allowance under this scheme shall include, or be accompanied by, such statement as the council may from time to time required.

Members must make any claim for payment under this scheme promptly and in any event within four months of the date on which the duty in respect of the entitlement to the allowance arises is carried out. Claims submitted for duties undertaken more than four months previously will be rejected.

26.14 Record of Allowances Paid

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 and on the Council's website.

26.15 Publication of Scheme

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.

26.16 Indexation of Allowances

The amount of basic allowance, special responsibility allowance and co-optee's allowance will be annually adjusted on 1 May each year (save in a year in which ordinary elections to the County Council take place when the changes shall take effect from the date upon which newly elected members take their office) in proportion with the change, since the last review, in the Public Sector Pay Index (excluding bonuses) published by the Office of National Statistics.

This clause shall cease to have effect on 11 July 2026.

26.17 Date of Scheme

This Scheme is made by the Council on 12 July 2022.

Appendix 1

Approved Duties

Subject to paragraphs (k) and (l) below, an **"Approved Duty"** is:

- (a) attendance at a meeting of the Council, or of any Committee or Sub-Committee or Joint Committee to which a Member has been appointed (this includes attendance by a named substitute at a meeting even if the member is not required to substitute for another Member);
- (b) 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;
- (c) attendance at a meeting of any Committee or Sub-Committee to which a Member has not been appointed, subject to payment being limited to two such meetings per Member per month;
- (d) attendance by the Chairman of any Committee at a meeting of any Sub-Committee of that Committee, even if the Chairman is not a member of that Sub-Committee;
- (e) attendance at a meeting of any other body to which the Council makes appointments or nominations as set out in Appendix 3, or of any Committee or Sub-Committee of such a body, except where a claim can be made direct to that body;
- (f) 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 Council 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

including any locality briefing, site visit, inspection or similar duty, public consultation meetings on significant matters of policy or service change or attendance at an official opening when a Member is specifically required to attend as the Council's representative;

- (g) a meeting of any association of authorities of which the Council is a member (special arrangements apply for the Local Government Association see paragraph (i) (viii) below);
- (h) duties undertaken on behalf of the Council:

- (i) in connection with the discharge of any function of the Council 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 Council for the attendance of pupils at a special school;
- (i) 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).
- (j) The following duties:
 - (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) reasonable attendances in pursuance of the roles and duties of the Leader of a registered political group;
 - (iv) attendance by Chairmen and Vice-Chairmen at agenda conferences for meetings of Committees or Sub-Committees;
 - (v) attendance at additional meetings by Chairmen and Vice-Chairmen with Chief or other officers to conduct business relevant to the work of their Committee or Sub-Committee;
 - (vi) attendance at seminars, study courses and similar activities that a Member is authorised to attend by the Council, or a Committee or Sub-Committee, or a Cabinet Member, or a Committee Chairman;
 - (vii) attendance as the local County member at town and parish council meetings or associations of such authorities; 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.
- (k) Notwithstanding any other provision of this scheme, the following are not approved duties and no payment shall be made unless the Member has the prior written authority of at least two of the Chief Executive, the Section 151 Officer or the Monitoring Officer:

- (i) where it involves travel outside the United Kingdom of Great Britain and Northern Ireland;
- (ii) where the total cost for the Member is estimated to exceed £500 when only one member is involved; or
- (iii) where the aggregate costs for all the Members is estimated to exceed £1,000 when more than one Member is involved.

Visits include attendance at conferences, seminars and external training courses and the cost of visits include all costs paid by the Council or claimable from it, including the cost of travel, hotel accommodation, conference or course fees and ancillary costs, such as car parking and subsistence.

Details travel approved under this paragraph will be published annually.

- (l) No travel or subsistence allowance shall be paid with respect to a meeting unless the Member has attended the majority of the meeting or for the whole of the discussion of the item in which a Member has a particular interest.

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Appendix 2

Members Allowances Scheme

Basic Allowance

£12,292 per annum

Special Responsibility Allowances

Postholder	Rate	Amount
Basic Allowance (75)	-	£12,292
Leader	450% of basic allowance	£55,314
	As a % of the Leader's allowance	
Deputy Leader	80%	£44,251
Cabinet Member (8)	67%	£37,060
Deputy to Cabinet Member (11)	25%	£13,828
Scrutiny Board Chairman	30%	£16,594
Committee Chairman (8)	25%	£13,829
Leader of the largest opposition group	30%	£16,594
(The SRA for the leader of the main opposition group will be split equally between two or more leaders of opposition groups for the duration of any period of time in which they have an equality of members in the group.)		
Smaller opposition group leaders (for groups which include at least 5% of Members in their Group)	10%	£5,531
Chairman of the Council	40%	£22,126
Vice-Chairman of the Council	20%	£11,063
Co-opted members of Pension Strategy Board (in accordance with paragraph 26.8)		£16.08 per hour to include reasonable preparation time.

Eligibility for more than one Special Responsibility Allowance

No Member shall be eligible to receive more than one Special Responsibility Allowance and a payment under the parental leave policy is treated as a Special Responsibility Allowance for this purpose.

Limit on the Number of Special Responsibility Allowances

No more than eleven members may receive an allowance as a Deputy Cabinet Member.

Further clarification

These allowances are intended to recognise the time devoted by Members to their work relating to the Council, including such inevitable calls on their time as meetings with constituents and political group meetings. It also covers incidental costs (such as the use of their homes, home computer and printer, postage and telephone calls including mobile 'phones) for which other provision is not made.

Telephone / E Mail

Cabinet Members, the Chairman of the Council and the Leader of the Opposition may have access to a laptop and a mobile device. All other Members are entitled to a laptop.

No claims can be made for the cost of broadband connection, or telephone bills whether they are land line, mobile or both.

Stationery

No claims can be made for the cost of printer cartridges, printer paper, envelopes, stamps, pens, files etc. or for any of these to be provided free of charge for use at home.

Travel Expenses

For travel on Approved Duties Members and co-opted Members will be reimbursed at the rates set out below.

Travel by the member's own private car at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently these are 45p per mile for the first 10,000 miles and 25p per mile thereafter. This allowance is also payable for electric vehicles at the same rate. In addition 5p per mile can be claimed for carrying a fellow Member on a business journey.

Travel by motorcycle 24p per mile

Travel by own bicycle 20p per mile.

Travel expenses will be reimbursed for relevant journeys on Approved Duties between premises as agreed for tax purposes. Travel may not be claimed for journeys within their Division other than for the purpose of attending formal meetings.

When claiming mileage for using a motor vehicle, fuel VAT receipts must be provided; the receipt(s) should show that sufficient fuel to undertake the journey(s) was purchased prior to the journey(s) taking place. However, a Member who is registered for VAT and provides a copy of the relevant VAT Certificate to the Democratic Services Team can claim mileage without receipts.

Other travel expenses

Parking fees, public transport fares 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, motorcycle or bicycle 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. All rail travel must be Standard Class.

Air travel and travelling abroad

Air travel is permissible where:

- a journey would take five hours or more 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) 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 economy seats are available.

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

Subsistence Expenses

Approved Duties outside of the County of Essex

Subsistence can only be claimed for approved duties undertaken at locations outside of the County of Essex.

Subsistence will be paid at the same rates as those applying to officers. The rates currently applying are payable where a member is working for at least four hours including time travelling to and from the Member's normal place of residence, and which include the periods of the day specified below:

Breakfast: duty starting before 7:30am	Up to £5.00
Lunch: duty including the period 12 noon to 2:30pm	Up to £10.00

Dinner: duty ending after 8:30pm	Up to £20.00
----------------------------------	--------------

Please note expenditure on alcohol will never be reimbursed and must not be claimed.

A valid receipt will need to accompany any claim.

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 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).	£150.00
Elsewhere in UK	£100.00
Foreign hotels – reasonable, but not luxury class	3 quotes

(These rates determine how much members can claim for hotels booked themselves and are a guide where hotels are booked directly by the Council).

When staying in a hotel it is permissible to claim for certain relevant necessary incidentals such as business telephone calls and faxes against receipts when the equipment provided by the Council cannot be used.

Newspapers, bar drinks, mini bar, hotel video, health and fitness and laundry facilities cannot be claimed.

Hospitality

Council funds should not normally be used for offering hospitality to third parties. If it is likely that a 'typical' member of the public would think that using Council funds to offer hospitality is inappropriate, then it probably is and should therefore not be offered.

In exceptional circumstances Members may be in a position where they are required to provide hospitality (e.g. buying lunch for the purpose of managing the reputation of the Council). The need to incur such expenses must be approved in advance by the authorising officer. In these circumstances there must be appropriate supporting information provided with the claim / P-Card which includes relevant receipts and demonstrates the authorisation given, the reasons for the need to offer hospitality, and the names of those involved (both those of the external body offered the hospitality, and any County Council officers present). It is expected that the subsistence rates would normally apply, although there may be occasions when a higher level of hospitality is appropriate. In these cases, the same rate as that applying to officers is permitted which is currently a maximum of £40 per head, including alcohol. Catering may be provided for formal meetings with external

bodies in certain circumstances, for example, if meetings take place outside of normal office hours.

It should be noted that the office of Chairman incorporates a large element of ceremonial duties which by their very nature will include an expectation of formal hospitality for which a separate budget is allocated and within which it is acceptable.

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 reasonable actual payments to a carer while the Member is on Approved Duties.

For the purpose of this allowance, payment will be made for care provided when the member is undertaking work at home which would be an Approved Duty if it were undertaken at the Council's offices.

The rate payable is based at cost upon production of receipts. In the case of specialist care, reimbursement will be made only where supported by such evidence as the council may require that this type of care is required is necessary.

No payment will be made with respect to care provided by a carer who is a member of the claimant Member's household.

In cases of difficulty either the member concerned or an officer may refer the question to the Audit, Governance and Standards Committee for decision.

A valid receipt will need to accompany any claim.

Unavoidable Fees and Charges

Where a Member is required to register with the Information Commissioner's Office as a data controller the cost of this fee will be met by the Council.

Where a member incurs expenditure with the Disclosing and Barring Service (DBS) with respect to checks arising from requests made by the Council, that expenditure may be claimed subject to the production of evidence of payment.

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 or Member entertaining, including Christmas lunches and other parties;
- Gifts to members of staff or other Members or ex-members of staff or ex-Members;

- Gifts, gratuities or donations of any nature to external bodies or individuals;
- Prizes to staff members or 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 expenses claim system;
- Cards for those officers sitting exams, or "get well" cards;
- Leaving gifts;
- Long service awards; and
- Flowers in respect of bereavements.

Provision of valid receipts

Failure to supply receipts and appropriate detail for any expense will result in non-payment of claims.

No other Allowances are payable

Appendix 3

Parental Leave Policy for Essex County Councillors

The County Council wishes to encourage parents to be represented at all levels of politics.

The purpose of this Policy is to confirm ECC's commitment to supporting members who have or wish to have children in the future and encouraging individuals to stand for election to the Council.

Within this policy, Parental Leave refers to the period of absence for an elected member of this Council following the birth or adoption of a child, this is applicable for both mothers and fathers.

1. Attendance and leave periods

- 1.1 Section 85 of the Local Government Act 1972 requires councillors to attend at least one meeting of the Council in any six-month period.
- 1.2 Following the birth or adoption of a child, a dispensation will be put to the full Council to be given an extended leave of absence if requested.
- 1.3 Elected members will be allowed to attend any meetings of Council during this period if they wish.
- 1.4 Elected members giving birth are entitled to up to 52 weeks parental leave. This leave may be split between the parents. If either parent is in paid employment then any shared parental leave will reflect the arrangements made with the member's employer.
- 1.5 If no shared parental leave arrangement is in place then elected members shall in any event be entitled to two weeks parental leave following the birth of a child to their partner/spouse. Special and exceptional arrangements may be made in cases of premature birth.
- 1.6 If an elected Member adopts a child through an approved adoption agency, they shall be entitled to take up to 26 weeks adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 1.7 Elected members will be provided with adequate IT equipment to allow them to work remotely whilst on parental leave and when returning to their role.
- 1.8 Any member taking parental leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 1.9 Members will not be expected to deal with constituency business during the absence. The Head of Democracy and Transparency will work with members

to identify alternative arrangements, preferably via another local member agreed with the member concerned for dealing with this.

2. Allowances

- 2.1 Elected Members on Parental Leave will continue to receive their Basic Allowance without deduction.
- 2.2 Elected Members on Parental Leave will continue to receive any Special Responsibility Allowances to which they are entitled.
- 2.3 Essex County Council's Democracy Team will facilitate any arrangement to allow case work to be completed and in consultation with the individuals Group will support cover arrangements.
- 2.4 Where a member who is taking parental leave is in receipt of a special responsibility allowance this will be paid for the period of their parental leave.
- 2.5 Where a replacement member is appointed to cover the period of parental leave, that member must be formally appointed via the usual processes and will receive the special responsibility allowance on a pro rata basis for the period of the temporary appointment (subject to the rule that no member may have more than one special responsibility allowance).
- 2.6 Payment of allowance to someone on parental leave will cease if the member ceases to be a member for any reason. In addition, payment of a special responsibility allowance will stop if
 - (a) There is a change in the leader of the Council and the leader appoints a permanent replacement
 - (b) The role attracting the special responsibility is abolished or ceases to attract a special responsibility allowance
 - (c) The member resigns from the role or indicates that they do not wish to return to the role.
 - (d) The member has been on parental leave for six months (unless the Council agrees to extend it in any particular case).
- 2.7 The Council's policy is that a member receiving special responsibility allowance whilst on parental leave will normally be entitled to return to the same role (or if that's not possible, a similar role) when they return from parental leave. This applies subject to the normal rules on appointments and would not apply in the circumstances set out in paragraph 2.7 (a) to (c). It is recognised that any member may be removed from any office as part of a wider reshuffle at any time.

3. Resigning from Office and Elections

- 3.1 If a Member decides that they no longer wish to be a councillor, they must notify the Head of Democracy and Transparency at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 3.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the day on which they leave office (normally the Monday after polling day).

Annual Report of the Essex Pension Fund Strategy Board, covering the period from 1 April 2021 until 31 March 2022

Report by the Director for Essex Pension Fund

Enquiries to Jody Evans on 03330 138489

1. Purpose of the Report

To present the Essex Pension Fund Strategy Board's annual report to Essex County Council.

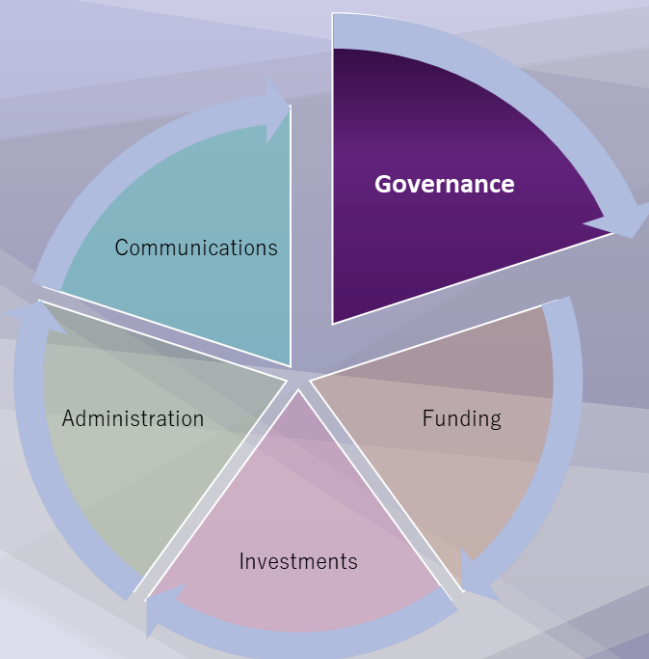
2. Recommendations

To note the attached report.

Essex Pension Fund

Annual Report 2021/22

July 2022



Essex Pension Fund

Annual Report 2021/22

1. Introduction

This is the thirteenth annual Report of the Essex Pension Fund Boards, covering the period from 01 April 2021 until 31 March 2022.

2. Roles and Functions

Essex County Council's (ECC) functions as the Administering Authority are delegated to the Essex Pension Fund Strategy Board (PSB), the Essex Pension Fund Investment Steering Committee (ISC) and its Officers.



The Terms of Reference (TOR) for the PSB, ISC and Essex Pension Fund Advisory Board (PAB) are reviewed periodically as part of the Governance Policy and Compliance Statement and were last reviewed by the PSB at their meeting in July 2021. The TORs can be found within the [ECC Constitution](#).

Essex Pension Fund Strategy Board

The PSB was established by Essex County Council in May 2008 to ensure that the Pension Scheme complied with the best practice principles for governance as required by the amended Local Government Pension Scheme (LGPS) Regulations 1997.

The PSB met four times during the period covered by this report: 07 July 2021; 22 September 2021; 15 December 2021; and 18 March 2022.

Membership

During the period covered by this report the PSB had eleven Members. They represented ECC, the other local authorities in Essex (including Unitary Councils), Scheme Members and Other Employing Bodies (i.e. those which are not already specifically represented on the PSB).

The membership of the PSB as at 31 March 2022 was as follows:

Essex County Council (7)

Councillor Susan Barker	Chairman
Councillor Mark Platt	Vice Chairman
Councillor Alan Goggin	
Councillor Anthony Hedley	
Councillor Michael Hoy	
Councillor David King	
Councillor Clive Souter	

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District/City/Borough Councils in Essex (1)

Councillor Colin Riley

Castle Point Borough Council

Unitary Councils in Essex (1)

Councillor Matt Dent

Southend-on-Sea Borough Council (*now City Council*)

Scheme Members (nominated by UNISON) (1)

Mrs Sandra Child

Other Employing Bodies (1)

Mrs Rachel Hadley

Chelmer Housing Partnership

Attendance

Attendance at PSB meetings during 2021/22 was **86%** against a target of **80%**.

Investment Steering Committee (ISC)

The ISC is a sub-Committee of the PSB and its Membership is drawn from the PSB made up of 7 ECC voting Members, 1 Employer representative (non-voting member) and 1 Scheme Member representative (non-voting member).

The ISC reviews the Essex Pension Fund's ("the Fund") management of investments including, but not limited to, the approval of the Investment Strategy Statement.

Attendance

Attendance at ISC meetings during 2021/22 was **89%** against a target of **80%**.

Essex Pension Fund Advisory Board (PAB)

The Essex Pension Fund Advisory Board (PAB) has been established as the Local Pensions Board for Essex in accordance with section 5 of the Public Service Pension Act 2013 and Part 3 of the LGPS Regulations 2013.

The remit of the PAB includes assisting the Administering Authority as Scheme Manager:

- to secure compliance with the LGPS regulations and any other legislation relating to governance and administration of the LGPS; and
- to secure compliance with requirements imposed in relation to the LGPS by The Pensions Regulator (TPR).

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Membership

During the period covered by this report the PAB had 9 Members. They represented Employer and Scheme Member representatives and an Independent Chairman.

The membership of the PAB as at 31 March 2022 was as follows:

Independent Chairman (1)

Nicola Mark	Independent Chairman
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Scheme Member Representatives (4)

Andrew Coburn	Pensioner, Ex County Council, UNISON (Vice Chairman)
Debs Hurst	Active Member, Chelmsford College
Stuart Roberts	Active Member, Shenfield High Academy

Vacant Position (up to 19 October 2021)

Christopher Downes (from 19 October 2021)	Essex County Council
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Employer Representatives (4)

James Durrant	Essex Police, Fire and Crime Commissioner Fire and Rescue Authority
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Councillor S Walsh (Up to 06 May 2021)

Councillor L Barber (from 25 May 2021)	Essex County Council
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Councillor S Hebb (Up to 09 June 2021)

Councillor J Duffin (from 09 June 2021)	Thurrock Unitary Council
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Councillor Martin Bracken

Chelmsford City Council

Attendance

Attendance at PAB meetings during 2021/22 was **79%** against a target of **80%**.

3. Dimensions of the Fund

The value of the Fund as stated with the Fund's unaudited Draft Annual Report and Accounts, as at 31 March 2022, was **£9.6bn** which has reached an all time high when compared to the value reported last year at 31 March 2021 as **£8.7bn**. This shows an increase of **£900m**.

The total value of pensions paid during 2021/22 was **£225m** together with other benefits totalling £41m.

The Fund's 12 month investment performance was in line with its benchmark, with over the three

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years outperforming the benchmark by **1.5%**.

The total number of beneficiaries are as follows:

	2021	2022
Contributors	54,568	56,505
Deferred Members	68,914	69,777
Pensioners	46,210	48,070
Total	169,692	174,351

The PSB exercises on behalf of the Council the management of the Pension Fund whose membership comes from **743** separate Employing Bodies, including:

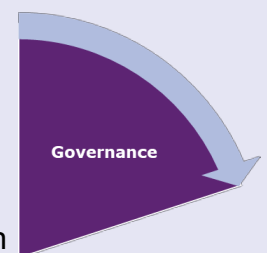
- Essex County Council;
- Scheduled Bodies, which are Local Authorities/Academies and similar bodies who are automatically entitled to be members of the Fund; and
- Admitted Bodies, which are other organisations that participate in the Fund under an admission agreement between the Fund and the relevant organisation. Admitted Bodies include voluntary, charitable and similar bodies or private contractors undertaking a local authority function following outsourcing to the private sector.

4. Work of the PSB and the ISC

The following key issues were considered by the PSB/ISC between 01 April 2021 and 31 March 2022:

Governance

As the pandemic continued, restrictions were still in place for most of the year. The Fund had to adapt once again as the legislation to allow online meetings ended at the start of 2021/22. Face to face meetings were once again held but to ensure social distancing was maintained, a hybrid approach was implemented to enable PAB Members to fulfil their oversight role by attending the PSB and ISC meetings online via Zoom as Observers. In addition, their own meetings continued online throughout the year.



Changes in Membership of the PSB and ISC were imposed as a result of the 2021 County Elections. New Members were provided with Induction Training, supported by a Training Needs Analysis which was complimented by an Individual Training Plan. With the PSB and ISC focussing on their training needs, the PSB endorsed the utilisation of the LGPS Online Learning Academy (LOLA) to assist with the completion of their Two-Year Training Plan.

Fund Officers developed two new Policies during the year: Cyber Policy which is fundamental to

Essex Pension Fund

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the management of the Fund's risk management process of cyber related incidents; and the Stakeholder Engagement Strategy which details how the Fund engages with all Stakeholders. Both of these Policies were approved by the PSB at their March 2022 meeting.

In addition, the Fund's Independent Governance & Administration Adviser (IGAA) carried out a Governance Effectiveness Review of the Boards and Committee with no actions for improvement identified.

Funding



At the start of the year the PSB approved the Employer Flexibilities Policies within the Funding Strategy Statement (FSS), which were developed to assist Employers that may wish to exit the Scheme but find it unaffordable. These policies enable a manageable exit by spreading amounts due. Since its approval, one Employer has enacted the Policy.



In August the Government Actuary's Department (GAD) issued their Section 13 of the Public Services Act 2013 Report (S13) on the 2019 Actuarial Valuation it noted that no issues were identified. The Fund achieved 'green flags' on all measures set which were disclosed within the GAD's Summary Report.

In addition, the results of the 2021 Interim Actuarial Valuation were received. The Fund had bounced back from its prior year pandemic impact which has been demonstrated in the table below.

Valuation Date	Assets £'000	Liabilities £'000	Surplus/ Deficit £'000	Funding Level %
31 March 19	6,711,392	6,971,143	-205,751	97%
31 March 20	6,900,714	7,173,612	-272,898	96.2%
31 March 21	8,413,097	8,516,876	-103,779	99%

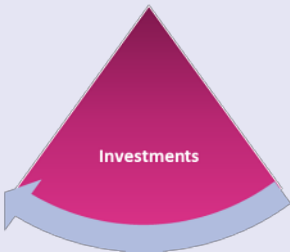
The Fund have also developed their own Employer Risk Analysis with **743** active Employers in the Fund and the recent pressures on businesses, more frequent monitoring is a prudent approach to identify and address any financial issues early and demonstrates good governance going forward.

Essex Pension Fund

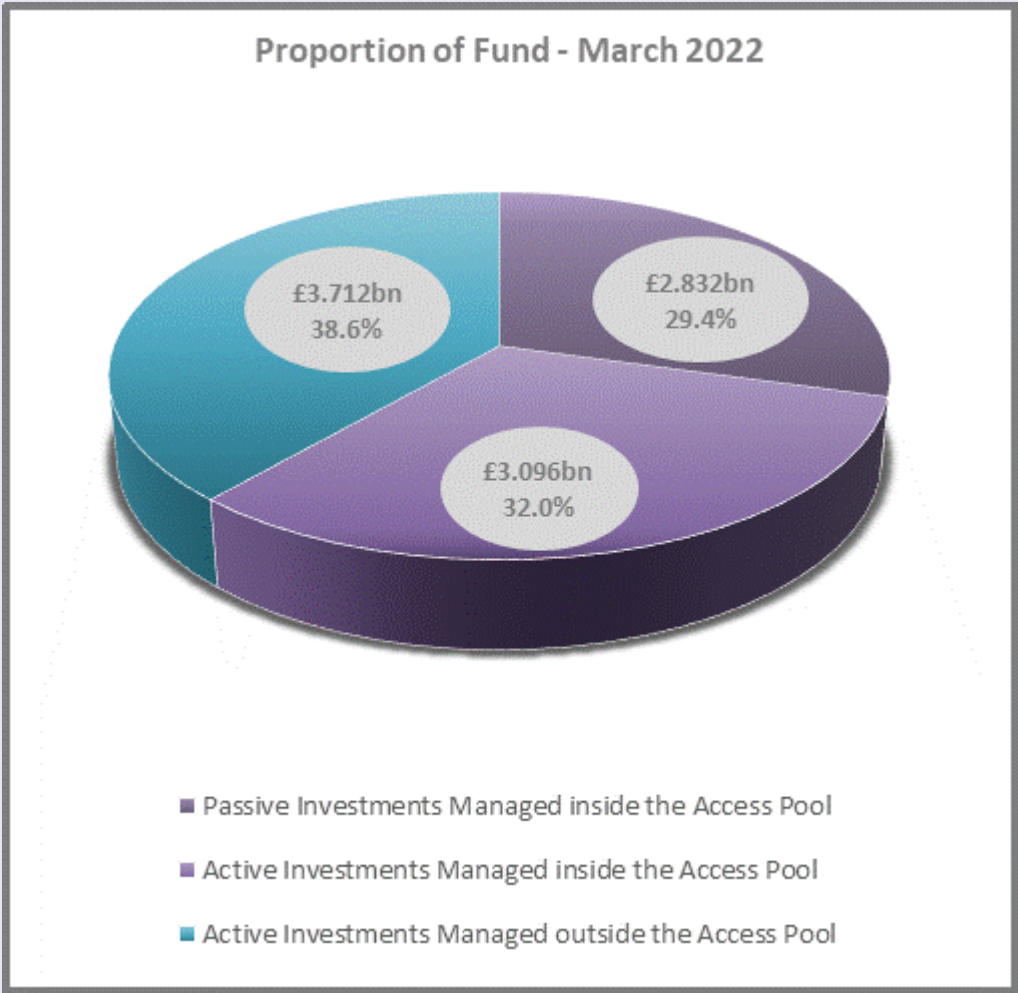
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Asset Pooling

Alongside the ten other Funds within the ACCESS Pool, Essex continues to progress the pooling of its investment management arrangements. A further 4 sub funds were launched by ACCESS's Pool Operator during the year 2021/22.



The proportion of the Fund's assets in and outside of the Pool are as follows:



Investment Strategy and Responsible Investment

The ISC has continued to further diversify the Fund's Investments which has assisted in the growth and stabilisation of the funding level.

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The continued implementation has seen the Funds investment in sustainable timber and renewable energy increased from **6.1%** as at 31 March 2021 to **9.7%** as at 31 March 2022. Direct Investment in fossil fuels has also continued to steadily decrease from **0.05%** as at 31 March 2021 to **0.02%** as at 31 March 2022. The ISC have also made decisions to further disinvest in fossil fuels which will be implemented through the coming year.

The ISC continued to dedicate substantial time and commitment to the subject of Responsible Investment (RI). To this end an RI Project Plan was developed with progress reported to each Committee meeting which included the development of the Fund's Financial Reporting Council (FRC) UK 2020 Stewardship Code submission and the related work within the project regarding Task Force for Climate Related Financial Disclosures (TCFD). Climate Metrics have been agreed by the ISC along with a commitment to impact investing being investigated.



RI ratings on all investment managers have been developed. In addition, dedicated RI engagement meetings were held with each manager to better understand their Environmental, Social and Governance (ESG) policies and practices. These have supported the development of the Investment Engagement Strategy which was approved by the ISC at their February 2022 meeting which was included as evidence within the Fund's submission to the FRC UK Stewardship Code.

Administration



The Fund's Administration Strategy had been revised which detailed a key change to the Annual Returns process where the Fund introduced a Monthly Return process. The Annual Returns process is where Employers provide their Scheme Members information to the Fund on an annual basis. This has moved to Monthly Returns to enable more accurate and timely data to be collected resulting in more accurate and timely calculations of Scheme Members pensions benefits.

The Strategy was consulted with Fund Employers supported by an Administration Strategy YouTube Video (which has been viewed by sixty six Employers) which was approved by the PSB at their March 2022 meeting.

All PSB, ISC and PAB Members were invited to attend the annual Back to Basics Training Day where a presentational video was presented to explain the impact and long term advantages of Monthly Returns.

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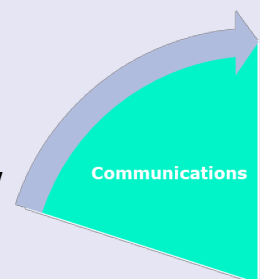
The Administration Team have continued to provide guidance, expert knowledge and help to Scheme Members, Scheme Employers and other stakeholders. During the period of uncertainty caused by the pandemic the team remained focused on providing stakeholders with an excellent level of service. The team continued to attend the office during lockdown making themselves available to help and support stakeholders at a particularly difficult time. The Fund introduced new ways of communicating with Scheme Members by offering virtual face to face appointments with the team's pension experts, fast tracking the roll out of the Fund's digital platforms (Member Online and Employer Online) giving Scheme Members the opportunity of updating and changing personal data on their own pension records and even retiring themselves online without the need of contacting the team. Whilst allowing Scheme Employers to quickly and easily review and update their staff members details.

The Fund continues to grow, both in terms of Scheme Members and Employers, delivering a full range of services to over 174,000 Fund Members, paying £22million to over 48,000 Pensioners. The utilisation statistics of both platforms are detailed below:

Year End	Members invited to Register for Member Online	Members utilising Member online	Employers register and utilising Employer Online
31 March 2020	67,000 (50% of Membership)	22,000 (take up rate of 32%)	280
31 March 2021	87,000 (65% of Membership)	30,000 (take up rate of 34%)	330

Communications

The Fund's website (www.essexpensionfund.co.uk) was updated in 2021 to ensure compliance with the latest accessibility and security requirements. The website was refreshed and the Fund is investigating the launch of a new website.



After the approval from the PSB to move to a more targeted approach to the Fund's Surveys during 2020/21, the responses received during the course of 2021/22 have been extremely positive from both Scheme Members and Employers with a 30% increase in response rate.

In addition, as part of the annual Back to Basics Training Day for PSB, ISC and PAB Members, a Training video was issued regarding the Fund's Communications Policy to prepare them for the review of the Policy during 2022/23.

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Other Areas considered were:

Investments

- Investment Manager Monitoring:
 - ◊ Annual Performance Review;
 - ◊ Traffic Light Rating Reports;
 - ◊ CEM Benchmarking Value for Money Review;
 - ◊ Annual Investment Scorecard; and
 - ◊ Investment Tables;
- Strategic Implementation:
 - ◊ Investment Strategy Implementation Tracker;
 - ◊ Portfolio Rebalancing;
 - ◊ Infrastructure Review;
 - ◊ Direct Lending Mandate; and
 - ◊ Investment Strategy Decision Framework;
- Independent Investment Adviser (IIA) Future Perspective;
- IIA Procurement;
- Capital Markets Outlook;
- ISC Quarterly Report to the PSB;
- Global Custodian Services Arrangements;
- Review of Index Tracking Approaches;
- Aligning Index Tracking Solution to RI Beliefs;
- Institutional Consultant Review of Competition and Markets Authority (CMA) Strategic Objectives; and
- ACCESS Joint Committee Pooling Updates.

Funding

- 2021 Actuarial Interim Funding Review;
- Proposed 2022 Actuarial Triennial Valuation Timetable;
- Employer Updates;
- Employer Risk Review; and
- Amendments to the Funding Strategy Statement (FSS).

Administration & Communication:

- Bitesize Training - LGPS landscape;
- LGPS Regulatory Reform including;
 - ◊ McCloud Timeline Updates;
 - ◊ Pensions dashboard;
- AVC Provider Review;
- HM Treasury Consultations including;
 - ◊ SCAPE Discount rate methodology; and
 - ◊ Cost Control mechanism; and
- The Pensions Regulator (TPR) Consultation Response.

Governance:

- Terms of Reference for PSB, ISC and PAB;
- PSB Annual Report to Full Council;
- PAB Quarterly Report to PSB;
- PAB Annual Report;
- External Audit programme of Work;
- Internal Audit Report 2020/21;
- PAB Scheme Member and Independent Chairman Recruitment;
- EPF Three-Year Business Plan and 2022/23 Budget;
- Essex Pension Fund Printing and Posting Procurement;
- Draft Annual Accounts;
- Updates on Pension Fund Activity including;
 - ◊ Business Plan;
 - ◊ Risk Register;
 - ◊ Budget; and
 - ◊ Scorecard;
- Outcome of Individual Training Needs Analysis;
- Update on Training Plans;
- TPR Code of Practice 14; and
- Independent Governance & Administration Adviser (IGAA) Contract Review.

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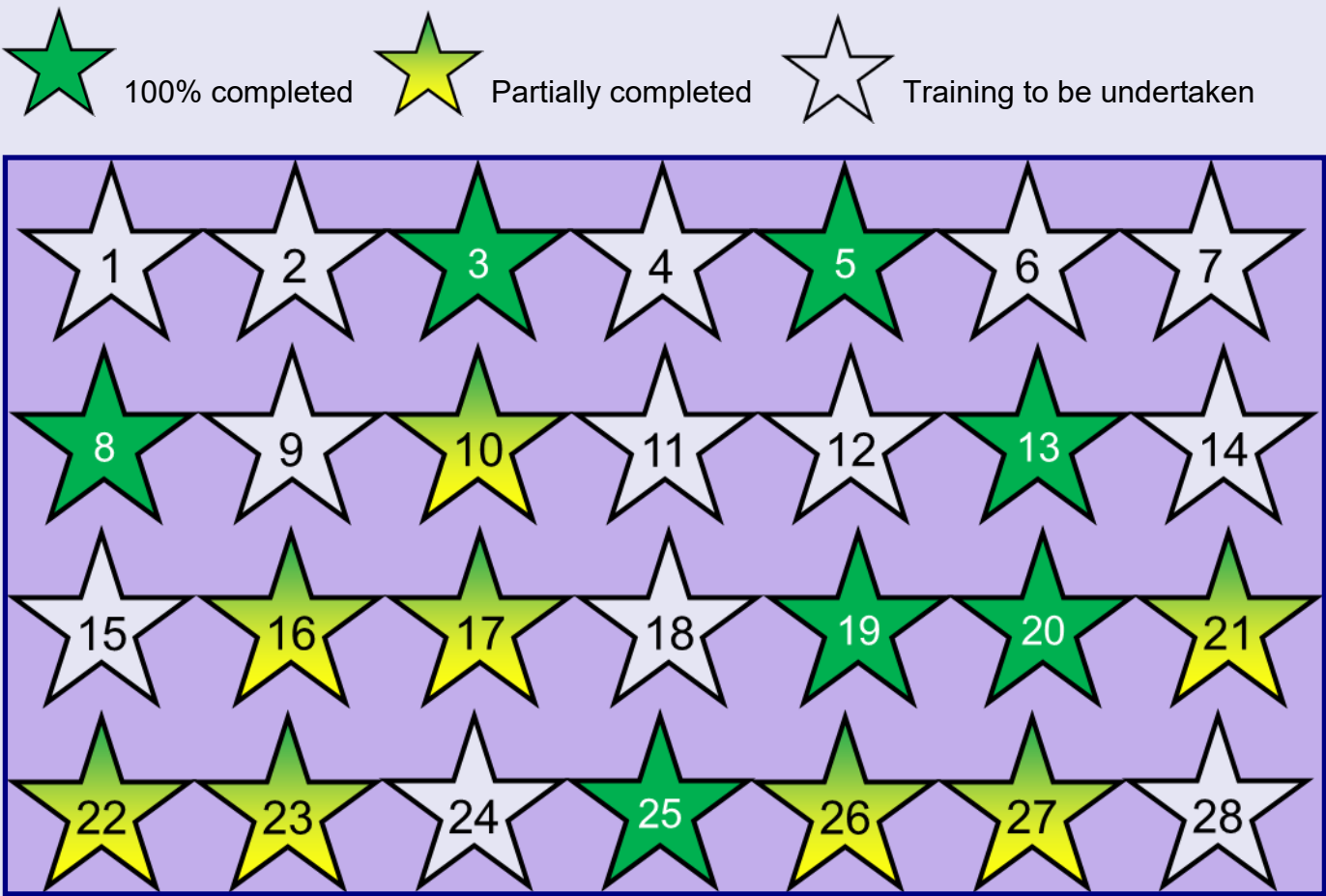
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Members Training

Members are dedicated to their training and development which enables them to continue the effective fulfilment of their roles.

The Fund continues to support the use of the CIPFA Code of Practice on LGPS Knowledge and Skills, and its associated Frameworks, and TPR's Code of Practice, as well as understanding the need for appropriate knowledge and skills to allow professional status to be awarded for MiFID II purposes. The Fund adopts the principles and requirements of these, and will strive to achieve those through the use of a Two-year rolling Training Plan together with regular monitoring and reporting.

The PSB also approved the utilisation of the LGPS Online Learning Academy (LOLA) which went live on 10 December 2021 to assist the completion of the Two-Year Training Plan. The Training Plan is made up of 28 key areas that Board/Committee Members have agreed to undertake training in and the progress up to 31 March 2022 has been illustrated below:



7 areas of Training have been completed, 8 have been partially completed and 13 are still to be completed.

Essex Pension Fund

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Furthermore, PSB, ISC and PAB Members undertake a Training Needs Analysis once every two-years to determine the areas for further training.

This is supported by a Training Needs Analysis meeting with the Director for Essex Pension Fund and the production of an Individual Training Plan. Fund Officers ensure that training is delivered in a way that compliments the activities set out in the Fund's Three-Year Business Plan.



Cllr Susan Barker
Chairman of the PSB and of the ISC
Vice Chairman of ACCESS Joint Committee
Essex County Council

Essex Pension Fund

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Annual Report of the Audit, Governance and Standards Committee 2021/2022

Report by the Audit, Governance and Standards Committee Chairman, Councillor Anthony Hedley

Enquiries to Paul Turner, Director, Legal and Assurance on 03330 134591

1. Purpose of the Report

- 1.1 The Audit, Governance and Standards Committee has delegated authority to oversee internal and external audit work and lead on member standards work.
- 1.2 The Committee reports to Council annually, highlighting the work of the Committee during the previous financial year.
- 1.3 This report covers 2021-22. This report is not the same as the annual letter from the external auditor which is reported to council separately, as soon as it is available.

2. Recommendation

That the Annual Report of the Audit, Governance and Standards Committee covering the financial year 2021/22 be received.

Audit, Governance and Standards Committee

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Foreward by the Chairman of the Committee



I present to you this annual report which provides an overview of the Audit, Governance and Standards Committee's activity and achievements during the financial year 2021/22. In line with the Chartered Institute of Public Finance and Accountancy's Practical Guidance for Audit Committees (2018 edition), it serves to demonstrate how the Committee has discharged its responsibilities.

I was appointed Chairman of the Audit Governance and Standards Committee by the Council on 14 July 2020. Prior to this I was the Vice Chairman and due to the untimely death of the previous Chairman I chaired all meetings that took place during the period referenced in this report.

This report highlights the important work of the Committee in providing an independent overview of the Council's governance arrangements. This role includes detailed consideration of the work of external audit, internal audit and counter fraud, plus robust scrutiny and challenge of the Council's financial performance and, through our Standards role, the approach the Council takes in upholding standards and investigating any complaints made about Members.

During 2021/22 the Audit, Governance and Standards Committee met five times, and the Standards Sub Committee were not required to meet. I would particularly like to draw your attention to the challenges that we have faced, and continue to face, in obtaining sign-off from the external auditor on the council's financial statements for 2020/21, despite the external auditor acknowledging that the Accounts and supporting working papers were produced to a high standard and that officers have cooperated and assisted fully throughout. I would also like to highlight the improvement that the council has made in the areas of Disaster Recovery and Cyber Security and the continued satisfactory opinion on the Council's internal control, governance, and risk management arrangements from our Internal Auditors.

I would like to express my thanks to those officers and Members who, throughout this most difficult and challenging of years, have supported the work and achievements of the Committee.

*Councillor Anthony Hedley,
Chairman of the Audit, Governance and Standards Committee*

June 2022

Introduction

The committee reports annually to Council as an important way of keeping all councillors informed about the work of the committee in keeping things safe.

Membership

The Committee Membership was renewed in May 2021 after the Local Elections took place. During the 2021/22 financial year the Committee comprised of ten elected Members. Membership was made up of seven Conservative Members, one Labour, one Liberal Democrats, one non-aligned, and one independent. Committee members were as follows:

- Councillor Hedley (Conservative), Chairman
- Councillor Platt (Conservative), Vice Chairman
- Councillor Siddall (Conservative), Committee Member
- Councillor Shaw (Conservative), Committee Member
- Councillor Barber (Conservative), Committee Member
- Councillor Mackenzie (Conservative), Committee Member
- Councillor McQuiggan (Conservative), Committee Member
- Councillor McGurran (Labour), Committee Member
- Councillor King (Liberal Democrats), Committee Member
- Councillor Hoy (Non-aligned Group/Rochford District Residents), Committee Member
- Atta Ul Haque, Independent Committee Member, appointed November 2020

Terms of Reference and Purpose

The terms of reference for the Committee are included in the Council's Constitution and extracted in full at Appendix 2.

The Committee is a key component of the authority's governance framework. It provides independent assurance, to Members and the public, on the adequacy of the Council's risk management framework, internal control environment and the integrity of the financial reporting and governance processes. By overseeing both internal and external audit it makes an important contribution to ensuring that effective assurance arrangements are in place.

The Committee monitors internal and external audit activity, reviews and comments on the effectiveness of the Council's regulatory framework, and reviews and approves the Council's annual statements of accounts.

Section 151 of the Local Government Act 1972 requires the Council to "make arrangements for the proper administration of its financial affairs". The Council's Section 151 Officer is key to discharging these requirements but to be truly effective, she requires an effective audit, governance and standards committee to provide support and challenge, as well as an adequate and effective internal audit.

The Committee brings many benefits:

- ✓ Demonstrates how good governance supports the authority in achieving its corporate objectives
- ✓ Reinforces the importance and independence of internal and external audit and supports an effective relationship between the two
- ✓ Provides additional assurance through the process of independent review and challenge
- ✓ Increases emphasis and awareness of internal control, governance and risk management
- ✓ Promotes anti-fraud and anti-corruption arrangements
- ✓ Promotes, develops and upholds high standards and ethics for Members

The Work of the Committee

The Committee has a Work Plan designed to cover its responsibilities, appropriately timed, over the financial year. Agendas for the meetings are published on the Council's website a week or so before each meeting. Meetings are now livestreamed and can be attended by the public.

All the Committee agenda papers, minutes and audio recordings are available on the Council's [website](#).

During the course of the year, the Committee has undertaken work covering the full range of its responsibilities. A full list of reports considered is at Appendix 2 with key activities outlined below.

Financial Statements and Accounts

The Committee has responsibility for approving, on behalf of the Council, the Council's Annual Statement of Accounts (including the financial statements for the Council and the Essex Pension Fund). They have responsibility for considering whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

Despite receiving the draft Statement of Accounts for the 2020/21 financial year in June 2021 (ahead of the statutory deadline for publication), the Committee has been unable to formally approve the accounts yet. This is because the Committee must consider the outcome of the external audit of the accounts before it can approve them. For reasons beyond the Council's control, the external audit for 2020/21 is still ongoing.

The external auditor has been clear throughout that the Council's Accounts (including those for the Essex Pension Fund) and associated working papers were produced to a high standard and that officers have cooperated and assisted fully. The audit delays have resulted from the auditor's own lack of capacity.

The external auditor finally presented drafts of their Audit Completion Reports to the Committee on 21 March 2022. The external auditor commented that, whilst the 2020/21 audit is substantially complete, their internal quality control reviews and work on the Council's value for money arrangements remained in progress. At the time of writing this report, this work remains outstanding.

In the report to the Committee in March 2022, the external auditor also referred to a highly technical issue relating to the carrying value of, and accounting for infrastructure assets. This has been accepted as a national issue and is being resolved at a national level. This is also now delaying audit sign off, pending a national solution.

With a caveat relating to the conclusion of the infrastructure issue, BDO have reported that they would otherwise anticipate issuing an unmodified audit opinion on the consolidated Group financial statements and the Council's single entity financial statements.

External Audit

The Committee is responsible for receiving external audit plans, reports about the effectiveness of the Council's financial and operational arrangements and for considering the Annual Audit and Inspection Letter. They are further responsible for reviewing, commenting on and monitoring these and providing advice to the Cabinet and Council where the Committee believes appropriate.

The Committee's Activity in 2021/22:

- Considering the audit plans presented by the external auditors for their audit of the Council and Essex Pension Fund for the 2020/21 financial year.
- Reviewing and scrutinising the draft Audit Completion Reports for the Council and Essex Pension Fund.
- Providing robust challenge to the external auditors in respect of the updates they provided during the year.
- Considering whether to recommend to full Council that the Council should opt into the national appointing scheme for external audit contracts due to start from 1 April 2023.
- Considering and monitoring national developments to improve timeliness of local audit.

Financial Regulations and Scheme of Delegation for Financial Management

The Committee is responsible for monitoring the effectiveness of the Council's Financial Regulations, and Procurement Procedure Rules and for recommending changes to Council. The Financial Regulations define the Council's financial policies and the framework for managing the Council's financial affairs.

The Committee's Activity in 2021/22

- Reviewed proposed updates to the Financial Regulations, to address a range of technical matters and areas of ambiguity and to address practical issues arising as a consequence of implementing the My Oracle corporate system in October 2021.
- Recommended to full Council that the revised Financial Regulations be adopted.

Internal Audit and Counter Fraud

The Committee is responsible for receiving reports from the Council's Internal Auditors on the outcome of audit reviews and investigations and the implementation of recommendations, including the annual report and Opinion of the Chief Audit Executive.

The Committee's Activity in 2021/22:

- Reviewing and commenting on the Internal Audit and Counter Fraud Plan for 2021/22 prior to endorsing the Plan for delivery.
- Considering and agreeing changes to the plan, although the Committee were pleased to note that minimal changes were made during the 2021/22 financial year.
- Monitoring the delivery of the Internal Audit and Counter Fraud Plan via quarterly update including outcomes of individual audits.
- Receiving updates from Directors where a Limited Assurance opinion was given, in particular from Technology Services, Country Parks and the Essex County Travelers Unit.
- Monitoring implementation of major and critical internal audit recommendations.
- Considering the annual report from the Head of Assurance, in her role as Chief Audit Executive giving a 'Satisfactory Assurance' annual audit opinion for 2020/21 (reported at the meeting in June 2021).
- Monitoring counter fraud activity and the progress / outcomes of investigations.
- Agreeing the updated Internal Audit Charter.

Governance and Risk Management

The Committee is responsible for considering the Council's arrangements for corporate governance and risk management and advise on any action necessary to ensure compliance with best practice.

Committee Activity 2021/22

- Approving the revised Risk Management Strategy in order to promote effective risk management as a key component of good corporate governance. The Committee ensured that the strategy was fit for purpose and in line with current best practice.
- Reviewing activity under the Regulation of Investigatory Powers Act 2000 to ensure that members have oversight of how the Council is exercising its statutory powers to carry out some surveillance activity for law

enforcement purposes. At present the Council does not use these powers, but the Code of Practice requires members to have oversight of this area.

- Reviewing the register of gifts and hospitality.

Committee Effectiveness

The Chartered Institute of Public Finance and Accountancy (CIPFA) states that it is best practice for the Committee to regularly review its performance and effectiveness.

Accordingly, the committee undertook its first comprehensive effectiveness review in January 2020 producing an Action Plan of agreed actions that were formally adopted by the committee for implementation over the years 2020/21 and 2021/22. It is anticipated that the Committee will fully review their effectiveness again in 2023.

Independent Member

The Committee's independent member was appointed for a four year term in November 2020. The independent member has a background in accountancy and has received full induction training. It is likely that Local Authority Audit Committees will soon be mandated to have an independent member and as such we are proud to note that ECC had already understood the value of appointing an independent member and already have this appointment in place.

Members' Professional Development

Continued professional development is key to the effective operation of the Committee. Being effective means having well informed Members able to confirm to the Council that the right processes are in place to give confidence that the authority's financial stewardship and overall governance arrangements can be relied upon.

During 2021/22 new members to the Committee received full induction training covering all the key responsibilities of AGS Committee Members. In addition, Committee members completed a Skills and Knowledge self-assessment to identify any gaps in knowledge or experience. As a result, members received training on

- The Strategic Risk Register and the ECC process for risk management
- Internal Audit
- Counter Fraud

In addition, members kept up to date via CIPFA newsletters and adhoc updates from officers on matters of interest.

Audit, Governance Standards Committee - Terms of Reference

As per Article 8 of The Council's Constitution:

Membership: Ten Members of the Council and one non-voting co-opted Member.

The co-opted Member shall be appointed the committee for a term of not exceeding four years and shall be selected by the Committee following public advertisement. At the expiry of the term of appointment the vacancy shall be advertised and a further selection process undertaken. The sitting member shall be eligible for reappointment.

No member of the Cabinet may be appointed to the Committee or any of its Sub-Committees.

Purpose

1. To review the Council's Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
2. To receive and approve the Council's Annual Governance Statement ensuring that it reflects the Council's governance arrangements.
3. To receive and approve the Final Accounts, Memorandum and the Report to those charged with Governance from the External Auditors.
4. To consider the Annual Audit and Inspection Letter from the External Auditors and to provide such advice and comments on the Letter to the Cabinet and Council as the Committee believes appropriate.
5. To receive the internal and external audit plans and comment on these plans, including the extent to which they provide value for money.
6. To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit is actively promoted.
7. To receive reports from the Council's Internal Auditor on the outcome of audit reviews and investigations and the implementation of recommendations, including the annual report of the Head of Internal Audit.
8. To receive any reports from the External Auditor about the effectiveness of the Council's financial and operational arrangements and monitor Management's response to the issues raised by External Audit.
9. To monitor the effectiveness of the Council's Financial Regulations, and Procurement Procedure Rules and recommend changes to Council.

10. To approve and monitor the effectiveness of strategies for anti-fraud and corruption, whistle blowing and any legislation relating to the regulation of investigatory powers.
11. To consider the Council's arrangements for corporate governance and risk management, and advise on any action necessary to ensure compliance with best practice.
12. To advise the Council on the local Code of Conduct for members and to promote, develop and maintain high standards of conduct by members and co-opted members of the Council.
13. To keep the Code of Member Conduct under review and recommend changes to the Code or the Constitution to support high standards of Conduct.
14. To grant dispensations under Section 33 of the Localism Act 2011 and under the Code of Member Conduct to councillors and co-opted members.
15. To approve processes for considering complaints that any Councillor or Co-opted Member has failed to comply with the Code of Conduct.
16. To create one or more sub-committees as required to receive and consider allegations of misconduct of elected members, to take further oral and written evidence, adjudicate and make recommendations to the Leader of the Council and others.
17. To make arrangements for the appointment of Independent Persons under the provisions of the Localism Act 2011.
18. To make arrangements for training of Members relating to standards issues.

Standards Sub-Committee – Terms of Reference

Membership: Between 3 and 5 members of the Council appointed by the Monitoring Officer in consultation with the Chairman of the Audit, Governance and Standards Committee and the Leaders of relevant political groups in accordance with the political balance rules.

1. To exercise any of the Committee's powers with respect to decisions about individual complaints about breaches of the Code of Member Conduct.

Financial Statements and Accounts

- Deferral of completion of the external audit of the Council's 2020/21 Statement of Accounts
- Council's Statement of Accounts for 2020/21
- External auditor's Audit Completion Reports for 2020/21 for both ECC and Essex Pension Fund
- Provisional External Audit Plans for ECC and Essex Pension Fund for 2021/22
- External Auditor's Annual Letter

Governance

- Annual Governance Statement for 2020/21
- Members' gifts and hospitality for April 2020 to March 2021
- Risk Management Strategy 2021
- Regulation of Investigatory Powers Act 2000: Review of Activity
- Financial Regulations & Scheme of Delegation for Financial Management

Standards

- Consultation on proposed Local Government Association Code of Member Conduct
- LGA Model Code of Conduct Standards: Best Practice Recommendations

Internal Audit

- Chief Audit Executive's Annual Report and Opinion for 2020/21
- Quarterly Progress Reports on IA activity
- Quarterly progress reports on Recommendation Tracking
- Specific updates from Heads of Service on Internal Audit reviews receiving Limited or No Assurance
- Draft Annual Internal Audit Plan for 2022/23
- Updated Internal Audit Charter

Counter Fraud

- Draft Annual Counter Fraud Plan for 2022/23
- Quarterly progress reports on counter fraud activity

