

Carlisle City Council

Report to:-	The Mayor and members of the City Council			
Date of Meeting:-	4 November 2003		Agenda Item No:-	
Public	Operational	Delegated: Yes		
Accompanying Comments and Statements		Required	Included	
Environmental Impact Statement:		No	No	
Corporate Management Team Comments:		No	No	
Financial Comments:		Yes	Yes	
Legal Comments:		Yes	Yes	
Personnel Comments:		No	No	
Title:-	Carlisle City Council – Members’ Allowances Scheme			
Report of:-	Head of Member Support & Employee Services			
Report reference:-	ME 16/03			

Summary:-

New Legislation has been laid before Parliament, which consolidates existing legislation in respect of Elected Members’ Allowances.

The new legislation has been considered by Carlisle City Council Independent Remuneration Panel and they have made recommendations, which require endorsement by the Council.

Recommendations:-.

- i. Council are requested to approve the recommendations made by the Independent Remuneration Panel, as set out in Appendices C & D in respect of:
 - a. Elected Members Pensions arrangements. (Appendix C, paragraph 3)
 - b. Elected Members Travel & Subsistence Allowances. (Appendix D, paragraph 3)
 - c. Allowances to be paid to co opted members of Council committees.

(Appendix D, paragraph 4)

- i. Council are requested to revoke the current Scheme of Allowances; and

iii) To adopt the new scheme, as set out at Appendix A, with effect from 4th November 2003.

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David Williams

Head of Member Support & Employee Services

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Member Support & Employee Services

Carlisle City Council

ME 16/03 26 September 2003

CARLISLE CITY COUNCIL

The Mayor and Members of the City Council

26 September 2003

Carlisle City Council – Members’ Allowances Scheme

INTRODUCTION

The Local Authorities (Members’ Allowances) (England) Regulations 2003, laid before Parliament in April 2003, bring a much needed consolidation of a number of existing regulations, and amended regulations, stretching back over several years.

These consolidated regulations contain almost all the existing provisions, and the latest amendments in relation to Parish Council’s IRP. However, there have been a number of new provisions introduced.

These new provisions have been considered by Carlisle City Council IRP on 24th June 2003, and at further meetings on 12th & 23rd September 2003 and are as follows.

(Chairman’s reports can be found at Appendices B, C & D):

- Pensions can be arranged for those members of a council if, and only if, they have been recommended by the IRP.
- Co – Opted members of Council committees can be paid Special Responsibility Allowances and travel & subsistence allowances.
- Elected Members’ travel & subsistence rates must now be determined locally. The rates are at the discretion of the Council, based on the recommendations of the IRP.
- The annual publication of amounts paid to Members will now have to include details of travel & subsistence payments.
- The Members’ Allowances Scheme may include provision that the payment of any allowances can be suspended where a Member is suspended from office, in accordance with Part III of the Local

Government Act 2000.

Head of Finance's Comments:

Head of Legal & Democratic Services Comments:

The recommendations are in accordance with those from the Independent Remuneration Panel as required under current Regulations and the Council's formal approval to the new Scheme is required to bring it into effect before the statutory deadline of 31st December 2003".

Whilst Members are able to depart from any of the recommendations of the IRP, any such departure must be supported by clear and cogent reasons which are able to stand up to public scrutiny.

It should be noted that this option to depart from recommendations made by the IRP does not extend to the issue of Pensions for Elected Members.

The regulations are quite clear that Council cannot make Pension arrangements for Members who have not been explicitly recommended by the IRP.

RECOMMENDATIONS

- i. Council are requested to approve the recommendations made by the Independent Remuneration Panel, as set out at Appendices C & D in respect of:
 - a. Elected Members Pensions arrangements (Appendix C, paragraph 3)
 - b. Elected Members Travel & Subsistence Allowances. (Appendix D, paragraph 3)
 - c. Allowances to be paid to co opted members of Council committees.

(Appendix D, paragraph 4)

- i. Council are requested to revoke the current Scheme of Allowances; and
- iii. To adopt the new scheme, as set out at Appendix A, with effect from 4th November 2003.

APPENDIX A

CARLISLE CITY COUNCIL

CARLISLE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME 2003/04

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Carlisle City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances)(England) Regulations 2003, hereby makes the following Scheme.

1. This Scheme may be cited as the Carlisle City Council Members' Allowances Scheme, and shall have effect for the period set out in ***Schedule 1 to this scheme, until amended or revoked.***
2. In this Scheme, 'Councillor' means a Member of the Carlisle City Council who is a Councillor.
3. Duties of Councillors, Executive Members & Portfolio Holders are set out in the ***Guidance Notes at Appendix 1*** which accompany this scheme.

4. Independent Remuneration Panel (IRP)

- The Council is required by the Local Authorities (Members Allowances) (England) Regulations 2003 to establish and maintain an Independent Remuneration Panel (IRP), which will broadly have the functions of providing the Council with advice on its scheme and the amounts to be paid.
- The IRP will make recommendations about the level of basic allowance for all Councillors, a recommendation about the special responsibilities for which a special responsibility allowance should be paid and the levels of those allowances.
- The IRP will make recommendations about childcare and dependent carer's allowance and the level of this allowance.
- The IRP will make recommendations regarding Pension arrangements for Elected Members, and which Members are eligible to join the Local Government Pension Scheme (LGPS).
- The IRP will make recommendations regarding which aspects of a Members Remuneration i.e Basic & Special Responsibility Allowances are subject to Pension contributions.
- The IRP will make recommendations about the rates of travel & subsistence

allowances which Members can claim when undertaking Official Council business.

- The IRP will make recommendations in respect of allowances to be paid to co opted members of committees and the levels of those allowances.

Any decision of the Council to amend, revoke or replace their scheme of allowances, and to make a new annual scheme must be taken having regard to the recommendations of the IRP. The function of agreeing and adopting a scheme is the function of the full Council.

The decision by the Council to amend or revoke recommendations made by the IRP, does not extend to the issue of Pensions for Elected Members.

The Council can only approve admission to the LGPS, those Members explicitly recommended by the IRP.

1. Basic Allowance

Subject to paragraph 12, a Basic Allowance shall be paid to each Councillor **at the annual rate specified in Schedule 1 to this Scheme**. The allowance shall be paid in monthly instalments on the 15th day of each month.

2. Special Responsibility Allowances

Subject to paragraph 12, a Special Responsibility Allowance shall be paid **at the annual rate specified in Schedule 1** to those Councillors who hold the special responsibilities in relation to the City Council as are specified in that Schedule. The allowance shall be paid in monthly instalments on the 15th day of each month. No Councillor shall be entitled to be paid more than one Special Responsibility Allowance at any one time and in the event that a Councillor undertakes more than one Special Responsibility at a time, then the entitlement shall be to the Special Responsibility Allowance of that Councillor's choice.

SRA ceases to be payable as at the day immediately prior to the Annual Council meeting. Chair's re elected at the Annual Council meeting will receive SRA payable effective from that date. Where a committee does not sit until some time after the Annual Council meeting, SRA will not be payable to the outgoing Chair after the day before the Annual Council meeting, and will only be payable from the date the committee sits and the Chair is elected or re elected.

3. Telephone Provision / Miscellaneous expenses

No separate provision shall be paid in respect of line rental, telephone calls or other miscellaneous expenses associated with being a Councillor except as provided within this scheme. All such costs are to be met from the annual amount of Basic Allowance identified *in Schedule 1*.

4. Conference Allowances

A Conference Attendance Allowance shall be paid to each Councillor **at the rate for the periods and conference locations specified in Schedule 1** in respect of each occasion on which a Councillor

attends a Conference or Meeting which qualifies for the payment of such an allowance under the terms of Section 175 (amended) of the Local Government Act 1972.

5. Dependant Carer's Allowances

A Dependant Carer's Allowance shall be payable based upon a reimbursement of actual receipted costs of **up to the rate per hour specified in Schedule 1** to any Councillor who incurs expenditure in respect of the care of their children or dependent relatives, whilst undertaking the qualifying duties specified in

Schedule 1.

6. Subsistence Allowances

Subsistence Expenses shall be reimbursed in accordance with **the scales detailed in Schedule 1**, in respect of the qualifying duties specified in that Schedule by reference to the period of absence from home or place of work as appropriate

7. Travel Arrangements

Members will travel by Public Transport where reasonably possible. Where Members travel by rail, they shall be entitled to travel at Standard Class rates, and the Head of Member Support & Employee Services will issue a rail warrant for the journey.

Where a Member undertakes a journey by car then reimbursement shall not exceed **the mileage rates specified in Schedule 1**.

Travel by Air will only be authorised and paid on the conditions and rates set out **in Schedule 1**.

8. Travel Abroad

When travelling beyond the United Kingdom, the Member in consultation with the organising department and the Head of Member Support & Employee Services, should ensure as far as practical that the arrangements are made for accommodation to be provided on a fully inclusive basis as a direct charge to the City Council. Where this is not practical, the Head of Member Support & Employee Services will determine an appropriate scale of allowance having regard to the nature of the event, the location, and the published scales relating to Senior Civil Servants undertaking duties abroad in the location concerned.

9. Town Twinning

When Members visit Flensburg or Slupsk or participate in other approved activities beyond the United Kingdom in circumstances when no other entitlement to a Conference Attendance or full Subsistence Allowance arises, then an out of country expense allowance as specified in **Schedule 1** will be payable.

10. Part Year Entitlements

(i) The provisions of this paragraph regulate the entitlement of a Councillor to a Basic or Special Responsibility Allowance, where, in the course of a year, this Scheme is amended, or a Councillor becomes or ceases to be a Councillor, or accepts or relinquishes a Special Responsibility in respect of

which a Special Responsibility Allowance is payable.

(ii) If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, or if a Councillor accepts or relinquishes a Special Responsibility Allowance, then the entitlement to the allowance shall be in proportion to the number of days entitlement to each allowance relative to the number of days in that year.

(iii) If an amendment to this Scheme changes the amount payable by way of a Conference, Dependant Carer's or Subsistence Allowance or to the rates of travel entitlement, the entitlement to such an allowance or payment shall be to the amount under the scheme as it has effect when the duty was carried out.

(iv) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic or Special Responsibility Allowance shall be in proportion to the number of days of his term of office, relative to the number of days in that year.

11. Renunciation

A Councillor may by notice in writing given to the Head of Member Support & Employee Services elect to forego any part of his entitlement to an allowance under this Scheme.

12. Annual Review of Allowances

The Basic Allowance, Special Responsibility Allowance, Dependent Carer's Allowance and Conference Allowance shall be index linked to the Council's annual salary increase for staff, and submitted annually for approval by Council.

Travel and Subsistence rates will also be index linked to the Council's annual increase for staff and submitted annually for approval by Council.

13. Claims and Payments

- a. A claim for any Conference, Dependant Carer's or Subsistence Allowance or to reimbursement of travel expenses under this Scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement arises.
- b. A claim for Conference, Dependant Carer's or Subsistence Allowance or to reimbursement of any travel expenses, shall be on the form provided by the Head of Member Support & Employee Services and shall include a statement by the Councillor making the claim that he or she is not entitled to receive remuneration, reimbursement or any allowance claimable from another body in respect of the matter to which the claim relates, otherwise than under this Scheme.
- c. Where a payment of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in a Councillor receiving more than the amount to which by virtue of Paragraph 12 he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled. In the event of a Councillor no longer holding a Special Responsibility, or ceasing to be a Councillor, the amount of any allowance that has been overpaid will be recovered.

14. Chief Officers

Chief Officers shall be subject to the same terms and conditions in respect of subsistence as relate to Members. Chief Officers shall be entitled to travel by First Class rail but in the instance of a Chief Officer having the facility of a leased car, the entitlement to reimbursement is restricted to the equivalent leased car mileage rate.

15. Elected Members' Pensions

The Local Authorities (Members' Allowances) Regulations 2003, allow the Council to provide Pension arrangements for any Elected members explicitly recommended by the IRP.

The IRP has recommended that no Members should be entitled to participate in the Pension Scheme in respect of the financial years 2003/04 & 2004/05.

The IRP will reconsider this matter in 2004 with a view to making a further recommendation to Council in respect of the financial year 2005/06.

20. Co Opted Members Allowances

The Local Authorities (Members' Allowances) Regulations 2003, allow the Council to pay Co opted members of committees an annual allowance in respect of their attendance at meetings.

The City Council will pay each Co Opted Member of the Standards Committee £300 per annum in full recompense for their time & involvement on the committee.

21. Guidance Notes

Guidance Notes which are produced to assist Councillors, and which do not form part of the regulations are set out in Appendix 1 to this document.

SCHEDULE 1

1. Basic and Special Responsibility Allowances (SRA)

The following are specified as the Basic and Special Responsibility Allowances which shall be payable at the Annual rates specified below **for the period commencing 1st April 2003, until revoked or amended:-**

	BASIC £	SRA £	TOTAL £
Leader of the Council	4,092	15,072	19,164
Deputy Leader	4,092	9,420	13,512
Executive Portfolio Holder	4,092	5,646	9,738

Chair Development Control Committee	4,092	3,768	7,860
Chair of Licensing Panel	4,092	942	5,034
Chair of Standards Committee	4,092	942	5,034
Chairs of Appeals Panel (3)	4,092	942	5,034
Chair of Chief Officers Panel	4,092	0	4,092
Chair of Overview and Scrutiny Management Committee	4,092	3,768	7,860
Chairs of Overview and Scrutiny Committee (3)	4,092	3,768	7,860
Minority Group Leaders:	4,092	0	4,092
• Less than 5 members		1,884	5,976
• 5 to 9 members			
• 10 to 14 members		2,826	6,918
• Over 14 members		3,768	7,860
All other Council Members	4,092	0	4,092
Co opted members of Standards Committee	nil	300	300

Notes

- i. No separate provision shall be paid in respect of line rental, telephone calls or other miscellaneous expenses associated with being a Councillor, except as provided within this scheme. All such costs are to be met from the annual amount of Basic Allowance identified above
- i. No Councillor shall receive more than one Special Responsibility Allowance.

1. Conference Allowance

Each such Conference Allowance shall be paid at the following rates:

(i) For Conferences not necessitating an overnight absence from Carlisle

A payment of £23.94 in respect of all conference attendances.

(ii) For Conferences necessitating an overnight absence from Carlisle

A payment at the rate of £47.88 in respect of up to the first 24 hours of absence, increased by £23.94 in respect of each additional 12 hours or part thereof.

All attendances to include reasonable time travelling to and from home or place of work.

3. Dependant Carer's Allowances

A carer's allowance of up to £4.81 per hour (i.e. actual expenditure incurred up to a maximum of £4.81 per hour) will be paid for care of dependents whether children, elderly person's or people with disabilities, to those Members representing the Council on approved duties (see paragraph 6). The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable where the care is provided by a member of the claimant's own household.

4. Travel

Members will travel by Public Transport where reasonably possible.

Rail Travel – the amount of the ordinary Standard Class fare at the cheapest rate available for the journey wherever possible.

Taxi Cab - in cases of urgency or where no other form of public transport is reasonably available the amount of the actual fare and any reasonable gratuity paid - in any other cases the amount of the fare for travel by appropriate public transport.

Private Motor Vehicle – the rates approved by Council 4th November 2003,
for the cubic capacity of the car used for the journey up to 120 miles round distance.
Any distances paid over 120 miles will be reimbursed at the petrol element.

The current rates (effective from 5th November 2003) are as set out below:

Rate for 1st 120 miles Rate payable for each additional
mile

Up to 900c.c = 36.4p 7.06p per mile

1000 to 1199c.c = 40.2p 7.36p per mile

Over 1200c.c = 49.9p 8.06p per mile

Air - the rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in conference attendance allowance and subsistence allowance consequent on travel by air. Where the saving in time is so substantial as to justify payment of the fare for travel by air, the amount paid shall not exceed:

- a. The ordinary fare or any available cheap fare for travel by regular air service, or
- b. Where no such service is available or in the case of urgency, the fare actually paid by the member

Other Costs - The rates detailed above may be increased by not more than the amount of any necessary expenditure incurred on tolls, ferries or parking fees including overnight garaging, however where possible receipts should be submitted with claims.

5. Subsistence

No subsistence will be payable for carrying out approved duties in the City of Carlisle area.

Where expenditure on subsistence is necessarily incurred in the performance of an 'approved duty' out with the Carlisle area, an allowance not exceeding the following maximum rates (effective from 5th November 2003) may be claimed as set out below:

(a) Breakfast allowance (more than 4 hours away from normal place of residence before 11 a.m.) £5.49

(b) Lunch allowance (more than 4 hours away from normal place of residence including the period between 12 noon and 2 p.m.) £7.53

(c) Evening meal allowance (more than 4 hours away from the normal place of residence ending after 6 p.m.) £12.31

- i. In the case of an absence overnight from the usual place of residence,

Accommodation should be pre arranged through Carlisle City Council.

However where a member makes their own accommodation arrangements reimbursement of hotel bills will be limited to the following maximum rates.

Non London Hotel - £61.00

* London Hotels - £80.00

- a. In addition, for each night that a member is away from their usual place of residence, an Out of Pocket Allowance is payable at a rate of - £4.43 per night.
- b. Out of Country expenses allowance - £30.00 per 24 hour period on Foreign soil.

* For the purposes of this, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham,

Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and the City of Westminster.

6. Qualifying Approved Duties

(i) For payment of Travel and Subsistence and Dependent Carer's Allowance:

- Attendance at any meeting of the Council, Executive, Committee, Sub Committee, Panel or Working Group to which the Member has been appointed in an official capacity.
- Attendance as the Council's appointed representative on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of the Member).
- Attendance at a Group meeting preceding any meeting of the full Council.
- Attendance by the Chair, Vice Chair or Executive Member for the purposes of a briefing prior to a meeting of any meeting of the Council, Executive, Committee, Sub Committee, Panel or Working Group.
- Attendance at Parish Council meetings within the City Councillor's Ward (Travel only).
- Attendance at a properly organised and advertised surgery for the Councillor's own Ward (Travel only).

(ii) For payment of Conference Allowances:

- Attendance at Conferences and Meetings that have been convened by bodies external to Local Government (other than bodies convening it for trade, business or party political purposes) for the purpose of discussing matters that relate to the interests of their area or inhabitants. No payment will be made for Conferences held within the City of Carlisle area or in respect of an attendance at a meeting of a body to which the member has been appointed as the Council's representative.

APPENDIX 1

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GUIDANCE NOTES –CARLISLE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME

These notes are produced to assist elected Members in submitting their claims and do not form part of the regulations.

1. ALLOWANCES FROM MORE THAN ONE AUTHORITY OR BODY

Membership of more than one authority or body may involve the Member in attendance at separate meetings of or the performance of other approved duties, for more than one such authority or body during the course of any 24 hour period.

If a Member who is a member of more than one authority or body attends a qualifying meeting then any claim for a Conference Allowance, Carer's Allowance or Travel and Subsistence, shall be made only against the authority nominating their attendance.

2. PAYMENT OF ALLOWANCES

One-twelfth of the basic allowance and/or the special responsibility allowance shall be paid monthly on the pay date on or preceding the 15TH of each month, in respect of that calendar month.

Claims for Conference or Dependent Carers' Allowances should be made within two months of the date of the meeting and be submitted to the Head of Member Support & Employee Services by the 2nd of the month for payment on the 15th of that month directly into a Member's bank account.

An advice note detailing the amount of each payment and the cumulative position during the fiscal year to date will be forwarded to the Member's home address.

Payment will be made each month

3. PAYMENT OF DEPENDENT CARER'S ALLOWANCE

Expenditure incurred by a Councillor for the care of their children or dependent relatives whilst undertaking particular duties shall be reimbursed to a maximum amount ***detailed in Schedule 1***, for such reasonable period of the absence giving rise to the claim including reasonable travelling time to and from the meeting.

(i) Each Councillor who wishes to claim a Dependent Carer's Allowance will register their intention to do so (on a form designed for that purpose available from the Pay & Member Services Section of the Head of Member Support & Employee Services Business Unit), together with the broad details of the circumstances and dependents giving rise to the claim. This initial registration must be approved by the Head of Member Support & Employee Services, and can be undertaken at any time during a Councillor's membership of the Council.

(ii) Thereafter, each individual claim will be made on a Dependent Carer's Allowance Claim form and submitted to the Pay & Member Services Section.

A valid invoice must accompany all claims.

4. TRAVELLING ALLOWANCES

Claims for reimbursement of travelling costs should be made within two months of the date of the meeting and be submitted to the Head of Member Support & Employee Services by the 2nd of the month for payment on the 15th of that month directly into a Member's bank account.

Please note that Receipts must be provided for Public Transport fares and other expenses in

order to negate any tax/NI liability, and allow VAT to be reclaimed by the City Council.

Councillors should note that if they use their own vehicle for the purpose of Council business (including attendance at Council meetings), they should ensure that they are fully covered for business purposes on their motor vehicle insurance policy (see also section 11).

5. SUBSISTENCE ALLOWANCES

Claims for subsistence should be made within two months of the date of the meeting and be submitted to Head of Member Support & Employee Services by the 2nd of the month for payment on the 15th of that month directly into a Member's bank account.

Receipts must be retained in order to negate any tax/NI liability, and allow VAT to be reclaimed by the City Council.

6. SUSPENSION OF ALLOWANCES

Payment of all Allowances will be suspended where a Member is suspended, or partly suspended, under Part 3 of the Local Government Act 2000, is adopted.

Subject to the outcome of any investigation, any amount suspended or recouped may be reimbursed.

7. MISCELLANEOUS PROVISIONS

The Council also provides the following services for Members;

- i. Visiting Cards.
- ii. Reimbursement of costs personally incurred by Members in hiring accommodation for surgeries
- iii. A new Members' Development framework for the development of all

Elected Members is currently under consideration by Council

- iv. The provision of home based computer facilities to assist Members in

The performance of their role as Councillors and in representing and assisting their constituents.

6. INCOME TAX ON BASIC, SPECIAL RESPONSIBILITY AND CONFERENCE ALLOWANCES

8.1 Allowances are taxed under Schedule E. Deductions will be made from attendance allowances in accordance with the Members' tax code: Tax Code B.R. means that tax will be deducted at the basic rate which is currently 22%, a Member will then be able to claim tax allowances from the Inland Revenue in respect of expenses incurred.

8.2 In determining the liability to tax, allowances will be made for expenses agreed between the Member and the Inland Revenue. Basic Allowance is designed to include an element for miscellaneous expenditure on postage, telephones etc.

8.3 Members should take up the question of allowable expenses with their Inspector of Taxes.

8.4 Council Members liable to pay income tax at the higher rate should advise Pay & Member Services accordingly, in order that a correct notice of coding can be obtained from the Inland Revenue.

5. All taxation matters relating to allowances are centred at Bootle and any queries should be referred to the following address, quoting

tax reference No. NW1 083/100:

Bootle Merseyview

Taxpayer Service Office

The Triad

Stanley Road

Bootle

Merseyside L75 2YY

Tel. No. 0845 300 3939

8.6 INCOME TAX ON MILEAGE

All business miles will be reported to the Inland Revenue at the end of the tax year and may incur a tax liability.

9. NATIONAL INSURANCE MATTERS INCLUDING THE EFFECT OF RECEIVING ATTENDANCE ALLOWANCES ON RETIREMENT AND OTHER BENEFITS

9.1 Unless otherwise instructed, the Council is required to deduct Class 1 National Insurance contributions from allowance payments for £385.00 and above per month.

9.2 A Member may apply to the Department of Works and Pensions (DWP) (formerly Department of Social Security, DSS) for deferment of Class 1 contributions on his/her attendance allowance in order to avoid overpayment of NI at the end of the year. If deferment is accepted an instruction will be sent from the DWP to the Head of Member Support & Employee Services not to deduct Class 1 contributions for the current year. (This will be relevant to Councillors in full-time employment whose earnings are close to or exceed the ceiling for NI contributions).

9.3 Persons over minimum pension age (man 65, women 60) need pay no contribution, whether or not they are receiving a pension, but must obtain a certificate of age-exemption to pass to the Head of Member Support & Employee Services.

9.4 If you do not fall into any of these categories, then the DWP strongly advise that you visit their local office to establish your position. They say that because of the large variety of individual circumstances it is difficult to set out everybody's position. They also stress that the National Insurance regulations put the onus on each individual to find out his/her position.

9.5 The DWP have requested that Members be reminded that the receipt of attendance and dependent carers' allowances may affect any benefit that they are receiving, and amounts received must be declared to the local office. If Members elect to forego any part of their entitlement to an allowance, this will be disregarded when calculating entitlement to many benefits and the Member is treated as still in receipt of the Allowance. Again, it means a visit to your local Benefits Agency office if you are affected. The local Department of works and Pensions office is at Rufus House, Castle Street, Carlisle. Telephone No. Carlisle 829700.

9.6 The level of reimbursement currently payable for business mileage may incur a NI liability.

9.7 Council Members who currently pay National Insurance up to the Upper Earnings Threshold in an employed position should apply to the DWP for a form RD950 in order that they are not subjected to NI payments on their Council earnings. These forms are renewable each taxable year.

10. METHOD OF CLAIMING

10.1 National Insurance contributions will be calculated on a monthly basis and it would be helpful if Members could complete claims for Conference Allowances, travel and subsistence so that each calendar month is entered on a separate claim.

2. National Insurance is calculated by reference to the date and payment period in which payment is made. Members should therefore try to ensure that they submit a claim for payment each month. Failure to submit claims on a monthly basis may result in the Member paying more National Insurance than they would otherwise,

ie receiving a large payment covering a period of several months may result in a higher liability arising.

11. STATUTORY SICK PAY

11.1 Members who are required to make National Insurance contributions in respect of Allowance payments are entitled to receive Statutory Sick Pay (SSP). This entitlement extends to women who pay the reduced National Insurance contribution. Members who are exempt from paying National Insurance contributions are not eligible for SSP.

11.2 SSP is payable only if average 'monthly' earnings (i.e. Allowances, telephone rental and NI'able mileage) are above the lower earnings limit at which National Insurance contributions become payable (currently £385.00). If a Member does qualify then the entitlement on average earnings of £385.00 and above would be £64.35 per week of sickness.

11.3 Any SSP entitlement paid by the City Council is quite independent of any entitlement a Member may have from any other employment. SSP is payable for the first 28 weeks of sickness

and is subject to income tax and National Insurance contributions.

11.4 Since allowance payments are irregular, the entitlement (if any) of an individual Member will depend on a number of factors/calculations. SSP is payable only on the production of medical evidence.

5. Members under the age of 65 (men) and 60 (women) who are subject to national insurance deduction from their allowances and who are ill for a period of four consecutive days (including Saturday, Sunday and Bank Holidays) are therefore advised to contact Mrs Nicola Mitchell tel 01228 817271 no later than the fourth day.

They will be advised as to whether or not they will be entitled to SSP and if so the procedures that they are required to follow. Any delay in notification may affect the entitlement.

12. INSURANCE COVER FOR COUNCILLORS IN UNDERTAKING THEIR DUTIES

1. The basic level and details of the insurance cover provided by the Council for Members in undertaking their duties is as detailed below. Members are covered by the Council's insurances whilst undertaking their official Council duties (whether those duties qualify as Approved Duties or not). However, as with any other insurance policy, various conditions and exclusions apply to each policy. If Members require any further details or guidance, they should contact the Council's Insurance and Risk Management Officer, David Steele on 817288

i. Employers Liability

Limit of Indemnity £30,000,000

ii. Public Liability

Limit of Indemnity £25,000,000

Libel and Slander included within this cover but with a reduced limit of indemnity of £1,000,000

iii. Professional and Officials Indemnity (including Outside Bodies Cover)

Limit of Indemnity £5,000,000

NB. Exclusions on this policy include:

- o Liability in respect of surcharge by the District Auditor or other competent body.
- o Other Criminal Acts

i. Personal Accident

- o Employees - Capital Sum Benefit Only (3 times Annual Earnings)
- o Members - Capital Sum Benefit - £100,000

Temporary Total Disablement - £200 per week

Temporary Partial Disablement - £100 per week

i. Outside Bodies Cover

Contingency insurance cover is provided for Councillors appointed by the Council to serve as the Council's representative on Outside Bodies. This cover will come into effect in the event that claims are made against the Council in the absence of the Outside Body having insurance cover.

A list of the Outside bodies currently covered is attached.

13. SOURCES OF HELP Telephone

13.1 Peter Stybelski - Town Clerk & Chief Executive 817001

Legal & Democratic Services

John Egan – Head of Legal & Democratic Services 817004

Ian Dixon - Chief Administrative Officer 817033

Financial Services

Angela Brown – Head of Finance 817299

Member Support & Employee Services

David Williams - Head of Member Support & Employee Serv 817082

Nicola Mitchell – Pay & Member Services Manager 817271

Eileen Reid - Asst. Pay & Member Services Manager 817272

13.2 Department of Works and Pensions

Rufus House, Castle Street, Carlisle

Telephone, Carlisle 829700

13.3 Income Tax Office

All queries should be referred to the following address, quoting reference 083/100:

Bootle Merseyview

Taxpayer Service Office

The Triad

Stanley Road

Bootle

Merseyside L75 2YY

Tel. No. 0845 300 3939

List of Outside Bodies (as at April 2003)

Outside Body

Age Concern - Carlisle and District General Committee

Age Concern - Cumbria District Forum

Anchorage Centre Management Committee

Belah Community Centre Management Committee

Belah Primary School Governors

Belle Vue Infant School Governors

Belle Vue Junior School Governors

Bishop Goodwin Nursery and Infant School Governors and Bishop

Botcherby Community Centre Management Committee

Brackenhill Trust - Board of Trustees

Brampton Community Association General Committee

Brook Street School Governors

Caldew Lea School Governors

Care and Repair Carlisle - Hanover Housing Association

Carlisle and Eden Community Safety Strategic Group

Carlisle and Eden Valley Local Strategic Partnership

Carlisle Anti-Poverty Action Group

Carlisle Business Forum (Services) Limited

Carlisle Cares Awards Selection Panel

Carlisle Citizen's Advice Bureau Management Committee

Carlisle College Corporation

Carlisle Council for Voluntary Service

Carlisle Cycling Forum

Carlisle District Crime and Disorder Strategic Partnership Group

Carlisle District Health Group

Carlisle Education Business Partnership

Carlisle Educational Charity

Carlisle Health Alliance

Carlisle Law Centre Management Committee

Carlisle Police Sub-Division Community Liaison Committee

Carlisle Rural Action Group

Carlisle South Sure Start - Interim Steering Group

Carlisle Sports Council

Carlisle Tourism Executive Board

City Centre Management Working Group

Community Safety Forum

Outside Body

Conservation Area Advisory Committee

Croftlands Trust Management Committee

Cumbria Branch of the Local Government Association (NWLGA)

Cumbria Community Legal Services Partnership

Cumbria Inward Investment Agency Ltd

Cumbria Playing Fields Association

Cumbria Playing Fields Association - Executive Committee

Cumbria Rural Development Strategy Committee

Cumbria Strategic Partnership

Cumbria Sub-Regional Assembly Policy Committee (NWLGA)

Cumbria Superannuation Fund Forum

Cumbria Tourist Board - AGM

Cumbria Tourist Board General Council

Cumbria Valuation Tribunal

Cumbria Waste Management Environment Trust - Carlisle and Eden

Currock Community Centre Management Committee

Denton Holme Community Centre Management Committee

Drugs Reference Group

East Cumbria Community Health Council

East Cumbria Countryside Project

Elizabeth Fell Memorial Hall

European Union Committee of the Regions

Fluoridation of Water Supplies Working Group

Forward in Europe

Friends of Tullie House Museum and Art Gallery

Greystone Community Association

Hadrian's Wall Tourism Partnership

Hadrian's Wall World Heritage Site Management Plan Committee

Harraby Community Centre Management Committee

Health Forum

Impact Housing Association

Inglewood Infant School Governors

Inglewood Junior School Governors

Kingmoor Infant School Governors

Kingmoor Joint Venture Company - Kingmoor Park Properties

Kingmoor Junior School Governors

Local Authority World Heritage Forum

Outside Body

Local Economy Forum

Local Government Association - General Council

Local Government Association - Rural Commission

Local Government Association - Urban Commission

Local Government Information Unit

Longtown Community Centre Management Committee

Mary Hannah Almshouses Charity

Morton Community Centre Management Committee

Morton Park Primary School

Museums Association (Institutional Members)

National Association of British Markets Authorities

National Association of Councillors - Northern Branch

National Parking Adjudication Service Joint Committee

Newlaithes Infant School Governors

Newlaithes Junior School Governors

Newman R.C. School Governors

Newtown School Governors

Norman Street Primary School Governors

North Cumbria Health Action Zone Partnership Board

North Cumbria Technology College - Facility Management Committee

North Cumbria Technology College Management Group

North Pennines Partnership of Local Authorities

North West and North Wales Anti-Poverty Forum

North West Housing Forum

North West Local Government Association - Cumbria Sub-Regional

North West Local Government Association - Regional Assembly

North West Museums and Art Galleries Service

North Western Local Authorities Employers Organisation

Northern Arts

Northern Arts Local Authority Forum

Objective 2 and 3 Cumbria County Working Group

Partnership for Health Board

Pennine Way Primary School Governors

Petteril Bank Community Centre Management Committee

Petteril Bank School Governors

Quality Street Competition

Raffles Community Centre Management Committee

Outside Body

Raffles Single Regeneration Budget Board

Reserve Forces and Cadets Association for the North West of England

Robert Ferguson School Governors

ROOM, the National Council for Housing and Town Planning Northern

Settle - Carlisle Railway Development Company

Solway Coast AONB Joint Advisory Committee

St Martins College Governing Body

St. Bedes R.C. School Governors

St. Cuthberts R.C. School and Nursery Governors

St. Margaret Marys R.C. School Governors

Stanwix Community Association

Stanwix School Governors

Upperby Primary School Governors

Voluntary Action Cumbria

West Coast Rail 250

Yewdale Community Centre Management Committee

Yewdale School Governors

DUTIES OF THE LEADER OF THE COUNCIL

Remit:

- To provide clear political leadership for the Council, relating to all Members, citizens, staff and stakeholders.
- To act as the Council spokesperson on all key corporate issues, consistent with the overall policy and budgetary framework agreed by the Council.
- To lead the development of local and regional policies which fulfil the Council's corporate policy objectives as stated in the Best Value Performance Plan.
- To lead on the Council's effective decision-making processes and supporting administration.
- To lead the budget making processes of the Council, closely linked to performance management.
- To lead the Council's public participation activities, encouraging local people to take part in the Authority's decision making processes.
- To lead on all regional affairs.
- To Chair all Executive meetings.
- To represent the City at local, regional and national levels, acting as ambassador and leading the development of key strategic partnerships with local communities, outside agencies and key stakeholders to deliver the Council's corporate objectives and provide quality services to residents.

DUTIES OF THE DEPUTY LEADER OF THE COUNCIL

Remit:

- Deputising for the Leader of the Council in his/her absence.
 - Chairing Executive meetings in the absence of the Leader of the Council.
 - Acting as the Council's spokesperson on all key corporate issues, consistent with the Council's overall policy and budgetary framework, in the absence of the Leader.
- Holding and leading on any Portfolio which the Council may allocate.

DUTIES OF EXECUTIVE COUNCILLORS

Remit:

All Executive Members have collective responsibility to:

- Ensure that the Council meets its agreed corporate objectives, as set out in the Best Value Performance Plan.
- Ensure that the Council continues to improve performance in all services, consistent with Best Value principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews, together with all Best Value Review Action Plans.
- Facilitate and encourage public participation in the Council's activities by effectively engaging local residents, businesses and other key stakeholders in the Authority's decision-making processes. This includes overseeing the publication of consultation papers on key issues and appropriate public consultation.
- Consider budget priorities within the overall policy and budgetary framework agreed by the Council.
 - Consider action on the delivery of Council services and the discharge of the Council's functions within the overall policy and budgetary framework agreed by the Council. This includes the formation of partnerships and contacts with outside bodies to secure joined up service delivery.
 - Consult with Scrutiny Committees on matters relating to the development and formulation of policy.
- Consult with Area Committees and local Ward Members about policy developments or service initiatives which have a specific relevance to their areas.
 - Ensure that good industrial relations are supported and promoted, through appropriate and effective consultation with trades union representatives.
- Oversee the investigation of and responses to all Local Authority Ombudsman reports, including any findings of maladministration.
 - Recommend research, study or the collection of information relating to policy issues or service delivery.

DUTIES AND RESPONSIBILITIES OF INDIVIDUAL PORTFOLIO HOLDERS

PRINCIPAL DUTIES

1. To provide pro-active political leadership for the designated function/service of the Council set out in the allocated Portfolio.
2. To initiate and promote policies and programmes in respect of the allocated Portfolio both within the Council and externally.
3. To present and consult on the Council's policies in respect of the allocated Portfolio with the public, both directly and through appropriate media.
4. To engage actively and represent the Council in appropriate local, regional and national groupings involved with the service areas set out in the allocated Portfolio.

5. To make recommendations about the implementation of policies within the allocated Portfolio.
6. To report to the Council on decisions made, actions taken and progress achieved within the allocated Portfolio.
7. To consult with and report as required to the Executive Committee and the Scrutiny Committee in respect of the Portfolio.
8. To commission and consider reports/briefs from appropriate officers as required for the efficient discharge of the Portfolio Holder's duties/responsibilities.
9. To keep abreast of national best practice/new initiatives in the areas covered by the Portfolio to help ensure high local service standards and provision.
10. To consider and act on performance data and reports from the Executive Committee and the Scrutiny Committee.
11. To contribute to the corporate development of the Council's policies and objectives through active engagement of the Executive Committee.
12. To work closely with the relevant senior officers of the Council to help ensure the efficient management of the authority and to uphold high standards of performance and conduct and in enabling Officers to exercise any powers delegated to them.
13. To attend meetings of the Scrutiny Committee as and when required.

DUTIES OF SCRUTINY COMMITTEE MEMBERS

Remit:

All Members of Scrutiny Committees will have collective responsibility to:

- Scrutinise Executive decisions, to assess how these contribute to effective service delivery and help to achieve the Council's Best Value Performance Plan and whether they are in accordance with the agreed budgetary and policy framework.
- Review individual policies and projects to evaluate their effectiveness and success and consult with all relevant stakeholders in this process.
- Monitor how the Council is meeting its agreed corporate objectives, as set out in the Best Value Performance Plan.
- Facilitate and encourage participation in the Council's activities by effectively engaging local residents, businesses outside agencies and other key stakeholders, in the Authority's decision making processes and recommend policy initiatives and changes.
- Check that the Council continues to improve performance in all services within the policy and budgetary framework agreed by the Council and recommend areas for improvement and change.
- Undertake Best Value reviews of the Council's services and make recommendations which positively contribute to improving service delivery.
- Work to a specific workplan, as agreed by Full Council, for each municipal year.

- Report all findings of the Committee and recommendations for action to both the Executive and full Council on a regular basis.

DUTIES OF CHAIRS OF COMMITTEES, PANELS AND WORKING GROUPS

Remit:

- To enable the smooth and orderly conduct of business within the Standing Order and Terms of Reference of the Council.
- To ensure an orderly debate or deliberation of the business in hand.
- To report on the workings of the Committee, Sub-Committee, Panel or working Group to the full Council and to present, where appropriate, recommendations to the Council.
- To ensure that there is proper consideration of any item.
- To ensure, where appropriate, that the views of co-opted Members (if any) are brought to the attention of Council.
- To liaise with Officers in formulating Agendas and to attend any meetings with Officers to discuss matters relevant to the business of the Committee, Sub-Committee, Panel or Working Group.
- Where appropriate to liaise with other interested parties in establishing co-opted membership, and topics for consideration.
- Where applicable, to liaise with other tiers of local government and to contribute to any other joint working arrangement.
- Where applicable, to lead such site visits that may assist Members arriving at a considered decision.

DUTIES OF NON-EXECUTIVE COUNCILLORS

MAIN PURPOSE

- To represent their electors and the people of Carlisle by acting as effective advocates, campaigners and representatives.
- To promote the economic, social and environmental well-being of their electorate and the City as a whole, and to act in accordance with the highest standards of probity in public life, seeking to serve the community without personal gain.

KEY DUTIES ON THE CITY COUNCIL

- To attend full Council and its committees as necessary and contribute effectively.

- To undertake other official duties or act as representatives of the City Council on outside bodies to which they have been appointed.
- To decide in setting priorities and participate in agreeing and setting a budget and the Council's policy framework.
- To take decisions in respect of those matters reserved to the full Council or in respect of executive functions which are not in accordance with the policy and budgetary framework.
- To monitor performance against targets in all areas of the Council's direct and indirect activity.
- To ensure that best value services are provided to local people.
- To ensure that the Council acts in co-operation and collaboration with other agencies to the benefit of people.
- To promote and represent the City Council in the local community.
- To liaise with other levels of government, agencies or bodies which influence the well-being of the City.
- To Chair Committees, Panels, Working Groups and other meetings as required.
- To ensure they are sufficiently informed as to scrutinise the executive and to question and hold the executive to account.

KEY DUTIES WITHIN THE COMMUNITY

- To promote the economic, social and environmental well-being of the community, having regard to the effects on other communities and the City as a whole.
- To find ways of effectively and regularly communicating with their constituents.
- To be a leader and advocate for their local community, find ways by which constituents can raise issues of importance, or personal concern and to take the appropriate action.
- To explore new ways, between elections, of being accountable to the constituents.
- To work in partnership with their communities.
- To work in partnership with other agencies.
- To actively campaign for measures that will secure strong safer communities.
- To act as the pivot by which various funding streams can be brought together for the benefit of the community.
- To campaign or make representations on behalf of communities of interest.

To liaise with other levels of government, agencies or bodies which influence the well-being of their constituency.

APPENDIX B

CARLISLE CITY COUNCIL

INDEPENDENT REMUNERATION PANEL – 24th June 2003

CHAIRMAN'S REPORT

Introduction

The Independent Review Panel met on 24 June 2003 to consider a number of reports placed before it by the Pay and Member Services Manager. After detailed discussion of the reports and questioning of officers the Panel came to a number of conclusions and recommendations.

The Panel also interviewed two candidates for membership of the Panel. They both met the criteria for membership and offered considerable skills, knowledge and experience which will be of value to the Panel.

The recommendations which it now makes to Council are set out below.

Recommendations

1. Instruct Officers to carry out further investigation and defer the review of the Chair of Development Control Committee Special Responsibility Allowance level until the 2004 Review of allowances.
2. Appoint Ms L Dodds and Mr J B Clayton to the Independent Remuneration Panel.
3. Instruct Officers to carry out a survey of Council Members' views on the benefits of joining the Members' Pension Scheme with a view to making a recommendation by the September 2003 deadline.
4. Leave the Special Responsibility Allowances for Executive Members at their current level until the 2004 Review of allowances.
5. Amend the Members' Travel Allowances Scheme to move into line with the Officers' scheme as follows:

Members to be paid the first 120 miles of any round trip at Casual user rates and the remaining miles at petrol rates.

Rates to be uplifted annually since April 2001 and arrears payments to be made to Members

6. Amend Members' Subsistence rates to move into line with the Officers' scheme as follows:

The overnight London and Non-London Allowances will cease to apply and hotel accommodation should be booked by City Council staff.

Where members book their own accommodation the maximum rates in accordance with the Officers' scheme will apply.

Increases to meal allowances will be implemented without arrears being paid.

Out of Pocket allowances (currently £4.43 per night) will be paid

in order to compensate Members for any personal incidental expenses incurred.

Public transport, taxi fares etc will continue to be reimbursed in the normal way.

7. Take no action on a Parish Councils Independent Review Panel for Parish allowances until the result of the consultation with the Association of Parish Councils is known.

Colin Johnston

Chairman

Carlisle City Council Independent Remuneration Panel

26 June 2003

APPENDIX C

CARLISLE CITY COUNCIL

INDEPENDENT REMUNERATION PANEL - 12th September 2003

CHAIRMAN'S REPORT

(This document received in hard copy from the Chair and typed into electronic format by N Mitchell)

Introduction

The Chairman welcomed the new members of the panel, Mrs L Dodds and Mr J B Clayton to their first meeting.

The IRP met on 12th September to consider a number of reports placed before it by the Pay & Member Services Manager.

After detailed discussion and further explanation given by the Officers advising the panel, reached agreement on the recommendations to be made to the Council.

Recommendations

1. Instruct officers to call a further meeting of the IRP on 23rd September to allow for further discussion in

respect of Members Travel & Subsistence following the comments of individual councillors.

2. To keep backbenchers aware of consultation in respect of IRP matters all agenda's and working papers will be circulated to group leaders prior to meetings in order that they can consult with their members and provide comments prior to our meetings.

In addition, matters referred to Council by the IRP should be circulated to Corporate Resources O&S committee and the Executive as a matter of courtesy and as a way of engaging more members in the consultation process rather than having issues debated in the Council chamber.

The members of the IRP wish to reiterate that their independence must be maintained and whilst councillors' views will be considered they may not always be reflected in IRP recommendations.

3. Pensions for Councillors - It was agreed that further information was required in connection with the triennial valuation of the Pension fund which could have a major impact on the cost to Carlisle City Council in connection with the provision of pensions for Councillors. In addition the uncertainty of pension markets makes it difficult to predict the cost to the Council.

The issue will be reconsidered in July/August 2004, when further information should be available and other Local Authorities may also have made decisions about admitting their own Members, with a view to making a recommendation to Council again in respect of admitting members to the pension scheme in 2005/06.

4. It was agreed that the IRP would become the IRP for Parish Councils within the district and a further meeting will be held after 4th November to discuss this and to set T&S allowances for Parish Councils.

5. Instruct officers to obtain further information in respect of how many co-opted members the Council has, what they do and how many meetings they have. This information will be considered at the meeting due to be held on 23rd September 2003.

Colin Johnston

Chairman

Carlisle City Council Independent Remuneration Panel 14th September 2003

APPENDIX D

CHAIRMAN'S REPORT

(This document received in hard copy from the Chair and typed into electronic format by N Mitchell)

1. The minutes and the Chairman's report of the meeting held on 12th September were accepted as a true record.
2. Matters arising

Officers reported that a report was being presented to the Council requesting that IRP becomes the Parish Council IRP and that they had written to each PC requesting that they advise as to whether they require a scheme of allowances in respect of Basic and / or travel allowances.

Early indications suggest that most will require T&S allowances, but only larger councils will be considering paying basic allowances.

3. Review of Travel & Subsistence allowances referred back for further consideration by the IRP.

There was a great deal of discussion and consideration of information / evidence supplied by N Mitchell. Based upon evidence that the rates being proposed are already generous in comparison with other adjoining authorities, that it is not unusual to reduce mileage rates after 120 to 150 miles and that very few grievances were actually aired by Members, the Panel agreed that the original recommendations are reasonable and should stand.

The supporting evidence, previously circulated to all Members via the group Leaders reinforces that this recommendation may only affect a minority of Members and that there is benefit to the Council in having a standardised travel scheme for Officers & Members.

Subsistence – D Williams advised the Panel that corporate arrangements regarding booking hotel accommodation etc was under review, and it is likely that a better service will be available to both Members & Officers in future with possible discounts etc being negotiated.

The advantage to Members will be that the inconvenience of having to make their own travel arrangements will be reduced as officers will take on this burden on their behalf. Details of appropriate hotels etc will also be maintained and updated.

The Panel considered the evidence provided in connection with the subsistence allowances payable by other adjoining authorities and agreed that the rates proposed were generous in comparison. However in light of comments received the following amendments to the Scheme were proposed:

Tea Allowance will no longer be payable. Tea allowance will be added to the dinner allowances thus resulting in an enhanced dinner allowance of £12.31. In addition this will be payable in respect of journeys terminating after 6.00 PM instead of 7.00 PM.

In addition to this, the Out of Pocket Allowance of £4.43 would be payable for each overnight stay, thus resulting in a potential allowance of £16.74 which Members could utilise in respect of an evening meal.

The Panel considers this to be an adequate allowance.

4. Payment of Allowances to co opted Members

J Egan (Head of legal & Democratic Services) was invited to join the meeting in order to provide information in respect of the work undertaken by co opted members of committees.

There are currently 3 co opted members of the Standards Committee (2 independent & 1 Parish

Council member)

The remit of the committee is to advise Members on Code of Conduct issues for both City & Parish Councils. In future the work of this committee will increase as it will be required to actually undertake investigative work in respect of complaints about Members and will be responsible for imposing penalties & possibly suspension from office.

Whilst it is not anticipated that there will be a large increase in the number of meetings held, there is a feeling that the work involved in preparation for the meetings will grow quite substantially.

The Panel recommend that £300 per annum be paid to co opted Members of the Standards Committee to cover all expenses incurred.

The work and the rate of the allowance will be reviewed next year when there is more evidence in respect of the work load.

5. An article from the Cumberland News was circulated showing that Cumbria County Council had decided not to admit Members to the Pension Scheme.
6. The next meeting of the IRP on 21st November will be the inaugural meeting of the Parish Council IRP.

Colin Johnston

Chairman

Carlisle City Council Independent Remuneration Panel

27th September 2003

