



Local Government Act 1972

I Hereby Give You Notice that an **Ordinary Meeting** of the **Durham County Council** will be held in the **Council Chamber, County Hall, Durham** on **Wednesday 24 January 2018 at 10.00 a.m.** to transact the following business:-

1. Presentation to Honorary Aldermen / Alderwomen
2. To confirm the minutes of the meetings held on 6 December 2017 (Pages 3 - 10)
3. To receive any declarations of interest from Members
4. Chairman's Announcements
5. Leader's Report
6. Questions from Area Action Partnerships
7. Questions from the Public
8. Petitions
9. Report from the Cabinet (Pages 11 - 20)
10. Members' Allowances Scheme 2018/19 - Report of Independent Remuneration Panel (Pages 21 - 56)
11. Motions on Notice

Councillor M Wilkes to Move

This Council resolves to:

Request that a report be brought to Full Council on the options for bringing an end to the use of unnecessary Single Use Plastics (SUP) in County Durham, taking account of the following measures to:

- a) enable Durham County Council to become a full signatory of the 'Plastic Free Pledge', by phasing out the use of unnecessary SUPs in all County Council buildings, and working with commissioning partners to end the purchase and procurement of SUPs through the DCC supply chain;*
- b) encourage the County's businesses, organisations and residents to go 'plastic free,' working with best practice partners across the County to explore the creation of a 'plastic free network,' that could provide business support, practical guidelines and advice to help local businesses transition from SUPs to sustainable alternatives;*
- c) to incentivise traders on Council land to sell re-usable or non-plastic biodegradable containers and invite customers to bring their own, with the aim of phasing out SUPs; including investigating the possibility of requiring food and drink vendors to avoid SUPs as a condition of their event permission, strengthening DCC's existing guidance for exhibitors and traders.*

12. Questions from Members

And pursuant to the provisions of the above-named act, **I Hereby Summon You** to attend the said meeting

Dated this 16th day of January 2018



Helen Lynch
Head of Legal and Democratic Services

To: All Members of the County Council

DURHAM COUNTY COUNCIL

At an Ordinary Meeting of the County Council held in the Council Chamber, County Hall, Durham on **Wednesday 6 December 2017 at 10.00 a.m.**

Present:

Councillor B Kellett in the Chair

Councillors E Adam, J Allen, J Atkinson, B Avery, A Bainbridge, B Bainbridge, A Batey, A Bell, D Bell, J Bell, R Bell, H Bennett, J Blakey, G Bleasdale, L Boyd, D Boyes, D Brown, L Brown, C Carr, J Carr, J Chaplow, J Clare, J Clark, M Clarke, I Cochrane, J Considine, K Corrigan, P Crathorne, R Crute, G Darkes, M Davinson, S Dunn, S Durham, D Freeman, A Gardner, J Grant, N Grayson, O Gunn, C Hampson, K Hawley, T Henderson, S Henig, D Hicks, A Hopgood, K Hopper, L Hovvels, P Howell, S Hugill, E Huntington, S Iveson, I Jewell, O Johnson, C Kay, L Kennedy, J Lethbridge (Vice-Chairman), L Maddison, J Maitland, R Manchester, C Marshall, L Marshall, C Martin, E Mavin, L Mavin, S McDonnell, M McGaun, M McKeon, I McLean, O Milburn, S Morrison, A Napier, H Nicholson, J Nicholson, R Ormerod, A Patterson, C Potts, S Quinn, A Reed, G Richardson, J Rowlandson, A Savory, E Scott, P Sexton, K Shaw, A Shield, H Smith, T Smith, J Stephenson, B Stephens, A Surtees, L Taylor, O Temple, K Thompson, F Tinsley, T Tucker, J Turnbull, A Watson, A Willis, M Wilson and D Wood

Apologies for absence were received from Councillors P Brookes, J Brown, P Jopling, A Laing, K Liddell, H Liddle, J Makepeace, P Oliver, L Pounder, J Robinson, S Robinson, J Shuttleworth, M Simmons, A Simpson, D Stoker, P Taylor, M Wilkes, C Wilson and S Zair

Prior to the commencement of the meeting the Chairman of the County Council with great sadness reported the deaths of former Durham County Councillors and Aldermen John Toft and William Firby.

The Council stood for a moments silence as a mark of respect.

1 Minutes

The minutes of the meeting held on 1 November 2017 were confirmed by the Council as a correct record and signed by the Chairman.

2 Declarations of Interest

There were no declarations of interest in relation to any item of business on the agenda.

3 Chairman's Announcements

The Chairman was pleased to announce that Business Durham had recently been awarded a 'Highly Commended' certificate in the 'Improving Business Environment' category of the Enterprising Britain Awards 2017, which were part of the Government's drive to increase entrepreneurial activity in the UK. Councillor Marshall, Portfolio Holder for Economic Regeneration provided the Council with details of the award and placed on record his thanks and appreciation to all officers across the Council who provided a corporate approach to attracting businesses to the County. Councillor Marshall presented the award to members of Business Durham.

The Chairman reminded the Council about awareness sessions which were taking place in the Member Resource Centre. The aim of the sessions was to assist with the move towards paperless committee meetings, with full training and support to follow in January. The Chairman asked those Members who had not yet had the opportunity to attend any of the sessions to visit the Member Resource Centre before 5 p.m., or contact the Member Support Team who would be able to assist.

An extraordinary meeting would take place at the conclusion of the meeting and the Chairman asked all Members to remain in the Chamber.

4 Leader's Report

The Leader congratulated all those involved in Lumiere, which had attracted 240,000 visitors over a four night period. The economic assessment of the event was yet to be carried out. Durham had also hosted the 2017 LUCI Annual General Meeting, a three day event which attracted worldwide delegates and a one day Lumiere Durham Conference.

A video presentation of Lumiere, which contained some 29 light installations, was shown to Council.

The Leader informed Council that following Lumiere he had written to all partners to thank them for their support during the event, including the police, fire and rescue service, funders, staff, volunteers and Artichoke.

The Leader congratulated those who had been successful at this year's Environment Awards, Best Bar None awards and Durham City retail awards.

In concluding, the Leader wished all Members and officers a Merry Christmas and a Happy New Year.

5 Questions from Area Action Partnerships

Questions had been received from Great Aycliffe and Middridge AAP and 4Together AAP relating to the following:

- Further measures which could be introduced to enforce the clearance of littered yards and gardens in some housing properties.

- How the portfolio holder for social inclusion was approaching her role to find out what local projects were being developed by grants to tackle welfare reform and poverty issues, how these were helping those affected by welfare reform and poverty, and, how learning from such projects could be shared across the County to benefit others?

Brian Riley, Great Aycliffe and Middridge Partnership AAP Coordinator and Lee Copeland, 4Together AAP Coordinator were in attendance to ask their questions.

Councillor K Shaw, Portfolio Holder for Strategic Housing and Assets thanked the Great Aycliffe and Middridge AAP for their question and provided a response.

Councillor A Surtees, Cabinet Support Member for Social Inclusion thanked the 4Together AAP for their question and provided a response.

6 Questions from the Public

One question had been received from a Member of the Public regarding the role of teaching assistants:

In the absence of the questioner, the Head of Legal and Democratic Services informed the Council that a copy of the question, together with the response would be placed on the Council's website and a copy of the response would also be sent direct to the questioner.

7 Petitions

There were no petitions for consideration.

8 Report from the Cabinet

The Leader of the Council provided the Council with an update of business discussed by Cabinet on 15 November 2017 (for copy see file of Minutes).

9 Mid-Year Review Report on Treasury Management for the period to 30 September 2017

The Council considered a report of the Corporate Director of Resources which provided information on the treasury management mid-year position for 2017/18 and sought approval of a revision to the Council's Investment Strategy (for copy see file of Minutes).

In **moving** approval of the report Councillor Napier, Portfolio Holder for Finance informed Council it was important that treasury management was in line with best practice guidance. There was a need for transparency while also a need to manage borrowing prudently. Councillor Napier welcomed the proposed changes, which sought ways to increase investment returns while minimising risk.

Seconded by Councillor Henig.

Resolved:

- (a) That the proposed changes to the Treasury Management Strategy for 2017/18 be approved;
- (b) That the contents of the mid-year review report for 2017/18 be noted.

10 Electoral Boundary Review - Revised proposals for new Parliamentary Constituencies in Durham

The Council considered a report of the Head of Legal and Democratic Services which presented the revised proposals of the Boundary Commission for England for new Parliamentary constituency boundaries in England and the Constitution Working Group's recommendations thereon (for copy see file of Minutes).

In **moving** the recommendations Councillor Henig informed the Council that it would object in the strongest possible terms to the proposals. The proposed response was at Appendix 2 of the report.

In **seconding** the report Councillor Hopgood informed Council that there were massive changes in the proposals to those which the public had been consulted on.

Councillor R Bell informed the Council he could not support outright rejection of the proposals because they had brought Barnard Castle back into a Bishop Auckland constituency.

Resolved:

That:

- 1 the objection to the BCE's revised proposals for new Parliamentary Constituency boundaries across County Durham as set out at Appendix 2 be submitted.
- 2 the Head of Legal and Democratic Services be requested to send the letter on behalf of the Council to BCE before the consultation closes on 11 December 2017.

11 Motions on Notice

In accordance with a Notice of Motion it was **Moved** by Councillor Surtees, and **Seconded** by Councillor Corrigan:

This Council supports the NJC pay claim for 2018, submitted by UNISON, GMB and UNITE on behalf of council and school workers subject to the additional costs being provided for in future Local Government and associated funding settlements.

Councillor R Bell informed Council that the Motion did not say what the pay claim was and expressed concern it could undermine the employers side of negotiations. He added that he had a lot of sympathy for council and school workers, especially those not on incremental points.

Councillor Hopgood **moved** a Motion without Notice to adjourn the debate. The Motion moved by Councillor Surtees contained no detail of financial implications. While being supportive of what the Motion wanted to achieve, because of the lack of detail contained within it, the debate should be adjourned and the Motion brought back with more detail included.

Seconded by Councillor Temple.

Upon a vote being taken the Motion without Notice was **Lost**.

Upon a further vote being taken the substantive Motion was **Carried**.

12 Questions from Members

Councillor O Temple

To its credit, despite government having withdrawn the direct grant for Welfare Assistance in 2015, Durham County Council has continued each year to budget £860,000 to help residents in crisis with short term support through Daily Living Expenses, or to live on their own through Settlement Grants.

Unfortunately, however, in recent years only around half of this money has been allocated to individuals in need, with the balance allocated to employability schemes and AAPs.

With the roll-out of Universal Credit now happening across the county, what steps are the council taking to ensure that the whole Welfare Assistance budget is utilised for the relief of hard-pressed individuals and families, and in particular what steps will be taken to make the application process more accessible?

Councillor K Shaw, Portfolio Holder for Strategic Housing and Assets thanked Councillor Temple for his question and provided the following response on behalf of Councillor J Brown, Portfolio Holder for Social Inclusion.

As stated previously by Cllr Surtees in responding to the question from the AAP, residents of the County continued to struggle with the Government's ongoing programme for welfare reform and the lasting impacts of the recession in our area.

With the roll out of Universal Credit having already started in Peterlee and Seaham in October this year, it was important that the Council understood the impact on local people and provide support wherever possible.

The Council continued to provide a budget of £1m for its welfare assistance scheme despite government funding for the scheme being withdrawn. Many other councils had cut this vital support, but the Council had so far been able to continue to support the most vulnerable people in County Durham.

Since 2013 over 2,800 residents had benefitted from a settlement grant award and over 5,330 residents had received a daily living expense award. The scheme was kept under review and sought ways to ensure the scheme was as accessible as possible for those who needed it. Recent changes had been made to provide

additional support for those affected by Universal Credit. Feedback on the scheme from those the Council had helped had been very positive and the recent change to the provision of food baskets from Asda had been particularly welcome.

The Council was planning to undertake further communications amongst its front line teams and partners to ensure everyone was aware and could access the support available easily and with the minimum fuss. The Council was also promoting the scheme through its Advice in County Durham Partnership so that all advice agencies remained fully aware of the scheme.

If the annual budget for the Welfare Assistance Scheme was not fully spent in a particular financial year, the full budget remained available to help those in need, with any underspends carried forward in an earmarked reserve to augment the following years' budget allocation.

The Welfare Assistance Scheme budget was overseen by the Council's Poverty Action Steering Group and any requests for funding from this budget must clearly demonstrate that the funds would be used to assist 'hard pressed' individuals and families with immediate help or longer term support.

As an example, the Welfare Assistance Scheme fund was used to provide immediate help to residents struggling to meet their housing costs, by topping up the council's Discretionary Housing Payments grant budget by £118,000 in 2016/17. The Welfare Assistance Scheme budget had also funded a qualified Energy Efficiency Advisor for three years to help residents improve residents' financial situations by ensuring they were not over paying on energy costs.

Funding had also been provided for an employment and employability initiatives which supported individuals by helping them become closer to the employment market, or to assist those who would like to explore self-employment as a route to improving their life chances and achieving a positive outcome.

Since 2014, over 745 people had been supported into employment; over 700 residents had undertaken skills training; over 180 wage subsidies had helped business create positions for residents to be able to gain employment; and over 60 residents had set up their own businesses.

No resident had been turned away due to lack of funds in this County and the Council was hopeful this would never be the case. The revised scheme would be in operation for April next year and the Council would continue to monitor and collect feedback to ensure the scheme was available and accessible to those who needed it.

Councillor Temple thanked Councillor Shaw for his response and asked whether, if this year, the Council did not manage to get more money into the hands of individuals, this would be seen as a failure of the Scheme. Councillor Shaw replied that he would take this to the Portfolio Holder to provide a response.

The Chairman concluded the meeting by wishing all a Merry Christmas and New Year.

DURHAM COUNTY COUNCIL

At an Special Meeting of the County Council held in the Council Chamber, County Hall, Durham on **Wednesday 6 December 2017 at 11.15 a.m.**

Present:

Councillor B Kellett in the Chair

Councillors E Adam, J Allen, J Atkinson, A Bainbridge, B Bainbridge, A Batey, A Bell, D Bell, J Bell, R Bell, H Bennett, J Blakey, G Bleasdale, L Boyd, D Boyes, D Brown, L Brown, C Carr, J Carr, J Chaplow, J Clare, M Clarke, I Cochrane, J Considine, K Corrigan, P Crathorne, R Crute, G Darkes, M Davinson, S Dunn, S Durham, D Freeman, A Gardner, J Grant, N Grayson, O Gunn, C Hampson, K Hawley, T Henderson, S Henig, D Hicks, A Hopgood, K Hopper, L Hovvels, P Howell, S Hugill, E Huntington, S Iveson, I Jewell, O Johnson, C Kay, L Kennedy, J Lethbridge (Vice-Chairman), L Maddison, J Maitland, R Manchester, C Marshall, L Marshall, C Martin, E Mavin, L Mavin, S McDonnell, M McGaun, M McKeon, I McLean, O Milburn, S Morrison, A Napier, H Nicholson, J Nicholson, R Ormerod, A Patterson, C Potts, S Quinn, A Reed, G Richardson, J Rowlandson, A Savory, E Scott, P Sexton, K Shaw, A Shield, H Smith, T Smith, J Stephenson, B Stephens, A Surtees, L Taylor, O Temple, K Thompson, F Tinsley, T Tucker, J Turnbull, A Watson, A Willis, M Wilson and D Wood

Apologies for absence were received from Councillors P Brookes, J Brown, P Jopling, A Laing, K Liddell, H Liddle, J Makepeace, P Oliver, L Pounder, J Robinson, S Robinson, J Shuttleworth, M Simmons, A Simpson, D Stoker, P Taylor, M Wilkes, C Wilson and S Zair

1 Declarations of Interest

There were no declarations of interest in relation to the item of business on the agenda.

2 Conferment of the Title of Honorary Aldermen/Honorary Alderwomen

The Council considered a report of the Corporate Director of Resources which sought confirmation of the conferment of the title of Honorary Alderman/Alderwoman upon retiring Members who qualified for the same in accordance with previously agreed criteria (for copy see file of Minutes).

Moved by Councillor Henig, seconded by Councillor Hopgood.

Upon a vote being taken it was unanimously

Resolved:

That the Council confer the title of Honorary Alderman/ Alderwoman on the following former Councillors once they had indicated they would be prepared to accept the honorary title:

- (a) Joe Armstrong;
- (b) Jim Cordon;
- (c) Neil Foster;
- (d) Michele Hodgson;
- (e) June Lee;
- (f) Nigel Martin;
- (g) Joan Maslin;
- (h) Paul Stradling.

24 January 2018

Report from the Cabinet



Purpose of the Report

To provide information to the Council on issues considered by the Cabinet on 13 December 2017 to enable Members to ask related questions.

Members are asked to table any questions on items in this report by 2 pm on 23 January 2017 in order for them to be displayed on the screens in the Council Chamber.

Contents

13 December 2017

- Item 1 Mainstream Primary and Secondary Funding Formula 2018-19
- Item 2 Enterprise Zone: Business Rate Growth Income Pooling Agreement
- Item 3 Quarter Two 2017/18 Performance Management Report
- Item 4 Oral Health Update

1. Mainstream Primary and Secondary Funding Formula 2018-19 Deputy Leader of the Council – Councillor Alan Napier Contact – Paul Darby 03000 261930

We have considered a joint report of the Corporate Director of Children and Young People's Services and the Corporate Director of Resources which outlined the Council's approach to setting a funding formula for mainstream primary and secondary schools for 2018-19. This formula will apply to maintained schools from 1 April 2018 and academies from 1 September 2018.

The report outlined options for the mainstream primary and secondary school funding formula for 2018-19. Setting this formula is a local authority responsibility and this will be the first year that the Council needs to consider setting a local formula in the context of revised funding allocations and the National Funding Formula (NFF); the Government has announced that the latter will replace local formulas with effect from 2020-21. Primary legislation to implement the powers to direct funding to individual school will be required.

The local formula to be adopted in County Durham in 2018/19 will be submitted to the Education and Skills Funding Agency by mid-January 2018. It is a statutory requirement that the Council consults with the Schools Forum in advance of making its decision.

The options outlined in the report and which have been subject to consultation were:

- (a) a minimal change from the 2017-18 local formula, updated for changes in pupil numbers and funding;
- (b) a new formula based on the NFF;
- (c) a transitional option to reduce divergence between the NFF and the minimal change option by one-third, with a view to a further reduction in divergence in 2019-20.

The impact on individual schools from the options modelled was included within the appendices to the report and a summary was provided in Table two of the report.

The minimal change option risks schools suffering significant financial turbulence in 2020-21. This risk is likely to increase if most local authorities decide to either implement the NFF or a transitional version across the next two years. The DfE is sensitive to the impact of significant changes on individual schools and for this reason is encouraging local authorities to move their local formulas towards the NFF requirements across the next two years. There is a risk that if Durham resisted any change to the local formula then the Council could be accused of failing to manage the change process effectively and of causing additional turbulence for schools when the NFF is implemented.

The argument that the minimal change option would allow schools more time to plan for the NFF does not take account of the potential impact of other changes in funding, notably from a significant change in pupil numbers, which schools would have to manage during the transitional period, which could lead to greater turbulence and disruption if schools are not already starting to adapt to the implications of the NFF.

The argument for moving to the NFF straight-away assumes that the existing local formula under-funds some schools and that the NFF will correct this. This is consistent with views expressed by the DfE during earlier consultations on the NFF, but it does not necessarily follow that the NFF is fairer than local formulas just because it is different. The differences between formulas reflect differences between Government policy and previous decisions made locally in response to local priorities, which in Durham take account of the large number of small schools serving relatively deprived communities and the extent of variations in deprivation across the County.

A single one-off change to the formula to match the NFF would not be appropriate for 2018-19, because the NFF is not due to replace local formulas until 2020-21 and the NFF formula factors could change before then, though

there is no indication to suggest they will at this stage. As such any immediate move to implement the NFF in 2018-19 would be considered premature at this stage.

Feedback from the Schools Forum working groups, from individual schools and from DASH has been mixed. Further proposals to make changes designed to target funding to either primary or secondary schools or to protect KS4 funding would lead to distortions in the local formula compared to the NFF and would increase the areas of divergence, which would increase the likelihood of turbulence having a significant effect on schools when the NFF replaces local formulas in 2020-21.

The transitional option proposed in this report and subject to consultation is designed to be implemented over the next two years, with the last transition to the NFF taking place in 2020/21. Commencing this transition in 2018-19 does not remove the flexibility to make further changes to the formula in 2019-20; indeed, changes might be appropriate in the light of any further developments in respect of the NFF and both the detail of the formula and the timing of its implementation could be adjusted further.

At present there is a firm intention on the part of the DfE to implement the NFF in 2020-21 in line with the Government's announcements on 14 September, 2017 but this is dependent on time being made available for primary legislation to enable this to be implemented before then.

On the basis of these considerations the recommended option was that the transitional model is adopted in 2018/19. The formula factor values outlined in Appendix 2 would be finalised upon receipt of the final DSG allocations for 2018/19 and confirmation of final pupil numbers from the ESFA.

Decision

We have:

- (a) noted the content of the report;
- (b) approved the recommendation to adopt a local funding formula for mainstream primary and secondary schools for 2018-19, based on a one third transition from the current local formula towards the National Funding Formula.
- (c) noted that the position is reviewed in 12 months' time in advance of agreeing the local formula for 2019-20.

2. Enterprise Zone: Business Rate Growth Income Pooling Agreement

Cabinet Portfolio Holder – Councillor Carl Marshall
Contact – Jeff Garfoot 03000 261946

We have considered a joint report of the Corporate Director of Resources and the Corporate Director of Regeneration and Local Services which sought

approval to enter into the overarching Enterprise Zone Pooled Business Rate Income Agreement with the North East LEP and its accountable body NECA.

There are 20 Enterprise Zone (EZ) sites approved in the North East Local Enterprise Zone (North East LEP) area, with at least one site in each local authority area. Ten Round 1 sites became operational in April 2013; nine Round 2 sites became operational in April 2017; and one will become operational in April 2018. The Council has one enterprise zone based at Jade Park, Seaham (formerly Hawthorn).

The granting of Enterprise Zone status to these employment sites by the Government, means that businesses who occupy the sites can receive benefits of either discounted business rates or enterprise capital allowances for a limited period and within European state aid rules. The Government also allows 100% of Business Rate Growth Income (BRGI) to be kept to fund infrastructure and intervention costs needed to develop the sites over a 25 year period. Enterprise Zone bids have to be submitted to, and supported by, the Local Enterprise Partnership (LEP) to attract 100% business rates retention and other capital allowance incentives. Retained business rates are paid to the North East LEP as opposed to being retained by the local councils across the north east.

In most cases, infrastructure costs occur at the start of the period and this will require borrowing to fund the works. The North East LEP will approve the capital and financing costs to be funded from pooled Business Rates Growth Income (BRGI) and determine the use of any BRGI surplus after costs have been met.

Each of the seven Local Authorities in the North East LEP area have been asked to enter into an overarching agreement in order to provide a transparent and consistent approach for:

- (a) the treatment of pooled BRGI across the North East LEP area;
- (b) the financing of site intervention costs;
- (c) the funding of eligible revenue costs;
- (d) the operation of a performance incentive arrangement aimed at accelerating development, and maximising BRGI;
- (e) the treatment of any net surplus after all costs have been funded;
- (f) the treatment of any borrowing costs that cannot be funded from the BRGI pool in the unlikely event of a shortfall in total pooled income resulting in a net deficit.

The report sought approval to enter into an overarching BRGI Pooling Agreement with the North East Combined Authority (NECA) in its current role as the accountable body of the North East Local Enterprise Partnership (North East LEP). This BRGI Pooling Agreement sets out the BRGI pooling arrangements for Enterprise Zones in the NELEP area over the 25 year BRGI period for each site, with a final date of the agreement running to 31 March 2043. It is anticipated that this overarching agreement will enable the individual funding agreements required to implement each approval of funding

to be simplified and thereby accelerate the process of approval and subsequent development of the sites.

A formal agreement is needed between the North East LEP; its accountable body NECA and each of the local authorities that can be operated over the whole life of the agreement by council officers over the next 25 years and is capable of dealing with any changes to the parties to the agreement over time through novation and residual body arrangements.

The Business Rates Pooling Agreement covers the following key elements:

- (a) Clarification of the arrangement for the payment of pooled Business Rate Income each year to the North East LEP or its accountable body, including the calculation of income to be paid and the timing of the payment in May after the year end;
- (b) The process for the approval of new interventions;
- (c) The treatment of existing funding arrangements for Round 1 sites;
- (d) The treatment of borrowing and the funding of borrowing costs;
- (e) Arrangement for utilising the pooled BRGI;
- (f) The treatment of any BRGI deficit, which will fall to be met proportionately by those councils that have not generated their expected income and have a deficit on their own account, in the event of any net deficit remaining over the whole period;
- (g) Reporting arrangements;
- (h) Standard terms to be included in the funding agreements that will sit below the pooled BRGI agreement.

Decision

We have:

- (a) agreed to enter into the overarching Enterprise Zone Pooled Business Rate Income Agreement with the North East LEP and its accountable body NECA;
- (b) delegated authority to the Corporate Director of Resources in consultation with the Portfolio Holder for Finance to complete the necessary legal documentation.

3. Quarter Two 2017/18 Performance Management Report Leader of the Council – Councillor Simon Henig Contact – Jenny Haworth 03000 268071

We have considered a report of the Director of Transformation and Partnerships which presented progress against the council's corporate performance framework by the Altogether priority theme for the second quarter of the 2017/18 financial year.

The council continues to make good progress in many key areas despite the ongoing financial pressures. The employment rate has continued to improve and remains better than the regional rate. Youth unemployment remains at a low level despite a slight increase observed this quarter. Apprenticeship starts

for 16 to 17 year olds have increased since 2016. In 2016 there were more visitors to the area, benefitting the local economy by supporting more jobs and increasing overall visitor spending.

In relation to educational attainment, children in County Durham have performed well across three out of four different key stages. Early indications are that demand in relation to children's social care may be plateauing, including the number of looked after children and those with a child protection plan. More children in deprived areas have sustained contact with a children's centre. In relation to adult social care support, the reablement and rehabilitation service is improving with a higher percentage of older people still at home three months after discharge from hospital and fewer older adults admitted on a permanent basis to residential or nursing care. There have been fewer reported incidents of anti-social behaviour and first time entrants to the youth justice system remain low.

In other areas there are increasing needs or demands, and some performance challenges. Almost two thirds of schools are judged as good or outstanding and more than one third require improvement or are inadequate. The council's education service continues to support further improvement. Children's social care demand continues to be high and further improvement is needed in social worker caseload levels and quality of casework files. In relation to the health of the county, challenges are ongoing with the rate of mothers smoking at time of delivery and breastfeeding prevalence both worse than national levels. Crime levels show a significant increase, mainly due to changes in recording practice.

This year, the Sustainable Community Strategy, setting out the vision for the county, and supporting Council Plan and service plans are due for review. With a strong commitment to progressing the council's transformation programme, driven by a focus on delivering the best possible outcomes within available resources, Cabinet agreed that an outcome based approach to planning is adopted.

Decision

We have:

- (a) considered and commented on the council's performance at quarter two;
- (b) agreed the changes to the Council Plan outlined below:

Altogether Wealthier

- (i) Providing a new link road at Dragonville Industrial Estate in Durham City has been delayed from March 2018 to October 2018 while awaiting confirmation of land.
- (ii) The timescale for informing and supporting regional/national policy development across the North East Combined Authority and Local Enterprise Partnership has been revised in line with

the re-profiling of the activity in relation to the development of policy to focus on specific projects/activity. The timescale has been re-profiled from September 2017 to March 2019.

Altogether Better Council

- (iii) The review of public conveniences to ascertain the distribution and standard of provision to inform future countywide proposals has been delayed from September 2017 to December 2017 due to wider consultation being required which has taken longer than anticipated.
- (iv) As part of the archive project within the accommodation programme to provide a 21st Century Archives and Record Office, Stage 1 funding applications were due to be submitted to the Heritage Lottery Fund by December 2017. This has been delayed to March 2018 awaiting Cabinet decision.
- (v) Following on from the Government's workplace pension reform, eligible employees were due to be re-enrolled onto the Pensions Scheme by October 2017 to ensure compliance with the auto-re-enrolment requirements set out by the Pensions Regulator. Due to a recent change in the regulations this action has been deferred until January 2019. A letter will be sent to those affected in the near future.
- (vi) A new Digital Strategy for the council will incorporate Customer First principles and replace the Customer First Strategy which was originally due to be reviewed by July 2017. The revised target completion date for this work is April 2018.

4. Oral Health Update

**Cabinet Portfolio Holder – Councillor Lucy Hovvells
Contact – Gill O'Neill 03000 267696**

We have considered a joint report of Corporate Director of Adult and Health Services and Director of Public Health, County Durham. The report requested Cabinet to consider plans to implement water fluoridation in response to the poor levels of oral health and associated harms locally.

Data from the last large scale dental survey (2012) of five year old children's oral health in County Durham shows wide variations in dental disease experience between different electoral divisions. The Oral Health Strategy was considered by the Health and Wellbeing Board on the 31st January 2017 and by Cabinet on 15th March 2017. Within the strategy is an ambition to reduce oral health inequalities using the most up to date evidence based interventions. There is a significant amount of evidence for the effectiveness and safety of water fluoridation in improving oral health. Community water fluoridation (CWF) ensures that, where the natural fluoride concentration is too low to provide dental health benefits, it is raised to and maintained at the optimum level (1mg/litre). The Derwentside area of County Durham has had

a community fluoridation scheme in place since the 1960's. The Scheme is currently funded from the Public Health grant and the average annual charge is approximately £50,000 per annum. Appendix two of the report highlighted the evidence review demonstrating there are no known health risks to fluoridating water if delivered at the appropriate levels.

Within County Durham the preliminary scoping phase has been completed. The County Durham Oral Health Strategy included an assessment of need across County Durham as well as detailing an action plan to tackle the health inequalities. The desktop initial feasibility study indicated that it is technically feasible to fluoridate parts of, or the whole of County Durham. There are three main options.

Option 1. According to Northumbrian Water the simplest and most economic method of fluoridating a water supply is to construct the fluoridation plant at all the water treatments works supplying County Durham. These Water Treatment Works also supply water to properties within Sunderland and South Tyneside Council boundaries. The capital cost is approximately £1,200,000.

Option 2. An alternative approach is to fluoridate specific water quality zones in County Durham with the highest levels of decay experience. These water quality zones cover the majority of South West Durham and the Easington area. This would allow the fluoridated water to remain within County Durham's administrative boundaries however new water mains and water pumping stations would need to be built. The capital costs are estimated at £1,500,000, but it must be noted that this would not provide complete coverage for County Durham as some areas would not receive fluoridated water.

Option 3. This approach involves the development of water fluoridation plants to deliver to specified water quality zones. This would allow the targeted zones to receive fluoridated water, but without the development of a new mains system.

Fluoridated water would still leave County Durham into the neighbouring local authorities but as they would only receive fluoridated water from one water treatment works, then the rest of their supply would not be fluoridated. Therefore the levels of fluoride within the neighbouring authorities would be changeable and potentially unlikely to reach the desired levels of fluoride where the chances of reducing decay are optimal. Costs have not been provided for this option as it is not a viable option to explore going forward.

There are costs associated with the technical appraisal which Northumbrian Water would provide on instruction. NHS England agreed to jointly fund the initial feasibility study and are committed to support the technical appraisal fees. South Tyneside and Sunderland will also contribute to the costs of the technical appraisal. There are capital costs associated with establishing community water fluoridation (CWF) schemes, however these are anticipated

to be met by Public Health England who have capital available specifically for the establishment of schemes.

Northumbrian Water has estimated the capital costs per property to understand the difference in cost effectiveness of the two costed options.

- Option 1: Fluoridation at the water treatments works would produce estimated capital costs of £3.85 per property.
- Option 2: The targeted approach to fluoridation would generate costs of between £100 and £114 per property.

When the Secretary of State reviews a proposal for water fluoridation they would consider the proposed costs and consider whether they are “operable and efficient”.

The operating costs for the current delivery of a community water fluoridation scheme in Derwentside is approximately £50,000 per year. The costs above would therefore be based on an expansion of the current scheme operating in County Durham. The approximate operating costs are based on the PHE’s estimate of 50p per head of population benefitting within County Durham. These costs are indicative at this time based on best available information.

Option 1: To provide a community water fluoridation scheme for the whole of County Durham an approximate total would be £156,000 per annum.

Option 2: The geographically targeted options, based around specific areas of County Durham, would have reduced costs in line with a reduced number of properties.

Final costs would be assessed during a more detailed appraisal and may change with the involvement of other authorities. International evidence suggests that the cost-benefit ratio increased with the size of the population served.

It is clear that a combined approach with Sunderland and South Tyneside would bring the most effective improvement to the largest number of residents. Discussions have therefore taken place with both Councils seeking their support to explore the feasibility of the recommended proposal.

All formal consideration of proposals for fluoridation arrangements covering more than one authority has to involve each of the affected local authorities. If unanimity cannot be achieved the proposal needs 67% support to be implemented. Voting power is based on the number of residents affected within each local authority area.

South Tyneside Health and Wellbeing Board have agreed to move forward with a technical appraisal and Sunderland are having informal discussions which are looking positive. Should full support be achieved the legislation defines the appropriate decision making structure of an inter-authority joint committee.

The requirements for public consultation and engagement are clearly stipulated within the statutory process, a summary of which was detailed in appendix three of the report.

County Durham public health team continue to offer to assist the other two local authorities, with guidance from Public Health England, on the process and the evidence base for water fluoridation. South Tyneside have confirmed commitment to progress to technical appraisal and it is anticipated that Sunderland will also agree.

The report proposed that work should progress to complete a full technical appraisal by Northumbrian Water. This more detailed and specialist approach will provide a greater clarity on the engineering requirements and associated costs to deliver a scheme. This is required to allow all partners to reach agreement to progress towards an initial proposal to the Secretary of State and the commencement of the statutory process which would include a comprehensive public consultation.

Decision

We have:

- (a) agreed that option 1 involving the construction of a fluoridation plant at all water treatment works in County Durham be adopted as the preferred option
- (b) agreed the progression to a full technical appraisal of fluoridation of County Durham (the central supply area).
- (c) noted that a further report will be submitted to the Health and Wellbeing Board following completion of the technical appraisal.

**Councillor S Henig
Leader of the County Council**

16 January 2018

County Council**24 January 2018****Members Allowance Scheme -
Recommendations of the Independent
Remuneration Panel****Report of John Hewitt, Corporate Director of Resources****Purpose of the Report**

- 1 The purpose of the report is to advise the Council of the outcomes of the review of the Members' Allowances Scheme carried out by the Independent Remuneration Panel for 2018/19, and to ask Council to agree a scheme of allowances for that financial year, taking into account the views of the Panel.

Background

- 2 All local authorities are required to have a scheme which makes provision for the payment of a range of allowances and expenses to elected members. Each local authority must appoint an Independent Remuneration Panel (IRP) to make representations on allowances, including the amounts payable. When approving any changes to its Scheme, the Council must have regard to the Panel's recommendations.
- 3 The last changes made to the Member Allowance Scheme were for the year 2014/15. At that time, the IRP recommended a 1% increase to the basic allowance. Council considered that recommendation and decided not to introduce an increase. However, when Council set its budget for 2014/15 it agreed to reduce the Members Mileage Allowance to 0.45p per mile. This is the only change to the scheme since it was adopted in 2009, following LGR.
- 4 The Council's Member's Allowance Scheme for 2017/18 was considered by the Panel on 9 September 2016 when no changes were recommended. Council considered the IRPs reasons at its meeting on 7 December 2016 and agreed that no changes would be made for the forthcoming year.

Independent Remuneration Panel

- 5 On 23 October and 4 December 2017 the Panel met to consider the review of the allowances scheme for 2018/19.
- 6 In reviewing the Members Allowance Scheme, the Panel was made aware of the changes to the Council's Committee Structures since the last review which included:
 - (a) At the annual council meeting in May 2017 the work of the Overview and Scrutiny Management Board, and Corporate Issues Overview and Scrutiny Committee were combined into one committee called

Corporate Overview and Scrutiny Management Board meeting at least six times per year, with one Chairman and Vice-Chairman. The special responsibility allowances paid to the Chairman and Vice Chairman of the new Board were the same as the previous Board, however the allowances to the former Corporate Issues Overview and Scrutiny Committee were no longer required. This represented a reduction in the allowances paid of £2660, and £1330 respectively.

- (b) Following the local elections in May 2017, there are now 6 political groups on the council instead of 5 pre-election. As a result there was an increase in the number of opposition group leaders who are able to claim the allowance of £3325 per annum, which is the rate where the group has less than 20% membership of the council members.
 - (c) The list of outside bodies in the appendices to the scheme have been reviewed and updated to reflect the appointments made following annual council.
- 7 In preparation for the review of the scheme by the Independent Remuneration Panel, Members were asked to express views or make submissions to be considered by the Panel, and the following two responses were considered:
- (a) The allowance has not increased for eight years, whilst public sector pay has increased over this period albeit by less than inflation and with public sector pay likely to rise in the next year by more than 1%, councillors allowances will have fallen by over 10% compared to other council workers and by significantly more in terms of inflation. Also with the requirement for all UK workers to be paid the living wage, and based on the previous calculations that councillors in Durham do at least 35 hours a week, if the allowance does not increase before the living wage rises to £9 an hour in 2020 then the allowance will be nearly 20% below the living wage. Whilst the allowance is not officially a salary, it could be argued that the Council would be breaching the spirit of the living wage. Of course the public probably would not mind this. However ensuring quality councillors are willing to stand for election is essential, particularly in terms of having a high standard of scrutiny of Council business and paying them less than the lowest paid workers in the Country would not make sense in light of their responsibilities.
 - (b) In the current and difficult times, especially in local government, it would be inappropriate for an increase in allowances.
- 8 The Panel have found it helpful in the past to understand whether other Councils were considering making any changes to their allowance scheme. Officers therefore requested this information from a number of Councils in the region and this was provided to the Panel at the meeting in October. Attached to the report at Appendix 3 are the current rates of basic allowance that are paid by councils in the region to its members.

- 9 At the Panel meeting on 4 December 2017 its members were provided with additional information which they had requested during its first meeting. This included the following:
- (a) comparisons with other authorities for the cost per head of the Allowances Scheme;
 - (b) the number of candidates who stood at the elections in 2017 and 2013, to ascertain whether there was any issue of people not standing for election;
 - (c) the local government pay award (if this was known) for 2018/19;
 - (d) Comparisons of allowances with other authorities in the Council's 'family group'.
- 10 The Panel took into consideration all of the information provided, and agreed that no increase to allowances be recommended for 2018/19. In summary the reasons included:
- (a) there was no clear demand from Members to make any changes;
 - (b) no apparent decrease in interest from those wishing to stand for election;
 - (c) that the comparison with other authorities showed that the allowances paid by Durham were on a par with others;
 - (d) there was no linkage between members allowances and the living wage as had been suggested by one member in their feedback.
- 11 Council is asked to consider and agree a scheme of allowances for the next financial year, taking into account the views of the Independent Remuneration Panel. The current scheme of allowances is appended to the report at Appendix 2. If the Council was to agree with the recommendations of the Panel, then the allowance scheme as attached would be agreed for 2018/19. At its meeting on 10 January 2018 the Constitution Working Group noted the Panel's report.

Recommendations and Reasons

- 12 That Council make the allowances scheme as appended and in doing so take account of the Report of the Independent Remuneration Panel.

Appendix 1: Implications

Finance –There are 126 members and a basic allowance of £13,300 is paid to each. There are also special responsibility allowances for members taking on additional responsibility for example, cabinet or chairing roles and these are set out in the scheme.

Staffing - none specific in this report

Risk None specific in this report.

Equality and Diversity - none specific in this report

Accommodation - none specific in this report

Crime and Disorder - none specific in this report

Human Rights - none specific in this report

Consultation –Members were invited to submit representations for consideration by the IRP.

Procurement - none specific in this report

Disability Discrimination Act - none specific in this report

Legal Implications – The Local Authorities (Members' Allowances) Regulations (England) Regulations 2003 (as amended) require the Council to review members allowances at least once every four years for the purpose of agreeing how it will index link its scheme of allowances. Before any amendments to the Scheme are made, the County Council must have regard to the recommendations made by the IRP and determine whether and how these are implemented.

DURHAM COUNTY COUNCIL

MEMBERS' HANDBOOK

AND

ALLOWANCES GUIDE

Allowances as at 1 April 2017

Preface

This booklet is intended to provide Councillors with a detailed guide to the rules governing the payment of allowances together with details of the amounts payable and the procedures to be followed in making claims, etc.

CONTENTS

Allowances Payable

Definition of Approved Duties

Claim Forms

Members Appointed to Other Bodies

Income Tax

Pensions

Insurance

Social Security

Sick Pay

Members' Surgeries

APPENDICES

Appendix A

Distribution of Special Responsibility Allowance

Appendix B

Ground rules for Travel and Subsistence

Appendix C

Travelling Allowances

Subsistence Allowances for Approved Duties

Travel Outside the United Kingdom

Appendix D

Schedule of Outside Organisations, attendance
at which qualifies for Travel and Subsistence
Allowances

Appendix E

Schedule of Outside Organisations which pay
Travelling and Subsistence Allowances to Members

Appendix F

Schedule of Outside Organisations which pay
Attendance Allowance to Members

Appendix G

Association of North East Councils Members'
Allowances Scheme

Appendix H

North East Regional Employers' Organisation
Scheme

Appendix I

LGA Members' Allowances Scheme

Appendix J

List of ABI approved insurance companies

ALLOWANCES PAYABLE

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 require that an authority shall make a scheme in respect of the succeeding financial year on or before 31st March each year. The scheme may be amended at any time but may only be revoked with effect from the beginning of a year.
2. Under these regulations Councils are required to establish and maintain an independent remuneration panel to provide the local authority with advice on its scheme and the amounts to be paid. Local authorities must have regard to this advice.
3. The prescribed components of the County Council Scheme are as follows.

Basic Allowance

4. Payable to each Member of the authority who is a County Councillor. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a financial year the amount of basic allowance due is calculated as follows:

$$\frac{\text{Number of days in office}}{\text{Number of days in year}} \times \text{annual basic allowance}$$

5. Basic Allowance is intended to recognise the time commitment of all Councillors, including such inevitable calls on their time as meeting with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes. The allowance is also intended to cover the cost of meals and other incidental expenses incurred within the region.
6. The amount of allowance per Member as at 1st April 2016 is £13,300 per annum and is to be paid at £1108.33 per month.

Special Responsibility Allowance

7. Payable to Members of the Council specified in the Scheme who have special responsibilities. Where a Councillor takes up or relinquishes any special responsibility otherwise than at the beginning or end of the financial year the amount of special responsibility allowance payable is calculated as follows:

$$\frac{\text{Number of days performing special responsibility}}{\text{Number of days in year}} \times \text{annual special responsibility allowance}$$

No Member can receive more than one Special Responsibility Allowance.

8. The amounts currently payable are shown in Appendix A.

SCHEME AMENDMENTS

9. The amounts specified in paragraph 6 and Appendix A of this document are subject to an annual review by the Independent Remuneration Panel.

Foregoing Allowances

10. A member may, by notice in writing given to the Corporate Director of Resources, elect to forego any part of his/her entitlement to an allowance under this scheme.

Co-opted Members

11. Co-opted Members (including Parent Governor Representatives) are entitled to claim travelling allowance at the rates given in Appendix C. This allowance is taxable. A claim form should be completed and forwarded to the Committee Services Contact as soon as practicable after the duty has been performed.

Dependant Carers' Allowance

12. A dependant carers' allowance is payable at a rate not exceeding £7.05 an hour to those Councillors who incur expenditure for the care of dependent relatives or children whilst undertaking approved duties. "Approved duties" are specified in the Regulations and are as follows:

- A meeting of the executive.
- A meeting of a committee of the executive
- A meeting of the authority
- A meeting of a committee or sub-committee of the authority.
- A meeting of some other body to which the authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations.
- A meeting which has **both** been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee,
- **and** to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a local authority association of which the authority is a member.
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

Payment is claimable in respect of children aged 16 or under and in respect of other dependants where there is medical or social work evidence that care is required. Evidence would take the form of a letter from a doctor or social worker stating the maximum time that the defendant could be left without care.

The allowance is paid against actual expenditure evidenced by receipts.
The allowance is not payable to a member of the claimant's household.
The maximum rate payable will be increased each October in line with the national minimum wage. (The hourly rate is paid in line with national minimum wage at age 21). This will be increased each October in line with national changes.

DEFINITION OF APPROVED DUTIES

Travelling and Subsistence Allowances

13. Payable in respect of expenditure incurred in the performance of approved duties. Subsistence allowance is not payable for duties performed within the boundaries of the counties of Durham (including Darlington) and Northumberland, and the former administrative counties of Tyne & Wear and Cleveland.
14. The definition of an approved duty is as follows:
 - (a) A meeting of the County Council or of the Cabinet or of any committee, or sub-committee of the County Council, or of any body to which the County Council makes appointments or nominations, or of any committee or sub-committee of such a body.

A list of bodies covered by this paragraph is given in Appendix D. A number of such bodies operate their own schemes of allowances. A list of these is given at Appendix F.

- (b) Any other meeting the holding of which is authorised by the County Council, a committee or sub-committee of the County Council, or a joint committee of the County Council and one or more other authorities, or a sub-committee of such a joint committee, provided that it is a meeting to which Members of at least two political groups have been invited.
- (c) A meeting of any association of authorities of which the County Council is a member.
- (d) The performance of any duty in connection with arrangements made by the County Council for the attendance of pupils at any school approved for the purposes of Section 342 (approval of non-maintained special schools) of the Education Act 1996.
- (e) Any other duty approved by the County Council in connection with the discharge of the functions of the Council or of any of its committees or sub-committees including the making of official and

courtesy visits on behalf of the authority. Tasks so approved are shown below:

- (i) Attendance by County Councillors at County Hall to read official papers and deal with correspondence.
- (ii) Attendance by chairmen and vice-chairmen of committees and sub-committees at pre-meeting discussions with officers.
- (iii) Attendance at a meeting to which the Member is invited whether as chairman, vice-chairman or otherwise, by or on behalf of the Chief Executive, the Director of Resources or another chief officer to discuss matters or consider issues relating to the functions of the County Council, including meetings with third parties such as government departments, statutory bodies, other local authorities, trade unions and the public.
- (iv) Attendance at press conferences to which the Member is invited by the Corporate Director, Resources in consultation with the appropriate chairman or vice-chairman.
- (v) Attendance by a Member at the request of the Local Government Ombudsman, for interview by an officer of the Ombudsman in relation to a complaint against the County Council.
- (vi) Attendance at a meeting with the appropriate officer(s) of any of the bodies listed in Appendix D to which the Member is invited by the body, or attendance at a meeting with third parties when representing the body by virtue of his or her position as chairman or vice-chairman of the body or one of its committees or sub-committees, the purpose of his or her attendance being to discuss matters arising for the purpose of or in connection with the functions of the body.
- (vii) Attendances at conferences or meetings held inside or outside the United Kingdom and convened by any person or body (other than a person or body convening it in the course of a trade or business or a body the objects of which are wholly or partly political) for the purpose of discussing matters which in their opinion relate to the interests of their area or any part of it or the interests of the inhabitants of their area or any part of it.
- (viii) Official openings of County Council establishments, Developments and Exhibitions at the invitation of the appropriate Chief Officer in consultation with the Leader or Deputy Leader of the County Council. This is intended to cover situations where Members are required to perform a

duty such as perform an opening ceremony, make a speech, give prizes etc. Courtesy invitations issued to several or all Members are functions which do not qualify for payment. Members are advised to seek guidance from appropriate Chief Officers.

Invitations from groups or bodies to attend meetings as a Local Member are not approved duties for the payment of travelling and subsistence allowances. These duties are constituency matters not connected with the discharge of the functions of the County Council.

15. Details of the travelling and subsistence allowances currently payable are shown in Appendix C.

Travelling to conferences, seminars, etc.

16. Members who in their capacity as a County Councillor receive an invitation directly to a conference, seminar etc. should, if they wish to attend, contact Member Development on 03000 265 346 who will consult with the appropriate designated Member.

Payment of expenses of official and courtesy visits, etc.

17. Subject to paragraph 18 the County Council will pay the cost of any travelling or other expenses reasonably incurred by or on behalf of any members in making official and courtesy visits, whether inside or outside the United Kingdom, on behalf of the County Council.
18. In the case of a visit within the United Kingdom, the amount paid under this section in respect of the expenses of any member of the County Council shall not exceed the payments which he would have been entitled to receive by way of travelling allowance or subsistence allowance if the making of the visit had been an approved duty of that member.

Ground Rules for travel

19. Ground rules for Members' Claims for Travel and Subsistence are set out in Appendix B.

Meals on Trains

20. Members may claim full reimbursement of the reasonable cost (including VAT) of a main meal (full breakfast, lunch or dinner) taken on a train. Members wishing to claim must submit receipts. Where full reimbursement is claimed the allowance for the meal provided cannot also be claimed, i.e. breakfast, lunch, dinner, etc.

Travel outside the United Kingdom

21. Members may claim for reimbursement of reasonable expenses incurred. Receipts for all expenses must be submitted with any claim, as set out in Appendix B.

Out of Pocket Expenses

22. Where the attendance fee for a course or conference includes accommodation and meals, an out-of-pocket expense allowance is payable in place of the normal subsistence allowances.
23. The current rates are set out in Appendix C.

Special Functions and Occasions

24. Elected Members on occasions are invited or feel it necessary to attend functions or occasions which have a social element. No allowances are paid to Members of the Council on these occasions unless the Member is undertaking the performance of a specific duty, e.g. making a speech or distributing prizes when travel and subsistence allowances may be paid. Courtesy invitations issued to several or all Members are functions which do not qualify for payments.

CLAIM FORMS

Completion

25. The attention of Members is drawn to the following points when completing a claim form:
 - (a) The claim form must be completed and signed in ink.
 - (b) Full details/description of an approved duty must be given
 - (i) if the reason for claiming travelling or subsistence allowances is a qualifying meeting, the full title of the meeting should be given;
 - (ii) for conferences, seminars, etc., full details must be given, including names of any officers involved, conference title and location, etc;
 - (iii) VAT receipts for purchase of petrol should be attached to all claims

Submission

26. Payment of allowances is made monthly. All deadlines and payment dates are published in advance and are available to view on the Councillors page of the Intranet.
27. All travel and subsistence claims are paid along with any allowances direct into a bank/building society of your choice. There is no facility for cheque payment in relation to Allowances or claims.
28. The Local Authorities (Members' Allowances) (England) Regulations 2003 prescribe that claims **must** be submitted within two months of the date of the meeting for which the claim is made.

Advances

29. In exceptional cases, payment of an advance can be arranged via the Business Support Team on 03000 263 751

Avoidance of Duplication of Allowances

30. A councillor performing approved duties as a member of more than one body or becoming entitled to payments under any other legislation must ensure that only one claim is made for that duty.

Withholding Allowances

31. Where a Member is suspended or partially suspended from his responsibilities or duties as a member of the County Council in accordance with Part III of the Local Government Act 2000 (as amended) or regulations made under that Part, the part of basic and/or special responsibility allowance payable to him in respect of the period for which he is suspended or partially suspended shall be withheld by the County Council.
32. Where payment of any allowance has already been made in respect of any period during which the member concerned is -
 - (a) suspended or partially suspended from his responsibilities or duties as a member of the County Council in accordance with Part III of the Local Government Act 2000 (as amended) or regulations made under that Part;
 - (b) ceases to be a member of the County Council, or
 - (c) is in any other way not entitled to receive the allowance in respect of that period, the County Council requires that such part of the allowance as relates to any such period be repaid to the County Council.

MEMBERS APPOINTED TO OTHER BODIES

33. Special arrangements apply to Members who are appointed to certain bodies, such as the Local Government Association, the North East Regional Employers' Organisation and the Association of North East Councils, which operate their own allowances schemes. Notes are attached in Appendices G to I which deal with the individual schemes. Attendance allowances payable under these schemes are in addition to the basic allowance from the County Council.

INCOME TAX

34. Tax is payable on basic allowances, special responsibility allowance, attendance allowance payable by other bodies, dependant's carers' allowance and co-optees' allowance. Her Majesty's Revenue & Customs (HMRC) is notified of all new Members. However, as Members' circumstances vary, and their tax may be dealt with at other HMRC offices, it is advisable for Members

to make arrangements with their Tax Inspector for a tax code number to be allocated.

PENSIONS

35. With effect from 1 April 2014 access to the Local Government Pension Scheme (LGPS) was removed for new councillors and will be removed for existing councillors after the next local elections in 2017.

INSURANCE

Members' Travel Insurance

36. The County Council has arranged travel insurance for its Members while travelling abroad on County Council business. Cover is provided for medical expenses, baggage, cash and personal public liability: details are available from the Insurance Officer on **(03000) 269 666**.

SOCIAL SECURITY

National Insurance Contributions

37. National Insurance contributions are payable on all basic allowances, special responsibility allowances, attendance allowances payable by other bodies, plus elements of mileage allowances, provided the aggregate amount of these allowances reaches a lower earnings limit (£113 per week or £489.67 per month) and the Member is under state pension age. Members who are state pension age – are not liable to pay National Insurance contributions provided confirmation is provided of their age in the form of a birth certificate or passport (originals only) which should be sighted by the Business Support Officer. Alternatively a certificate of non-liability could be supplied by the local office of the Department of Work and Pensions.
38. There is an annual maximum contribution liability for people with more than one job and, in some instances, Members in this position may be entitled to a refund of contributions; alternatively they may apply to the DWP to defer payment of contributions in their capacity as councillors.

Benefits

39. The National Insurance contributions paid by Members count towards the full range of contributory benefits, including statutory sick pay, state pensions, unemployment benefits, etc.

Advice

40. Advice on contributions and benefits can be obtained from the local office of the Department of Work and Pensions.

SICK PAY

41. Members who fall ill will receive their basic allowance and special responsibility allowance, as normal. As there is no deduction for being off sick, Statutory Sick Pay is not payable in addition to these allowances and it is not necessary to submit a self-certification of sickness form or a doctor's sick note when you are ill.

MEMBERS' SURGERIES

42. The County Council will pay the cost for one surgery per month. Invoices for room hire can be sent to Durham County Council for payment or alternatively can be reclaimed from Resources, Business Support on production of a receipt.
43. Please note that attendances at surgeries **DO NOT** qualify for travelling and subsistence, and other expenses such as advertising costs must be borne by the Members who incur them.

APPENDIX A
MEMBERS' ALLOWANCES
SPECIAL RESPONSIBILITY ALLOWANCE

Members' Allowances 2017/18

Designation		Amount (£)
Chairman of the County Council		6650
Vice-Chairman of the County Council		3325
Leader of the County Council		36575
Deputy Leader of the County Council		19950
Cabinet Member (x8)		13300
Chairman of Corporate Overview and Scrutiny Management Board		13300
Vice-Chairman of Corporate Overview and Scrutiny Management Board		7980
Chairman of Appeals and Complaints Committee		2660
Vice-Chairman of Appeals and Complaints Committee		1330
Chairman of Audit Committee		2660
Vice-Chairman of Audit Committee		1330
Chairman of Corporate Parenting Panel		2660
Vice-Chairman of Corporate Parenting Panel		1330
Chairman of Highways Committee		2660
Vice-Chairman of Highways Committee		1330
Chairman of Human Resources Committee		2660
Vice-Chairman of Human Resources Committee		1330
Chairman of General Licensing and Registration Committee		3325
Vice-Chairman of General Licensing and Registration Committee		1662
Chairman of Statutory Licensing Committee		3325

Designation		Amount (£)
Vice-Chairman of Statutory Licensing Committee x 2		1662
Chairman of General Licensing and Registration Sub-Committee (1)		3325
Chairman of General Licensing and Registration Sub-Committee (2)		3325
Chairman of General Licensing and Registration Sub-Committee (3)		3325
Chairman of County Planning Committee		3325
Vice-Chairman of County Planning Committee		1662
Chairman of Area Planning Committee (North Durham)		3325
Vice-Chairman of Area Planning Committee (North Durham)		1662
Chairman of Area Planning Committee (Central and East Durham)		3325
Vice-Chairman of Area Planning Committee (Central and East Durham)		1662
Chairman of Area Planning Committee (South and West)		3325
Vice-Chairman of Area Planning Committee (South and West)		1662
Chairman of Pension Fund Committee		2660
Vice-Chairman of Pension Fund Committee		1330
Chairman of Children and Young People's Scrutiny Committee		2660
Vice-Chairman of Children and Young People's Scrutiny Committee		1330
Chairman of Safer and Stronger Communities Scrutiny Committee		2660
Vice-Chairman of Safer and Stronger Communities Scrutiny Committee		1330

Designation		Amount (£)
Chairman of Environment and Sustainable Communities Scrutiny Committee		2660
Vice-Chairman of Environment and Sustainable Communities Scrutiny Committee		1330
Chairman of Economy and Enterprise Scrutiny Committee		2660
Vice-Chairman of Economy and Enterprise Scrutiny Committee		1330
Chairman of Adults, Wellbeing and Health Scrutiny Committee		2660
Vice-Chairman of Adults, Wellbeing and Health Scrutiny Committee		1330
Chairman of Standards Committee		2660
Where an Opposition Group has 20% or more of the Council Members allowance is £6650, where Group has less than 20% membership allowance is £3325		
Leader of Opposition Group (Conservative)membership		3325
Leader of Opposition Group (Liberal Democrat) membership		3325
Leader of Opposition Group (Durham Independent Group) membership		3325
Leader of Opposition Group (DCC Independent Group) membership		3325
Leader of Opposition Group (Spennymoor Independent Group) membership		3325

APPENDIX B

GROUNDRULES FOR MEMBERS' CLAIMS FOR TRAVEL AND SUBSISTENCE

1. Travel by Rail

Rail tickets should be requested from the Business Support Team in the Resources Service Grouping in advance of travel, as the Council's contract provides for a discount.

Members should either contact Members' Support who will liaise directly with Business Support on your behalf, or members can go direct to the Business Support Team.

Standard Class rail travel is the approved class of travel, although first class rail can sometimes be the cheaper option dependent upon the time of booking.

Members wishing to travel first class when it is not the cheapest option can choose to do so but will be required to pay the difference between that cost and the standard cost. The difference will be recovered by payroll deduction.

Tickets can be booked up to 3 months in advance of date of travel. Members should make their requests as far in advance as possible in order to maximise savings and should you have any special requirements to assist you with your journey please advise Members' Support or the Business Support Team at the time of the request.

Members eligible for a Senior Citizens Railcard or any other concessionary travel railcard and who may be required to travel as part of their duties are encouraged to buy one as this results in a further discount on the ticket cost. The cost of the railcard will be reimbursed upon receipt of your first claim for travel and subsistence.

2. Overnight Accommodation

Where it is considered that an overnight stay is required, then accommodation should be organised in advance by the Business Support Team.

Members should contact Members' Support who will liaise with Business Support to organise for you. Alternatively, please contact the Business Support Team direct who will also be able to satisfy any specific queries or special requirements which you may have.

Accommodation along with Breakfast and Evening meal, if required, will be booked and paid for in advance. Members should make their requests as far in advance as possible in order to achieve best prices and should you have any special requirements in relation to your booking please advise us at the time of the request.

Reimbursement for any additional meals purchased up to the maximum amounts detailed below i.e. breakfast, lunch, tea or evening meal can be

claimed retrospectively (less any meals provided) on the production of receipts. Should it not be possible to obtain subsistence within these limits then actual costs can be claimed up to a reasonable amount in liaison with Business Support Manager and upon the production of receipts.

In exceptional circumstances an advance can be given to cover incidental subsistence/travel requirements i.e. lunch, evening meal, taxis, where it has not been possible to organise these prior to travel. Receipts should be retained to cover all advance expenditure and this can be reconciled on return.

Rates are set out below and also for reference shown on members' claim forms.

Allowance	Minimum absence from home	Rate £
Breakfast	2 hours which must be before 11.00am	6.75
Lunch	2 hours which must be between 12 noon and 2.00pm	9.27
Tea	3 hours which must include 3.00pm to 6.00pm	3.65
Evening Meal	3 hours which must be after 7.00pm	11.48

Nb. No reimbursement for alcohol purchased will be made – should this be included on your receipt it will be deducted from the amount claimed.

Whilst it is appreciated that most travel is planned and can be organised in advance there may be exceptional circumstances where Members may need to organise themselves. In such circumstances, retrospective claims for travel or accommodation will be paid when submitted on monthly claim forms and on the production of receipts.

The current rates are laid out below and are intended to cover the costs of accommodation and associated subsistence during a 24 hour period. However, it is also recognised that on occasion it may not be possible to obtain accommodation and subsistence within these limits and therefore higher amounts can be claimed up to a reasonable amount upon presentation of receipts. However only in exceptional circumstances should this be the case.

Overnight allowance		Rate £
London	Up to a maximum claim on production of receipts	£124.76
Outside London	Up to a maximum claim on production of receipts	£109.39

3. Travel by car as an alternative to Rail

As a general rule, journeys outside the locality should be undertaken by rail as this is usually the cheapest mode of travel for someone travelling alone.

The ability to get to a particular destination by rail needs to be taken into account. Where the venue for the meeting is some distance from the railway station, the advantages and disadvantages of alternative methods of travel should be considered. Where Members choose to travel by car on a journey that would be reasonable to travel by rail either mileage or the cost of the cheapest available rail fare will be paid, whichever is the cheaper.

4. Air Travel

The cost of travel by air shall not exceed the cost applicable to travel by appropriate alternative means of transport. Unless in circumstances where the saving in time is so substantial as to justify payment of the fare for travel by air.

All arrangements should be made by contacting Members' Support who will liaise with Business Support to organise for you. Alternatively, please contact the Business Support Team in relation to any specific queries or special requirements which you may have.

5. Travel outside the United Kingdom

The same procedure as shown above will apply.

APPENDIX C

MEMBERS' ALLOWANCES

Travelling Allowances

Travelling allowances are payable for journeys undertaken in the performance of official duties. The rates are as follows from 1 April 2016:

1. The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his use, will be paid at 45.0p a mile
2. The rate for travel by a hired motor vehicle, other than a taxi-cab or cab, shall not exceed the value of the claim which would have been applicable had the vehicle belonged to the Member who hired it.
3. The rate for travel by taxi-cab or cab shall not exceed:
 - in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid (receipts should be obtained where possible);
 - in any other case, the amount of the fare for travel by appropriate public transport.

Motor Vehicle Insurance

Members are advised that when using their own vehicle for meetings they will be deemed to be using it on County Council business. It is therefore essential that vehicles should be adequately insured, and Members are therefore required to ensure that insurance covers business use as well as for the usual social, domestic and pleasure categories.

The Association of British Insurers provide a list of approved insurance companies which indemnify local authorities against all third party claims arising out of the use of their vehicle. A copy of the list is shown at Appendix J.

If a Member is covered for business use by a company not on the list, they should contact their insurer and arrange the necessary indemnity, which should be supplied in the form of a letter. An example is given in appendix J. Insurance companies not on this approved list, although they would insure for business use, would not cover injuries to a third party unless the necessary indemnity had been arranged.

Subsistence Allowances

Duties performed within the United Kingdom

When carrying out approved duties “Out of Region”, Members may claim up to the approved rates as follows on production of receipts:

1. For an absence not involving an absence overnight from the usual place of residence:

Allowance	Minimum absence from home	Rate
Breakfast Allowance	2 hours which must be before 11.00 a.m.	£ 6.75
Lunch Allowance	2 hours which must include 12 noon to 2.00 p.m.	9.27
Tea Allowance	3 hours which must include 3.00 p.m. to 6.00 p.m.	3.65
Evening Meal Allowance	3 hours which must be after 7.00 p.m.	11.48

Travel Outside the United Kingdom

Members may claim for reimbursement of reasonable expenses incurred. **Receipts for all expenses must be submitted with the claim**, as set out in Appendix B.

Out of Pocket Expenses

Where the attendance fee for a course or conference includes accommodation and meals, an out-of-pocket expense allowance is payable, as follows:

	£ per day
Courses or conferences within the UK	5.00
Courses or conferences overseas	18.00

the day of arrival and departure being counted as one day.

Taxable and Non-Taxable Mileage

From 6 April 2016, following a change in HMRC guidance, all mileage claimed for journeys from this date should be shown as non-taxable mileage.

APPENDIX D

MEMBERS' ALLOWANCES

**Schedule of other bodies, attendance at meetings of which
(subject to the approval of a committee or other body)
entitles a County Councillor to claim travelling and
subsistence allowance.**

Outside Bodies

Name of Body

Admissions Forum

Annfield Plain Gleemen

Association for Public Service Excellence

Association of North East Councils – Collaborative Procurement Board

Association of North East Councils – North East Culture Partnership Board

Association of North East Councils – Resources Task and Finish Group

Association of North East Councils - Leaders and Elected Members Board

Barnard Castle School Governing Body

Beamish Museum Board

Bishop Auckland Community Partnership (Four Clocks)

Bowes Museum

Business Durham Advisory Board - Directors

Business Durham Advisory Board - Members

Castle Eden Dene Nature Joint Advisory Committee

CDC Enterprise Agency

Central Durham Joint Crematorium Committee

Chapter Homes

Charter Trustees for the City of Durham

Chester le Street Unit of Sea Cadet Corps

Children in Care Council

Chilton and Windlestone Community College

Citizens Advice County Durham

Cong Burn Wood Nature Reserve Management Committee

Consett Churches Detached Youth Project

Cornforth Partnership

County Councils Network

County Councils Network - Executive Committee

County Durham and Darlington Fire and Rescue Authority

County Durham and Darlington NHS Foundation Trust Council of Governors

County Durham Children and Families Partnership

County Durham Development Company- Members

County Durham Housing Group Board

County Durham Housing Group Board- Operations Committee

County of Durham School Benevolent Fund

Coxhoe and Quarrington Hill Tarmac Quarries Liaison Committee

Crook Community Partnership

Derwent Valley Landscape Partnership- the Land of Oak and Iron in North East England

Derwentside Bereavement Support

Derwentside District Scout Council

Derwentside Enterprise Agency Board

Durham City Access for All

Durham Heritage Coast Partnership

Durham Johnston Educational Foundation

Durham Tees Valley Airport

Durham Tees Valley Airport Consultative Committee

Durham Villages Regeneration Limited

Easington Colliery Regeneration Partnership

Easington Social Welfare Centre

East Durham Business Service

English Heritage - Historic Environment Local Management

Gay Advice Durham and Darlington (GADD) Management Committee

Henry Smith's Charity

Horden Regeneration Partnership

Industrial Communities Alliance

Joint Health Overview and Scrutiny Committee of North East Local Authorities

Joint Health Scrutiny Committee – Better Health Programme

Lanchester Bowling Club

Laurel Avenue Community Association

Leisureworks Sport and the Arts

Livin Homes Limited

Local Access Forum

Local Government Association

Lord Crewe's Durham Educational Foundation - Representative Trustees

Middleton in Teesdale Community Association

Middleton Plus Development Trust

Mountsett Crematorium Joint Committee

National Association of Councillors

National Railway Museum at Shildon

Newbiggin and District Village Hall Association

Newcastle International Airport Consultative Committee

Newcastle International Airport Limited

Newcastle International Airport Local Authority Holding Company

NEWCO

North East Combined Authority- Leadership Board

North East Combined Authority - Governance Committee

North East Combined Authority - Overview and Scrutiny Committee

North East Combined Authority - Transport for North East Committee

North East Combined Authority- Economic Development and Regeneration Advisory Board
North East Disability Resource Centre
North East Local Enterprise Partnership
North East Purchasing Organisation
North Eastern Inshore Fisheries and Conservation Authority
North Eastern Regional Employers Organisation (NEREO)
North Eastern Regional Employers Organisation (NEREO) - Executive Committee
North of England Reserve Forces and Cadets Association
North Pennines AONB Partnership
North Regional Association for Sensory Support
North Regional Brass Band Trust
North Tees and Hartlepool NHS Foundation Trust Council of Governors
Northumbria Regional Flood and Coastal Committee

Pelton Fell Community Partnership
Police and Crime Panel
Project Genesis

Roseberry Grange Golf Course Committee
Ruth First Educational Trust Executive Committee

Sacriston Community Development Group
Safe Durham Partnership
Sherburn House Charity
Standing Advisory Committee for Religious Education
Stanhope Hartwell Educational Foundation

Teesdale Development Company Limited
Teesdale Village Halls Consortium
The Bow Trust (Durham) Ltd
Thrislington Quarry Liaison Committee
Trimdon Community College Association

United Charities of Romaldkirk

Visit County Durham

Wear Valley Women's Aid Limited
Weardale Open Air Swimming Pool Association
Witham Hall Limited
Witton Gilbert Educational Foundation (formerly Jane Finney Trust)

APPENDIX E

MEMBERS' ALLOWANCES

Schedule of outside organisations which pay travelling and subsistence allowances directly to Members for attendance at meetings convened by the organisation, subject to the Members' attendance having been authorised.

North East Regional Employers' Organisation
Committees
(*for further details see Appendix H, paragraph 3*)

APPENDIX F

MEMBERS' ALLOWANCES

Schedule of outside organisations which are recharged by the County Council in respect of attendance allowance paid to Members for attendance at meetings convened by the organisation, subject to the Members' attendance having been authorised.

Association of North East Councils
North East Regional Employers' Organisation

APPENDIX G

ASSOCIATION OF NORTH EAST COUNCILS MEMBERS' ALLOWANCES SCHEME

1. Eligible Members

Those eligible for the ANEC scheme are representatives of member authorities at the meetings of the Association, Executive and Standing Committees and the Regional Assembly.

2. Approved Duties

For the purposes of the Association's scheme, approved duties include:

- attendance at meetings of the Association, Executive and Standing Committees and the Regional Assembly;
- duties carried out by Members as the Association's appointed representatives on any public body, charity, voluntary body or other body formed for a public purpose (and not for the personal benefit of its members) except where such remuneration would be prohibited by another enactment;
- attendance on behalf of the Association at briefing meetings, Chairman's meetings and at meetings with Ministers, Government Departments or other bodies.

3. Rate of Allowance 2017/18

An allowance of £22.00 for a twenty-four hour period will be payable, irrespective of the number of duties undertaken.

Travelling and subsistence allowance in respect of attendance at the meetings outlined in paragraph 2 above will be reimbursed by the County Council.

4. Payment Arrangements

The County Council will meet the cost of attendance allowance initially with subsequent reimbursement from the Association.

The County Council is requested to submit invoices monthly, or for longer periods in arrears, to the Association. Each invoice should be supported by a schedule which sets out the following details:

- name of Association representative
- dates of approved duties
- detail of approved duties
- amount of claim

The County Council will be responsible for making the appropriate returns to the Her Majesty's Revenue & Customs (HMRC) and Department for Work and Pensions (DWP).

APPENDIX H

NORTH EAST REGIONAL EMPLOYERS' ORGANISATION MEMBERS' ALLOWANCES SCHEME

1. Eligible Members

Those eligible for the North East Regional Employers' Organisation Scheme are representatives of member authorities at meetings of the full North East Regional Employers' Organisation, Councils and Committees.

2. Approved Duties

For the purposes of the Organisation's scheme, approved duties include attendance at meetings of the full North East Regional Employers' Organisation, Councils and Committees.

3. Rate of Allowance 2017/18

An allowance of £21.00 for a twenty-four hour period will be payable, irrespective of the number of duties undertaken.

Members who attend **ALL** meetings of North East Regional Employers' Organisation Committees will be reimbursed the necessary travelling and subsistence expenses, in cash, by the North East Regional Employers' Organisation.

Members who **DO NOT** attend **ALL** meetings of North East Regional Employers' Organisation Committees will be reimbursed travelling and subsistence allowances by the County Council.

4. Payment Arrangements

The County Council will meet the cost of attendance allowance initially with subsequent reimbursement from the Organisation.

The County Council is requested to submit invoices, in arrears, to the Association. Each invoice should be supported by a schedule which sets out the following details:

- name of Member
- date
- association/council/committee attended

The County Council will be responsible for making the appropriate returns to the Her Majesty's Revenue & Customs (HMRC) and Department for Work and Pensions (DWP)

APPENDIX I

LOCAL GOVERNMENT ASSOCIATION MEMBERS' ALLOWANCES SCHEME

Introduction

1. The Constitution of the Local Government Association empowers the LGA Executive to establish a scheme for payments to members attending meetings and other approved duties of the Local Government Association and in the light of independent advice to make payments to office holders of the Association and such other members as may be specified in recognition of duties carried out on the Association's behalf.
2. In June 1998, the Management Sub-Committee of the LGA appointed an Independent Panel to consider the existing arrangements and to establish a framework on which a suitable scheme for adoption by the Association could be based. The LGA accepted the principles on which the Panel's recommendations were based, and the recommendations themselves, and formally adopted the recommended scheme with the full support of all political parties represented on the Association.
3. The scheme has now been independently reviewed to reflect the changes to the member structure agreed by the General Assembly in July 2004. The proposed changes were agreed by the LGA Executive on 29 July 2004. The revised scheme is set out in the following paragraphs.

Key Features of the Scheme

- Members of all bodies listed in the Annex to the Scheme are paid an allowance reflecting both the time which might be spent and the level of responsibility involved in carrying out these posts (payments agreed by the LGA are set out below).
- The LGA does not pay Travel and Subsistence for attendance at its own meetings (i.e. Boards, Panels, Policy Review Groups, Task Groups), with the exception of the Chairman, 2 Vice chairs and 4 Deputy Chairs of the Association; and the Chairs of the LGA Boards.
- The LGA does not pay Travel and Subsistence for General Assembly, conferences, seminars, etc. where members are representing their local authorities; and
- Allowances are index-linked to the principal local government pay settlement.

APPENDIX J

MOTOR CONFERENCE

Motor Conference

Motor Conference is the body that represents members of ABI transacting motor insurance business and the motor syndicates of Lloyd's Motor Underwriters Association (LMUA). Motor Conference is representative of some 98% of the motor insurance business transacted in the UK. Many of ABI's activities – for example, representations to Government – are carried out under the auspices of Motor Conference.

A number of undertakings have been given on behalf of all members of Motor Conference to various bodies e.g. Government Departments, local authorities and voluntary organisations. The undertakings allow an individual with motor insurance which includes use for personal business to use his or her own vehicle for the business of their employer. They also provide that the receipt of a mileage allowance will not constitute use for "hire or reward". This is to ensure that individuals in receipt of such an allowance continue to be covered under their insurance policy, notwithstanding any general exclusion of hire and reward use.

Please note that there may be a small number of insurance policies issued by certain insurers that are covered by the undertakings. To check whether any individual insurer not currently listed is a subscriber, contact motor@abi.org.uk

To check whether your insurer is a member of the Association of British Insurers please click this link

[Member directory ABI](#)

SAMPLE

Dear Sirs

Motor Policy No.

It is hereby declared and agreed that the policy, which permits the use of the vehicle by the Policyholder in person in connection with his business, shall be deemed to permit such use of the vehicle on the business of the employer and the receipt of an allowance from such employer for such use or in respect of the carriage by him of official passengers shall not be deemed for the purpose of the policy to constitute use hiring or for the carriage of passengers for hire or reward.

We will indemnify Durham County Council in the terms of the Third Party section of the Policy in respect of such use provided that:

- (a) this indemnity does not apply in connection with a vehicle belonging to Durham County Council
- (b) Durham County Council is not entitled to indemnity under any other policy
- (c) Durham County Council shall as though it were the Policyholder observe fulfil and be subject to the terms and exceptions and conditions of the Policy insofar as they can apply.

Yours faithfully

Appendix 3: Basic Allowances - Councils in the Region

Authority	Basic Allowance per member £
Darlington	8,027
Durham	13,300
Gateshead	10,550
Hartlepool	7,792
Middlesbrough	6,253
Newcastle	8,775
North Tyneside	9,956
Northumberland	13,161
Redcar and Cleveland	9,550
South Tyneside	7,370
Stockton-on-Tees	9,300
Sunderland	8,369