

GOVERNANCE COMMITTEE

Minutes of the meeting held on 2 February 2017 commencing at 7.00 pm

Present: Cllr. Pett (Chairman)

Cllr. Ms. Tennessee (Vice Chairman)

Cllrs. Halford, Layland, and McGarvey

An apology for absence was received from Cllr. Clack

7. Minutes

That the minutes of the meeting of the Governance Committee held on 3 November 2016, be approved and signed by the Chairman as a correct record.

8. Declarations of Interest

There were none.

9. Actions from the previous meeting

There were none.

10. Members' Allowance Scheme

The Chief Officer Corporate Services presented a report which detailed amendments to Appendix G, Members' Allowance Scheme in the Council's Constitution. The scheme currently listed approved duties in Section 3 and Schedule 2. Members were increasingly being invited to meetings and events to represent the Council at the request of the Leader, Cabinet Members or Chief Officers, and therefore it was necessary to amend the Constitution to allow the expenses of such attendance to be claimed.

The Chief Officer advised that the proposed changes included the reiteration in section 3, paragraph 3.1 that "no expenses claimed more than three months after they were incurred will be paid." He also advised that the following description be added included as paragraph 3.1 (i) "attendance at meetings, training or other events where the Member is an official Council representative or requested to attend by the Leader, relevant Cabinet Member or Chief Officer".

Members were advised that there were some minor anomalies within the Scheme and proposed that the Head of Legal and Democratic Services be authorised to make any consequential amendments to the scheme.

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Members discussed the need for the residents to understand the allowances that Members could claim and how the information could be made available. The Chief Officer advised that the Allowance Scheme was available online in the Constitution and that claim forms submitted by Members was also available but could investigate additional methods. The Audit Committee had recently reviewed Members' allowances.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that Appendix G, Members' allowance Scheme, of the Council's Constitution, be amended at paragraph 3.1 by

- i) the additional wording 'no expenses claimed more than three months after they were incurred will be paid' being inserted at the end of the first paragraph;
- ii) the additional approved duty (i)
 - 'i) attendance at meetings, training or other events where the Member is an official Council representative or requested to attend by the Leader, relevant Cabinet Member or Chief Officer'.

11. Work Plan

It was noted by Members that the Joint Independent Remuneration Panel were due to meet this year to review Member expenses and it was likely that a report would be brought to the meeting on 7 November 2017.

THE MEETING WAS CONCLUDED AT 7.25 PM

CHAIRMAN