

## **PROCEDURES COMMITTEE**

**TUESDAY, 28 JANUARY 2025**

Present:

Councillors Bullivant, Clarence, Palethorpe, Sanders (Chair), Steemson and Williams

Apologies:

Councillors Dawson and Keeling

Officers in Attendance:

Trish Corns, Democratic Services Officer

Paul Woodhead, Head of Legal & Democratic Services and Monitoring Officer

### **27. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 17 July 2024 were confirmed as a correct record and signed by the Chair.

### **28. DECLARATIONS OF INTEREST**

Councillor Sanders declared an interest by virtue of her position as Chair of Overview and Scrutiny Committee, and did not vote.

### **29. MEMBERS ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL**

The Chair welcomed Mr Phillips, the Chair of the Independent Remuneration Panel (IRP).

Mr Philips presented the report of the IRP as circulated with the agenda and recommended that Recommendation 7 be referred back to the IRP for reconsideration of the wording.

In relation to Recommendation 6 relating to the Dependents Allowance, a Member of the Committee queried the recommendation to remove the requirement for a receipt and therefor evidence for financial audit checking. The reason behind the IRP's recommendation was to make the process easier for those in need of dependents care. The Committee considered that provision for financial audit checking should prevail and continue but that the words "*counter-signed by both the Councillor and the carer*" could be deleted.

It was considered that the remaining Recommendations 1-5 of the IRP report, and the amendments to Recommendations 6 and 7 as above be referred to Council for approval.

RECOMMENDED to Full Council that:

1. With effect from 1 April 2025, the Special Responsibility Allowance (SRA) for Chair of Overview & Scrutiny be increased from 1.1 x Basic Allowance (BA) to 1.5 x BA to recognise the statutory role that scrutiny performs and the only body that can effectively call the Executive to account.
2. With effect from the 1 April 2025, the allowance for Vice Chair of O & S should be increased from 0.3 x BA to 0.5 x BA.
3. With effect from 1 April 2025 the SRA for the Chair of Audit Scrutiny should increase from 0.75 x BA to 1x BA, to recognise the nature and significance of the responsibility.
4. With effect from 1 April 2025 the SRA for the Vice Chair of Audit Scrutiny (currently not receiving a SRA) should be 0.4 x BA.
5. The Basic Allowance continues to be adjusted in line with the Local Government Employer (LGE) staff pay award for the previous year. For instances when a flat rate is awarded the increase be the average percentage increase for staff.
6. The part sentence regarding the requirement for a receipt to be countersigned in paragraph 7.4 of the Dependents Allowance scheme as below be deleted to allow Councillors to access care more easily.  
  
*7.4 The care of the dependant does not necessarily have to be provided by a registered or professionally qualified provider, but it cannot be claimed for care carried out by a member of the same household. In addition, it may not be claimed if the care is already paid for by another body or if claimed elsewhere. A receipt is required with the cost of the care. ~~counter-signed by both the Councillor and the carer.~~*
7. Recommendation 7 of the IRP report relating to travel and subsistence be referred back to the IRP for reconsideration of the wording.

CLLR S SANDERS  
Chair