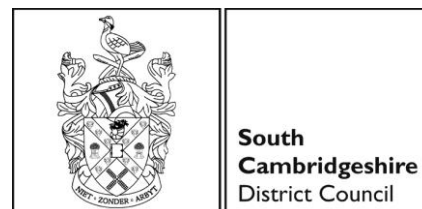


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 01954 713000
f: 01954 713149
www.scambs.gov.uk



16 September 2022

To: Chair – Councillor Anna Bradnam
Vice-Chair – Councillor Peter Fane
All Members of the Council

Quorum: 15

Dear Councillor

This is a supplement to the previously-published agenda for the meeting of **Council** on **Thursday, 22 September 2022**, containing those reports which had not been received by the original publication deadline.

Yours faithfully
Liz Watts
Chief Executive

Agenda

- | | Pages |
|---|----------------|
| 10. Appointment of IRP Member
Council is asked to consider an update, to follow, on the membership of the Independent Remuneration Panel, arising from recruitment following the expiry of the term of office of Graham Jagger, the Chair of the Panel. | 1 - 12 |
| 11. Review of Political Proportionality
Council is asked to review the political proportionality following the resignation from the Liberal Democrat Group of Councillor Dan Lentell. | 13 - 20 |

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Agenda Item 10



**South
Cambridgeshire**
District Council

Report to:	Council	22 September 2022
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock, Chief Finance Officer	

Independent Remuneration Panel appointments

Executive Summary

1. To ask Council to approve the appointment of two members of the Independent Remuneration Panel.

Key Decision

2. No

Recommendations

3. It is recommended that Council approves the appointment for a three year term of office, expiring on 30 September 2025, of Ged Dempsey and Amanda Orchard.

Reasons for Recommendations

4. To comply with the requirements of the Local Authorities (Members' Allowances) Regulations 2003 and to increase resilience of the Panel appointed by the Council.

Details

5. The Council is obliged under the above Regulations to establish an independent remuneration panel, which must consist of at least three members. The Independent Remuneration Panel (IRP) makes recommendations to the Council in respect of Members' allowances. The Council has a duty to have regard to the recommendations of the IRP before making or amending a scheme of Members' allowances.

6. The IRP established by the Council currently comprises three members, Graham Jagger (Chair), Grant Osbourn and Jane Phillips. The term of office of Grant Osbourn and of Jane Phillips expires in May 2024.
7. The term of office of the Chair, Graham Jagger, expires on 30 September 2022. Mr Jagger has notified the Council that he is regretfully unable to seek a renewal of his term of office at present.
8. The Council must, before the beginning of each year, make a scheme for payment of basic allowance and special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance.
9. The Council's current scheme of allowances provides for annual adjustments to its scheme of allowances to be indexed for up to four years, subject to annual review by the IRP in respect of any changes in responsibilities.
10. The Council at its meeting held on 26 September 2019 agreed that the basic allowance should be increased annually in line with the Council's staff pay award to the end of the 2021/22 financial year and that special responsibility allowances should also be increased annually in line with increases to the basic allowance to the end of that financial year.
11. Accordingly, a full review of the Members' scheme of allowances is required as soon as practical, to enable recommendations to be received from the IRP in respect of the current financial year 2022/23 and the next financial year (or years if the IRP recommends allowances are subject to indexation, which is an option open to the IRP to recommend, for up to four years). In terms of timings, ideally the Panel would conduct its review in October/November 2022, which at this stage is unlikely to give sufficient time to enable it to make recommendations to the November meeting of Council, resulting in the report having to go to the February Council meeting. In order to meet the timetable for preparing the 2023/24 budget, it will be necessary to have an indication of what the IRP's recommendation is going to be and the additional cost, if any, by early December. This would allow for an assumption to be made in the 2023/24 budget based on the recommendation being accepted.
12. Given this now significantly constrained timescale, and in view of the unexpected vacancy on the IRP which will arise at the end of September, it has been necessary to seek a replacement IRP member in time for Council to approve the appointment of a third IRP member at the September meeting of full Council. Making an appointment will enable the IRP to commence its work and to conduct a review as soon as possible.
13. Accordingly, a recruitment process was conducted at short notice, to seek a replacement IRP member. The recruitment process involved advertising the vacancy via social media and websites of authorities within the Combined Authority area. Information provided in advertisements comprised a pack which is attached at Appendix 1.

14. Three candidates applied and all were shortlisted for interview. Interviews took place during the week commencing 12 September, conducted by a panel comprising the Chief Finance Officer, Monitoring Officer, Democratic Services Manager and Senior Democratic Services Officer.
15. The interview panel were satisfied that two applicants, Ged Dempsey and Amanda Orchard, demonstrated fully that they possess the skills and experience which are requisite for the role of member of the IRP. Both have served as members or chairs of IRPs for a range of authorities (Fenland District Council, Peterborough City Council, Cambridge City Council, Cambridgeshire and Peterborough Combined Authority, Babergh and Mid Suffolk Council and Huntingdonshire Council in the case of Amanda Orchard; Fenland District Council, Wellingborough District Council, Peterborough City Council, North Northamptonshire Council, Cambridgeshire and Peterborough Combined Authority in the case of Ged Dempsey).
16. Whilst it has been the Council's established practice to appoint a panel of three IRP members, which is the minimum required by the relevant regulations, given the limited time now available for the IRP to carry out a full review of the scheme of allowances and to make recommendations upon which a budget assumption may be made, it is suggested that both these applicants be appointed.
17. If this recommendation were to be adopted the IRP would increase in number from three to four members. The reason for this suggestion is that it would enhance resilience going forward in the event of one of the IRP members becoming unavailable.

Options

1. To appoint both Ged Dempsey and Amanda Orchard to be members of the IRP for a three year term of office. This is recommended on the grounds of future resilience.
2. To appoint both candidates, with one appointed for a three year term of office and the other for only the current financial year in order to provide resilience in the short term to support the completion of the review which is required this year. This option is not recommended as resilience in future is clearly likely to be a positive measure to avoid the issue of having to recruit at short notice when the next annual review is required.
3. To appoint one candidate. This is not recommended as in view of the short time now available to carry out the necessary review of the Members' allowances scheme this Autumn, if any of the three IRP members were to become unavailable, the review would be at risk of delay whilst other arrangements were made, either in offering the position to the candidate not appointed on this occasion, which would require a further decision by the Council, or by seeking the assistance of the Local Government Association's contractual services at cost.

The availability of the LGA contractual support is limited, as it is not available until November.

4. To make no appointment. This option is not recommended as the requirement is for three IRP members as a minimum.

Implications

18. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:

Financial

19. The Chief Finance Officer has been consulted and has confirmed that if the Panel can conduct its review in October/November 2022, the timing would be unlikely to enable recommendations of the IRP to be considered at the November meeting of Council, resulting in the report having to go to the February Council meeting. In order to meet the timetable for preparing the 2023/24 budget, it will be necessary to have an indication of what the IRP's recommendation is going to be and the additional cost, if any, by early December. This would allow for an assumption to be made in the 2023/24 budget based on the recommendation being accepted.

Legal

20. Details of the arrangements for allowances are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003

Appendices

Appendix A: Recruitment pack for Independent Remuneration Panel

Report Author:

Rebecca Dobson – Democratic Services Manager
Telephone: (01954) 712942



Independent Remuneration Panel appointments – Appendix A

Information Pack

Role of the Independent Remuneration Panel

General role

The Local Authorities (Members' Allowances) (England) Regulations 2003 require every local authority to establish an Independent Remuneration Panel, made up of at least three independent people, to provide advice on its Members' Allowances Scheme. The Panel's role is to prepare an annual report and recommendations to the Council on the levels of allowances to be paid to councillors.

The Council must have regard to the advice of the Independent Remuneration Panel when reviewing or amending its scheme or any allowance under the scheme but it does not necessarily have to agree with the Panel's advice.

The work of the panel

The Independent Remuneration Panel makes recommendations to the Council in a number of key areas, including:

- The amount of basic allowance that should be payable to its councillors;
- Which positions should be eligible for the payment of special responsibility allowances and the amounts of such allowances;
- The duties for which a travelling and subsistence allowance can be paid, and the amount of this allowance;



- The level of co-optees' allowances;
- Whether the authority's allowances schemes should include an allowance to compensate for the expenses of arranging for the care of children and dependants and, if so, the amount of this allowance; and
- Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how many years such annual indexation should apply.

The work will involve attendance at occasional meetings, both in person and virtual, in order to carry out the tasks involved. The Panel will make recommendations to the Council in respect of its work.

Main duties and responsibilities of Panel members

1. To attend regularly and actively participate in meetings of the Panel. If necessary, to attend Council and committee meetings to gain an appreciation of the work of members of the council. In addition, the Panel may itself consider recent research on the role of councillors.
2. To receive and analyse both written and oral information and benchmarking data in respect of members' allowances.
3. To conduct interviews and meetings with councillors to gather evidence and information, as appropriate.
4. Using evidence gathered, to discuss and assess the roles and responsibilities of Councillors and the level of allowances which they should receive.
5. To collectively contribute to the production of a report making recommendations to the Council:
 - (a) As to the amount of basic allowance;
 - (b) As to the responsibilities or duties in respect of which the following should be available and the amount of such allowances:
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance;
 - (iii) co-optees' allowance; and



- (iv) dependants' carers' allowances.
 - (c) As to whether in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated.
 - (d) As to whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.
6. To ensure that a copy of the report of the Independent Remuneration Panel is sent to the District Council within the time constraints set.
 7. To sit as the parish remuneration panel for the parish councils in the Council's area as required.

The Council will make available reasonable administrative resource to assist the Independent Remuneration Panel to undertake its role and will provide meeting rooms in which the Independent Remuneration Panel can meet.

There are three independent members who sit on the Panel. Each member receives an annual allowance of £300 plus travel costs.

The term of office is for three years and terms may be renewed with the agreement of the Council.

The estimated time commitment to undertake the role can vary from year to year and will depend on the level of analysis required by the Panel when reviewing the Members' Allowances Scheme each year.

Person Specification



Experience or Skills	Details	Whether essential or desirable
Experience	<ul style="list-style-type: none"> Working to a high standard of behaviour, demonstrating honesty, probity and the highest level of integrity in conduct. 	Essential
Experience	<ul style="list-style-type: none"> Decision making role in some previous capacity. 	Essential
Experience	<ul style="list-style-type: none"> Knowledge/experience of local government or the public sector. 	Essential
Experience	<ul style="list-style-type: none"> Understanding of the challenges facing South Cambridgeshire District Council and its communities. 	Desirable
Experience	<ul style="list-style-type: none"> Serving on a Board or Committee. 	Desirable
Experience	<ul style="list-style-type: none"> Knowledge and understanding of Board or public sector remuneration. 	Desirable
Skills	<ul style="list-style-type: none"> Ability to analyse and weigh up complex evidence and reach rational evidence-based conclusions. 	Essential
Skill	<ul style="list-style-type: none"> Ability to make sound, independent and objective judgments. 	Essential
Skill	<ul style="list-style-type: none"> A good understanding of the concepts of standards, ethics and probity. 	Essential
Skill	<ul style="list-style-type: none"> Ability to work effectively as a member of the Panel, putting 	Essential



Experience or Skills	Details	Whether essential or desirable
	forward points of view clearly and persuasively and having tolerance and respect for the views of others.	
Skill	<ul style="list-style-type: none"> Ability to attend meetings with a commitment to undertaking the background work in preparation for meetings. 	Essential
Skill	<ul style="list-style-type: none"> Ability to work with a non-party political approach. 	Essential
Skill	<ul style="list-style-type: none"> Ability to respect and maintain confidential information. 	Essential
Other	<ul style="list-style-type: none"> Be aged 18 or over. Live, work in or have an affinity with the area. Able and willing to devote the necessary time to the role. Must have no personal relationship with South Cambridgeshire District Council (including employees or members or former staff/members of the Council) or any other relationship/activity which might represent a conflict of interest. Able to demonstrate political independence. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>



Experience or Skills	Details	Whether essential or desirable
	<ul style="list-style-type: none">Digitally aware with good IT skills and the ability to access reports, information and communication electronically.	Desirable

Disqualifications

Panel members cannot be:

- a councillor of South Cambridgeshire District Council.
- anyone who would be disqualified from being an elected councillor*
- a member or co-opted member of any committee or sub-committee of South Cambridgeshire District Council.

(Note: * You are disqualified from being an elected councillor if:

- you work for the council you want to be a councillor for or if you work for another council in a politically restricted post
- you are subject to a bankruptcy restrictions order or interim order
- you have served a prison sentence (including a suspended sentence) of three months or more without the option of a fine
- you have been disqualified under any legislation relating to corrupt or illegal practices.)

Any person who is recommended for appointment will be required to confirm that they are not disqualified.



Application process

To apply, please submit a CV by email to rebecca.dobson@scambs.gov.uk by **10am on Wednesday 7 September, 2022.**

Please also include the contact details of two referees.

Interviews will be held on Monday 12 September at South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA.

If you would like a discussion about the role of Independent Panel Members, please contact Rebecca Dobson on the email address above or on 01954 712 942.

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Report to:	Council	22 September 2022
Lead Officer:	Head of Transformation, HR and Corporate Services	

Review of proportionality and allocation of seats on committees and other appointments 2022-23

Executive Summary

1. To seek Council's approval of a review of political proportionality on the Council following a change of political group membership arising from the resignation as a member of the Liberal Democrat Group of Councillor Dan Lentell.
2. **Key Decision**
No

Recommendations

3. It is recommended that Council approves:
 - i. The allocation of seats on committees as set out at Table 2 in Appendix A;
 - ii. The nominations of the Political Group leaders to seats on the Scrutiny and Overview Committee and Licensing Committee as set out in Appendix B.

Reasons for Recommendations

4. To comply with Standing Order 1.3 "Selection of Councillors on Committees and Outside Bodies"; to enable the Council to comply with its obligations under the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

Details

5. Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more Councillors notify the Chief Executive, as the proper officer, of their wish to be treated as a Political Group. A review of allocation of seats to political groups must take place under section 17 of these regulations as soon as practicable after

a change in the composition of Political Groups on the Council. Following the notification of Councillor Dan Lentell to the proper officer of his resignation from the Liberal Democrat group, a review of political proportionality is required.

6. The following principles laid down in the Act apply to the allocation of seats:
 - a. That not all the seats on the body are allocated to the same Political Group.
 - b. That the majority of seats on the body are allocated to a particular Political Group if the number of persons belonging to that Group is a majority of the authority's membership.
 - c. Subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each Political Group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that Group to the membership of the authority.
 - d. Subject to paragraphs (a) to (c) above, that the number of seats on the body which are allocated to each Political Group bears the same proportion to the number of all the seats on the body as is borne by the number of members of that Group on the membership of the authority.
7. These principles must be applied as far as reasonably practical. Where adjustments are required to reflect rounding up and down of fractions, the final decision rests with Council, ideally on the recommendation of the Political Group leaders.
8. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the Political Groups, the Council must then appoint the nominees of the Political Groups to the committees.
9. Following the resignation of Councillor Dan Lentell from the Liberal Democrat Group, the political makeup of the Council's 45 seats is as follows:

Liberal Democrat	36
Conservative	8
Unaligned	1

10. The political balance of the Council can be calculated by using the formula below:

$$\frac{\text{Number of Councillors in a specified Political Group}}{\text{Number of Councillors in all Political Groups (44)}} \times 100$$

11. The percentage breakdown of each Political Group is therefore as follows:

Liberal Democrat – 81.818%
Conservative – 18.182%

12. Each of the Political Groups (formed when two or more Councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a Group) is

entitled to a certain number of seats on committees. This is based on their Group's percentage representation, as detailed above.

13. The Council's current committee structure comprises 62 seats.

14. The calculation to determine the entitlement of Political Groups to seats on committees is as follows:

$$\frac{\% \text{ for each Political Group (para. 11 above) } \times \text{ number of committee seats (62)}}{100}$$

15. The notional entitlement to committee seats for each Political Group is therefore as follows:

Liberal Democrat	50.727	= 51	seats
Conservative	11.273	= 11	seats
			62 seats

16. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in disproportionate advantage to any one political group, the aggregate membership of all the ordinary committees must be in line with the proportions on the Council.

17. Political Groups may give any seat allocated to them to any other Group or, if there are any non-Grouped Members, to any non-Grouped Member.

Joint Committees/Advisory Committees

18. Unlike the ordinary committees, the seats on joint committees and advisory committees are not aggregated. Proportionality is applied as far as reasonably practical on each individual joint or advisory committee. The Majority Group must have a majority on each such committee.

Allocation of seats to committees

19. The proposed allocation of seats to committees is set out at Table 2 of Appendix A.

Nominations and Substitutes

20. Substitute members may be appointed from each Political Group and must be appointed by Council at in a hierarchical list per committee.

21. The nominations of Political Groups to seats on the two committees on which their allocations have changed as a result of this review (Scrutiny and Overview Committee and Licensing Committee), are set out at Appendix B.

Mandatory Training Requirements

22. Members are reminded that members and substitute members of the Planning Committee and Licensing Committee may only serve on these bodies once they have received the necessary training. Members sitting on an employee appeals panel will also be required to undertake appropriate training before being eligible for appointment to the panel.

Options

23. Council can opt to approve the proposals set out in the report in respect of allocation of seats on committees or agree another proposal that reflects the principles of political proportionality.
24. The requirement to allocate seats according to Political Groups' proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no Councillor votes against the alternative arrangement when it is proposed (a "no dissent" alternative).
25. The Council is therefore not obliged to follow the proportionality rules and may make different arrangements, provided the following procedures set out in Section 17 of the Local Government and Housing Act 1989 are followed:
- i. Due notice is given in the agenda for the meeting.
 - ii. No Member of the Council votes against the proposal, although there may be abstentions.

Implications

26. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, there are no significant implications.

Background Papers

The following background information was used in the preparation of this report:

- South Cambridgeshire District Council's Constitution
- The Local Government and Housing Act 1989
- The Local Government (Committees and Political Groups) Regulations 1990

Appendices

Appendix A: Revised Committee seat allocation

Appendix B: Nominations for revised seat allocations on Licensing and Scrutiny and Overview Committee

Report Author:

Rebecca Dobson – Democratic Services Manager

Telephone: (01954) 712942

Appendix A

Committee seat allocation at September 2022-23

Political Proportionality

Liberal Democrat – 81.818

Conservative – 18.182

Political Group committee seat entitlement on ordinary committees

Liberal Democrat – 51 seats

Conservative – 11 seats

Table 1: indicative committee seat allocation

In Table 1 below, the application of proportionality to each committee results in a calculation which is indicative, shown in brackets. The figures in brackets are indicative because rounding up in all cases where the fraction is over 0.5 would result in a total number of committee seats which differs from the total to which each Political Group is entitled.

The two committees on which these figures indicate that the seat allocation could change as a result of this review are Scrutiny and Overview Committee and Licensing Committee.

Committee	Number of seats	Liberal Democrat	Conservative
Audit and Corporate Governance Committee	7	6 (5.727)	1 (1.273)
Civic Affairs Committee	9	7 (7.364)	2 (1.636)
Employment and Staffing Committee	7	6 (5.727)	1 (1.273)
Licensing Committee	14	12 or 11 (11.455)	2 or 3 (2.545)
Planning Committee	11	9 (9.000)	2 (2.000)
Scrutiny and Overview Committee	14	12 or 11 (11.455)	2 or 3 (2.545)
Total required to reflect overall proportionality:	62	51	11

Table 2: proposed committee seat allocation

In order to result in allocation of committee seats which reflects overall proportionality, the recommendation of the Political Groups is that one additional seat on the Scrutiny and Overview Committee should be allocated to the Conservative Group.

The proposed seat allocation for all committees is therefore as set out in Table 2.

Committee	Number of seats	Liberal Democrat	Conservative
Audit and Corporate Governance Committee	7	6	1
Civic Affairs Committee	9	7	2
Employment and Staffing Committee	7	6	1
Licensing Committee	14	12	2
Planning Committee	11	9	2
Scrutiny and Overview Committee	14	11	3
Total	62	51	11

Appendix B

Nominations for seats on committees

The nominations to the two committees where there is a change in seat allocation to each Political Group are set out below.

Scrutiny and Overview Committee

Notes	Liberal Democrat	Conservative
14 members	1.Stephen Drew (C) 2.Richard Stobart 3.John Loveluck 4.Sally Ann Hart 5.Aiden Van de Weyer 6.Anna Bradnam 7.Helene Leeming 8.Libby Earle 9.James Hobro 10.Peter Fane 11.Sunita Hansraj	1.Graham Cone (VC) 2.Sue Ellington 3.Heather Williams
	<i>Substitutes</i> 1.Annika Osborne 2.Peter Sandford 3.Carla Hofman 4.Lisa Redrup 5.Will Jackson-Wood	<i>Substitutes</i> 1.Richard Williams 2.Bunty Waters 3.Mark Howell 4.Lina Nieto 5.Shrobona Bhattacharya

Licensing Committee

Notes	Liberal Democrat	Conservative
14 members The Lead Cabinet Member with responsibility for licensing may serve on this committee.	1.Anna Bradnam (C) 2.Annika Osborne (VC) 3.Geoff Harvey 4.Sally Ann Hart 5.Peter Sandford 6.Peter McDonald 7.John Loveluck 8.Jose Hales 9.Brian Milnes 10.Lisa Redrup 11.Sunita Hansraj 12.Corinne Garvie	1.Shrobona Bhattacharya 2.Mark Howell

	<i>Substitutes</i> 1. Peter Fane 2. Carla Hofman 3. Pippa Heylings 4. Michael Atkins 5. Stephen Drew	<i>Substitutes</i> 1. Heather Williams 2. Graham Cone 3. Sue Ellington 4. Bunty Waters 5. Lina Nieto
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