

# 8(i)

## **REPORT OF THE ADMINISTRATION COMMITTEE JANUARY 2006**

(Chairman: Councillor Merrick Cockell  
Vice-Chairman: Councillor Daniel Moylan)

### **COUNCIL - 25 JANUARY 2006**

#### **1. ESTABLISHMENT OF AN AUDIT COMMITTEE - CHANGES TO THE CONSTITUTION**

1.1 The Council decided at a meeting on 30 November 2005 that the Audit Committee would come into being in March 2006 and that the detailed changes to the Constitution would be reported to Administration Committee on 16 January. This report sets out Changes to the Constitution required to create the Audit Committee including the Terms of Reference.

#### **1.2 The Audit Committee**

The changes to the Constitution set out in **Appendix 1** will:

- (i) Create an Audit Committee with the terms of reference set out there.
- (ii) Delete from the Administration Committee's term of reference "to approve the Authority's statement of accounts, income and expenditure, and the balance sheet or record of receipts and payments (as the case may be)".
- (iii) Substitute Audit Committee for OSC on Cabinet and Corporate Services in the Audit Procedure Rules in respect of internal and external audit tasks.

#### **1.3 Recommendation**

The Administration Committee recommends the Council to approve the Constitutional changes set out in **Appendix 1**.

**FOR DECISION**

#### **2. FIXED PENALTY NOTICES FOR TRUANCY**

2.1 Section 23 of the Anti-Social Behaviour Act 2003, inserts into the Education Act 1996 a power to fine parents (up to £100) who fail to secure their children's regular attendance at school.

- 2.2 Penalty notices are an alternative to prosecution and enable parents to discharge potential liability for conviction. Parents who pay the penalty will not get a criminal record for that offence.
- 2.3 Each local authority is required to draw up a code of conduct called a Protocol setting out measures to ensure consistency in the issuing of penalty notices. A Protocol for the Royal Borough was approved by the Cabinet Member for Education, Libraries and Arts on 16 August 2005.

### **Recommendation**

- 2.4 The Administration Committee recommends that the Council approve the Constitutional change set out in **Appendix 2**. This amendment makes express the Director of Schools delegated power to determine what action should be taken where a child does not attend school regularly including the service of penalty notices and any other enforcement action. The Education Welfare Service will carry out enforcement action under the authority of the Director of Schools.

**FOR DECISION**

## **3. FIXED PENALTIES FOR OFFENCES UNDER THE CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005**

- 3.1 This Act amends and updates various other Acts. It is aimed mainly at the environment and anti-social behaviour. It introduces a power for local authority officers to serve fixed penalty notices for nuisance parking; abandoned vehicles; litter; graffiti and fly posting; transport, deposit and disposal of waste; control of dogs and intruder alarms.

These functions fall within the responsibility of the Cabinet Member for Community Safety, Environmental Management and Regeneration

**FOR INFORMATION**

## **4. MEMBERS' ALLOWANCES SCHEME**

### **4.1 Background**

The Council, at its meeting on 19 January 2005, adopted the new Members' Allowances Scheme as recommended by this Committee on 10 January 2005.

The Regulations require that by 31 March **each year** the Council makes an Allowances Scheme for the following 1 April - 31 March.

The Scheme to be made by the Council for 2006/07 should replicate the existing Scheme.

Members are reminded that the Scheme allows for an annual uprating of these allowances in line, for 2004-2007, with the Local Government Pay Settlement index (which is applied each Summer).

#### 4.2 **Proposed Amendment to Part Six, Members Allowances**

Paragraph 8 of the Members' allowances scheme refers to approved duties for which travel expenses are paid. The Constitution states that the following are not approved duties:

1. Attendance at a conference
2. Attendance at Governing Body meeting as a governor
3. Attendance at a Member's surgery
4. Attendance at political group meetings

It was not the intention to prevent Members claiming for travel expenses outside the Borough when attending conferences as part of Council business. The exclusion of conferences from the list of approved business was intended to mean party political conferences only. In fact, the ALG Independent Panel recommended that travel expenses incurred by Members outside the Borough should be paid.

The Council is therefore asked to agree that paragraph 8.02 of the Constitution be amended to read:

"8.02 An approved duty is not:

(a) The attendance at party political conferences..."

#### 4.3 **Licensing Act 2003 - Transitional Period**

At its meeting in April 2005, the Council resolved to replace the current Licensing Panel Special Responsibility Allowance (SRA) with an annual SRA of £6,000 (£500 per month). Payments subsequently took effect from the start of Licensing Committee

hearings (1 July 2005).

The Council is asked to note that such payments will need to be kept under review depending on the workload. In due course the Council should be recommended to cease such payments and to consider reintroducing an SRA for Licensing Panel members.

**FOR INFORMATION**

#### 4.4 **Members' I.T. Allowance Scheme**

Following a review by Internal Audit, it was recommended that the Members' IT Allowance Scheme should be updated on regular basis and reviewed by the Administration Committee. It will then be approved by a key decision. It was also agreed that the Scheme would remain separate from the main published Members' Allowances Scheme.

The Committee's comments will be forwarded to the Leader who will take any decision to amend the Scheme.

**FOR INFORMATION**

#### 4.5 **Periodic Review of the Scheme**

It is five years since the last substantial review of the allowance scheme. The start of a new administration following local elections in 2006 seems the right time to consider the scheme overall.

It is therefore intended that a comparison be made with other London Borough schemes and a further report be brought forward in the Summer of 2006.

**FOR INFORMATION**

#### 4.6 **Recommendations**

The Committee recommends:

- (i) that the existing Members' Allowances Scheme be revoked as from 1 April 2006;
- (ii) that the Members' Allowances Scheme set out at **Appendix 3** be adopted for the period 1 April 2006 to run to 31 March 2007;
- (iii) that the SRA for Licensing Committee members be kept under review; and

- (iv) that any necessary amendment be made to Part 6 of the Council's Constitution including, when applied during the course of the year, any updated allowance amounts.
- (v) that the amendment to the Constitution in respect of approved duties, set out in paragraph 4.2, be adopted.

**FOR DECISION**

## **5. APPOINTMENT OF AN INDEPENDENT MEMBER OF STANDARDS COMMITTEE**

### **5.1 Introduction**

Sir Michael Ridley was appointed as a member of the Council's Standards Committee in October 2001. Sir Michael Ridley has been Chairman of the committee since his appointment.

Sir Michael Ridley has now tendered his resignation and will not continue as an independent member of the committee after the Annual meeting.

### **5.2 Appointment of an Independent Member to the Committee**

The Relevant Authorities (Standards Committee) Regulations 2001 prescribes the arrangements for the appointment of independent members to Standards Committees.

Regulation 4 provides that 'a person may not be appointed as an independent member of a Standards Committee of an authority or sub-committee unless the appointment is:

- a) Approved by a majority of the members of the authority
- b) Advertised in one or more newspapers circulating in the area of the authority
- c) Of a person who has submitted an application to the authority
- d) Of a person who has not within the period of five years immediately preceding the date of the appointment been a Member or officer of the authority; and
- e) Of a person who is not a relative or close friend of a Member or officer of the authority.'

### 5.3 **Appointment Process**

In line with the law, an advertisement has been placed in newspapers circulating in the Borough to invite applications for membership of the Standards Committee.

The Administration Committee will set up a sub-committee to act as the appointment's panel.

The Administration sub-committee will shortlist applicants and conduct interviews. Thereafter a recommendation will go to full Council to appoint the most suitable applicant.

### 5.4 **Recommendation**

The Administration Committee recommends to Council:

To add to the Administration Committee's terms of reference the management of the appointment process for independent members of the Standards Committee.

**FOR DECISION**

## 6. **PROCUREMENT APPEALS - ADDITION TO PORTFOLIO OF CABINET MEMBER FOR CORPORATE SERVICES**

There will shortly be a requirement under EU rules for all Council EU advertised contracts to contain an appeals and mediation procedure for use by unsuccessful tenderers. Councillor Campion, Cabinet Member for Corporate Services, has agreed to hear such cases.

The Committee is asked to note that the following will be added to decision-making responsibilities of the Cabinet Member for Corporate Services:

"xxi. To determine procurement appeals for Council contracts let under the Public Contracts Regulations 2006"

**FOR INFORMATION**

**MERRICK COCKELL  
CHAIRMAN, ADMINISTRATION COMMITTEE**

Establishment of an Audit Committee

<b>REFERENCE</b>	<b>PROPOSED CHANGE</b>
<p>Part Three - Responsibility for Functions – B Non-Executive (page 121)</p>	<p><i>Add the following:</i></p> <p><b>3.B.13 Audit Committee</b></p> <p>The purpose of the audit committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority’s financial and non-financial performance to the extent that that it affects the authority’s exposure to risk and weakens the control environment, and to oversee the financial reporting process.</p> <p><b>(a) Membership</b></p> <ol style="list-style-type: none"> <li>1. Four Councillors including the Chairman of the Committee, who will not be a member of the Executive or the Chair of a Scrutiny Committee. The Chairman of the Audit Committee will have a significant and relevant financial background. Membership of the Committee shall include a maximum of two independent members who will be co-optees. All members will be voting members.</li> <li>2. It is expected that the Executive Director of Finance, Information Systems and Property and the Head of Internal Audit and Risk Management will attend each meeting. Other Council officers may be required to attend for all or part of the meeting, at the request of the Chairman.</li> </ol>

3. The external auditors will attend at least one meeting each year and external audit will have right of access to the Chairman at any time. The Committee shall have the right to meet in private with the external auditor and the Audit Commissions Relationship Manager at least once a year if it wishes. On an annual basis External Audit will present the Audit Plan, the ISA240 (the international standard currently reported as part of the External Audit reporting requirements) and the Annual Audit and Inspection Letter to Committee.

**(b) Quorum**

The quorum necessary for the transaction of business shall be two members, one of whom will be a Councillor member.

**(c) Frequency of Meetings**

The Committee shall meet at least four times a year at appropriate times in the reporting and financial cycle.

**(d) Terms of Reference**

The Terms of Reference and the effectiveness of the Audit Committee will be reviewed on an annual basis.

The Committee shall report annually to the Council.

To exercise the following functions:

**Audit Activity**

	<ol style="list-style-type: none"><li>1. To review, comment and approve (but not direct) internal audit's strategy, plans and resources.</li><li>2. To receive internal audit progress reports on a quarterly basis summarising the audit reports issued and performance of the Internal Audit function.</li><li>3. To receive the Head of Internal Audit's annual report and opinion and the level of assurance given over the Council's corporate governance arrangements.</li><li>4. To consider reports from Internal Audit on the implementation of agreed recommendations where management have failed to undertake the necessary actions within the planned audit time frame.</li><li>5. To consider the external auditor's annual Plan, relevant reports, and reports to those charged with governance. To review and comment on external inspection reports.</li><li>6. To consider specific reports as agreed with the external auditor.</li><li>7. To discuss and comment on the assesment of risks identified by External Audit and the associated impact on the audit fee. audit risk assesment and the scope and depth of external audit work and to ensure it provides value for money.</li><li>8. To liaise with the Audit Commission over the appointment of the Council's external auditor.</li></ol>
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9. To commission work from internal and external audit.

10. To receive reports on internal or external fraud investigated by the Council.

**Regulatory and Control Framework**

11. To maintain an overview of the council's constitution in respect of audit procedure rules, contract procedure rules, and financial regulations.

12. To review any issue referred to it by the Chief Executive and Town Clerk, or any Council body.

13. To monitor the effective development and operation of risk management in the Council.

14. To monitor council policies on 'Raising Concerns at Work' and the anti-fraud and corruption strategy

15. To review the Council's Statement of Internal Control and supporting documentation.

16. To consider the Council's arrangements for corporate governance.

**Accounts**

17. To approve the Council's Annual Statement of Accounts, to consider whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit that need to be brought to the attention of the

	<p>Executive.</p> <p>18. To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.</p> <p>19. To consider the Audit Commission’s annual Audit and Inspection letter.</p>
<p>Part Three - Responsibility for Functions – B Non-Executive – Administration Committee (page 99)</p>	<p><i>Under heading "in relation to other matters;" Delete paragraph 3 and renumber the remaining paragraphs.</i></p>
<p>Part Four – Rules of Procedure – E Audit Procedure Rules (page 213 – 214)</p>	<p><i>Amend paragraph 4. to read as follows:</i>  4.01 In respect of internal audit, the Audit Committee will:</p> <p><i>Amend paragraph 4. to read as follows:</i>  4.02 In respect of external audit, the Audit Committee will:</p>

**Appendix 2**

<b>REFERENCE</b>	<b>PROPOSED CHANGE</b>
Part Three - Responsibility for Functions - C. Officers Director of Schools, (page 156)	<i>Amend paragraph 20 to read as follows:</i>  33 <b>“To determine what action should be taken where a child does not attend school regularly including the service of penalty notices and any other enforcement action”</b>





**THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
MEMBERS' ALLOWANCES SCHEME**

**1. Introduction**

1.01 This Members' Allowances Scheme is made under and in accordance with the Local Government and Housing Act 1989 (as amended) and the Local Authorities (Members' Allowances) (England) Regulations 2003.

**2. Entitlement to allowances**

2.01 Member's entitlement to allowances shall be determined and paid in accordance with this Scheme.

2.02 There are five different types of allowances that may be paid to Members:

- (a) Basic allowance.
- (b) Special responsibility allowance.
- (c) Dependants' carers' allowance.
- (d) Travelling and subsistence allowance.
- (e) Co-optees' allowance.

2.03 Where a Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.

2.04 Member may, by notice in writing given to the Director of Law and Administration, elect to forgo his or her entitlement or any part of his or her entitlement to allowances.

**3. Basic Allowance**

3.01 A Basic Allowance is an annual allowance paid equally to all Members. It is calculated on the basis of an hourly rate for a reasonable commitment of time, discounted appropriately to reflect councillors' commitment to providing a significant element of their public service on a voluntary basis. The Basic Allowance covers all intra-Borough travel costs (except the congestion charge) and subsistence.

3.02 Appendix A sets out the amount of the entitlement by way of basic allowance.

3.03 Where the term of office of a Member begins or ends during a year, the basic allowance entitlement will be calculated in proportion to the number of days as a Member.

#### **4. Special Responsibility Allowance**

4.01 A Special Responsibility Allowance is an allowance paid to those Members who have special responsibilities in relation to the Authority. A Member is only entitled to claim one Special Responsibility Allowance. Where a Member would have been entitled to receive two Special Responsibility Allowances they may claim the higher of the two.

4.02 Appendix B lists the special responsibilities for which a Special Responsibility Allowance is payable and the entitlement for each responsibility.

4.03 Where a Member does not have special responsibilities throughout the whole of a year, the Special Responsibility Allowance entitlement will be calculated in proportion to the number of days the Member has special responsibilities.

4.04 Where Members of the Authority are divided into at least two political groups a Special Responsibility Allowance shall be paid to at least one person who is not a member of the controlling group but who has special responsibilities for which an allowance is payable.

#### **5. Dependants' Carers' Allowance**

5.01 A Dependants' Carers' Allowance is an allowance paid in respect of expenses incurred in arranging for the care of Members' children or dependents whilst the Member is carrying out an approved duty.

5.02 The Dependants' Carers' Allowance is payable in respect of dependants aged 15 years or under or in respect of other dependants where there is medical or social work evidence that care is required.

5.03 Only one weekly payment is payable in respect of a Member's household, except in special circumstances to be judged by the Standards Committee.

5.04 The Dependants' Carers' Allowance is not payable to a member of the Member's household.

- 5.05 The Dependants' Carers' Allowance is payable against receipts as a reimbursement of incurred expenditure.
- 5.06 The Dependants' Carers' Allowance will be reviewed after not more than 12 months' operation.
- 5.07 Appendix C sets out the amount of the entitlement by way of the Dependants' Carers' Allowance.

## **6. Travelling and Subsistence Allowance**

- 6.01 A Travel and Subsistence Allowance is an allowance paid in respect of travel beyond intra-Borough travel and subsistence expenses incurred whilst a Member is carrying out an approved duty.
- 6.02 Appendix D sets out the amount of the entitlement by way of Travel and Subsistence Allowance.

## **7. Co-optees' Allowance**

- 7.01 A Co-optees' Allowance is an annual allowance in respect of attendance at conferences and meetings paid to a person who is not a member of the authority but who is a co-opted member of a committee or sub-committee.
- 7.02 The annual allowance is calculated in relation to each co-optee with reference to the number of anticipated meetings per year at a standard rate per meeting.
- 7.03 Co-optees are entitled to be reimbursed for all travel costs, whether travel is within or outside the Borough. Co-optees are not entitled to subsistence.
- 7.04 Appendix E sets out the amount of the entitlement by way of co-optees' allowance.
- 7.05 The amount of the Co-optees' Allowance payable to a co-opted member who presides at a meeting of an Overview and Scrutiny Committee, where that Committee's functions relate wholly or partly to any education functions which are the responsibility of the Authority's Executive, shall not be less than the minimum amount of any Special Responsibility Allowance payable to a person who presides at meetings of any other authority's committees or sub-committees.
- 7.06 Where the appointment of a co-opted member begins or ends during a year, the co-optees' allowance entitlement will be

calculated in proportion to the number of days as a co-opted member.

## **8. Approved duty**

8.01 For the purposes of the dependants' carers' allowance and the travelling and subsistence allowance, an approved duty is:

- (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority, or a sub-committee of such a joint committee, provided that:
  - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
  - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of the Executive or a meeting of any of its committees;
- (e) The performance of any duty in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty 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;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any approved non-maintained special schools; and
- (h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

8.02 An approved duty is not:

- (a) The attendance at party political conferences.
- (b) The attendance at college and school governing bodies.
- (c) The attendance at Member's surgeries.
- (d) The attendance at political group meetings.

## **9. Annual adjustment**

9.01 All allowances will be increased annually with reference to the Local Government Pay Settlement index.

9.02 The Local Government Pay Settlement index will apply until 2007 at which time the Authority will seek a further recommendation from an independent remuneration panel.

## **10. Suspension or partial suspension of a Member**

10.01 Where a Member is suspended from his or her responsibilities as a member, the Standards Committee may withdraw the part of the Basic Allowance and all other allowances payable to them in respect of the period for which they are suspended.

10.02 Where a Member is partially suspended from his or her responsibilities as a member, the Basic Allowance payable to them in respect of the period for which they are partially suspended may continue to be paid but to the extent that the partial suspension made it impossible or impracticable for a Member to undertake activities in respect of which a Special Responsibility Allowance was payable, that allowance may be withdrawn by the Standards Committee.

10.03 Where an allowance is paid in respect of any period during which the Member concerned is:

- (a) Suspended or partially suspended;
- (b) Ceases to be a member of the Authority; or
- (c) Is in any other way not entitled to receive the allowance in respect of that period,

the Standards Committee may require that such part of the allowance as relates to any such period be repaid to the Authority.

## **11. Claims**

- 11.01 In order to claim an allowance a Member must submit a valid claim form to the Director of Law and Administration.
- 11.02 Where an entitlement to the following allowances arise, a claim must be submitted within the following time limit:
- (a) Dependants' carers' allowance - six months of the expenses being incurred.
  - (b) Travelling and subsistence allowance - six months of the expenses being incurred.
  - (c) Co-optees' allowance - six months of the entitlement to the allowance.
- 11.03 A Member is not required to submit a claim form for a Basic Allowance or a Special Responsibility Allowance. However, a Member who does not wish to claim for these allowances must notify the Director of Law and Administration in writing.
- 11.04 The Authority is not prevented from making a payment where the allowance is not claimed within the period specified within this Scheme.

## **12. Payments**

- 12.01 A basic allowance is paid monthly.
- 12.02 A special responsibility allowance is paid monthly.
- 12.03 A dependants' carers' allowance, a travelling and subsistence allowance and a co-optees' allowance is paid in the month following receipt of a valid claim.

## **13. Records of allowances and publication**

- 13.01 The Authority shall keep a record of the payments made by it in accordance with this Scheme, including the name of the recipients of the payment and the amount and nature of each payment.
- 13.02 The record of the payments made by the Authority in accordance with this Scheme shall be available at all reasonable times for inspection at no charge. A copy shall also be supplied to any person who requests it on payment of a reasonable fee.

13.03 As soon as reasonably practicable after the end of the year to which this Scheme relates, the Authority shall make arrangements to publish the total sums paid by it to each recipient in respect of each different allowance.

#### **14. Publicity**

14.01 This Scheme will be published as required by law.

14.02 A copy of this Scheme shall be supplied to any person who requests it on payment of a reasonable fee.

#### **15. Entitlement to pensions**

15.01 Appendix F sets out which Members are entitled to pensions.

15.02 The basic allowance and the special responsibility allowance may be treated as amounts in respect of which pensions are payable.

#### **16. Disputes**

16.01 Any dispute as to a Members' entitlement and any allegation of abuse shall be referred to the Standards Committee for adjudication.

#### **17. Amendment**

17.01 The Authority may amend this Scheme at any time.

17.02 Before amending the Scheme, the Authority shall have regard to the recommendations made to it by an independent remuneration panel.

17.03 Where the only amendment to be made to this Scheme is that affected by the annual adjustment in accordance with paragraph 9 this Scheme shall be deemed not to have been amended.

17.04 Where an amendment is to be made which affects an allowance payable for the year in which the amendment is made the entitlement to the amended allowance applies from the beginning of the year in which the amendment is made.

#### **18. Revocation**

18.01 The Authority may only revoke this Scheme with effect from 1 April of any year.

18.02 Prior to revocation of this Scheme the Authority shall make a further Scheme for the period beginning with the date on which the revocation takes effect and ending at the end of the year in question.

**SCHEDULE OF ALLOWANCES**  
**(with effect from 1 April 2006 to 31 March 2007)**

**Appendix A: Basic Allowance (1 April 2006 – 31 March 2007)**

<b>Type of allowance</b>	<b>Eligibility</b>	<b>Amount per year</b>
Basic allowance	All members	£9,679

**Appendix B: Special Responsibility Allowance (1 April 2006 – 31 March 2007)**

<b>Special Responsibility</b>		<b>Amount per year</b>
<b>Post</b>	<b>Portfolio</b>	
Leader		£39,624
Deputy Leader/ Cabinet Member	Planning Policy, Housing Policy and Transportation	£21,976
Cabinet Member	Finance and Property	£20,838
Cabinet Member	Corporate Services	£20,838
Cabinet Member	Education and Libraries	£20,838
Cabinet Member	Housing Services, Adult Social Care, Public Health and Environmental Health	£20,838
Cabinet Member	Leisure, Parks, Arts and Museums	£20,838
Cabinet Member	Service Improvement	£20,838
Cabinet Member	Community Safety, Environmental Management and Regeneration	£20,838
Cabinet Member	Family and Children's Services	£20,838
Leader of the Minority Party		£14,972
Chairman	Regulation and Enforcement Review Committee	£3,986
Chairman	Licensing Committee	£11,957
Chairman	Planning Services Committee	£11,957
OSC Chairman	Housing, Leisure, Arts and Regeneration	£11,957
OSC Chairman	Family and Children's Services	£11,957
OSC Chairman	Public Realm	£11,957
OSC Chairman	Adult Care, Health and Environmental Health	£11,957
OSC Chairman	Cabinet and Corporate Services	£11,957
Deputy Leader of the Minority Party		£5,124
Chief Whip of the Minority Party		£5,124
OSC Minority Party Spokesman	Cabinet and Corporate Services	£3,986
OSC Majority Party	Cabinet and Corporate Services	£3,986

Spokesman		
OSC Minority Party Spokesman	Family and Children's Services	£3,986
OSC Minority Party Spokesman	Public Realm	£3,986
OSC Minority Party Spokesman	Adult Care, Health and Environmental Health	£3,986
OSC Minority Party Spokesman	Housing, Leisure, Arts and Regeneration	£3,986
Lead Members		£3,986
Licensing Committee members		£6,000
Chairman	Western Riverside Waste Authority	£3,986

**Appendix C: Dependants' carers' allowance (1 April 2006 – 31 March 2007)**

<b>Nature of expense</b>	<b>Amount of entitlement</b>
Expenses of arranging for the care of children or dependents. Children or dependents are:  (a) children aged 15 or under; or (b) other dependents where there is medical or social work evidence that care is required (i.e. dependents with a disability, elderly dependents or similar responsibility).	Not exceeding £4.60 per hour.

**Appendix D: Travelling and subsistence allowance (1 April 2006 – 31 March 2007)**

<b>Nature of expense</b>	<b>Amount of entitlement</b>
Private motor vehicles	48.5p per mile
Private solo motor cycles	13.3p per mile
Bicycles and other non-motorised transport	A flat rate allowance of £10.60 for up to 23 miles in any month; plus 48.5p per mile for miles over 23.
Congestion Charge	£8
Subsistence	Reimbursement of expenses in accordance with the Reimbursement of Staff Expenses procedure.

**Appendix E: Co-optees' allowance (1 April 2006 – 31 March 2007)**

<b>Post</b>	<b>Committee</b>	<b>Amount per year</b>
Independent Members	Standards Committee	£548
Independent Panel Members	Fostering Panel	£1,269
Chairman	Fostering Panel	£3,986
Independent Panel Members	Adoption Panel	£1,269
Chairman	Adoption Panel	£3,986
Independent Members	Investment Committee	£423
Independent Members	Family and Children's Services OSC	£740

**Appendix F: Entitlement to Pensions (1 April 2006 – 31 March 2007)**

<b>Member</b>
Any Members of the Council aged 70 or below.