



City of Westminster

Committee Agenda

Title: **General Purposes**

Meeting Date: **Wednesday 22nd February, 2023**

Time: **6.00 pm**

Venue: **Rooms 18.01, 18th Floor, 64 Victoria Street, London, SW1E 6QP**

Members: **Councillors:**

David Boothroyd (Chair)
Paul Swaddle
Aicha Less
Matt Noble
Paul Swaddle



Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception at City Hall, 64 Victoria Street. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.

If you require any further information, please contact the Committee Officer, Tristan Fieldsend, Senior Committee and Councillor Co-ordinator.

**Email: tfieldsend@westminster.gov.uk
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Director of Law in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

To note any changes to the membership.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

3. MINUTES

To sign the minutes of the meeting held on 19 October 2022.

(Pages 3 - 4)

4. APPROVAL OF COMPENSATION PAYMENT

(Pages 5 - 28)

5. CONSTITUTIONAL CHANGES

(Pages 29 - 54)

6. MEMBERS' ALLOWANCE SCHEME 2023-2024

(Pages 55 - 76)

**Stuart Love
Chief Executive
16 February 2023**



CITY OF WESTMINSTER

MINUTES

General Purposes Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **General Purposes Committee** held on **Wednesday 19th October, 2022**, Rooms 18.01 - 18.03 - 18th Floor, 64 Victoria Street, London, SW1E 6QP.

Members Present: Councillors David Boothroyd (Chair), Aicha Less, Matt Noble and Paul Swaddle

1 MEMBERSHIP

1.1 There were no changes to the membership.

2 DECLARATIONS OF INTEREST

2.1 There were none.

3 MINUTES

3.1 **RESOLVED:** That the minutes of the meeting held on 15 September 2022 be signed by the Chair as a correct record of the proceedings.

4 REVIEW OF THE MEMBER/OFFICER PROTOCOL

4.1 Parveen Akhtar, Director of Law, introduced the report setting out the review undertaken to strengthen the guidance on relationships between Officers and Members. The intention was that the updated protocol helped support the establishment of good working relationships between Members and Officers in their work together and described their different but complementary roles within the Council.

4.2 The Committee welcomed the review of the protocol and agreed a strong, constructive, and trusting relationship between Members and Officers was essential to the effective and efficient working of the Council. The suggested amendments to the protocol were considered appropriate in bringing the document up to date and the Committee noted in particular the importance of

including the Nolan Principles in the protocol along with a separate section on bullying.

- 4.4 The Committee discussed the significance of the protocol and was of the opinion that it should form an important aspect of the training provided to both new and existing Members and officers. This training could then form part of the process of ensuring the behaviours and treatment that each can expect from the other was embedded in the culture throughout the organisation.

RESOLVED:

- 1) That the revised Member/Officer Protocol be recommended to Full Council for approval.
- 2) That it be recommended that training on the Member/Officer Protocol be provided to all new and existing Members and Officers.

5 PROGRAMME OF MEETINGS 2023/24

- 5.1 The Committee received a report and following discussions agreed the proposed programme of meetings subject to the suggested Council date of 27 September 2023 being amended to 20 September 2023.

RESOLVED:

- 1) That the Council be recommended to approve the dates of full Council Meetings, as follows: 17 May 2023 (Annual), 28 June 2023, 20 September 2023, 15 November 2023, 24 January 2024, 6 March 2024, 15 May 2024 (Annual).
- 2) That the Programme of other formal Meetings set out in Appendix A of the report be approved.

The Meeting ended at 6.14 pm

CHAIRMAN: _____

DATE _____



City of Westminster

General Purposes Committee Report

Meeting or Decision Maker:	General Purposes Committee
Date:	22 January 2023
Classification:	General Release Appendices A-D not for publication
Title:	Approval of compensation Payment over £2000
Wards Affected:	N/A
Fairer Westminster Strategy:	Our tenants and lessees are consistently satisfied with our housing services, and the improved condition and energy efficiency of our housing stock.
Financial Summary:	A compensation payment of £3,175 is required to a resident from the Housing Revenue Account
Report of:	Debbie Jackson, Executive Director for Growth, Planning and Housing

1. Executive Summary

- 1.1 Following a complaint from a leaseholder through the Council's complaints process and to the Housing Ombudsman, a compensation payment of £3,175 is required to the leaseholder from the Housing Revenue Account. As the level of compensation awarded is in excess of £2,000 a report is required to come to the General Purposes Committee.
- 1.2 The complaint concerns failure to undertake repairing responsibilities.

2. Recommendations

- 2.1 That the committee notes the payment of compensation over £2,000 to comply with the Stage 2 complaint award and the Housing Ombudsman's order.

3. Reasons for Decision

- 3.1 Compensation payments awarded which exceed £2,000 need to come before the General Purposes Committee in order to comply with the Council's Good Practice Guide for Effective Complaint Handling and under Part F (Section 4) of Westminster City Council's Financial Regulations.

4. Background, including Policy Context

- 4.1 The leaseholder submitted a Stage 1 complaint to the Council on 7 October 2020 regarding repeated leaks into the property from the walkway above. The leaks had caused considerable damage to the property and the leaseholder requested the walkway and all of the patios above be lifted, waterproofed and re-laid.
- 4.2 The Stage 1 response explained that all of the previous reports had been attended to and repairs carried out. A repair order was raised on 8 October to investigate the source of the latest leak and provide a quote for works to remedy. This order was first raised to the wrong trade causing a delay of one day. The quote was approved on 27 October 2020 and the work was carried out. £20 compensation was awarded for the delay.
- 4.3 A Stage 2 complaint was submitted on 10 December after a further leak occurred which was the worst leak in several years, with water affecting the light fitting in the bedroom. The leaseholder was particularly distressed as the property had been rewired in April 2020 following previous leaks. They complained that £20 awarded at Stage 1 was insufficient and demanded a full long-term repair and a compensation that is more befitting of the physical and financial inconveniences suffered.
- 4.4 At Stage 2 the complainant was awarded £3,175 compensation broken down as follows:

Award	Service failure
£1,500	Distress and inconvenience over 36 months (based on £500 per year pro-rata)
£1,500	Delay in carrying out the work required to fix the leaks
£105	Time and trouble in pursuing the repair
£50	For providing an inadequate response to the complaint at Stage 1
£20	Awarded at Stage 1 for raising the job on the wrong trade, causing a delay of 1 day.

5. Investigation by the Housing Ombudsman:

- 5.1 The Housing Ombudsman reviewed the case and reported on 25 April 2022 that there was reasonable redress offered by the landlord for its maladministration regarding its response to the resident's reports of water ingress at his property. It was recommended that the landlord should write to the resident within four weeks of the date of the determination and reiterate its offer of compensation.
- 5.2 The resident has since accepted the offer of compensation and payment is now due.

6. Post complaint follow-up work

- 6.1 Due to staff changes, at the time the compensation was offered, the team were not aware of the requirement to notify the committee approval prior to making any offer exceeding £2,000. The Housing Complaints team and service managers have now been briefed on the approval process for compensation payments exceeding £2000.

7. Financial Implications

- 7.1 The compensation awarded will be paid from the HRA budget established for the purpose.

8. Legal Implications

- 8.1 The Housing Ombudsman recommended the Local Authority renew its offer of £3175 compensation previously offered. The report sets out the action taken following the recommendations of the Housing Ombudsman.

If you have any queries about this Report or wish to inspect any of the Background Papers please contact:

*Jayson Sandiford, Housing Complaints & Service Improvement Manager
jsandiford@westminster.gov.uk*

BACKGROUND PAPERS:

Appendix A Stage 1 complaint response

Appendix B Stage 2 complaint response

Appendix C Housing Ombudsman investigation report

Appendix D Housing Ombudsman determination letter

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



General Purposes Committee

Date:	22 February 2023
Classification:	For General Release
Title:	Constitutional changes
Report of:	Bi-borough Director of Law
Wards Involved:	All
Policy Context:	Fairer Council
Financial Summary:	There are no financial implications associated with this report.
Report Author and Contact Details:	Richard Cressey Email: rcressey@westminster.gov.uk

1. Executive Summary

- 1.1. This paper provides an outline of the various sections of the Constitution which Officers have been reviewing and subsequent recommendations for change. These include changes to Full Council Standing Orders to introduce public participation in Full Council meetings and amendments to the list of Outside Bodies. The report makes recommendations and sets out how public participation could be facilitated at Full Council and what format this should take. There are corresponding proposals to revise the Council's Petition Scheme, and this includes providing the lead petitioner the option to present their petition at Council when a threshold has been met. In addition, it is recommended that the list of officially recognised Outside Bodies to which the Council makes a corporate nomination be reduced to a much smaller, core group of bodies and to introduce clear criteria and process for accepting bodies on to this list in the future.
- 1.2. The Majority and Opposition Groups were consulted and invited to review and provide comments on the Officers' proposals and, where received, these have been incorporated into the Report. Any further feedback will be reported to the Committee in advance of or at the meeting. There were also consultations with various stakeholders which included a short survey

posted in the MyWestminster newsletter and an advertisement placed in the Charter for Community Participation community events.

2. Recommendations

2.1. That the General Purposes Committee recommends to Council for approval of:

- the introduction of a 30-minute public participation item at Full Council meetings in line with the headline proposals set out in section 4 of this report.
- the amendment of the petitions scheme to support public participation at meetings of Full Council as set out in section 4 of this report.
- a preferred option for changes to meeting timings in the Full Council standing orders from the outline options set out in section 4 of this report. This is deemed necessary to accommodate public participation.
- the removal of the future policy plan as a device for selecting debates (and the accompanying requirement for a briefing note to be produced) and its replacement with a requirement for the Group proposing a subject for debate to give a short descriptive paragraph to frame the debate.
- the delegation of authority to the Monitoring Officer to adopt such changes agreed by Full Council into the Constitution and to update and maintain supporting documents such as the Full Council Public Participation Protocol, including to make changes to public participation rules in consultation with Group Whips and Chair of the General Purposes Committee.
- the amendments to the scheme of Outside Bodies as set out at section 5 of this report.

3. Background

3.1. A review of the Constitution has been undertaken in line with both the policy ambitions of the new administration as well as in the interests of good housekeeping and to address issues identified by officers as outstanding anomalies or areas in need of rectification.

3.2. This paper brings together the most immediate issues and seeks approval for changes in key areas. Work will continue to maintain the Constitution and any further areas of proposal amendment will be brought back to the Committee for further consideration.

4. Full Council Standing Orders

4.1. The administration's initiative to transform how Westminster works included *'reform Council, scrutiny committee meetings and 'Open Forum public meetings to give residents more time and opportunities to question senior members of the Council and introduce time for questions from the public at*

full Council meetings and scrutiny committees'. Given the administration's commitment to introduce public speaking at Full Council meetings, officers have set out proposals on how this could be implemented and require feedback on the proposed format. There are also recommendations for the Outside Bodies to which the Council makes a corporate nomination to be reduced and reasons provided on why some organisations should be removed from the list.

4.2. Resident Participation in Full Council

4.2.1. To fully support and facilitate the administration's initiative on introducing resident participation in Full Council the following proposals and options on how the new scheme could be shaped are based on best practice reviews from other councils, initial steers from the administration on ambitions for these changes as well as an informal, cross-party meeting of the General Purposes Committee in December 2022. The proposals are also informed by findings from a small (non-representative) survey of Westminster residents (Appendix A).

4.3. Eligibility

4.3.1. To meaningfully deliver the ambition of the administration on public participation in Full Council, Officers recommend that residents should be permitted to ask either a question or present a petition at Council. Petitions should receive at least 100 signatures to be eligible to be presented at Full Council. This threshold will be kept under review by this Committee.

4.4. Timings

4.4.1. The suggested standard time to be allocated for resident participation is 30 minutes and that for practical reasons (i.e. in the interests of those members of the public attending the meeting) this should be at the start of the meeting as a separate item of business, immediately following the Lord Mayor's Communications, Minutes, any declaration of interests or urgent statements. Officers recommend a 2-minute limit for each question or petition presentation from the public, followed by an up to 2-minute response from the relevant Cabinet Member or Committee Chair, totalling 4-5 minutes per issue with a de facto cap of 5-7 issues per meeting. The Lord Mayor would retain discretion to manage each speaking slot within the meeting itself.

4.4.2. Should there be no or limited take up of public speaking by the registration deadline, time may be added (at the agreement of all Group Whips) on to Party Business or Councillor questions depending on which of the options outlined below is taken forward. Should it be removed or reduced, it is not considered practical to add time back

into Councillor Issues the week before the meeting and this should therefore remain fixed.

- 4.4.3. The main meeting would still run from 19:00-22:00, barring accepted procedural motions to extend it, and the time for the resident participation item would therefore need to be created by taking time from other agenda items. Consideration has been given to extending the standard time of the meeting beyond 22.00, but this did not receive support from either Group Whip, nor is it considered a necessary or practical step.
- 4.4.4. Table 1 (below) sets out the suggested timings for an Ordinary Council meeting where no other changes than introducing a 30 minutes public speaking item to be made. Members are asked to note that introducing resident participation and making no other changes mean that the meeting would run for 3hrs & 30 minutes, 30 minutes over the 3hrs preferred timeframe. Members are asked to comment on timings and suggest where the 30 minutes could be found to accommodate this change.

Table 1 - Full Council with current timings with 30 mins of public questions included

Item	Time
Appointment of Relief Chair	3 mins
Minutes	
Lord Mayor's Communications	
Councillor presented petitions and deputations (no debate)	
Declarations of Interest	
Statement on Urgent Matters	0 mins (as standard – adapt as necessary)
Resident Participation (question or petition based)	30 mins
Questions	45 mins
Councillor Issues	20 mins
Party Business (split proportionately)	110 mins
Other formal business	2 mins
Total	3hrs 30mins

4.4.5. Table 1 does not includes any buffer time to cover the Lord Mayor speaking to introduce items and any overrun-on speeches/questions. It is prudent to include such a buffer, otherwise meetings may frequently have to be extended. Thus, it is suggested that 35 minutes are saved from the above timings.

4.4.6. There are therefore a number of options to save 35 mins from the meeting. Three options have been explored and have been subject to

feedback from both Group Whips. These options, from which the Committee is invited to recommend a preferred approach are set out for consideration below as detailed in Tables 2, 3 and 4. In summary, the options represent a reduction or removal of Councillor Issues, a reduction in party business, a reduction in Councillor questions or a combination of some/all of these.

Table 2 Removal of Councillor Issues and reduction in party business

Item	Time	Change
Appointment of Relief Chair	3 mins	-
Minutes		
Lord Mayor's Communications		
Councillor presented petitions and deputations (no debate)		
Declarations of Interest		
Statement on Urgent Matters	0 mins (as standard – adapt as necessary)	-
Resident Participation (question or petition based)	30 mins	+30 mins
Questions	45 mins	-
Councillor issues - removed	-	-20 mins
Party Business (split proportionately)	95 mins	-15 mins
Other formal business	2 mins	-
Buffer	5 mins	+5 mins
Total	3hrs	-

Table 3 Reduction in party business and Councillor questions

Item	Time	Change
Appointment of Relief Chair	3 mins	-
Minutes		
Lord Mayor's Communications		
Councillor presented petitions and deputations (no debate)		
Declarations of Interest		
Statement on Urgent Matters	0 mins (as standard – adapt as necessary)	-
Resident Participation (question or petition based)	30 mins	+30 mins
Questions	30 mins	-15 mins
Councillor Issues	20 mins	-
Party Business (split proportionately)	90 mins	-20 mins
Other formal business	2 mins	-
Buffer	5 mins	+5 mins
Total	3hrs	-

Table 4 Reduction in Councillor Issues and party business

Item	Time	Change
Appointment of Relief Chair	3 mins	-
Minutes		
Lord Mayor's Communications		
Councillor presented petitions and deputations (no debate)		
Declarations of Interest		
Statement on Urgent Matters	0 mins (as standard – adapt as necessary)	-
Resident Participation (question or petition based)	30 mins	+30 mins
Questions	45 mins	-
Councillor Issues	10 mins	-10 mins
Party Business (split proportionately)	85 mins	-25 mins
Other formal business	2 mins	-
Buffer	5 mins	+5 mins
Total	3hrs	-

4.5. Form of participation and registration process

4.5.1. The small non-representative survey of residents, indicated a preference that members of the public should be able to ask questions without being present at the meeting; this was the same steer from the Chair of the Westminster Amenity Societies Forum. This does however partially negate the policy ambition and purpose of more public engagement with Full Council. On balance it is considered a reasonable requirement to require some form of active participation in the meeting rather than a passive session with a question read out on their behalf (for example by the Lord Mayor). Officers therefore recommend that a blended hybrid option with digital solutions be introduced to enable engagement without needing to join the meeting. This would make the process more inclusive for those in the city who may have unavoidable evening commitments such as childcare.

4.5.2. Officers recommend that participants should be limited to reading out their question or precis of the petition submitted in advance of the meeting rather than making wide ranging speeches that may touch on a range of different issues. It would, however, be for the Lord Mayor to manage this within a meeting and a small amount of deviation may be permitted if, for example, the issue being raised has changed in nature since the wording was submitted. The 2-minute limit is therefore expected to be extremely generous given individual questions are unlikely to be upwards of 250 words, and 2 mins would therefore represent an upper limit rather than a target for public speakers.

- 4.5.3. An online form where residents can submit their question or request to speak to a petition is recommended, however some residents expressed a preference for contacting the Council by phone, email, or in person. Officers recommend that there be a field that residents can enter what their question is or petition subject. No change will be made to the process for submitting petitions and therefore petitions may be presented digitally or in physical copy. There will also be a warning on the online form that inflammatory language or other profanities are not permitted. Political parties will not be able to make submissions. Officers should also ensure that any questions or petitions are concerned with local issues. Residents surveyed were content with submissions having to be made a week before the meeting.
- 4.5.4. The proposed timings would be able to accommodate 5-7 public questions or petitions per Council meeting. The preference coming out of the survey was that those who have not brought an issue before should be given priority (a tick box on the online form could ensure Officers can see who that is) or the issue itself has not been raised in the previous 12 months; otherwise, it should then go to those with more evidence of support, i.e. petitions, and then are randomly generated after that, rather than first come, first served basis.
- 4.5.5. In order to promote this new option for members of the public a communications plan would be put in place and enacted ahead of the launch of these provisions.
- 4.5.6. The current petition scheme would need to be revised to enable lead petitioners to address Full Council when the proposed threshold is met. Officers recommend that the bar is set at 100 signatures. Appendix B, Public Participation Protocol sets out how the petition scheme would be revised.
- 4.6. Removal of the future policy plan
- 4.6.1. Separate to considerations on public speaking, it is also proposed that the future policy plan is removed as a device for party business. It has ceased to serve the function originally intended and now represents an ever-growing list of issues. In its place Groups should be allowed to select any policy or operational matter relevant to the Council or city. In cases of doubt about relevance of subjects the Chief Executive as Proper Officer would be empowered to determine the validity of a subject. The Group proposing the subject would be required to give a single line title as well as a short paragraph to explain the nature of the debate, thus enabling other Group(s) to prepare to participate. No officer-drafted briefing note would be provided as is currently the case, but Members may of course ask officers for information to support their participation in the debate.

5. Outside Bodies

- 5.1. The Committee are invited to consider a new approach to Outside Bodies. Specifically, the paragraphs which follow propose to reduce the list of officially recognised Outside Bodies to which the Council makes a corporate nomination to a much smaller, core group of bodies, and to tighten the criteria and process for accepting bodies on to this list in the future.
- 5.2. The Outside Bodies list is a list held in the Constitution of organisations to which the Council officially nominates representatives, Board Members, Trustees etc.
- 5.3. This list has been reviewed as the current list is significantly out of date. It proposed a more rigorous approach to managing this list in future, so we do not return to this position in future years.
- 5.4. To this end, officers recommend that bodies eligible for the list are those that:
 - Invite representation from Boroughs across London or wider local government with the proviso that the Council sees the value in having representation from Westminster on their boards or committees.
 - The Council is a member organisation of and wishes to contribute to.
 - External bodies that are administered through the Council and need Member representation on their boards.
- 5.5. Officers recommend that all other bodies are removed from the list. Some organisations do not wish to receive nominations for us any longer or no longer exist. This would not mean that the organisation ceases to have a relationship with the Council or Members could not sit on their board, but instead it would simply mean that any such arrangements are made locally e.g. with ward councillors rather than a corporate nomination by the Council, which we consider should be reserved for those organisations where a strategic relationship is required. This is in line with the approach taken by many other London authorities. In many cases, current nominees are local ward councillors, and this simply rolls around each time ward members change, no central administration is required for these decisions to be reached as they are driven by the outcome of elections.
- 5.6. At least six of the bodies currently on the list that would be removed under the above suggested policy have it in their governing documents that they must have a number of WCC-nominated trustees. Our recommendation is to remove them from the list, as having this as a criterion sufficient to receive nominations from us would mean the Council would have to nominate to any body specifying WCC-nominated councillors in its governing documents – even those with no obvious local connection or those set up with unfriendly or sinister intentions (there is no suggestion that this latter point is the case with any current organisations on the list).
- 5.7. Some of the Outside Bodies in this group, as well on the wider list, have their own processes for sourcing trustees which the Council has no involvement with and the only interaction is to ask the Council to authorise

such nominations. We do not have an agreed process for doing so and, more importantly, these nominees do not necessarily have any connection to the Council and we therefore recommend ceasing this practice. Such a practice is considered a reputational and potential legal risk to the Council.

5.8. The Charity Commission have advised the Council that it is a matter for the individual charities to update their governing documents accordingly and the Council has no residual responsibility in this regard.

5.9. Furthermore, the Charity Commission noted the following which is an important consideration which the Outside Bodies scheme will be updated to reflect:

“Trustees that are nominated by the Council are not there to reflect the views of the Council. Once appointed as trustee, their sole responsibility is to the charity and they must act in its best interests and manage any conflicts of loyalty.”

5.10. Finally, it is considered necessary to specify who makes such nominations as the experience of a change of administration at the 2022 local election has shown that it is often unclear which Group is responsible for which nominations and if proportionality applies where multiple nominees are sought.

5.11. See Appendix C: Outside Bodies List Constitutional Revised Constitutional provisions mock-up and Appendix D: Outside Bodies List Outcomes for Current Bodies for final proposals

6. Financial Implications

6.1. There are no financial implications arising from this report. The constitutional amendments proposed will not directly incur any additional cost or achieve any savings.

7. Legal Implications

7.1. Paragraph 2.5 of the Council’s Constitution sets out that the General Purposes Committee, supported and advised by the Monitoring Officer, will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. Hence the Terms of Reference of the General Purposes Committee give it the power to make recommendations as to the Constitution and to recommend to the Council the adoption, repeal or amendment of Standing Orders.

7.2. Paragraph 2.6 of the Council’s Constitution outlines that changes to the Constitution (other than minor drafting or other consequential amendments) are generally only be approved by the Full Council after consideration of proposals by the General Purposes Committee.

7.3. Section 99 and Schedule 12 of the Local Government Act 1972 outline the provisions underpinning the holding of Council meetings. The recommendations in this report comply with those provisions.

8. Carbon Impact

8.1. The decision will have no carbon impact.

9. Equalities Impact

9.1. This decision has no direct equalities impact on protected groups. The opportunities presented by enabling more public participation in Full Council meetings are expected to improve the overall standard of decision making and accountability within the Council, which should in turn reduce the likelihood of decisions being taken which have disproportionate impacts on protected groups but this is not quantifiable.

9.2. Some of the organisations proposed to be removed from the list of Outside Bodies will work with vulnerable or protected groups, but it is not considered to be the case that these governance changes will in any way limit or alter their work as the proposed changes are largely a regularisation of existing practice.

10. Consultation

10.1. The Majority and Opposition Groups have been consulted on the proposed changes to the Full Council Standing Orders and list of Outside Bodies. Any further comments received will be reported at the meeting and factored into the final decision. Should the proposed amendments be agreed by the Committee then they will be reported to Full Council for adoption

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact:

**Richard Cressey Head of Governance and Councillor Liaison,
Cabinet Secretariat and Member Services**

APPENDICES

Appendix A: Findings from Community Survey on Resident Participation in Full Council.

Appendix B: DRAFT Public Participation Protocol

Appendix C: Outside Bodies List Constitutional Revised Constitutional provisions mock-up

Appendix D: Outside Bodies List Outcomes for Current Bodies

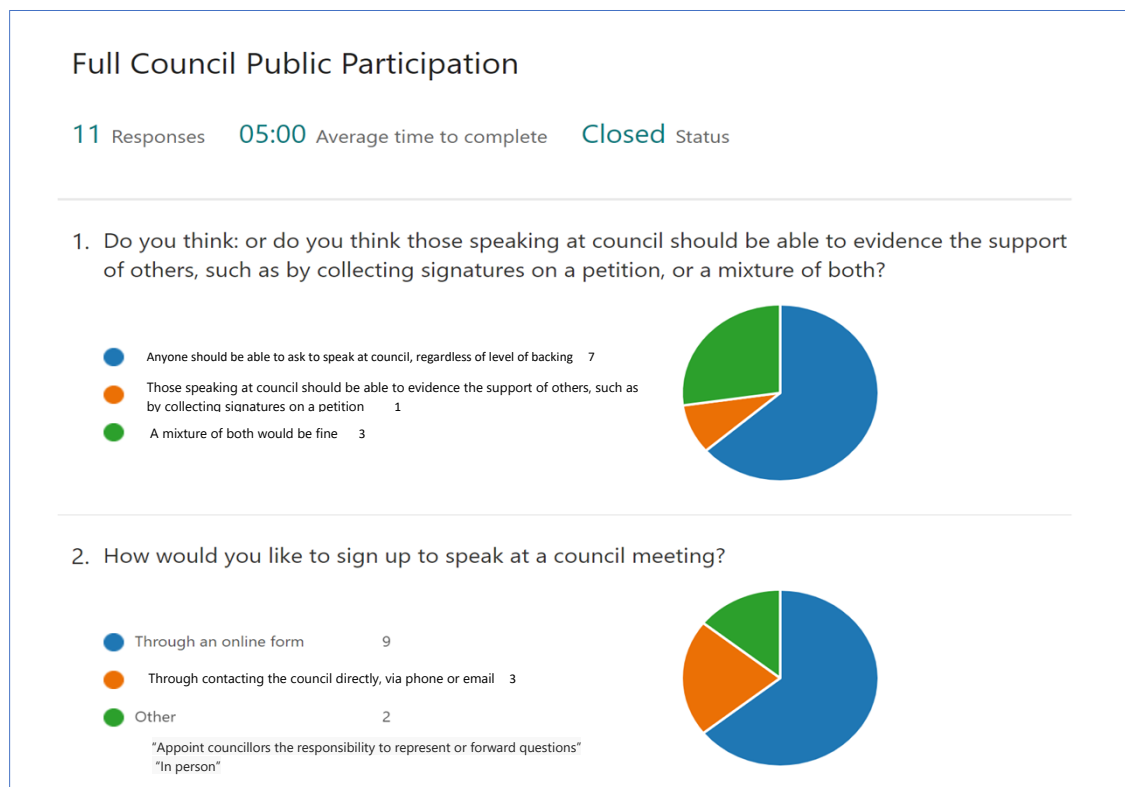
BACKGROUND PAPERS

- Westminster City Council Constitution

This page is intentionally left blank

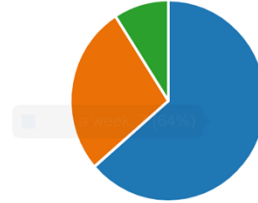
Appendix A: Findings from Community Survey on Resident Participation in Full Council

A short survey of six questions was included in the MyWestminster newsletter, as well as being advertised via leaflets at Charter for Community Participation community events. Officers also consulted with the Chair of the Westminster Amenity Societies Forum. This is only a very small sample size and should not therefore be considered in any way representative but nevertheless gives a useful indication of preferences of those engaged enough to answer such a survey and is accordingly provided as part of the context for these deliberations.



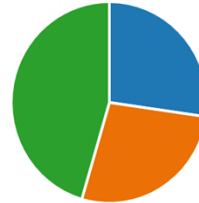
3. How far in advance do you think the deadline should be to sign up?

- Over a week 7
- A week 3
- Less than a week 1
- Other 0



4. If there are more people registered to ask questions than we have time in the meeting, what approach would you feel is most fair to decide who gets priority to speak?

- Having sign up being first come first served 3
- Speakers who can evidence more support from other residents should get priority to speak 3
- Those who have not spoken before at council should be given priority 5



5. Do you think people should have to be physically present at the council meeting to be able to ask their question or present their petition?

- Yes 1
- No 8
- Other 2



"Hybrid - virtual and face-2-face needs to become mandatory to public involvement culture"
 "If the members of the council are physically present, then it would follow that the speakers should preferably also be present, but accommodations to participate virtually should be available for those with mobility issues or with other extenuating circumstances."

6. Any other comments?

4 Responses

ID ↑	Name	Responses
1	anonymous	We elect our council representatives and our views should come through them. Councillors should be petitioned by individuals and those views presented on our behalf at council meetings. If everyone could ask questions, the meetings would never finish.
2	anonymous	When discussing an item it is typical for public involvement practice that only limited number of primary questions (general information for lay-people) are likely to require confirmation (and act as a method to inform) and additionally a small number of unexpected secondary questions (usually from local experts) need answering. It might help to a lot time for questions by anticipating the number of primary questions + 2ndry questions given 2 mintues each - depending on the controversy of subject. In this way you can a lot invites for questions and appoint reps for the key identified questions while also allowing space for the unexpected. You also avoid repetition and confrontation - defering the dialogue instead to informing as swiftly and clearly as possible.
3	anonymous	Regarding who should be able to speak at council meetings, perhaps a mix of both those who are able to evidence the support of others, and a few slots for anyone to speak chosen at random.
4	anonymous	Make things happen is not point to talk if the council can not materialize.

Appendix B: DRAFT Public Participation Protocol

This paper contains the protocol for enabling public participation in Full Council meetings. This sits behind Standing Orders which enable public speaking to be included in any Ordinary Full Council meeting and is made available on the Council's website or on request from the Governance and Councillor Liaison Team.

Submission of questions

Who

Anyone who lives, works or studies in Westminster is eligible to submit a question. In order to verify this, participants will be asked to include an address and postcode so that this can be checked – this data will be held in accordance with our data retention policies and destroyed when no longer required. If a Westminster postcode is not provided the submission is considered invalid.

All participants must attend the Full Council meeting, in person or (where unavoidable circumstances dictate) virtually, to present their question, slots are not able to be passed to others. In extreme circumstances where the participant is unable to attend at short notice e.g. due to illness, an option will be available for the question to be read out on their behalf by the Lord Mayor, but this is only in exceptional circumstances.

What

- Questions must be on the subject of local issues or relate to a Council function and be free from inflammatory language and other abusive or inappropriate language.
- Questions cannot relate to a specific person.
- These must be questions, and not statements.
- Submissions cannot be made by political parties.
- If an issue has already been raised or the questioner has previously asked a question in the last twelve months, it/they will not be accepted. A list of previous questions and questioners will be provided on the public participation page of the website.
- If there are a number of questions on the same topic, discussion will be encouraged between all those who have submitted a question to encourage only one question to be asked.
- The question presented MUST be the question asked, there will be no allowance for any change in wording, except in the event that circumstances have changed in the intervening period in which case the Lord Mayor may apply some discretion in the matter. Any requested deviations from the pre-submitted question should be shared with the Council in advance by emailing publicspeaking@westminster.gov.uk

Petitions – submission and discussion

The public participation slots are also available for a petition to be presented, based on the following guidelines, contained in the Council's Petition Scheme.

- If a petition reaches below 100 signatures it will receive a written response from the related Head of Service.
- If a petition reaches over 100 signatures it is eligible to be presented as part of the public participation item at the next Ordinary Full Council meeting after the petition closes.
- The Petitions Team will contact the petitioner once the petition closes to advise if it has met the threshold.

- Any petition presented at an Ordinary Full Council meeting will get an oral response, on the night, from the relevant Cabinet Member or Committee Chair, followed by a written response setting out what was said at the meeting and serving as the official response.
- If a petitioner does not want to present it publicly it will be sent to the relevant Cabinet Member for a written response

There will be no change to the item in the Petitions Scheme which relates to petitions which have 500 signatures, or over. This will continue to be sent to Cabinet for discussion but the option to present this at Full Council will also be available. In this case after the Cabinet discussion, either before or after the Full Council meeting, depending on dates, a written response from the Cabinet Member will be supplied.

How

All questions or requests to speak to a petition reaching the threshold will be submitted via an online form which will be sent, automatically, to a mailbox (publicspeaking@westminster.gov.uk). This email address can also be used for any questions about the process. However, a question or request for speaking to a petition will only be accepted for presentation at Full Council if submitted via the form.

The form will be hosted on an appropriate page on the Council's website.

The form will include the following information: name, address (must be in Westminster); contact number; contact email address; question or precis of the petition submitted (up to 250 words) and any accessibility issues in attending Council House.

Questions may only be submitted within a set window in advance of a Full Council meeting. This window opens 14 days before the meeting takes place and closes seven days before the meeting takes place.

Slots will be allocated on a first come, first served basis taking into account the 'what' guidelines above and filling the number of anticipated slots at any given meeting.

The Governance and Councillor Liaison team will ask all questioners to confirm their attendance at the meeting 48 hours in advance, if attendance is not confirmed by 24 hours in advance of the meeting, the place may be offered to someone on the waiting list.

Implementation of public participation item at Ordinary Full Council meetings

Management of the item

30 minutes will be made available for the item.

Each questioner will have up to two minutes to ask their question or present their petition and the relevant Cabinet Member/Committee Chair will have up to two minutes to respond.

The question presented MUST be the question asked, there will be no allowance for any change in wording. The Lord Mayor has the right to stop any question which is not as listed.

For the presentation of a petition the two minutes must be used to explain the subject of the petition only, nothing else, even if it is considered a related matter. The Lord Mayor has the right to stop any speech on a topic which is not considered relative to the petition presented.

Outside Bodies

- 41.1 The Council defines outside bodies as a body which does not exercise a Council function, but which operates within the City of Westminster. Such a body is one which seeks a representative from the Council.
- 41.2 Appointments to outside bodies will be administered by the Head of Governance and Councillor Liaison with appointments and nominations made in accordance with the wishes expressed by the relevant party chief whip.
- 41.3 A list of bodies is attached.

Detailed Background on Outside Bodies and the Insurance for those Serving on Outside Bodies

- 41.4 The Council defines outside bodies as a body which does not exercise a Council function, but which operates within the City of Westminster. Such a body is one which seeks a representative from the Council.
- 41.5 Appointments to outside bodies will be administered by the Head of Governance and Councillor Liaison with appointments and nominations made in accordance with the wishes expressed by the relevant party chief whip. A list of bodies is attached.
- 41.6 Bodies eligible for the list are those that:
- Invite representation from boroughs across London (or wider local government) that we wish to contribute to, including London Councils' bodies
 - The Council is a member organisation of and wish to contribute to
 - Are administered through the Council and need Member representation on their boards.
- 41.7 Nominees should have a clear connection with the Council and ideally be a Member or an Officer of the Council, although there may be rare occasions where an independent nominee is necessary with appropriate safeguards in place.
- 41.8 There are a number of outside bodies of varying descriptions to which the City Council customarily nominates members and officers. In a few cases the City Council's representative merely acts as an "observer" in order to represent the City Council's interests and does not take part in decision making; for the most part such "observers" are covered by the City Council's existing Indemnity given to members and officers and by the Council's public liability insurance. Generally the number of outside bodies to which the Council nominates Members has reduced in recent years and the current list is attached as an Appendix to this section.
- 41.9 In certain cases, however, City Council members and officers act as directors or trustees or members of the management committees of outside bodies or otherwise play an active role in the affairs of the body in question, often

because the constitutions of such bodies stipulate that such Council nominees must act in such capacities. Those who act as directors, trustees or members of the management committee owe a "fiduciary duty" to the outside body in question. In certain very limited circumstances they may be personally liable for the debts of the bodies on which they serve, or in relation to third party claims brought against those bodies.

41.10 Many outside bodies are companies which enjoy limited liability. Generally speaking, the directors of such companies will be personally liable only in exceptional circumstances, such as for deliberate or reckless breach of trust or knowingly causing the company to act beyond its powers or to trade whilst insolvent. Much the same is true in relation to charitable trustees. Many charities are themselves limited companies, normally "companies limited by guarantee" whose members' personal liability is ordinarily restricted to the sum of one pound (£1) which they have guaranteed to contribute towards the payment of the company's debts. Charitable trustees and company directors can generally avoid personal liability by being careful to take appropriate professional advice before making decisions. However, they may be personally liable (without limit) if they deliberately or recklessly take actions in breach of trust or without having taken appropriate advice.

Appendix 1 - current wording in Constitution

Indemnity

1. The City Council will, subject to the conditions, limitations and exceptions below, indemnify all members (which expression shall hereinafter be deemed to include co-opted members of any Council committees) or employees of the Council against any damages, costs or legal expenses including those incurred pursuant to proceedings under Part 3 of the Local Government Act 2000) which any such member or employee may be ordered to pay or may reasonably have incurred arising from activities carried out on behalf of the Council if the member or employee acted in good faith and honestly believed that the act or omission complained of was within their power and that their duty as a member or employee or (in the case of functions exercised otherwise than in the capacity of member or Council employee) performer of the function in question with the approval or at the request or for the purposes of the Council, required or entitled them to do or omit to do it. Such indemnity shall apply to any liability of any member or employee as the City Council's representative or nominee on an outside body and to any employee who in connection with their employment with the City Council provides an administrative, technical, professional or other service to any person or body outside the City Council.

2. For avoidance of doubt this indemnity will apply to existing and former member and employees in respect of acts and omissions whilst they were members or employees.

3. Subject as aforesaid the City Council will not itself make any claim against any member or employee for any loss or damage occasioned by any neglect, act, error or omission committed by an individual arising from the pursuit of their duties on behalf of the City Council (or on behalf of any outside body to which they have been appointed by or with the written approval of the Council and as representative or nominee of the City Council) whilst acting within the scope of their authority.

Conditions and Limitations:

- (1) This indemnity will not extend to loss or damage directly or indirectly caused by or arising from:
 - (a) Fraud, dishonesty, deliberate wrongdoing or recklessness, or any criminal offence on the part of a member or employee (except where the criminal offence is an offence under the provisions of the Health and Safety at Work Act etc1974 or relevant statutory provisions within the meaning of that Act in which case the indemnity will continue to apply).
 - (b) Any action, neglect, error, or omission by an individual otherwise than in the course of their duty.
 - (c) Activities which are ultra vires the City Council, the body in question or the individual save to the extent that at the time of the activity concerned the individual bona fide and reasonably believed that the activity was intra vires.

Appendix 2 - suggested amended wording

Indemnity

The City Council will, subject to the exceptions below, indemnify all Councillors or employees of the Council against any damages, costs or legal expenses which any such Councillor or employee may be ordered to pay or may reasonably have incurred arising from activities carried out on behalf of the Council if the Councillor or employee acted in good faith and honestly believed that the act complained of was within their power and that their duty as a Councillor or employee required or entitled them to do or omit to do it. Such indemnity shall apply to any liability incurred by any Councillor or employee as the City Council's representative on an outside body and to any employee who in connection with their employment with the City Council provides an administrative, technical, professional or other service to any person or body outside the City Council.

For avoidance of doubt this indemnity will apply to existing and former Councillors and employees in respect of acts and omissions whilst they were Councillors or employees.

Except as mentioned above the City Council will not itself make any claim against any Councillor or employee for any loss or damage occasioned by any neglect, act, error or omission committed by an individual arising from the pursuit of their duties on behalf of the City Council whilst acting within the scope of their authority.

Exceptions:

- (1) This indemnity will not extend to loss or damage directly or indirectly caused by or arising from:
 - a. Fraud, dishonesty or any criminal offence on the part of a Councillor or employee (except where the criminal offence is an offence under the provisions of the Health &

Safety at Work Act 1974 or relevant statutory provisions within the meaning of that Act in which case the indemnity will continue to apply).

- b. Any neglect, error or omission by an individual otherwise than in the course of his/her duty.
- c. Activities which are “ultra vires” i.e. outside the legal powers of the City Council, save to the extent that at the time of the activity concerned the individual bona fide and reasonably believed that the activity was intra vires, i.e. within the legal powers of the City Council
- d. Liability in respect of any surcharge and Sections 17 and 18 of the Audit Commission Act 1998. Provided that where upon final determination of an objection to the Auditor the Council is satisfied that a person the subject of an objection was not blameworthy it will meet the legal costs reasonably incurred by such a person in connection with such objection.

(2) This indemnity will not apply if a Councillor or employee without the written authority of the Director of Law admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this resolution.

(3) This indemnity will not apply where a Councillor or employee has been appointed to and is acting in the capacity of:

- a. a director on a board of directors of a company; or
- b. a trustee of a trust
- c. a voting member of a management committee of another outside body

Appendix 3 - suggested revised list of Outside Bodies

Name of Organisation	Number of nominees (one unless otherwise indicated) and nomination made by
Central and North West London NHS Foundation Trust	Majority Party
Cross River Partnership	Majority Party
Edward Harvist Trust Charity	Majority Party
Greater London Employment Forum and Greater London Provincial Council	Majority Party
Greater London Reserve Forces and Cadets Association	Majority Party
London Councils (Grants Committee)	Majority Party
London Councils (Joint Pensions Committee)	Majority Party
London Councils (Leader’s Committee – Executive)	Majority Party

London Councils (Transport & Environment Committee (Executive))	Majority Party
Local Government Information Unit	Majority Party
London Road Safety Council	Majority Party
Paddington Welfare Charities	Six nominees – proportionate representation
Sir John Hunt's Gift Committee	Majority Party
Standing Advisory Council for Religious Education	Three nominees – proportionate representation
Westminster Faith Exchange	Two nominees – proportionate representation

This page is intentionally left blank

Appendix D: Outside Bodies List Outcomes for Current Bodies

<u>Name of Organisation</u>	<u>Recommended Outcome</u>	<u>Rationale</u>
Abbey Community Association	Remove	Do not wish to be on the list
Adoption and Fostering Panel	Remove	Internal organisation and covered by other nominations
Agreed Syllabus Conference	Remove	Covered by nominations to the Standing Advisory Committee on Religious Education
Archbishop Tenison's Grammar School Foundation	Remove	No response; also, in the Borough of Lambeth
Burdett Coutts and Townsend School Foundation	Remove	No response to the questions; would recommend them establishing a local connection to their Ward councillors, regardless
Central and North West London NHS Foundation Trust	Keep	They appoint governors from local authorities of the Trust to help the Council to understand local needs and agree priorities for addressing the broader determinants of health and wellbeing, with the aim of reducing health inequalities among the local population
City Literary Institute	Remove	No response to the questions; would recommend them establishing a local connection to their Ward councillors, regardless
City of Westminster College Board of Governors	Remove	Recommend them establishing a local connection with their Ward councillors
Covent Garden Area Trust	Remove	Recommend them establishing a local connection with their Ward councillors
Cross River Partnership	Keep	Hosted by WCC, important to have political representation from the Council on their Board, preferably the Lead Member for Economic Development
Edward Harvist Trust Charity	Keep	Administered by the Council, but technically external so needs to remain on the list
Greater London Employment Forum and Greater London Provincial Council	Keep	This is a London Councils body
Greater London Reserve Forces and Cadets Association	Keep	Invite political representation from each local authority to offer local knowledge
Hyde Park Place Estate Charity	Remove	Recommend them establishing a local connection with their Ward councillors
Imperial College - Court	Remove	No response to the questions; would recommend them establishing a local connection to their Ward councillors, regardless
Jubilee Hall Recreation Centre Ltd	Remove	Do not wish to be on the list
Local Government Information Unit	Keep	Invite political representation from each member local authority to feed into their work
London Connections as St Martins	Remove	Do not wish to be on the list

London Councils (Grants Committee)	Keep	Invite political representation from each local authority
London Councils (Joint Pensions Committee)	Keep	Invite political representation from each local authority
London Councils (Leader's Committee - Executive)	Keep	Invite political representation from each local authority
London Councils (Transport & Environment Committee)	Keep	Invite political representation from each local authority
London Marathon Board	Remove	This could be referring to London Marathon Events Ltd or London Marathon Charitable Trust, they do not wish to receive nominations from us
London Road Safety Council	Keep	All Boroughs are invited to appoint two members, the current Road Safety Officer sees this as a valuable partnership
Paddington Welfare Charities	Keep	Administered by the Council, but technically external so needs to remain on the list
Philological Foundation	Remove	They don't want councillors on their Board. They do want us to rubber stamp their nominations of non-councillors, but our recommended policy is that we do not do this anymore.
Schools Admissions Forum	Remove	This no longer exists
Shared Experience	Remove	This is no longer based in Westminster
Sir John Hunt's Gift Committee	Keep	Administered by the Council, but technically external so needs to remain on the list
Soho Parishes Trust	Remove	Doesn't exist, we believe it refers to the Strand Parishes Trust
St Andrews Club	Remove	Recommend them establishing a local connection with their Ward councillors
St Clement Danes Educational Foundation	Remove (and advise organisation to update their governing documents)	Recommend them establishing a local connection with their Ward councillors
St Clement Danes Holborn Estate Charity	Remove (and advise organisation to update their governing documents)	Recommend them establishing a local connection with their Ward councillors
St Clement Danes Parochial Charities	Remove	This no longer exists
St James's United Charities	Remove (and advise organisation to update their governing documents)	Recommend them establishing a local connection with their Ward councillors

St Martin-in-the-Fields Almhouse Charity	Remove	Recommend them establishing a local connection with their Ward councillors
St Marylebone Almshouses	Remove (and advise organisation to update their governing documents)	Recommend them establishing a local connection with their Ward councillors
St Marylebone Educational Foundation Trust	Remove (and advise organisation to update their governing documents)	Recommend them establishing a local connection with their Ward councillors
St Paul's Covent Garden United Charities	Remove	This will no longer exist at the end of 2022
Standing Advisory Council for Religious Education	Keep	Advises the local authority on religious education in its community schools
United Westminster Almshouses (also Trustees of Sarah Duchess of Somerset Charity)	Remove (and advise organisation to update their governing documents)	Recommend them establishing a local connection with their Ward councillors
United Westminster Schools Foundation	Remove	Do not wish to be on the list
Victoria County History of Middlesex	Remove	Do not wish to be on the list
Volunteer Center Westminster Board (now known as OneWestminster)	Remove	Do not wish to be on the list
Westminster Adult Education Service	Remove	Not an external body. A department of the Council and so does not need to be on this list
Westminster Amalgamated Charity	Remove	Recommend them establishing a local connection with their Ward councillors
Westminster Arts (now trading as Resonate Arts)	Remove	Recommend them establishing a local connection with their Ward councillors and offer them a place on the Key Stakeholders List
Westminster Community Homes Ltd	Remove	Now handled through the Shareholder Committee
Westminster Faith Exchange	Keep	Administered by the Council, but technically external so needs to remain on the list
Westminster Kingsway College	Remove	No response to the questions; would recommend them establishing a local connection to their Ward councillors, regardless

This page is intentionally left blank



General Purposes Committee

Date:	22 February 2023
Classification:	For General Release
Title:	Members' Allowance Scheme 2023-2024
Report of:	Bi-borough Director of Law
Wards Involved:	None
Policy Context:	Fairer Council
Financial Summary:	Members are invited to choose between options. Four of the options presented fit within existed budgets. Option 5 would require a significant uplift in the budget for member allowances which has not been planned for.
Report Author and Contact Details:	Tristan Fieldsend Email: tfieldsend@westminster.gov.uk

1. Executive Summary

- 1.1 The Council is required, if it wishes to pay such allowances, to adopt a Members' Allowances Scheme on an annual basis with effect from 1 April each year. Such a scheme can be amended in year.
- 1.2 In drawing up the Members' Allowances Scheme, regard has been given to the recommendations of the London-wide Independent Remuneration Panel convened by London Councils whose most recent report (2022) is listed with the relevant statutory guidance as background documents.
- 1.4 Westminster has historically paid some of the lowest allowances in London, both in terms of the basic allowance paid to all councillors and special responsibility allowances. Therefore, in order to update the current scheme several options have been explored and these are set out in this report for the Committee to consider.
- 1.5 Separately, an amendment to the Dependents/Carers Allowance policy is proposed which would allow councillors who claim this allowance to do so for one hour either side of a defined duty. This is a change from half an hour either side and it is proposed in recognition of the fact that it may take

Councillors more than half an hour to travel across the city, when allowing for reasonable buffer time. This is also not expected to have a significant financial impact as the allowance is not claimed very often.

2. Recommendations

- 2.1 That the General Purposes Committee recommends to Council for approval one of the Member Allowances 2023-2024 scheme options set out in the report (detailed in Appendices A and B) with effect from 1 April 2023.
- 2.2 That the General Purposes Committee recommends to Council for approval the amendment to the Dependents/Carers Allowance Policy as set out in Appendix B of this report.

3. Members' Allowances

- 3.1 There is a requirement for local authorities if they wish to adopt a Members' Allowance Scheme, that this be done on an annual basis, with effect from 1 April each year. Schemes can be amended at any time during the year.
- 3.2 In February 2022, the General Purposes Committee recommended that Full Council approve an Allowances scheme as well as a provision to increase the Members' Allowances (Basis and SRA) in line with any salary increase for Council staff that may be agreed by the National Joint Council for Local Government Services. This was approved in March 2022. At that point, the 2021/22 staff pay settlement had not been reached. It was subsequently reached and a 1.75% pay increase was therefore automatically applied to Member Allowances with effect from April 2022.
- 3.3 The 2022/23 staff pay award was agreed at a flat amount of £2,355, rather than a percentage uplift. On this basis, London Councils have made a recommendation that the equivalent standard uplift for Member Allowances in this year would be 4.04%. No action has yet been taken on this recommendation.
- 3.4 In drawing up the Members' Allowances Scheme options, regard has been given to the recommendations of the London-wide Independent Remuneration Panel convened by London Councils. The IRP report makes recommendations based on roles as a percentage of the Leader's overall allowance (basic plus SRA). Currently the Leader and most other roles are substantially below where the IRP recommends are there are some significant structural anomalies in terms of the percentages applied to each role. This is set out at Appendix C along with a comparison of what each option in this paper would achieve in terms of % of the Leader's Allowance.

- 3.5 Westminster also pays significantly lower allowances than other London boroughs as set out in the comparison table at Appendix D¹.
- 3.6 As such, it is acknowledged that Westminster's allowances scheme requires updating to fix the significant structural and historical issues which currently beset it. Various options have been explored setting out how the scheme can be amended, and these are set out below. The costs of each option is set out in Appendix A, these costs are based on the current number of roles appointed to.

Option 1 – Freeze All Allowances

The first option considered is to freeze all allowances at the current level, subject to any changes in the number of roles being appointed to. The current total cost (based on roles appointed to in January 2023) is £928,769, excluding employers National Insurance contributions. This option may be a consideration during the current difficult financial situation as well as factoring in the acceptability of increasing expenditure on members allowances at a time of continuing financial constraint. This option though will not address the number of inequalities and disparities in the allocation of SRAs, and does not keep pace with staff pay awards in anyway, thus exacerbating the underpayment issue currently seen in Westminster's allowances scheme.

Option 2 – 4.04% Uplift Across All Allowances

This option would allow current allowances to keep pace with the staff pay award and represent the simplest solution apart from a total freeze. It would however not address the structural issues with the current allowances system. The effect of this uplift would represent a total cost of £966,291 which is within the budget available.

Option 3 - Basic Allowance Increase by 4.04% but SRAs Frozen

This would see all SRAs frozen at current levels and the basic allowance paid to all councillors increase by the recommended 4.04% to £10,186. The financial impact would be minimal compared to the current position and the budget set last year. The total increase in spend would be £21,357.86 taking the total cost of the scheme to £950,127, thus keeping the overall cost of the allowances system within the budget available. This option would not address the structural issues with the council's allowances system and some SRAs would fall further behind the recommended IRP level.

¹ It should be noted that not all boroughs have or pay allowances for the same roles.

Option 4 – 4.04% Basic Allowance Uplift and Targeted Approach to SRAs

This option assumes a 4.04% uplift in the basic allowance but takes a more targeted approach to increasing SRAs, focusing on those roles which are under most pressure or have unique characteristics in Westminster. The recommended 4.04% increase is applied to the role of Leader of the Council in recognition of the citywide leadership role played and the corresponding need to keep pace with recommended increases. To mirror this, the same provision of a 4.04% increase is applied to the Leader of the Opposition. A 4.04% increase is also applied to Licensing and Planning Sub-Committee members which reflects the pressure these roles come under in Westminster which is unique across London, if not the UK due to the volume of applications requiring determination at committee. The same logic is applied to Discretionary Housing Payments Panel, Ratings Advisory Panel and Pension Fund Committee members for a 4.04%.

This option does not apply a flat 4.04% to any other role. Instead, it seeks to rectify some of the most glaring structural anomalies in the current allowances system and accordingly adjust the allowances payable to Deputy Leaders, Cabinet Members and Deputy Cabinet Members using the headroom created by not applying the 4.04% to all other roles as well as a small overall uplift. These roles have been identified as Deputy Leader and Cabinet Member are the two roles with the biggest variance from the IRP recommended level as a proportion of the Leader's overall allowance. The role Deputy Leader is currently 60% of the Leader's overall allowance whereas the IRP recommends 70-80%. In order to differentiate Deputy Leader and Cabinet Member roles (which are also recommended at 70-80%), we have assumed the role of Deputy Leader should be 80% of the Leader's allowance thus giving a 20%-point gap. We have also therefore assumed that the role of Cabinet Member should be at 70% of the Leader's allowance but in Westminster it is currently only 43% leading to a 27%-point gap. In order to bridge this gap, this option sets out modest and incremental steps towards the IRP recommended amount. The role of Deputy Leader would improve to 65% of the Leader's overall allowance under this option (an increase in individual SRAs of 16% or £3,218) and the role of Cabinet Member would improve to 52.5% of the Leader's overall allowance under this option (an increase in individual SRAs of 45% or £5,671).

The IRP does not comment on the Opposition Deputy Leader role and therefore an increase is set out which mirrors the increase outlined for Deputy Leader roles in proportion to the current allowances system. This would result in a £849 SRA increase equivalent to a 16% SRA increase.

Under this option, Deputy Cabinet Member roles would receive a flat £500 SRA uplift which is justified on account of the more active role being undertaken by Deputy Cabinet Members in developing policy.

The overall annual cost of this option would be £998,834, an increase of £69,802 on the current position. This is higher than the existing spend but within the budget currently available.

Option 5 – IRP + 4.04%

This would see the IRP recommendations adopted plus the 4.04% increase recommended by London Councils. This reflects the IRP position from January 2022, adjusted in line with the 2022/23 staff pay award. This would see the total cost of the council's allowances scheme raise to £1,462,564 p.a. – an amount which is not budgeted for. This option would see many SRAs increase, and some substantially so. Other SRAs would decrease which could potentially be problematic in a Westminster context where, for example, licensing and planning Chairs can expect to undertake a heavier workload than in other boroughs.

ICT Allowance

- 3.5 The IT allowance is not changed as part of this review and was paid to those Members requesting it in June 2022.

Dependents Allowance

- 3.6 Separately, an amendment to the Dependents/Carers Allowance policy is proposed which would allow councillors who claim this allowance to do so for one hour either side of a defined duty. This is a change from half an hour either side and it proposed in recognition of the fact that it may take Councillors more than half an hour to travel across the city, when allowing for reasonable buffer time. This is also not expected to have a significant financial impact as the allowance is not claimed very often.

Travel and Subsistence Allowance

- 3.7 The Council's scheme continues to be more restrictive than the Panel's recommendations and only allows for travel claims for approved duties outside of the Greater London area (travel to other London Boroughs is not reclaimable). No change to this part of the scheme is proposed. Reference is included in the scheme to the availability of all zone permits for Members, for use when undertaking official duties.

4. Legal Implications

- 4.1 Under Regulations 4 (1) (a) and (b) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (S12003/1021) there is a requirement that councils must make a scheme in accordance with the Regulations which provides for the payment of an allowance in respect of

each year to each member of an authority. The scheme may provide for paying a basic allowance and any other allowances permitted by the Regulations. Regulation 10 (1) provides that if it wishes to have a scheme for the following year to commence on 1 April, the Council must make the scheme before the start of the year. Under Regulation 10 (3) schemes can be amended at any time during the year and under Regulation 10(6) amendments can take effect from the beginning of the year. The approval of the full Council is necessary for any amendments to existing schemes or the adoption of new schemes.

- 4.2 Regulations relating to Members' Allowances require the publication of the report of the Independent Remuneration Panel, the scheme of allowances and details of the total sums paid to each Member under each category of allowance in each year. The statutory guidance on the publicity requirements suggests that details of allowances paid are made available in one or more newspaper circulating in its area, together with information on the responsibilities of elected Members and the duties and time commitment which the basic allowance is intended to remunerate. Such a notice will be prepared for publication once a scheme has been adopted.

5. Financial Implications

- 5.1 The existing 2022/23 budget is £1,002,800. All proposals of Options 1 to 4 listed in Appendix A are within the existing budget. However, Option 5 is £463,619 (46.2%) above existing budget and for which no funding is currently available.

6. Consultation

- 6.1 The Chief Whips of the Majority Party and Opposition Party have been consulted and invited to provide the views of their respective Groups. Feedback received to date has contributed to the development of certain options, most notably option 4 which both Groups or Whips have given feedback on. All feedback has been incorporated into this report. Any further comments received will be reported at the meeting and factored into the final decision.

If you have any questions about this report, or wish to inspect one of the background papers, please contact Tristan Fieldsend:
Email: tfieldsend@westminster.gov.uk

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1972
BACKGROUND PAPERS**

The documents referred to in compiling this report are as follows:

- Report of the Independent Remuneration Panel for London 2022

APPENDIX A

Role	Option 1	Option 2	Option 3	Option 4	Option 5
Basic	£9,790	£10,186	£10,186	£10,186	£12,499
Leader	£39,996	£41,612	£39,996	£41,612	£64,601
Deputy Leader	£20,265	£21,084	£20,265	£23,483	£98,361
Planning Sub-Chair	£4,800	£4,994	£4,800	£4,800	£5,841
Cabinet Member	£11,733	£12,207	£11,733	£17,008	£248,823
Leader of the Opposition	£9,599	£9,987	£9,599	£9,987	£26,051
Overall Licensing Chair	£9,599	£9,987	£9,599	£9,599	£18,341
Overall Planning Chair	£9,599	£9,987	£9,599	£9,599	£18,341
Audit and Performance Chair	£8,704	£9,056	£8,704	£8,704	£26,051
P&S Chair	£8,704	£9,056	£8,704	£8,704	£104,202
Licensing Vice-Chair	£5,344	£5,560	£5,344	£5,344	£2,921
Planning Vice-Chair	£5,344	£5,560	£5,344	£5,344	£2,921
Opposition Deputy Leader	£5,344	£5,560	£5,344	£6,193	£10,631
Chief Whip	£5,344	£5,560	£5,344	£5,344	£18,341
Opposition Whip	£5,344	£5,560	£5,344	£5,344	£2,921
Licensing Sub Committee Chair	£4,800	£4,994	£4,800	£4,800	£5,841
Opposition P&S Spokesperson	£4,351	£4,527	£4,351	£4,351	£2,921
Deputy Cabinet Member	£3,263	£3,395	£3,263	£3,763	£26,285
DHP Chair	£3,263	£3,395	£3,263	£3,263	£2,921
Pension Fund Committee Chair	£3,263	£3,395	£3,263	£3,263	£2,921
Standards Committee Chair	£3,262	£3,394	£3,262	£3,262	£2,921
Fostering and Adoption	£3,263	£3,395	£3,263	£3,263	£2,921
Ratings Chair	£3,263	£3,395	£3,263	£3,263	£2,921
Licensing Member	£2,667	£2,775	£2,667	£2,775	£32,127

Planning Member	£2,667	£2,775	£2,667	£2,775	£35,047
DHP Member	£2,175	£2,263	£2,175	£2,263	£8,762
Pension Fund Committee Member	£2,175	£2,263	£2,175	£2,263	£8,762
Ratings Member	£2,175	£2,263	£2,175	£2,263	£8,762

Total amounts

Role	Number of positions	Option 1	Option 2	Option 3	Option 4	Option 5
Basic	54	£528,660	£550,018	£550,018	£550,018	£674,966
Leader	1	£39,996	£41,612	£39,996	£41,612	£64,601
Deputy Leader	2	£40,530	£42,167	£40,530	£46,966	£98,361
Planning Sub-Chair	2	£9,600	£9,988	£9,600	£9,600	£5,841
Cabinet Member	6	£70,398	£73,242	£70,398	£102,049	£248,823
Leader of the Opposition	1	£9,599	£9,987	£9,599	£9,987	£26,051
Overall Licensing Chair	1	£9,599	£9,987	£9,599	£9,599	£18,341
Overall Planning Chair	1	£9,599	£9,987	£9,599	£9,599	£18,341
Audit and Performance Chair	1	£8,704	£9,056	£8,704	£8,704	£26,051
P&S Chair	4	£34,816	£36,223	£34,816	£34,816	£104,202
Licensing Vice-Chair	1	£5,344	£5,560	£5,344	£5,344	£2,921
Planning Vice-Chair	1	£5,344	£5,560	£5,344	£5,344	£2,921
Opposition Deputy Leader	1	£5,344	£5,560	£5,344	£6,193	£10,631
Chief Whip	1	£5,344	£5,560	£5,344	£5,344	£18,341
Opposition Whip	1	£5,344	£5,560	£5,344	£5,344	£2,921
Licensing Sub Committee Chair	2	£9,600	£9,988	£9,600	£9,600	£5,841
Opposition P&S Spokesperson	1	£4,351	£4,527	£4,351	£4,351	£2,921
Deputy Cabinet Member	9	£29,367	£30,553	£29,367	£33,867	£26,285
DHP Chair	1	£3,263	£3,395	£3,263	£3,263	£2,921

Pension Fund Committee Chair	1	£3,263	£3,395	£3,263	£3,263	£2,921
Standards Committee Chair	1	£3,262	£3,394	£3,262	£3,262	£2,921
Fostering and Adoption	1	£3,263	£3,395	£3,263	£3,263	£2,921
Ratings Chair	1	£3,263	£3,395	£3,263	£3,263	£2,921
Licensing Member	11	£29,337	£30,522	£29,337	£30,522	£32,127
Planning Member	12	£32,004	£33,297	£32,004	£33,297	£35,047
DHP Member	3	£6,525	£6,789	£6,525	£6,789	£8,762
Pension Fund Committee Member	3	£6,525	£6,789	£6,525	£6,789	£8,762
Ratings Member	3	£6,525	£6,789	£6,525	£6,789	£8,762
<i>SRA total</i>		<i>£400,109</i>	<i>£416,273</i>	<i>£400,109</i>	<i>£448,553</i>	<i>£791,454</i>
Sub-total		£928,769	£966,291	£950,127	£998,834	£1,466,419

APPENDIX B

MEMBERS' ALLOWANCES SCHEME FROM 1 APRIL 2023 TO 31 MARCH 2024

1. This Scheme is made under, and in accordance with, the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The rates of allowances specified will apply until the Scheme is amended or replaced, in which event the revised rates of allowances will be paid from the date from which the amendment takes effect.
3. Subject to the relevant form being completed at the appropriate time, entitlement to allowances under the Scheme commences on the date upon which a Member is elected to the Council or is elected or appointed to an office qualifying for special responsibility. The entitlement ceases on the date upon which a Member ceases to hold a qualifying office or ceases to be a Member of the Council (the fourth day after polling day in the year of City Council elections, i.e. the Monday). An apportionment of the relevant allowances will be made in the same proportion as the number of days that the Member held Office or was a Member, bears to the number of days in the relevant year.
4. Any Member may by notice in writing to the Committee and Councillor Support Manager elect to forego for any period any part of an entitlement to an allowance under the Scheme which will take effect from the date upon which the notice is received by the Committee and Councillor Support Manager.
5. Allowances will be paid by equal monthly instalments on the 20th day of each month by BACS to the account notified by the relevant Member for these purposes to the Committee and Councillor Support Manager. Members will also be required to provide a valid National Insurance Number. A £1,000 lump sum additional Basic Allowance for Members to purchase ICT equipment will be paid to any Member elected. This allowance is also payable to any Member elected at a by-election except that this allowance will not be paid if a Member received this allowance upon having been elected at a by-election in the previous 12 months.
6. Except where so authorised by the Committee and Councillor Support Manager any claim for travel, subsistence and care allowances must be made within two months of the date of the duty to which the claim relates.

Basic Allowance

7. A Basic Allowance will be paid to every Member of the Council who formally elects to receive it 1 April 2023. The General Purposes Committee will make a recommendation to Council.

Special Responsibility Allowance

8. Payments of Special Responsibility Allowances will be made to Members of the Council who hold special offices unless they formally elect not to receive them. The General Purposes Committee will make a recommendation to Council.

Conferences

9. Councillors are entitled to have their Conference fees met when approved by the appropriate Cabinet Member, Committee or the Committee and Councillor Support Manager in consultation with the relevant party Chief Whip and to receive payments at the approved rates for travel and subsistence in respect of their attendance at conferences held outside the City to discuss matters relevant to the discharge of the Council's functions.

Travel Expenses

10. Members and Co-opted Members are entitled to claim payment of Travel Allowances at the rates of allowance set out in Annex B where expenditure has necessarily been incurred to enable them to attend an approved duty, defined as set out in Annex C, but only when travelling outside the Greater London area. Members of Education Admissions and Exclusions Appeal Panels are entitled to claim travel allowances for attendance at meetings relating to their membership at the rates set out in Annex B.

Members of the Council shall be entitled to a City Council all zones official parking permit for use when undertaking official council duties and otherwise used in accordance with the rules relating to their use.

Subsistence

11. Subsistence may be claimed only for accommodation or meals at conferences (approved in accordance with paragraph (i) of Annex C) where such costs are not included in the conference fee, subject to the maximum allowance referred to in Annex B.

Dependant/Carer's Allowance

12. Members may claim this allowance against care expenses they incur in arranging carers to look after dependants who cannot be left by themselves by reason of age or other special needs. The allowance may only be claimed in respect of approved duties defined in Annex C to this scheme (and is subject to tax and National Insurance deductions at personal rates).

The maximum rate claimable shall be set at the level of the London Living Wage rate set annually by the Living Wage Foundation.

The following criteria shall also apply:

- Payment is claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required.
- The allowance is not payable to any member of the claimant's household.
- The claim shall cover the time spent at the meeting plus up to two hours for travel to and from the meeting.
- The claim needs to be supported by a receipt which should be retained by the Member for auditing purposes for a period of six years.
- Any dispute as to entitlement and any allegation of abuse should be referred to the Council's Monitoring Officer for adjudication.

Sickness and Parental Leave Policy

13. All Members shall continue to receive their Basic Allowance in full in the case of pregnancy, maternity, paternity and sickness leave.

Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in the case of maternity, shared parental or adoption leave at a rate of three months full pay and the following three months at half pay.

In accordance with Section 85 of the Local Government Act 1972, Members of the Council are required to attend a meeting of the Council within a six month period unless the Council agrees to an extended leave of absence prior to the expiration of that six month period. Where a Member requires an extended absence they should seek a dispensation from the Leader of the Council by submitting an application in writing to the Committee and Councillor Support Manager.

Payments whilst under Suspension

14. Payments of allowances, basic and special responsibility, shall not be paid to a Member who is suspended or if partially suspended that element of special responsibility allowance which may be payable in respect of an office held by the Member to which the partial suspension relates.

Publication

15. This scheme will be published as required by legislation. At the end of each financial year the City Council is required by legislation to publish the sums paid to councillors under the Scheme.

NOTE REGARDING SPECIAL RESPONSIBILITY ALLOWANCES PAYABLE IN RESPECT OF THE INDEPENDENT PERSON APPOINTED UNDER SECTION 28 OF THE LOCALISM ACT 2011 AND CO-OPTED MEMBERS ON OTHER COMMITTEES

Independent Persons on the Standards Committee shall be paid a Special Responsibility Allowance of £500 pa.

The Independent Person on the Audit and Performance Committee shall be paid a Special Responsibility Allowance of £2,500 pa.

The co-opted Members of the Policy and Scrutiny Committee that covers education matters shall be paid upon election and completion of the necessary acceptance of office a sum of £300 to cover their out-of-pocket expenses for the period of their office.

ANNEX B

TRAVEL AND SUBSISTENCE ALLOWANCES: (OUTSIDE THE GREATER LONDON AREA)

(A) TRAVEL

(a) Travel by own private vehicle

Motor Mileage Allowance	Pence Per Mile
Motorcycles:	
Up to 150cc	8.5
151-500cc	12.3
Over 500cc	<u>16.5</u>
Cars & Tri cars:	
500cc-999cc	35.8
1000-1199cc	39.9
Over 1199cc	<u>49.4</u>

(b) **Travel by Public Transport**

The ordinary fare or any reasonably available cheap fare actually paid.

(c) **Travel by Taxi**

Members are not permitted to claim for travel by taxi except as part of onward or return travel to or from a conference held outside the Greater London area where a claim for other travel expenses has or could be made.

The Head of Committee and Governance Services shall be authorised to reimburse claims for taxi fares, on an exceptional basis, for example on medical advice, to and from approved duties. Such authority to be obtained in advance, if possible.

(d) **Travel by Rail and Air**

(i) The ordinary fare or any available cheap fare actually paid.

(ii) Actual expenditure incurred on:
Reservation of seats
Sleeping accommodation for an overnight journey
Deposit on portorage of baggage

(iii) Travel by Air shall only be allowed when included as part of the formal approval of the attendance at a conference or overseas visit. In the case of overseas visits the cost to be met from the budget of the relevant service.

(e) **Additional Travel Expenses**

The rates specified above may be increased by not more than the amount of any expenditure incurred on tolls, ferries, parking fees or cost of overnight garaging of a motor vehicle, except that reimbursement of the Central London Congestion Charge shall not be permitted.

(f) **Subsistence**

Subsistence claims for the reasonable costs of overnight accommodation or meals not included in the Conference fee can only be claimed, up to a maximum of £180 per day, upon production of relevant receipts.

(g) **Receipts**

Claims for reimbursement of expenditure by main line rail, air or any other additional expenses, or subsistence, must be accompanied by a receipt.

Note: All Members shall be entitled to apply to the Head of Members' Services for the use of an all zones parking permit for their use whilst on Official Council business only such permit only to be used in accordance with the guidance notes for use issued with the permits.

ANNEX C

LIST OF APPROVED DUTIES FOR TRAVEL, SUBSISTENCE AND CARER'S ALLOWANCE:

The following are the categories of duties which qualify for payment of travel, subsistence and carer's allowance, where such expenditure has been incurred (although separate payments will only be reimbursed for travel and subsistence outside the Greater London area):

- (a) Meetings of the Council, the Cabinet, their Committees, Sub-Committees, Panels and meetings of the Westminster Scrutiny Commission and the Policy and Scrutiny Committees and Task Groups of which the Councillor is a member or at which a Councillor who is not a member of that body attends to address the meeting with the prior permission (where such permission is required under Standing Orders) of the Chairman.
- (b) Attendance as the Council's representative at a meeting of any joint authority or Committee of local authorities or of any Committee or Sub-Committee of the body of which the Council is a constituent member.
- (c) Attendance as the Council's representative at meetings of any association of authorities or Committee or Sub-Committee of the association of which the Councillor is a member.
- (d) Attendance at duties which qualify for attendance allowance as single member duties as specified in the Regulations, currently:
 - Meetings to determine the attendance of individual pupils at any out of borough special schools.
 - Rota and other visits to inspect establishments outside of the borough on behalf of the Cabinet Members for Children and Young People and Adults Social Care.
- (e) Attendance at any other meeting convened by the Council, the Cabinet, a Committee or Sub-Committee to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (f) Attendance at any meeting, which is an induction training session, seminar, presentation, or briefing arranged by Chief Officers of the City Council for all Members of a Committee, Sub-Committee or Panel to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (g) Attendance as the Council's representative in connection with the discharge of the Council's functions at meetings of outside bodies (excluding local authority maintained schools), their Committees and Sub-Committees. The Head of

Governance and Councillor Liaison maintains a list of such representatives and has delegated powers to add and remove bodies to this category to reflect formal appointments made by the City Council.

- (h) Attendance at visits and inspection of sites and premises arranged by officers or approved by Cabinet/Committee (eg opening of new facilities).
- (i) Attendance approved by the appropriate Committee or by the Head of Governance and Councillor Liaison, in accordance with their delegation at conferences convened by other authorities and organisations to discuss matters relevant to the discharge of the Council's functions.
- (j) Attendance by the Leader of the Council, Cabinet Members, Deputy Cabinet Members, Leader of the Opposition, and Chief Whips on matters concerning the discharge of the Council's functions.
- (k) Attendance by Cabinet Members, Chairs and Vice-Chairs of Committees and Sub-Committees concerning the discharge of functions relevant to the work of their portfolio or their Committees or Sub-Committees, including Chair's Call-over meetings and site visits.
- (l) Attendance before Parliamentary Committees, official bodies and inquiries to give evidence or make representations on the council's behalf.
- (m) Attendance as the Council's appointee or nominee at any meeting. (This excludes party group meetings but includes single member duties where one member has been appointed, appearing as a Council witness at a Planning Inquiry or court proceedings or member-level working groups appointed by a Committee and representation on any outside body which is not eligible for attendance allowance).

APPENDIX C – Option analysis of impact on % of Leader’s overall allowance (basic+SRA)

	IRP recommended %	Option 1	Option 2	Option 3	Option 4	Option 5
Deputy Leader	80%	60%	60%	59%	65%	80%
Planning Sub-Chair	20%	29%	29%	29%	29%	20%
Cabinet Member	70%	43%	43%	42%	53%	70%
Leader of the Opposition	50%	39%	39%	38%	39%	50%
Overall Licensing Chair	40%	39%	39%	38%	38%	40%
Overall Planning Chair	40%	39%	39%	38%	38%	40%
Audit and Performance Chair	50%	37%	37%	36%	36%	50%
P&S Chair	50%	37%	37%	36%	36%	50%
Licensing Vice-Chair	20%	30%	30%	30%	30%	20%
Planning Vice-Chair	20%	30%	30%	30%	30%	20%
Opposition Deputy Leader	30%	30%	30%	30%	32%	30%
Chief Whip	40%	30%	30%	30%	30%	40%
Opposition Whip	20%	30%	30%	30%	30%	20%
Licensing Sub Committee Chair	20%	29%	29%	29%	29%	20%
Opposition P&S Spokesperson	20%	28%	28%	28%	28%	20%
Deputy Cabinet Member	20%	26%	26%	26%	27%	20%
DHP Chair	20%	26%	26%	26%	26%	20%

Pension Fund Committee Chair	20%	26%	26%	26%	26%	20%
Standards Committee Chair	20%	26%	26%	26%	26%	20%
Fostering and Adoption	20%	26%	26%	26%	26%	20%
Ratings Chair	20%	26%	26%	26%	26%	20%
Licensing Member	20%	25%	25%	25%	25%	20%
Planning Member	20%	25%	25%	25%	25%	20%
DHP Member	20%	24%	24%	24%	24%	20%
Pension Fund Committee Member	20%	24%	24%	24%	24%	20%
Ratings Member	20%	24%	24%	24%	24%	20%

Appendix D – Neighbouring borough comparisons – 2022/23 schemes

	Westminster	Camden	RBKC	Brent	Lambeth
Basic Allowance	£9,790	£10,985	£11,027	£12,484	£10,597
Leader	£39,996	£42,655	£56,429	£39,748	£40,617
Deputy Leader	£20,265	n/a	£37,511	£28,968	£28,518
Planning Sub-Chair	£4,800	n/a	n/a	n/a	n/a
Cabinet Member	£11,733	£26,660	£36,471	£19,087	£28,518
Leader of the Opposition	£9,599	£17,355	£20,909	£8,000	£10,905
Overall Licensing Chair	£9,599	£9,595	£20,909	£3,234	£5,613
Overall Planning Chair	£9,599	£9,595	£30,909	£14,281	£16,194
Audit and Performance Chair	£8,704	£9,595	£6,155	£5,000	n/a
P&S Chair	£8,704	£9,595	£15,970	£14,281	£10,905
Licensing Vice-Chair	£5,344	n/a	n/a	n/a	n/a
Planning Vice-Chair	£5,344	n/a	£7,728	n/a	£5,556
Opposition Deputy Leader	£5,344	£5,865	n/a	n/a	n/a
Chief Whip	£5,344	£11,570	£6,155	£4,000	£16,356
Opposition Whip	£5,344	£5,865	£6,155	n/a	n/a
Licensing Sub Committee Chair	£4,800	n/a	n/a	n/a	£5,613
Opposition P&S Spokesperson	£4,351	n/a	£6,155	n/a	n/a
Deputy Cabinet Member	£3,263	£2,130	n/a	n/a	£10,905
DHP Chair	£3,263	n/a	n/a	n/a	n/a
Pension Fund Committee Chair	£3,263	n/a	n/a	n/a	n/a
Standards Committee Chair	£3,262	n/a	n/a	n/a	n/a
Fostering and Adoption	£3,263	£9,595	n/a	£3,234	£5,613
Ratings Chair	£3,263	n/a	n/a	n/a	n/a
Licensing Member	£2,667	n/a	n/a	£1,000	n/a

Planning Member	£2,667	n/a	n/a	£2,177	n/a
DHP Member	£2,175	n/a	n/a	n/a	n/a
Pension Fund Committee Member	£2,175	n/a	n/a	n/a	n/a
Ratings Member	£2,175	n/a	n/a	n/a	n/a