

# AGENDA

## GENERAL PURPOSES GROUP MEETING



Date: Monday 8 December 2014

Time: 10.00 am

Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors Mrs Gooch, Mrs Hinder, Parvin  
(Chairman), Mrs Parvin, Vizzard (Vice-  
Chairman) and P Watson

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Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Disclosures by Members and Officers
5. Disclosures of Lobbying

**Continued Over/:**

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**Issued on 27 November 2014**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact POPPY BREWER on 01622 602242**. To find out more about the work of the Group, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

*Alison Broom*

**Alison Broom, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

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|----|--|---------|
| 6. | To consider whether any items should be taken in private because of the possible disclosure of exempt information        |         |
| 7. | Minutes of the Meeting held on Friday 21 November 2014   | 1 - 2   |
| 8. | Report of the Director of Regeneration and Communities - Council Tax Tax Base 2015 16                                    | 3 - 11  |
| 9. | Report of the Head of Policy and Communications - Joint Independent Remuneration Panel Appointment of Independent Member | 12 - 15 |

## **PART II**

**To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.**

### **Head of Schedule 12 A and Brief Description**

- |     |  |                |         |
|-----|--|----------------|---------|
| 10. | Exempt Appendix to the Report of the Head of Policy and Communications | 1 - Individual | 16 - 23 |
| 11. | Interview for the Appointment of Independent Member                    | 1 - Individual |         |

## MAIDSTONE BOROUGH COUNCIL

### GENERAL PURPOSES GROUP

#### MINUTES OF THE MEETING HELD ON FRIDAY 21 NOVEMBER 2014

**Present:** Councillor Parvin (Chairman), and  
Councillors Black, English, Mrs Gooch and P Watson

25. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors Mrs Hinder, Mrs Parvin and Vizzard.

26. NOTIFICATION OF SUBSTITUTE MEMBERS

The following substitute members were noted:-

Councillor Black for Councillor Mrs Hinder

Councillor English for Councillor Vizzard

27. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

28. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

29. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

30. EXEMPT ITEMS

**RESOLVED:** That the items on the agenda be taken in public as proposed.

31. MINUTES OF THE MEETING HELD ON FRIDAY 24 OCTOBER 2014

**RESOLVED:** That the minutes of the meeting held on Friday 24 October 2014 be approved as a correct record and signed.

32. REPORT OF THE HEAD OF FINANCE AND RESOURCES - HARRIETSHAM  
PARISH COUNCIL INCREASE IN NUMBER OF COUNCILLORS

The Board considered a report presented by the Head of Finance and Resources which detailed the request of Harrietsham Parish Council for an increase in number of Councillors from nine to eleven.

The report explained that under the Local Government and Public Involvement in Health Act 2007 it was the Council's responsibility to consider whether a Community Governance Review would need to be conducted in order to increase the number of Councillors. The Review would consult the residents of the Parish on an increase. Using the adopted scale provided by the Local Government Boundaries Commission for England it was noted that, with an electorate of 1,608 electors, Harrietsham Parish Council would be eligible to have eleven Councillors. With regard to timescale Members heard that, should they decide to recommend the implementation of a Community Governance Review, this would need to be considered by Council in December in order for changes to be implemented by the next Election in May 2015.

Members noted that the population of Harrietsham had increased and that this was likely to continue in line with future population growth. It was also noted that when the Local Plan is agreed this may impact on the population of electorates in other Parish Councils.

**RESOLVED to RECOMMEND to COUNCIL:**

That, in accordance with the adopted scale, the request of Harrietsham Parish Council for an increase from nine Councillors to eleven Councillors be accepted and the Council commence the necessary community governance review.

33. DURATION OF MEETING

10.01 a.m. to 10.10 a.m.

## **MAIDSTONE BOROUGH COUNCIL**

### **GENERAL PURPOSES GROUP**

**8 DECEMBER 2014**

#### **REPORT OF DIRECTOR OF REGENERATION AND COMMUNITIES**

**Report prepared by Paul Riley**

#### **1. COUNCIL TAX BASE 2015-16**

##### 1.1 Issue for Decision

1.1.1 This report advises members of the information available on the tax base as at 6 October 2014 for council tax purposes. It identifies potential changes to that tax base that can be expected in the forthcoming year and recommends the tax base for 2015-16.

##### 1.2 Recommendation of the Head of Finance & Resources

1.2.1 That the Committee agree:

- a. pursuant to this report and in accordance with the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012, that the amount calculated by this Authority as its Council Tax Base for the year 2015-16 shall be 56974.3;
- b. in accordance with the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012, that the amount calculated by this Authority as the Council Tax Base for each Parish area as identified in Appendix B for the year 2015-16, be approved.

##### 1.3 Reasons for Recommendation

1.3.1 Following the ending of the council tax benefit system, as part of the Governments Welfare Reforms and the introduction of the Localisation of Council Tax Support, new regulations were introduced regarding the calculation of the tax base. These are known as the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012.

1.3.2 In accordance with the statutory timetable a decision on the tax base must be made between 1 December and 31 January each financial year.

1.3.3 The basis of the calculation of the tax base is the valuation information received from the Valuation Office as at 8 September 2014 and the latest information on exemptions and discounts available as at 6 October 2014. This information has been collated for the whole of the Borough area and for individual Parish areas. Information for the whole area has been supplied to the Government for their use in the monitoring of:

- The Local Council Tax Support Scheme; and
- This council's needs baseline, which was fixed by central government in 2013-14 as part of the new system of retained business rates.

1.3.4 The tax base figure supplied to central government is given at Appendix A. This shows a net tax base of 57119.2. Starting from this figure an estimate of the tax base for 2015/16 can be made by considering movements that may occur in the factors that influence the tax base over the forthcoming year. Each of these factors is separately addressed in this report.

1.3.5 It is necessary that a realistic assessment is made of the potential changes to the tax base for 2015-16 as an under or over recovery of council tax income will affect this authority's cash flow. If the tax base is overestimated, there will inevitably be a deficit on the collection fund which will need to be recovered through the council tax in the following financial year. In addition, during the course of the year, the borrowing necessary to cover the under recovery of the tax would need to be paid for by this authority. If the tax base is underestimated there will be a surplus on the collection fund because the council will have asked tax payers to contribute more than necessary in this financial year. The surplus would then be used to reduce the need for resources in the following year. It is, therefore, very important that a realistic assessment is made of the collection rate likely to be achieved in 2015-16, taking into account all the factors detailed in Sections 1.4 – 1.6.

#### 1.4 Changes in Property Base

1.4.1 Changes to the property numbers can occur for two major reasons. Firstly newly constructed properties, converted properties and demolished properties. Secondly changes to the band of a property following an appeal by the tax payer. These are considered separately below.

- 1.4.2 New, converted or demolished properties – based on information currently available, an increase in the Tax Base of 285.6 i.e. 0.5% may be anticipated. This represents a net increase of approx 320 properties on the list.
- 1.4.3 Changes in valuation bands – based on previous experience of the likely incidence of reductions in valuation bands as a result of appeals will be at most a marginal reduction in the overall tax base. It is considered reasonable to make no adjustment for this factor.
- 1.5 Changes in Exemptions and Discounts.
- 1.5.1 Since the introduction of council tax there has been a consistent increase in the number of exemptions and discounts. Additionally, a proportion of new properties coming onto the valuation list will be entitled to exemptions or discounts. In recent years the increase has been minor as the Council reviews and validates claims and has reduced the level of error and fraud within these exemptions. It is proposed that the increase will be no greater than the effect of such exemptions on the increase in the overall tax base set out in 1.4.2 above. This equates to 11% of the increase of 285.6 above or a reduction of 31.4.
- 1.5.2 With the commencement of the welfare reforms brought about by legislation such as the Welfare Reform Act 2012, the system of council tax benefit was abolished from 1 April 2013. It has been replaced by a local system of council tax support that is granted to applicants as a discount. On 12 December 2012 Council approved the Local Council Tax Support Scheme for the borough area and approved the scheme for a further year on 11 December 2013. Council will again consider the continuation of the scheme for a third year at its meeting in December 2014. In line with the provisions of the current scheme a calculation has been made of the necessary level of discount likely to be granted for next year, given the current level of discount granted. Current levels of discount show a reduction in the level of support awarded between 1 April 2013 and the current time. Projecting this reduction forward, given estimates of economic factors such as employment rates, would suggest a further reduction of 2.8% in the value of support awarded. This represents an increase of 176.4 in the tax base.
- 1.6 Allowance for Non-Collection
- 1.6.1 For the purposes of the council tax base for the current financial year, an allowance for non collection of 1% was agreed. Based on latest collection information, it is recommended that the same non-collection rate be maintained for 2015-16.

1.7 Local Discretion on Discounts and Exemptions

1.7.1 As part of the Local Government Finance Act 2012 which introduced the requirement for the LCTS scheme, changes were also made to the flexibility at a local level to set exemptions and discounts. The LCTS scheme agreed by Council in December 2012 has been set in agreement with all major preceptors (Kent County Council, Kent Police & Crime Commissioner and Kent & Medway Fire & Rescue Authority). As part of the agreement some exemptions have been changed under the new flexibilities. As these changes are now reflected in the base figure given at paragraph 1.3.4 no further adjustment is required this year.

1.8 Overall Assessment

1.8.1 Attached at Appendix A is a summary of the council's tax base as supplied to the government in October 2014, in accordance with statutory requirements. The following table includes a summary of changes in the property base, changes in exemptions and discounts and the provision for non-collection, as detailed in sections 1.4 to 1.7 above.

	<b>Band D Equivalent</b>
Tax Base as per Appendix A	57,119.2
1.4 Movement in property Base	285.6
1.5.1 Movement in exemptions & discounts	-31.4
1.5.2 Movement in Council Tax Support	176.4
1.6 Allowance for non-collection	-575.5
	<b>56,974.3</b>

1.8.2 Based on these assessments, the estimated tax base for 2015-16 is 56974.3. This represents an increase of 2.3% over 2014-15.

1.9 Tax Base - Parish Areas

1.9.1 In a calculation identical to the one used in Appendix A, a calculation has been made for each parish area. A summary of the figure for each parish is given at Appendix B.

1.9.2 The figures given at Appendix B show the gross tax base, an adjustment to allow for the local council tax support scheme and an adjustment for non-collection. In prior years the figures have also been adjusted for changes in the tax base during the year in line with the calculation given at 1.8.1 above. Experience has shown that these estimated adjustments are not accurate at the level of an individual parish. For 2015-16 the figures have been calculated with no in year adjustment which should enable a more stable tax base for parish areas.



1.10 Alternative Action and why not Recommended

1.10.1 The setting of the tax base is statutory and therefore there is no alternative to members considering a report on the figures. However, it is possible for a more optimistic view to be taken on the potential changes to the tax base. This is not recommended as an increase in the tax base could affect the cash flow of this Authority and, if not achieved, would result in an increase in costs through reduced investment income.

1.11 Impact on Corporate Objectives

1.11.1 The tax base is an integral part of the council tax collection process which is a basic financial function of this authority. It is essential for the efficient funding of all local authorities in the area. The income received from council tax, within the overall context of the budget process, provides resources for the provision of all this authority's services.

1.12 Risk Management

1.12.1 The major risk relates to an over optimistic estimate of the tax base, as this would lead to cash flow problems during the year. As a direct consequence this would reduce investment income.

1.12.2 An over pessimistic estimate would lead to increased balances on the collection fund. When fed into the overall budget process this can produce yearly variations which need to be managed as part of the budget strategy and place unnecessary burdens on tax payers in advance of need.

1.13 Other Implications

1. Financial	X
2. Staffing	
3. Legal	
4. Equality Impact Needs Assessment	
5. Environmental/Sustainable Development	
6. Community Safety	
7. Human Rights Act	

- 8. Procurement
- 9. Asset Management


1.13.1 The setting of the tax base is an essential part of the budget process and is required by legislation. Any increase in the tax base effectively means that the cost of services provided by this authority and others in the area is being funded by more council tax payers and would effectively reduce the council tax burden on each tax payer individually. This relationship however must be realistic in that any underachievement on the collection of council tax will result in cash flow problems for this authority and a loss of investment income.

1.14 Relevant Documents

1.14.1 Appendices

- Appendix A – Tax Base Return
- Appendix B – Parish Tax Base

1.14.2 Background Documents

None

<b><u>IS THIS A KEY DECISION REPORT?</u></b>	<b><u>THIS BOX MUST BE COMPLETED</u></b>
Yes <input style="width: 40px; height: 20px;" type="checkbox"/>	No <input checked="" style="width: 40px; height: 20px;" type="checkbox"/>
If yes, this is a Key Decision because: ..... ..... .....	
Wards/Parishes affected: ..... .....	

## CTB(October 2014)

## Calculation of Council Tax Base

Please e-mail to : [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

Please select your local authority's name from this list

Lincoln
Liverpool
Luton
Manchester
Maidstone
Malvern Hills

Check that this is your authority :	Maidstone
E-code :	E2237
Local authority contact name :	Sheila Coburn
Local authority telephone number :	01622 602093
Local authority fax number :	01622 602974
Local authority e-mail address :	sheila.coburn@tunbridgewells.gov.uk

## CTB(October 2014) form for : Maidstone

Completed forms should be received by DCLG by Friday 17 October 2014

Dwellings shown on the Valuation List for the authority on Monday 8 September 2014	Band A entitled to disabled relief reduction COLUMN 1	Band A COLUMN 2	Band B COLUMN 3	Band C COLUMN 4	Band D COLUMN 5	Band E COLUMN 6	Band F COLUMN 7	Band G COLUMN 8	Band H COLUMN 9	TOTAL COLUMN 10
<b>Part 1</b>										
1. Total number of dwellings on the Valuation List		4,083	8,498	18,362	17,705	9,177	5,187	3,823	343	67,178
2. Number of dwellings on valuation list exempt on 6 October 2014 (Class B & D to W exemptions)		232	116	375	182	90	35	19	0	1,049
3. Number of demolished dwellings and dwellings outside area of authority on 6 October 2014 (please see notes)		2	0	0	1	1	0	0	0	4
4. Number of chargeable dwellings on 6 October 2014 (treating demolished dwellings etc as exempt) (lines 1-2-3)		3,849	8,382	17,987	17,522	9,086	5,152	3,804	343	66,125
5. Number of chargeable dwellings in line 4 subject to disabled reduction on 6 October 2014		1	15	42	80	57	30	28	17	270
6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)	1	15	42	80	57	30	28	17		270
7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6 or in the case of column 1, line 6)	1	3,863	8,409	18,025	17,499	9,059	5,150	3,793	326	66,125
8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 6 October 2014		2,359	4,014	6,112	4,746	1,793	787	441	34	20,287
9. Number of dwellings in line 7 entitled to a 25% discount on 6 October 2014 due to all but one resident being disregarded for council tax purposes		20	79	174	166	74	31	31	1	576
10. Number of dwellings in line 7 entitled to a 50% discount on 6 October 2014 due to all residents being disregarded for council tax purposes		1	7	11	23	6	12	19	13	92
11. Number of dwellings in line 7 classed as second homes on 6 October 2014		20	21	28	34	13	19	20	6	161
12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 6 October 2014		54	102	174	102	45	23	25	4	529
13. Number of dwellings in line 7 classed as empty and receiving a discount on 6 October 2014 and not shown in line 12.		6	11	28	24	17	16	14	1	117
14. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 6 October 2014.		18	21	20	28	13	17	11	1	129
15. Total number of dwellings in line 7 classed as empty on 6 October 2014 (lines 12, 13 & 14).		78	134	222	154	75	56	50	6	775
16. Number of dwellings that are classed as empty on 6 October 2014 and have been for more than 6 months. NB These properties should have already been included in line 15 above.		45	69	93	79	44	40	36	5	411
16a. The number of dwellings included in line 16 above which are empty on 6 October 2014 because of the flooding that occurred between 1 December 2013 and 31 March 2014 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0
17. Number of dwellings that are classed as empty on 6 October 2014 and have been for more than 6 months and fall to be treated under empty homes discount class D (formerly Class A exemptions). NB These properties should have already been included in line 16 above. Do NOT include any dwellings included in line 16A above.		4	8	21	16	13	13	12	1	88
18 Line 16 - line 16a - line 17. This is the equivalent of line 16c on the CTB(October 2013) and will be used in the calculation of the New Homes Bonus.		41	61	72	63	31	27	24	4	323
19. Number of dwellings in line 7 where there is liability to pay 100% council tax	1	1,459	4,277	11,680	12,512	7,156	4,287	3,277	276	44,925
20. Number of dwellings in line 7 that are assumed to be subject to a discount or a premium	0	2,404	4,132	6,345	4,987	1,903	863	516	50	21,200
21. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase	1.0	3,270.8	7,381.8	16,430.0	16,249.5	8,578.8	4,932.0	3,657.0	310.3	60,811.00

## CTB(October 2014)

## Calculation of Council Tax Base

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Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

22. Reduction in taxbase as a result of the Family Annex discount	0.00	3.00	1.50	1.00	0.00	0.00	0.00	0.00	0.00	5.5
23. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
24. Total number of band D equivalents (to 1 decimal place) ((line 21 - line 22) x line 23)	0.6	2,178.5	5,740.2	14,603.6	16,249.5	10,485.1	7,124.0	6,095.0	620.5	63,097.0
25. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2013-14 (to 1 decimal place)										219.8
<b>26. Tax base (to 1 decimal place) (line 24 col 10 + line 25)</b>										<b>63,316.8</b>

## Part 2

27. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase	1.00	3,270.75	7,381.75	16,430.00	16,249.50	8,578.75	4,932.00	3,657.00	310.25	60,811
28. Reduction in taxbase as a result of the Family Annex discount	0.00	3.00	1.50	1.00	0.00	0.00	0.00	0.00	0.00	5.50
29.Reduction in taxbase as a result of local council tax support	7.83	1,091.83	1,885.36	2,505.04	1,159.01	313.89	102.90	46.14	2.07	7,114.07
30. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
31. Total number of band D equivalents after allowance for council tax support (to 1 decimal place) ((line 27 - line 28 - line 29) x line 30)	-3.8	1,450.6	4,273.8	12,376.9	15,090.5	10,101.5	6,975.4	6,018.1	616.4	56,899.4
32. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2013-14 (to 1 decimal place)										219.8
<b>33. Tax base after allowance for council tax support (to 1 decimal place) (line 30 col 10 + line 31)</b>										<b>57,119.2</b>

## Certificate of Chief Financial Officer

I certify that the information provided on this form is based on the dwellings shown in the Valuation List for my authority on 8 September 2014 and that it accurately reflects information available to me about exemptions, demolished dwellings, disabled relief, discounts and premiums applicable on 6 October 2014 and, where appropriate, has been completed in a manner consistent with the form for 2013.

Chief Financial Officer : ..... Date : .....

Ver 1.0

Local authority contact name : Sheila Coburn  
 Local authority telephone number : 01622 602093  
 Local authority fax number : 01622 602974  
 Local authority e-mail address [sheila.coburn@tunbridgewells.gov.uk](mailto:sheila.coburn@tunbridgewells.gov.uk)

Now open the sheet called Validation to see if there are any inconsistencies in your form

Name	Gross Tax Base	LCTS Discount in Tax Base	Net Tax Base after LCTS Discount	Non-Collection	Net Tax Base
Barming	752.7	-27.5	725.22	-5.3	719.9
Bearsted	3,754.6	-155.3	3,599.30	-27.0	3572.3
Bicknor	45.5	-3.6	41.90	-0.3	41.6
Boughton Malherbe	228.2	-12.8	215.40	-1.6	213.8
Boughton Monchelsea	1,328.7	-77.7	1,251.00	-9.4	1241.6
Boxley	3,976.5	-125.6	3,850.90	-28.9	3822
Bredhurst	186.8	-12.3	174.50	-1.3	173.2
Broomfield & Kingswood	740.0	-37.7	702.30	-5.3	697
Chart Sutton	441.4	-29.0	412.40	-3.1	409.3
Collier Street	362.5	-13.7	348.80	-2.6	346.2
Coxheath	1,637.7	-146.5	1,491.20	-11.2	1480
Detling	403.7	-33.9	369.80	-2.8	367
Downswood	875.5	-55.0	820.50	-6.2	814.3
East Sutton	145.8	-3.5	142.30	-1.1	141.2
Farleigh East	706.0	-54.6	651.40	-4.9	646.5
Farleigh West	234.0	-18.8	215.20	-1.6	213.6
Frinted	77.8	-1.9	75.90	-0.6	75.3
Harrietsham	1,002.4	-70.1	932.30	-7.0	925.3
Headcorn	1,616.4	-133.8	1,482.60	-11.1	1471.5
Hollingbourne	469.7	-34.5	435.20	-3.3	431.9
Hucking	38.0	-3.0	35.00	-0.3	34.7
Hunton	328.2	-18.4	309.80	-2.3	307.5
Langley	541.9	-54.8	487.10	-3.7	483.4
Leeds	363.0	-42.2	320.80	-2.4	318.4
Lenham	1,492.3	-118.2	1,374.10	-10.3	1363.8
Linton	265.3	-20.6	244.70	-1.8	242.9
Loose	1,155.8	-66.8	1,089.00	-8.2	1080.8
Marden	1,665.9	-162.3	1,503.60	-11.3	1492.3
Nettlestead	354.5	-52.4	302.10	-2.3	299.8
Otham	231.9	-16.9	215.00	-1.6	213.4
Otterden	89.7	-2.2	87.50	-0.7	86.8
Staplehurst	2,420.4	-156.3	2,264.10	-17.0	2247.1
Stockbury	348.1	-32.6	315.50	-2.4	313.1
Sutton Valence	692.5	-47.1	645.40	-4.8	640.6
Teston	333.6	-19.6	314.00	-2.4	311.6
Thurnham	553.8	-9.4	544.40	-4.1	540.3
Tovil	1,381.4	-163.3	1,218.10	-9.1	1209
Ulcombe	401.0	-24.0	377.00	-2.8	374.2
Wichling	60.2	-2.0	58.20	-0.4	57.8
Wormshill	106.4	-6.8	99.60	-0.7	98.9
Yalding	1,018.7	-107.8	910.90	-6.8	904.1

# Agenda Item 9

## **MAIDSTONE BOROUGH COUNCIL**

### **GENERAL PURPOSES GROUP**

**MONDAY 8 DECEMBER 2014**

#### **REPORT OF HEAD OF POLICY AND COMMUNICATIONS**

**Report prepared by Caroline Matthews**

#### **1. JOINT INDEPENDENT REMUNERATION PANEL - APPOINTMENT OF INDEPENDENT MEMBER**

##### 1.1 Issue for Decision

1.1.1 To appoint an Independent Member to the Joint Independent Remuneration Panel and note the recent appointment of a representative from the Chamber of Commerce.

##### 1.2 Recommendation of the Head of Policy and Communications

1.2.1 (a) That the General Purposes Group consider the application received, interview the candidate and make an appointment to the Joint Independent Remuneration Panel for a three year period if the candidate is deemed suitable; and

(b) Note the recent appointment of a representative from the Chamber of Commerce to the Panel for a three year period.

##### 1.3 Reasons for Recommendation

1.3.1 Following the resignation of the previous Independent Person in early 2013 there have been unsuccessful attempts to recruit another independent person. However, following a recent recruitment exercise where the position was advertised on the Council's website, a member of the public did express an interest in the position and formally applied. A copy of the job description for this position is attached as Appendix A.

1.3.2 It is proposed that the interview be conducted in private because of the likely disclosure of information relating to an individual.

1.4 Alternative Action and why not Recommended

1.4.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to establish an Independent Remuneration Panel to review Members allowances on an annual basis. In September 2010 Council approved the establishment of a Joint Independent Remuneration Panel with Swale Borough Council.

1.4.2 The Group could decide not to appoint but this will delay the annual review of the Joint Independent Remuneration Panel as it cannot meet without all the required Members of the Panel. Although it should be borne in mind that Swale Borough Council do not wish to participate at this time as they have no new business to put before the Joint Independent Remuneration Panel. However, to enable the Panel for Maidstone to meet, they would still need all its Members present, i.e. the representatives from South East Employers and Maidstone Chamber of Commerce and the Independent Member.

1.5 Impact on Corporate Objectives

1.5.1 This report supports the Council's corporate objectives of corporate and customer excellence. The purpose of the Joint Independent Remuneration Panel is to make recommendations to the authority about the allowances to be paid to elected members.

1.6 Risk Management

1.6.1 There are no risks associated with this report.

1.7 Other Implications

1.7.1

1. Financial	
2. Staffing	
3. Legal	x
4. Equality Impact Needs Assessment	
5. Environmental/Sustainable Development	
6. Community Safety	
7. Human Rights Act	
8. Procurement	

9. Asset Management

1.7.2 Legal

The Legal implications are dealt within the body of the report

1.8 Relevant Documents

1.8.1 Appendix A – Job Description

1.8.2 Background Documents

<b><u>IS THIS A KEY DECISION REPORT?</u></b>		<b><u>THIS BOX MUST BE COMPLETED</u></b>	
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, this is a Key Decision because: .....			
.....			
Wards/Parishes affected: .....			
.....			



**MAIDSTONE BOROUGH COUNCIL**

**INDEPENDENT MEMBER**

**JOINT INDEPENDENT REMUNERATION PANEL**

**JOB DESCRIPTION**

Maidstone Borough Council operates a Joint Independent Remuneration Panel with Swale Borough Council. The Panel consists of five Members.

In accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2001, the Council is required to have an Independent Remuneration Panel whose purpose is to make recommendations to the Council on its Members' Allowance Scheme and that of Parish Councils.

Serving a term of three years, you will take part in making recommendations to the Authority on the type and amount of allowances that should be payable to elected members for various roles, responsibilities and arrangements. These will include making recommendations on child care allowances, pension arrangements, and travel and subsistence among other considerations.

You are expected to demonstrate political impartiality, a high degree of personal integrity, and be able to analyse information and reach conclusions for consideration by the Council as a whole.

You should live or work in the Borough and you cannot be considered for appointment if you:-

- Have been an employee or elected Member of the Council in the last five years;
- Are a relative or close friend of an employee or Member of the Council;
- Are an employee or Member of another local authority

The Joint Independent Remuneration Panel is a voluntary role and meets once a year, during the day, normally in October. The meetings are held alternately in Maidstone and Swale. It may also be necessary, should the situation arise, to be consulted over the phone or by email regarding an urgent matter.

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

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