



# **Council (Council Tax) Supplemental Summons**

**Date: Thursday 22 February 2024**

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Report of the Interim Director of Legal and Governance.
8. **Corporate Plan 2023-26: Review of first year and Flagship Actions 2024/25** (Pages 47 - 50)  
Recommendation I: Cabinet  
(15 February 2024)
9. **Final Revenue Budget 2024/25 and Medium Term Financial Strategy to 2026/27**  
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(15 February 2024)
11. **Treasury Management Strategy Statement including Annual Investment Strategy for 2024/25 and Capital Strategy for 2024/25** (Pages 57 - 60)  
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(15 February 2024)
12. **Final Capital Programme 2024/25 to 2026/27** (Pages 61 - 64)  
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Report of the Interim Director of Legal and Governance

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**COUNCIL**  
**22 FEBRUARY 2024**

**MEMBERS' ALLOWANCES SCHEME 2024-25**

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## **Report for: Council**

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Date of Meeting:	22 February 2024
Subject:	Member Allowances 2024/25
Responsible Officer:	Jessica Farmer Interim Director of Legal and Governance Services
Exempt:	No
Wards affected:	All Wards
Enclosures:	Appendix 1 – The Remuneration of Councillors in London – Report of the Independent Panel – January 2022  Appendix 2 - Proposed Members Allowances Scheme 2024/25

## **Section 1 – Summary and Recommendations**

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This report sets out a proposed Members' Allowances Scheme for 2024/25 and for amendments to the current scheme to be backdated to 1 January 2024.

### **Recommendations:**

That

- (1) the current Members' Allowances Scheme be amended to reflect the proposed changes in Appendix 2, backdated to 1 January 2024.
- (2) Council approve the Members' Allowances Scheme 2024/25, attached at Appendix 2.

## **Section 2 – Report**

- 2.1 The Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) to agree on an annual basis a schedule of allowances payable to Members' for the following financial year. Under the regulations, when making or amending a scheme, the Council is required to have regard to the recommendations of an Independent Remuneration Panel (Regulation 19). The Regulations state that before the beginning of each year the authority shall make a scheme for the allowances for that year.
- 2.2 The Members' Allowance Scheme is comprehensive and includes Basic Allowances, Special Responsibility Allowances (for posts which carry specific responsibilities) and other allowances and expenses that may be claimed.
- 2.3 Council at its meeting on 23 February 2023 approved the current schedule of allowances. The adopted scheme forms part of the formal Members' Allowance Scheme which is incorporated within the Council's Constitution.
- 2.4 Following consideration of the London-wide Independent Remuneration Panel (IRP) convened by London Councils published revised recommendations (Appendix 1), the allowances provided to Members in Harrow falls significantly short of that and most other London boroughs.
- 2.5 The proposed scheme has regard for the report published by London Councils and is based on the median figures for London Boroughs to ensure a better degree of consistency in the allowances provided to Members.
- 2.6 The proposed scheme will still be significantly less than the allowances strongly recommended by the IRP.
- 2.7 It is further proposed that the current Members' Allowances Scheme be amended to reflect the proposed basic and special responsibility allowances, with effect from 1 January 2024. A similar backdating happened with the staff pay award, although that was backdated to April 2023.
- 2.8 This report is proposed by the Leader of the Council and seconded by the Leader of the Labour Group.

## Legal Implications

- 3.1 There is a requirement that Councils must make any scheme for the following year to commence on 1 April. The approval of Council is necessary to any amendments to existing schemes or the adoption of new schemes.
- 3.2 Under the Local Authorities (Members' Allowances) (England) Regulations 2003 the requirements of the scheme are:

### **10.— Requirements for schemes**

*(1) Before the beginning of each year, an authority shall make the scheme required by [regulation 4\(1\)\(a\)](#) for the payment of basic allowance for that year.*

*(2) The scheme shall also make provision for the following allowances if an authority intends to make such payments in respect of the year—*

- (a) special responsibility allowance;*
- (b) dependants' carers' allowance;*
- (c) travelling and subsistence allowance; and*
- (d) co-optees' allowance.*

- 3.3 The scheme can be amended under regulation 3 and 6.

*(3) Subject to [regulation 12](#) the scheme may be amended at any time but may only be revoked with effect from the beginning of a year.*

*(6) Where an amendment is to be made which affects an allowance payable for the year in which the amendment is made, the scheme may provide for the entitlement to such allowance as amended to apply with effect from the beginning of the year in which the amendment is made.*

- 3.2 Responsibility for adopting a Members' Allowances Scheme is attributable to Council in accordance with Part 3A of the Council's Constitution.

## Financial Implications

- 4.1 The 2024/25 Budget (set out elsewhere on the agenda) includes provision of £1.283m for the 2024/25 Members Allowances scheme set out in Appendix 2.

## Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The following key risks should be taken into account when agreeing the recommendations in this report:

<b>Risk Description</b>	<b>Mitigations</b>	<b>RAG Status</b>
Failure to agree a scheme may render the Council in breach of its statutory duty.	<ul style="list-style-type: none"><li>▪ Seek a formal Council decision before the beginning of the new financial year</li></ul>	Amber

### Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? **No**

If no, state why an EqIA was not carried out below:

These proposals do not adversely compromise the Council's public sector equalities duty under the Equality Act 2010.

### Council Priorities

The proposals contribute towards all of the Council's corporate priorities.

## Section 3 - Statutory Officer Clearance

**Statutory Officer: Sharon Daniels**  
Signed by the Chief Financial Officer

**Date: 16 February 2024**

**Statutory Officer: Jessica Farmer**  
Signed by the Monitoring Officer

**Date: 12 February 2024**

Mandatory Checks

**Ward Councillors notified: NO, as it impacts on all Wards**

Section 4 - Contact Details and Background Papers

**Contact:** Vishal Seegoolam, Democratic, Electoral & Registration Services Manager, [vishal.seegoolam@harrow.gov.uk](mailto:vishal.seegoolam@harrow.gov.uk)

**Background Papers:** [Member Allowances Scheme 23/24](#)

If appropriate, does the report include the following considerations?

- |                 |     |
|-----------------|-----|
| 1. Consultation | NO  |
| 2. Priorities   | YES |

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# The Remuneration of Councillors in London 2023

Report of the Independent Panel



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# Remuneration of councillors in London 2023

## 1. Introduction

- 1.1 The Independent Panel on Members' Remuneration last published a report on member allowances in early 2022. In that report the Panel did not recommend substantial changes to Member allowances, it noted that the challenges facing councils and councillors appeared to be increasing and becoming more complex. Therefore, the Panel also recommended that it undertake a more detailed review in 2023.
- 1.2 For the 2023 review, the Panel has undertaken a detailed review of member allowances with the aim of providing up to date advice on appropriate levels of reward for the work of elected members in London over the next four years. The intention was to seek a wider consultation than previously, using qualitative and quantitative research to underpin its findings and recommendations. The Panel canvassed members and officers in all London boroughs through surveys, focus groups and interviews, in order to consider whether and how the role of councillors has changed in recent years and what the main issues that may have an effect on the recruitment and retention of councillors are currently. It also carried out a considerable benchmarking exercise of allowances paid in other parts of England as well as in Scotland, Wales and Northern Ireland, and undertook an in-depth review of the methodology used by Independent Remuneration Panels across the UK.
- 1.3 The research showed that basic allowances per annum in London are significantly lower than those paid in Scotland, Wales and Northern Ireland. The assessment of members' allowances in the home nations is carried out by independent bodies whereas in England, the level of allowances is determined by the local authority members themselves. It has also become clear that allowances in many boroughs are considerably lower than remuneration received by workers in London with comparative levels of responsibilities and skills. This comparative contrast in remuneration is juxtaposed against increased workloads, time pressures, accountability, and financial pressures that councillors are presently having to manage. The Panel takes the view that it is important that there is a system of support in place that recognises the vital role that elected representatives play in local government and the full scale of their responsibilities. This support includes appropriate remuneration levels.

## 2.0 Background

- 2.1 Local authorities are required by the Local Authorities (Members' Allowances) (England) Regulations 2003<sup>1</sup> to establish and maintain an independent remuneration panel to make recommendations on the level of the basic and special responsibility allowances. In London the regulations authorise the establishment of an independent panel (the Panel) by the Association of London Government (now London Councils)

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<sup>1</sup> [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

panel to make recommendations in respect of the members' allowances payable by London boroughs. The Regulations require a review of the scheme every four years as a minimum. Whilst the Panel makes recommendations, each council determines its own remuneration scheme for its own councillors, having regard to the Panel's recommendations.

- 2.2 The Independent Panel for London Councils currently comprises Mike Cooke (Chair), Sir Rodney Brooke CBE DL and Anne Watts CBE. It reported in 2022 and at that time recommended very few changes on the basis that more time was needed for a more detailed review during 2023, given that the Panel had received feedback that the work of councillors and the demands upon them had increased significantly.

### **3.0 Research**

- 3.1 This review has provided the Panel with an opportunity to consider the roles undertaken by councillors in London, and to examine more deeply how the demands, responsibilities and scope of duties of councillors have evolved in recent years. This review also provided the Panel with an opportunity to review the methodology used by other Independent Remuneration Panels and to carry out benchmarking with other local authorities across England, Scotland, Wales and Northern Ireland.
- 3.2 The Panel has expanded on the approaches used in previous reviews. In addition to carrying out a survey of London borough Leaders to gauge their views on the operation of the existing remuneration scheme, the Panel has held a series of feedback meetings with groups of elected councillors, conducted a survey of the London branch of the Association of Democratic Services Officers (ADSO), and held meetings with officers from the London Borough Legal Alliance (LBLA), and the South London Legal Partnership (SLLP), in order to get a more complete picture of the challenges facing London's councillors today. The Panel also commissioned Ipsos to carry out a small number of focus groups to gauge the public perception of councillors' roles, responsibilities and levels of allowances.
- 3.3 The member engagement focus groups consisted of a range of participants from the three major political parties – Labour, Conservative, and Liberal Democrat, and included a range of members from inner and outer boroughs, and with different levels of responsibility (e.g. newly elected backbench councillors, Cabinet Members and borough Leaders).
- 3.4 The Panel is grateful both to everyone who participated in the consultation process and thank them for their contributions as well and to London Councils for its support to the review.

#### 4.0 The crucial role of elected councillors

***The role of the councillor has fundamentally changed in recent times. There is now more reliance from the public on their local council due to challenges such as the cost of living crisis, the effects of the pandemic and the resettlement of refugees. (Borough Leader)***

- 4.1 Councillors in London oversee multi-million pound budgets and employ thousands of people; all are responsible for the delivery of a wide range of crucial services. The health and wellbeing of residents and communities are at the heart of the work of London boroughs who also at one end of the age spectrum are endeavoring to give children the best start in life, whilst at the other are helping to support older people to live as independently as possible. Local councils are at the heart of developing their boroughs and working with businesses to bring local economic benefits. The building of new homes and the improvement in the standards of existing houses are crucial to their work as is their local leadership on climate change.
- 4.2 A key aspect of the responsibility of councillors is managing the complex financial pressures involved in addressing increases in the demand for services with reductions in budgets. The scale of a London council's annual expenditure budget and other financial activities are in many instances comparable with those of large publicly quoted companies.

***"The budgets that borough Leaders are managing are huge, as is their level of responsibility when something goes wrong. A borough Leader's role is now similar to that of a non-executive director of a large company" (Borough Leader)***

- 4.3 At the same time Councillors are integral to the effectiveness of the local democratic process. As well as representing them, they stand ready to be approached by their residents to take up matters on their behalf where appropriate. The voice of democratically elected councillors in the development of the policies and strategies of their councils is absolutely essential. Councillors also play an important role in the oversight and scrutiny of services.
- 4.4 Some Councillors have additional and burdensome responsibilities, including Leaders of Councils, Elected Mayors and council portfolio holders. Some roles have specific statutory responsibilities (e.g. in the case of elected Mayors/statutory children's and adults cabinet members).
- 4.5 The needs of Londoners and of London's communities are becoming arguably more complex, given the seismic national and international changes ranging from the

global energy crisis, climate change, patterns of migration and housing shortages. The national economic challenges directly affect households and communities as well as businesses and councils themselves.

## **5.0 The role of Member Allowances**

- 5.1 It is important to reflect on the purpose of the allowances, payments and related arrangements for councillors.
- 5.2 The Panel draws the reader's attention to the report of the 2007 Independent Commission on the Role of Local Councillors, chaired by Dame Jane Roberts which was commissioned to consider the incentives and barriers for encouraging people who are able, qualified and representative to be candidates to serve as councillors; retaining and developing them once they are elected and enabling them to secure public interest and recognition for the work they carry out for their communities.
- 5.3 The Roberts commission considered a wide range of issues but at its heart were the key questions of: 1) how best to ensure that people from a wide range of backgrounds and with a wide range of skills are encouraged to serve as local councillors; and 2) how to ensure those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage.
- 5.4 Within these broad considerations there can be no doubt that financial compensation or a system of allowances plays a crucial part in making it financially possible for local people to put themselves forward to take on the onerous responsibilities involved in being a councillor and indeed to continue to serve as one.
- 5.5 For this reason it is crucial that allowances for councillors across London are pitched at an appropriate level such that they make a major contribution in ensuring diverse and effective local representation. This 2023 review of Member allowances has aimed to take a step back and ensure that the recommended allowances are pitched such that they serve this crucial purpose.
- 5.6 We are clear that the Panel can only make recommendations and that each council must determine its own system and rates of allowances. However each council must have regard to our recommendations. We are concerned that a wide variation in the level of allowances between councils across London has evolved over the years. **Given that this year's Panel review has been a significant stocktake and that we have made clear recommendations, with a clear rationale and for the important purpose described in this section, we strongly recommend that the findings of our review and the Panel's position are adopted across London. This is at the heart of ensuring a healthy, vibrant and representative local government in the capital.**

## 6.0 Time commitment and demands on councillors

6.1 Fulfilling the responsibilities of councillors in the many and various roles within a council has, arguably, always been demanding. In 2022 the Panel received anecdotal feedback that the workload and the time involved had increased significantly and so in this review we wanted to explore this in more detail.

6.2 The feedback from elected members and officers was that in the view of almost all the people we spoke to workloads, demands and pressures had increased. There appear to be a number of contributory factors:

- A wide range of recent events had added additional work; some examples given were: the demands of the pandemic years and the post-pandemic recovery work; sometimes given was the level of work in the resettlement of refugees; and the work to support residents through the very significant economic challenges of recent years, including during the energy crisis but also linked to the impact of food inflation and increased risks of homelessness.
- There has been a noticeable increase in the expectation that leading councillors work in closer partnership with other public services. The Health and Care Act 2022 in particular brings an expectation that councils will work in formal partnership with NHS organisations including NHS providers and Integrated Health Boards.
- The feedback confirmed the views we were given in 2002 that public expectations of councillors has increased especially linked to the societal changes that social media has brought about. Although most of the councillors we spoke to welcomed the flexibility that now exists for increased levels of remote meetings, the downside appears to be that there are more meetings. The representations which have been made to the Panel also suggest a picture of councillors being expected to be almost instantly available, with heavy constituency case loads and often with ever more complex responsibilities for the running of the council and overseeing its services.

***“ One resident submitted a formal complaint because they had messaged me on Friday evening and I hadn’t replied to them until the following Monday morning.”  
(Backbench councillor)***

As well as these issues adding complexity, they make additional time demands.

***“There are now many more meetings than pre-Covid. There are also numerous social media groups councillors are expected to be involved in, case work, and other commitments. I have worked out that on average I work 54 hours a week” (Cabinet Member)***

- 6.3 Members have told the Panel that it is increasingly difficult to maintain a full-time job alongside their role as councillors, and this is particularly true for Cabinet Members and Leaders. The implication of this would be that it is more likely that people who are already financially secure who can carry out these roles, which may prevent younger candidates, people with lower incomes or those with young families, from standing or taking on special responsibilities. Taking up a role in local government could also hinder councillors’ career progression in their day job, and in most cases the special responsibility allowances do not compensate for the reduced salary people receive as a result of not being able to dedicate themselves fully to their day job. The time pressures involved in the role, particularly councillors with special responsibilities can make it difficult to combine the role with a job and caring responsibilities.
- 6.4 One borough Leader told the Panel that at the 2022 election, there were so few candidates that in some wards residents did not have a choice of councillors to vote for.
- 6.5 Councillors also expressed concern that appointments to positions carrying special responsibilities could be uncertain and not in most cases for a set term. Consequently, councillors have significant concerns about giving up full-time work to undertake more senior roles in their councils.

## **7.0 The Basic Allowance**

- 7.1 As a result of the economic climate over the last decade and ongoing financial challenges, our recent reports have made no recommendations for increasing the levels of members’ allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement for staff agreed by the National Joint Council for Local Government Staff.
- 7.2 As part of the research for this 2023 review, the Panel carried out benchmarking of recommendations on allowances and those paid by local authorities within the UK to see how current London allowances compare.
- 7.3 From the Panel’s benchmarking research, it is evident that the previous Panel’s recommendations for the basic allowance in London, lags behind Scotland, Wales and Northern Ireland. This issue was identified in the last two Panel reports, however, the Panel reluctantly decided at the time that given the financial climate it would have been inappropriate to recommend a general increase in member allowances.

- 7.4 In our last report the Panel recommended that there should be a Basic Allowance paid to every councillor of £12,014. Updated for the local government staff pay awards since then, the figure is now £12,499.
- 7.5 This allowance continues to be substantially lower than the allowance paid by all local authorities in Scotland which is presently £20,099<sup>2</sup> and similarly in Wales<sup>3</sup> where the government-appointed commission has set the basic allowance at £17,600 for members of local authorities with populations which are generally substantially lower than those of London boroughs. Furthermore, the basic allowance in Northern Ireland from 1 April 2023 is £16,394<sup>4</sup> per annum. The Panel's research has established that there are some parts of England that have similar basic allowances to those currently recommended for London boroughs. However, there are other English local authorities, where the roles and responsibilities of councillors are broadly the same to those of councillors serving in London boroughs, that pay significantly more. For example, in Birmingham<sup>5</sup>, in 2022-23 the basic allowance was £18,876, and in Manchester<sup>6</sup> it was £18,841.
- 7.6 The Panel is of the view that when taking everything into account that the rate of the basic allowance should now be addressed.
- 7.7 As part of the 2023 review, the Panel has reviewed the methodologies used by other Panels and has identified that Independent Panels across the UK use a variety of approaches for determining how to set the member allowances. The Panel has also re-examined the methodology used in calculating allowances in the original London panel report and updated it to reflect current circumstances. The original calculation in the Panel's first report in 2001 was based on a proportion of the average 'white collar worker' wage in London.
- 7.8 Although making the comparisons with Scotland, Wales, NI and other UK cities was useful in terms of gaining a comparative perspective, the Panel has reached the view that it needed to both determine a method for London and recommend a level of allowance that was achievable, bearing in mind the historic challenges for some councils in agreeing to previous recommended allowances.
- 7.9 Having looked at various options, the Panel has concluded that the most appropriate approach is to determine the basic allowance as a proportion to the remuneration of the people councillors represent and has used the Annual Survey of Hours and Earnings (ASHE) data, published by the Office for National Statistics as a basis of its calculation. The Panel has used the median wage for all London workers for this purpose. In 2022-23, this is £38,936.73 per annum. Based on a 37 hour week, and taking into account a 30% public service discount, (as has been the custom and practice) **the Panel has determined that the recommended basic allowance should be £15,960.**

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<sup>2</sup> [The Local Governance \(Scotland\) Act 2004 \(Remuneration\) Amendment Regulations 2023 \(legislation.gov.uk\)](#)

<sup>3</sup> [Independent Remuneration Panel for Wales: annual report 2022 to 2023 \[HTML\] | GOV.WALES](#)

<sup>4</sup> <https://www.communities-ni.gov.uk/publications/circular-ig-0323-consolidated-councillor-allowances>

<sup>5</sup> [Independent Remuneration Panel Reports | Birmingham City Council](#)

<sup>6</sup> [Microsoft Word - MCC IRP Final Report \(manchester.gov.uk\)](#)

- 7.10 The Panel considers that this allowance better reflects the high cost of living in London, than the previous recommendations.
- 7.11 It is the Panel's view that it is pressing that boroughs should implement these changes in 2024, as part of the contribution to recruiting and retaining a diverse range of good quality candidates to stand for office in London.

## **8.0 Special Responsibility Allowances**

8.1 The reasons for payment of special responsibility allowances, additional to the basic allowance, should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

8.2 Categories of special allowances:

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating "executive arrangements"
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

8.3 The Panel's research shows that the categories of SRAs recommended by the London Panel are comparable with those recommended by Independent Panels in other cities in the UK and in Scotland and Wales.

8.4 However, the Panel's previous recommendations have not consistently been adopted within London, and the resulting situation is that whilst there is some convergence

across London boroughs on the basic allowance, there remain substantial differences in the amounts of SRAs for similar roles in boroughs.

- 8.5 Given the extent of the responsibilities of Leaders of London boroughs, the Panel's first report in 2001 recommended that their remuneration should equate to that of a Member of Parliament. Our recommendations for other special responsibility allowances were historically determined as a sliding scale (pro-rata) proportion of the remuneration package for a council Leader. Since then, the increase in the remuneration of Members of Parliament has substantially exceeded the annual local government pay increase which was tied to the special responsibility allowance for the leader of a London borough, and the current MP salary is now £86,584
- 8.6 The Panel has taken the opportunity to review this historic link, and following feedback, we sense strong support for our own view that an MP's salary is no longer an appropriate comparator to set the Leader's allowance, as the roles are substantially different and indeed almost impossible to compare.
- 8.7 We received feedback that some members believe that the Leaders of London boroughs warrant a higher remuneration than an MP, because they have greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed, some respondent authorities suggested that the direct responsibilities of a Leader should command the salary of a junior minister.

***"An MP does not undertake an executive role (strategic leadership, management & accountability of a complex public service operationally managed by highly paid officials) and so not a comparator to a Leader or elected Mayor"***

***(Borough Leader)***

## **9.0 Leader's SRA**

- 9.1 This is often a full-time role, involving a high level of responsibility. It is right that it should be remunerated on a basis which compares with roles with similar levels of responsibility, while still retaining a reflection of the voluntary character of public service.
- 9.2 For the Leader's SRA, the Panel has decided that a more appropriate comparator would be the Annual Survey of Hours and Earnings (ASHE) data for Corporate Managers and Directors as the level of responsibilities most closely align to those of a borough Leader. For 2022-23, the average gross annual salary for full time workers in London within this category was £108,242. After applying a 30% public service discount (as has been the custom and practice) this would provide for a Leader's total

package of £75,773. The 2022 Panel report recommended that the Leader's SRA should be £62,090. Taking into account this figure, when combined with the new recommended basic allowance, the total package for a Leader would be £78,050. As this figure is greater than that based on the ASHE calculation, the Panel is not recommending any changes to the existing Leader's SRA at this time.

## 10.0 Other SRAs

10.1 The Panel has previously determined that all other SRAs are calculated as a proportion of the Leader's SRA. Since its inception, the Panel has recommended using bands rather than fixed amounts, in order to allow flexibility and recognise local variations on how the roles are performed. The Panel has decided to continue using this methodology. However, as part of the review, the Panel has benchmarked the sliding scale recommended by other Panels and used by local authorities and has adjusted the percentages historically used in order to more closely align with the average used by other local authorities outside of London. **The recommended bands and levels of allowance are attached as Annex A.**

## 11.0 Bridging the Gap and public perception

11.1 When considering a members' allowances scheme, boroughs are obliged to have to a report by an independent panel, but it is a matter for boroughs themselves to decide whether to adopt its recommendations.

11.2 However, in view of the evidence obtained over the past 18 months, the Panel strongly recommends that all authorities implement the recommendations in their boroughs in the next year. On average, the total annual budget for members allowances in a London Borough is between 0.4-0.5% of the council's general fund net budget. Notwithstanding this, the Panel acknowledges the challenges that increasing allowances may present to boroughs, both financially and reputationally; however, the Panel is concerned that if member allowances do not keep up with its recommendations, there is a risk that they will fall significantly further behind their comparators and that councils will consequently face even greater challenges in recruiting and retaining a good calibre of councillors in the future.

11.3 The Panel perceived that there was some concern from councillors about the public acceptability of increasing allowances. As a result the Panel sought to test the public view and therefore commissioned Ipsos to undertake qualitative research, through a number of focus groups, on the public's perception on councillors remuneration. The Ipsos research was small scale but provides indicative evidence of public views.

11.4 Ipsos held three discussion groups with a representative sample of the general public in June 2023 using a deliberative approach to enable participants to reach an informed perspective. The stimulus material included pen portraits of councillors based on information received from London Councils' members on their working hours and

levels of responsibility. The information given to participants also included typical allowances received in London, in Essex, and in Wales for councillors receiving a basic allowance and average SRAs paid to Cabinet Members, and council Leaders.

- 11.5 The research found that the Londoners in focus groups felt that allowances in London needed to increase to provide a more accurate reflection of councillors' responsibilities and hours.

***"I thought at least [the Council Leader's remuneration] would be about a £100,000 plus for the amount of work that she does because she's taken on casework as well... and that's time-consuming."***

When exposed to allowance comparisons in different parts of the country, participants thought the current allowances did not reflect the fact that the cost of living in London was higher than elsewhere in the country.

***"Councillors' pay should take into account that living in London is more expensive, so they should immediately just be paid more in general."***

In addition, they recognised that the level of allowances can have a detrimental effect on the diversity of councillors and would deter those from a lower income background from becoming councillors.

***"It feels like [we're] paying them so little, it feels like there are some people who can't afford to be a councillor. And that has consequences on the democratic process"***

- 11.6 Participants also suggested changes to remuneration for councillors: raising the basic allowance and increasing allowances to better reflect responsibilities and hours; and additional allowances provided to support councillors with childcare costs and saving for a pension.
- 11.7 Participants expressed surprise at the range of allowances paid across London, particularly at the cabinet member and council leader level and supported greater consistency in such remuneration levels across councils in London.
- 11.8 Although the sample of Londoners was only small, it indicates that with due briefing and deliberation there is likely to be support for the increase in allowances.
- 11.9 During the consultation process, a significant number of councillors told the Panel that they do not think that councillors should be responsible for setting their own allowances, and that this is perhaps one of the reasons why the basic allowance in London lags behind Scotland and Wales, where allowances are set by outside bodies and it is mandatory for local authorities to adopt the recommendations. The Panel is supportive of this view, but recognizes that this would need a change in legislation. The Panel intends to raise this issue with the Secretary of State.

## **12.0 Training and support**

- 12.1 The responsibilities of councillors are substantial, extensive and complex, particularly since the Pandemic and its aftermath, which has seen a rapid increase of using digital technology, and flexible ways of working. The training and development of councillors is beyond the remit of this Panel. However, the feedback we received was that councillors require the logistical and clerical support and appropriate IT equipment which will help them carry out their roles efficiently. The Panel supports this view and recommends that boroughs undertake their own stock takes to ensure appropriate support is in place to enable members to fulfil their responsibilities.
- 12.2 Furthermore, we have heard from boroughs that councillors are experiencing increased levels of abuse on social media, and so we recommend that training in navigating the increasingly challenging world of social media is also provided.

## **13.0 Care Costs**

- 13.1 It is important that obstacles to becoming a councillor should be removed wherever possible. Care costs could be a significant deterrent to service as a councillor. Our strong view is that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents. The dependents' carers' allowance should at least be set at the London living wage but payment should be made at a higher rate when specialist nursing skills are required or to reflect higher costs during non-standard working hours. We have had representation that the carers allowance should be payable to family members on the basis that it is preferable for family members to look after a dependent, especially in the evening but that the frequency is often such that it is unreasonable for this to be expected to be with no financial allowance.

***The level of dependent carers allowance does not recognise the fact that babysitters tend to charge more for evening and weekend work. In addition, the carers allowance should be able to be claimed even if a family member was looking after the councillors' dependents" (Newly-elected Backbench Councillor)***

- 13.2 The Panel recognises that allowance payments for family carers who are not members of a councillor's household would need to be designed with some careful consideration but is very sympathetic to this need and recommend that councils review their schemes to make this possible.
- 13.3 It's view is also that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies). To this end, London boroughs are recommended to adopt a related parental leave and sickness policy as an appendix to their allowances scheme.

13.4 The Panel has received feedback that there is a need to reform the legislation governing membership of the Cabinet/Executive and how this impacts Councillors who wish to take parental leave. Councils have a strict statutory limit of ten members of the cabinet/executive – including the Leader. Should one of those members wish to take parental leave for any significant period during their tenure as a cabinet member, and there is already a full complement of cabinet and leader up to the statutory limit they are faced with what is an entirely unfair dilemma. They either resign from the post so another councillor can be appointed or they leave their colleagues with an additional workload for their period of absence. While some Councils have sought to appoint deputy cabinet members or the like these are not proper answers to this issue as they are not cabinet members with the appropriate legal and constitutional authority. It is very easy to compare this to the position of an employee where a replacement can be appointed for the duration without prejudice to the individuals' rights to return. While self-evidently Councillors are not employees there should not be any additional hurdles to participation for any section of the population.

13.5 The Panel support the view that the legislation needs reviewing.

#### **14.0 Travel and Subsistence allowances**

14.1 The Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

#### **15.0 Allowances for Civic Mayor or Civic Head**

15.1 Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However, these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (ss 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

#### **16.0 Allowances that fall outside this scheme**

16.1 Within the context of this review, the Panel has not looked at remuneration that councillors may receive for their roles on outside bodies, wholly owned companies or joint venture partnerships. However, in the interests of transparency, the Panel requests that councils consider how information on all members remuneration within their borough is made easily available to the public in the same place. The Panel recommends that where local authorities have set up companies which remunerate councillors who act as directors these allowance should be set out in the members allowances scheme.

## **17.0 Local discretion**

- 17.1 It is for each borough to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. The Panel believes these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.
- 17.2 The scheme should be able to be applied to different types of governance arrangements and interpreted flexibly. The Panel has received legal advice that suggests that in boroughs which operate through the Committee System, where a Committee Chair has identified responsibilities in a role profile for particular services, then in practice the duties and responsibilities of a Committee Chair are equivalent to the role of a Cabinet Member and that a similar system of allowances should be used. For example, in some boroughs which use a committee system, the Statutory Lead Member for Children's Services is the Chair of the Children and Community Services Committee. In this case, it would be reasonable to suggest that this Committee Chair should receive the SRA equivalent to that of a Cabinet Member. The Panel must emphasise that these decisions are dependent on the arrangements adopted by the authority in question and should be decided on a case by case basis.

## **18.0 Pensions**

- 18.1 There is a widespread view amongst the councillors we spoke to in 2022 and this year that a disincentive to the recruitment and retention of councillors has been the Government's decision in 2014 to remove the right of councillors to join the local government pension scheme. This was keenly felt by those councillors the Panel heard from. The Panel notes that the rationale behind that decision was unclear and that councillors in Scotland, Wales and Northern Ireland continue to be entitled to a local government pension. The Panel is of the view that this inconsistency should be addressed. Although this issue is beyond the remit of the Panel, the Panel will nevertheless write a letter to the Secretary of State asking the government to look again at this important issue,

## **19.0 Annual uplifts**

- 19.1 The Panel continues to recommend that all allowances should be updated annually in line with the percentage pay award agreed by the National Joint Council (NJC) for Local Government Services staff.
- 19.2 In some years the NJC national pay award is agreed as being in the form of a lump sum for all or the majority of staff or the rate of increase is different at different levels on the NJC pay spine. In such situations a method of deriving an appropriate increase in the Members' basic allowance (so it keeps in line with the staff pay award) is required. To achieve this the panel will have regard to any NJC guidance such as guidance on what any lump sum equates to as an average percentage pay increase, and guidance on the percentage increase to any staff allowances. The Panel will also consider the average (mean) percentage increase to the spinal column points,

but excluding any exceptional increases such as measures to rectify a low pay problem at the lowest level of the pay spine. For illustrative purposes, for April 2023 the figure was 3.88%“

## **20. Review of implementation**

- 20.1 The Panel proposes to convene in the final quarter of 2024 to review how its recommendations have been implemented by boroughs across London and at the same time consider the most recently published ASHE data on median salaries of those working in the Greater London area, as well as any agreed NJC national pay award.

**Mike Cooke**

**Sir Rodney Brooke CBE DL**

**Anne Watts CBE**

**December 2023**

## Appendix A

### THE RECOMMENDED MEMBER ALLOWANCE SCHEME FOR LONDON

**The Basic allowance: £15,960**

#### **Special responsibilities – beyond the basic allowance**

##### **Calculation of special allowances**

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below.

##### **BAND ONE**

The posts that the Panel envisages falling within band one, include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group
- Service spokesperson for first opposition group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums
- Cabinet assistant
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

##### **Remuneration**

The Panel proposes that band one special responsibility allowances should be on a sliding scale of between 5-15% per cent of the Leader's SRA.

This would be made up as follows:

Basic allowance: £15,960

Band One allowance: £3,105 - £9,314

**Total: £19,065 - £25,274**

## **BAND TWO**

The Panel considers that the types of office being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g. planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

### **Remuneration**

The Panel proposes that band two allowances should be on a sliding scale between 25-50 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £15,960

Band two allowances: £15,523 - £31,046

**Total: £31,483 - £47,006**

### **BAND THREE**

The Panel sees this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

#### **Remuneration:**

The Panel proposes that band three allowances should be between 60-75 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £15,960

Band three allowance: £37,255 - £46,569

**Total: £53,215 - £62,529**

### **BAND FOUR**

Leader of the Council

This is often a full-time role, involving a high level of responsibility. It is right that it should be remunerated on a basis which compares with roles with similar levels of responsibility, while still retaining a reflection of the voluntary character of public service.

#### **Remuneration:**

**The Panel proposes that the remuneration package for a council leader under band four of our scheme should be £78,052.**

This is made up as follows:

Basic allowance: £15,960

Band four allowance: £62,092

**Total: £78,052**

## **BAND FIVE**

Directly elected mayor

A directly elected mayor has a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However, the Panel believes that this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. The Panel believes that the distinction is paramount and this should be reflected in the salary level.

### **Remuneration:**

The Panel proposes that a directly elected mayor should receive a remuneration of **£93,575**.

## **Appendix B**

### **A Job Profile for councillors**

In its previous reports, the Panel reflected on the importance of the role of elected members. The 'job profile' for councillors originally included in the Panel's 2010 report is repeated in as the Panel still considers it to be accurate and up to date.

### **On behalf of the community – a job profile for councillors**

#### **Purposes:**

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

#### **Key Tasks:**

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.

6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations including, where required, acting as a liaison between the constituent and the local authority and where appropriate other public service providers.
10. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
11. To participate in the activities of any political group of which the councillor is a member.
12. To undertake necessary training and development programmes as agreed by the authority.
13. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

## Appendix C

The independent panel members

### **Mike Cooke**

Mike Cooke was the Chief Executive of the London Borough of Camden for seven years, where he had also been Director of Housing and Adult Social Care and HR Director. He has extensive experience of partnership working across London including as the Chief Executive Leadership Committee lead on children and chairing the London Safeguarding Children Board. Mike also has worked for seven years in financial services where he developed an expertise in remuneration.

Until November 2020 Mike had been a Non-Executive Director of the Central and North West London NHS Foundation Trust where he was chair of the HR Committee. Mike's current role is the Chair of the North Central London Integrated Health and Care System.

### **Sir Rodney Brooke CBE, DL**

Sir Rodney Brooke has a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities.

He was knighted in 2007 for his contribution to public service.

### **Dr Anne Watts CBE**

Anne Watts has an extensive career in governance, diversity and inclusion spanning commercial, public and voluntary sectors. She has held executive roles for HSBC and Business in the Community and was chair of the Appointments Commission. She has carried out reviews of Government departments and the Army. In addition she has been a member of Government Pay review bodies and Deputy Chair, University of Surrey where she chaired the Remuneration Committee and the new Vet School.

She is a non-exec of Newable (previously Greater London Enterprise) where she chairs the Environmental, Social and Corporate Governance Committee and is a non-exec of Newflex subsidiary. In addition she continues to sit on the Race and Gender Equality Leadership teams for Business in the Community.



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## **Appendix 1**

# **Members' Allowances Scheme**

1. This scheme shall have effect until 31st March 2025. It replaces all former schemes.

## **Basic Allowance**

2. A basic allowance of £11,388 per annum shall be paid to each Councillor.

## **Special Responsibility Allowances and Mayoral Allowances**

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.  
(2) An allowance of £15,449 per annum shall be paid to the Mayor and an allowance of £5,259 per annum shall be paid to the Deputy Mayor.  
(3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

## **Up-rating the Basic and Special Responsibility Allowances**

4. The basic allowance and special responsibility allowances may be up-rated annually in line with an index approved by the London Councils Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2024/25, the indexing arrangements will be reviewed.

## **Travel and Subsistence Allowances**

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Persons on the Governance, Audit, Risk Management and Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

## **Carers' Allowance**

6.
  - (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.
  - (2) The maximum basic rate of pay is £3.00 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
  - (3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
  - (4) Actual costs will be paid on production of an invoice or receipt.
  - (5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
  - (6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
  - (7) The allowance is not to be paid where the carer is a member of the Member's household.
  - (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Governance, Audit, Risk Management and Standards Committee for adjudication.

## **Co-optees' Allowance**

7. A basic allowance of £481 per annum shall be paid to co-optees to formal Council Committees and Independent Persons on the Governance, Audit, Risk Management and Standards Committee.

## **Sickness, maternity and paternity leave**

- 8.1 All Members shall continue to receive their Basic Allowance in full in the case of pregnancy, maternity, paternity and sickness leave.
- 8.2 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in the case of pregnancy, maternity, paternity and sickness leave in the same way that the Council's employees receive such benefits.
- 8.3 Where a Member's pregnancy renders her unable to attend a meeting of the Council for a period of 6 months, a dispensation will be granted in accordance with Section 85 Local Government Act 1972.
- 8.4 If a replacement to cover the period of absence is appointed by Council or the Leader of the Executive (or in the case of party group position, the party group) the replacement will be entitled to claim an SRA.

## **Claims and Payments**

9. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
- (2) Payment shall be made
  - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
  - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

## **Backdating**

10. Any changes made to this scheme during the year may be backdated to 1<sup>st</sup> April 2024 by resolution of the Council when approving the amendment.

## **Pensions**

11. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

## **Renunciation**

12. A person may, by notice in writing given to the Director of Legal and Governance Services, elect to forgo any part of his/her entitlement to an allowance under this scheme.

### Approved duties for Carers' Allowance

- ◆ A meeting of the Executive.
- ◆ A meeting of a committee of the Executive.
- ◆ A meeting of the Authority.
- ◆ A meeting of a Committee or Sub-Committee of the Authority.
- ◆ A meeting of some other body to which the Authority make appointments or nominations.
- ◆ A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- ◆ A meeting which has **both** been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- ◆ A meeting of a Local Authority association of which the Authority is a member.
- ◆ Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- ◆ Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- ◆ Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.



# Schedule 1

## Special Responsibility Allowances (SRAs)

There are 6 bands of SRAs:

<b>Band</b>	<b>Post</b>	<b>SRA - £/annum</b>
<b>1</b>	Chief Whips of the two largest Groups Scrutiny Lead Members Chair of Licensing and General Purposes Committee Portfolio Holder Assistants	<b>£4,382</b>
<b>2</b>	Nominated Member of the party not holding the Chair of the Planning Committee Chair of the Traffic Advisory Panel Chair of Governance, Audit, Risk Management and Standards Committee Chair of the Pension Fund Committee Chair of the Performance and Finance Scrutiny Sub Chair of the Health and Social Care Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub	<b>£6,891</b>
<b>3</b>	Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee Non Executive Members of Cabinet Shadow Cabinet Members (limited to 8)	<b>£9,940</b>
<b>4</b>	Chair of the Overview and Scrutiny Committee Chair of the Planning Committee Deputy Leader of the second largest Group	<b>£13,141</b>
<b>5</b>	Cabinet Members Leader of the Second Largest Group	<b>£24,971</b>
<b>6</b>	Deputy Leader	<b>£35,615</b>
<b>7</b>	Leader of the Council	<b>£45,141</b>

### Note

The Groups are as follows:-

Largest Group = Conservative Group

Minority Group = Labour Group



## Schedule 2

### Claims for Out-Of-Borough Travel and Subsistence Expenses

#### Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
  - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
  - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
  - (c)
    - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
    - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

*that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;*

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
  - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.

- (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
  - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may **not** be claimed include:-
- (a) Political meetings or events.
  - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
  - (c) Meetings of the Governing Bodies of Schools.

**COUNCIL**  
**22 FEBRUARY 2024**

**CABINET**  
**RECOMMENDATION**  
**(15 FEBRUARY 2024)**

**RECOMMENDATION I**

**Corporate Plan 2023 – 2026:  
Review of first year and Flagship  
Actions 2024/25**

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# **Cabinet**

# **Minutes**

## **15 February 2024**

Record of decisions taken at the meeting held on Thursday 15 February 2024.

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton Mina Parmar  
Marilyn Ashton Anjana Patel  
Stephen Greek Pritesh Patel  
Hitesh Karia Norman Stevenson  
Jean Lammiman

**Non-Executive  
Cabinet Member:** Thaya Idaikkadar  
Kanti Rabadia

**In attendance  
(Councillors):** Peymana Assad For Minute 262  
Graham Henson For Minute 262  
Eden Kulig For Minute 263  
David Perry For Minute 260-277

**Apologies  
received:** John Higgins

**Absent:** Harrow Youth Parliament  
Representative

## **Recommended Items**

### **270. Corporate Plan 2023-26: Review of first year and Flagship Actions 2024/25**

**Resolved to RECOMMEND:** (to Council)

That the Corporate Plan and new Flagship Actions for 2024/25 be approved.

**Reason for Recommendation:** To set part of the policy framework for the council.

**COUNCIL  
22 FEBRUARY 2024**

**CABINET  
RECOMMENDATION  
(15 FEBRUARY 2024)**

**RECOMMENDATION I**

**Revenue Budget 2024/25 and  
Medium Term Financial Strategy  
to 2026/27**

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# **Cabinet**

# **Minutes**

## **15 February 2024**

Record of decisions taken at the meeting held on Thursday 15 February 2024.

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Cabinet Member:** Thaya Idaikkadar  
Kanti Rabadia

**In attendance  
(Councillors):** Peymana Assad For Minute 262  
Graham Henson For Minute 262  
Eden Kulig For Minute 263  
David Perry For Minute 260-277

**Apologies  
received:** John Higgins

**Absent:** Harrow Youth Parliament  
Representative

## Recommended Items

### 268. Final Revenue Budget 2024/25 and Medium Term Financial Strategy to 2026/27

**Resolved to RECOMMEND:** (to Council)

That

- (1) the 2024/25 budget be approved to enable the Council Tax for 2024/25 to be set;
- (2) the Model Council Tax Resolution 2024/25 be approved as set out in Appendix 11 of the officer report;
- (3) in accordance with Section 38 (2) of the Local Government Finance Act 1992, the Managing Director be instructed to place a notice in the local press of the amounts set under recommendation 2 above within a period of 21 days following the Council's decision;
- (4) the new council tax premium for empty furnished properties (under section 11C of the Local Government Finance Act 1992) at a premium of 100% from 1 April 2025 (Paragraphs 1.21-1.24 of the officer report) be applied;
- (5) the Medium-Term Financial Strategy be approved (Appendix 2 of the officer report);
- (6) the 2024/25 Annual Pay Policy Statement be approved (Appendix 12 of the officer report).
- (7) the Capital Receipts Flexibility Strategy be approved (Appendix 13 of the officer report).

**RESOLVED:** That

- (1) additional funding be noted, namely Social Care Grant and Funding Guarantee, announced by Government on 24 January 2024 for Local Government at the Final Settlement, which was published on 5 February 2024 (Paragraph 1.05 of the officer report);
- (2) the balanced budget position for 2024/25 and the estimated budget gap of £10.880m and £6.732m for 2025/26 and 2026/27 respectively (Table 2 of the officer report), be noted;
- (3) the intention to increase core Council Tax by 2.99% in 2024/25 (Paragraph 1.17 of the officer report), be noted;
- (4) the intention to increase Council Tax by a further 2% in 2024/25 in respect of the Adult Social Care Precept (Paragraph 1.19 of the officer report) be noted;

- (5) the 2024/25 budgets for Schools and Public Health as set out in Appendices 6 & 7 of the officer report, be noted;
- (6) the proposal to increase funding to Additionally Resourced Mainstream Units by 3.4% (within the High Needs Block) (Paragraph 1.43 of the officer report), be noted;
- (7) the proposal to provide additional funding for pupils with Education, Health and Care Plan (EHCP) in mainstream schools of 7% (Paragraph 1.46 of the officer report), be noted;
- (8) the assumed funding for the protection of social care 2024/25 through the Better Care Fund (Paragraphs 1.58 to 1.61 of the officer report), be noted;

**Reason for Recommendations:** This would ensure that the Council sets a balanced budget for 2024/25.

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**COUNCIL**  
**22 FEBRUARY 2024**

**CABINET**  
**RECOMMENDATION**  
**(15 FEBRUARY 2024)**

**RECOMMENDATION I**

**Treasury Management Strategy  
Statement Including Annual  
Investment Strategy for 2024/25  
and Capital Strategy for 2024/25**

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# **Cabinet**

# **Minutes**

## **15 February 2024**

Record of decisions taken at the meeting held on Thursday 15 February 2024.

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton Mina Parmar  
Marilyn Ashton Anjana Patel  
Stephen Greek Pritesh Patel  
Hitesh Karia Norman Stevenson  
Jean Lammiman

**Non-Executive  
Cabinet Member:** Thaya Idaikkadar  
Kanti Rabadia

**In attendance  
(Councillors):** Peymana Assad For Minute 262  
Graham Henson For Minute 262  
Eden Kulig For Minute 263  
David Perry For Minute 260-277

**Apologies  
received:** John Higgins

**Absent:** Harrow Youth Parliament  
Representative

## Recommended Items

### 269. Treasury Management Strategy Statement including Annual Investment Strategy for 2024/25 and Capital Strategy for 2024/25

**Resolved to RECOMMEND:** (to Council)

That the Treasury Management Strategy Statement for 2024/25 be approved, including:

1. Prudential Indicators for the period 2024/25 to 2026/27
2. Minimum Revenue Provision Policy Statement for 2024/25, (see para 2.20 and Appendix C of the officer report)
3. Annual Investment Strategy for 2024/25 (Appendix F of the officer report)
4. Annual Capital Strategy (Appendix G of the officer report).

**Reason for Recommendation:** This promoted effective financial management relating to the Authority's borrowing and investment powers contained in the Local Government Act 2003, and supported regulations and guidance detailed below:

1. the Local Authorities (Capital Finance and Accounting) Regulations 2003 (as amended),
2. CIPFA Prudential Code (2021) and CIPFA Treasury Management Code of Practice (2021), and accompanying Guidance Notes
3. DLUHC (Previously MHCLG) Investment Guidance (2018) and MRP Guidance (2018).

**COUNCIL**  
**22 FEBRUARY 2024**

**CABINET**  
**RECOMMENDATION**  
**(15 FEBRUARY 2024)**

**RECOMMENDATION I**

**Capital Programme 2024/25 to  
2026/27**

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# **Cabinet**

# **Minutes**

## **15 February 2024**

Record of decisions taken at the meeting held on Thursday 15 February 2024.

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton Mina Parmar  
Marilyn Ashton Anjana Patel  
Stephen Greek Pritesh Patel  
Hitesh Karia Norman Stevenson  
Jean Lammiman

**Non-Executive  
Cabinet Member:** Thaya Idaikkadar  
Kanti Rabadia

**In attendance  
(Councillors):** Peymana Assad For Minute 262  
Graham Henson For Minute 262  
Eden Kulig For Minute 263  
David Perry For Minute 260-277

**Apologies  
received:** John Higgins

**Absent:** Harrow Youth Parliament  
Representative

## **Recommended Items**

### **267. Final Capital Programme 2024/25 to 2026/27**

**Resolved to RECOMMEND:** (to Council)

That the Capital Programme be approved, as detailed within Appendix 1 of the officer report.

**Reason for Recommendation:** This would enable the Council to have an approved Capital Programme for 2024/25 to 2026/27.

**COUNCIL**  
**22 FEBRUARY 2024**

**CALENDAR OF MEETINGS 2024-25**

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## **Report for: Council**

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<b>Date of Meeting:</b>	22 February 2024
<b>Subject:</b>	Calendar of Meetings 2024/25
<b>Responsible Officer:</b>	Jessica Farmer, Interim Director of Legal & Governance Services
<b>Exempt:</b>	No
<b>Wards affected:</b>	All
<b>Enclosures:</b>	Appendix 1 – Calendar of Meetings and Summary

## **Section 1 – Summary and Recommendations**

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This report sets out the proposals for the Council's Calendar of Meetings for the Municipal Year 2024/25.

### **Recommendations:**

Council is requested to approve the Calendar of Meetings for the Municipal Year 2024/25.

## **Section 2 – Report**

### **Introduction**

The Calendar of Meetings provides the framework for the Council's democratic processes.

The draft Calendar for 2024/25 follows the pattern established for 2023/24 where possible, other than those changes which are necessary as a result of public holidays, school terms, and religious festivals.

The Calendar makes no specific allowance for Members' commitments at the annual national party conferences or the Local Government Association General Assembly and Conference.

A draft of the proposed Calendar for the Municipal Year 2024/25 was provided to all Groups in advance of this meeting.

### **Options**

No other options were considered as it is considered prudent to have a programme in place and to follow the pattern of meetings from previous years.

## **Legal Implications**

The functions which are the subject of this report are matters for Council to determine.

## **Financial Implications**

There are no financial implications associated with this report.

## **Risk Management Implications**

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.

**N/A**

The following key risks should be taken into account when agreeing the recommendations in this report:

<b>Risk Description</b>	<b>Mitigations</b>	<b>RAG Status</b>
Meetings not arranged to meet the business and governance requirements of the Council	Consultation with the Leader, Unions and Officers  Special Meetings can be arranged in accordance with the Constitution	Green

## **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out?

No equalities impact assessment has been carried out. However, the Calendar takes account of religious days and, where possible, no meetings are held on those days and all Members were consulted on their observance of religious festivals.

### **Council Priorities**

The publication of a transparent Calendar of Meetings in relation to decision making at committees provides clear information on opportunities that are available to attend and listen to debates and to participate through the avenues of Petitions, Public Questions and Deputations.

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Sharon Daniels**

Signed by the Chief Financial Officer

**Date: 15 February 2024**

**Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 15 February 2024**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Vishal Seegoolam, Democratic, Electoral & Registration Services Manager [vishal.seegoolam@harrow.gov.uk](mailto:vishal.seegoolam@harrow.gov.uk)

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LONDON BOROUGH OF  
**HARROW**

# **Calendar of Meetings**

**1 May 2024 - 31 May 2025**



# May 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2  GLA / London Mayoral Elections	3	4
5	6  Public Holiday	7	8  VE Day	9  Conservative Group Meeting  Ascension Day	10	11
12	13	14  Labour Group Meeting	15	16 Annual Council Licensing & General Purposes Committee (Special) Overview & Scrutiny Committee (Special)	17	18
19  Pentecost	20  Group Meetings  Whit Monday	21 Cabinet	22 Planning Committee	23	24	25
26  Trinity Sunday	27  Public Holiday	28	29	30  Corpus Christi	31	
Half Term						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# June 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	<b>3</b>  Member Training	<b>4</b> Overview & Scrutiny Committee	<b>5</b> Employees' Consultative Forum	<b>6</b>  Trading Standards Joint Advisory Board	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> Pension Fund Committee	<b>11</b>  Eve of Shavuot	<b>12</b>  Shavuot - First Day	<b>13</b>  Shavuot - Second Day	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>  Eid-al-Adha	<b>18</b> Health & Social Care Scrutiny Sub-Committee	<b>19</b> Corporate Parenting Panel	<b>20</b>  Conservative Group Meeting	<b>21</b>  West London Waste Authority (+ Audit)	<b>22</b>
<b>23</b>	<b>24</b>  Labour Group Meeting	<b>25</b> SACRE	<b>26</b> Planning Committee	<b>27</b> Cabinet	<b>28</b>	<b>29</b>  St Peter & St Paul's Day
<b>30</b>						

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# July 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>  Member Training	<b>2</b>  LGA General Assembly (2 – 4 July 2024)	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>  Muharram	<b>9</b> Overview & Scrutiny Committee (Leader & CE Q&A) (Special – Committee Procedure Rules 43 & 44)	<b>10</b> Traffic & Road Safety Advisory Panel	<b>11</b> Pension Board	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Governance, Audit, Risk Management & Standards Committee  VJ Day	<b>16</b>  Ashura	<b>17</b> Planning Policy Advisory Panel	<b>18</b> 10.00 am Health & Wellbeing Board  Conservative Group Meeting	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>  Labour Group Meeting	<b>23</b> Performance & Finance Scrutiny Sub-Committee	<b>24</b> Planning Committee  School term ends	<b>25</b> Cabinet	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# August 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 Tisha B'av	14 Portfolio Holder Decision Meeting (Provisional) (for any Urgent Key Decisions)	15 Assumption	16	17
18	19	20	21	22	23	24
25	26 Public Holiday Janmashtami	27	28	29	30	31 Jain Paryushan

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# September 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>  School term starts	<b>3</b>  Member Training	<b>4</b> Planning Committee	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Pension Fund Committee	<b>10</b> Overview & Scrutiny Committee	<b>11</b>  Harrow's Heroes	<b>12</b> 10.00 am Health & Wellbeing Board  Group Meetings	<b>13</b>	<b>14</b>
<b>15</b>  Battle of Britain Day	<b>16</b>  Milad Un Nabi	<b>17</b> Cabinet	<b>18</b> SACRE	<b>19</b>	<b>20</b>  West London Waste Authority	<b>21</b>
<b>22</b>  Note: Labour Party Annual Conference 22-25 Sep	<b>23</b>  Group Meetings	<b>24</b> Governance, Audit, Risk Management & Standards Committee	<b>25</b> Planning Committee	<b>26</b> Council	<b>27</b>	<b>28</b>
<b>29</b>  Note: Conservative Party Annual Conference 29 Sep – 2 Oct	<b>30</b> Planning Policy Advisory Panel					

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# October 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			Eve of Rosh Hashanah	Navaratri (3-12 Oct) Rosh Hashanah – First Day	Rosh Hashanah – Second Day	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
				Group Meetings	Eve of Yom Kippur	Navaratri ends Yom Kippur
<b>13</b>	<b>14</b> Corporate Parenting Panel	<b>15</b> Cabinet	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
			Eve of Sukkot	Sukkot – First Day	Sukkot – Second Day	
<b>20</b>	<b>21</b>	<b>22</b> Traffic & Road Safety Advisory Panel	<b>23</b>	<b>24</b> Planning Committee	<b>25</b>	<b>26</b>
	Member Training		Sukkot – Last Day			
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Pension Board		
	Half Term					

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# November 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1  All Saints' Day Diwali Half Term	2
3	4 Pension Fund Committee	5 Overview & Scrutiny Committee	6  Trading Standards Joint Advisory Board	7 10.00 am Health & Wellbeing Board  Conservative Group Meeting	8	9
10  Remembrance Day	11  Labour Group Meeting Armistice Day	12 Planning Policy Advisory Panel	13	14 Cabinet	15	16
17	18  Member Training	19	20 Planning Committee	21	22	23
24	25  Group Meetings	26 Governance, Audit, Risk Management & Standards Committee	27	28 Council	29	30  St Andrew's Day

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# December 2024

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>  Advent Sunday	<b>2</b>	<b>3</b>	<b>4</b> SACRE	<b>5</b>	<b>6</b>  West London Waste Authority	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> Health & Social Care Scrutiny Sub-Committee	<b>11</b>	<b>12</b> Pension Board	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>  Group Meetings	<b>17</b> Cabinet	<b>18</b> Planning Committee	<b>19</b> Performance & Finance Scrutiny Sub-Committee	<b>20</b>  School Term ends	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>  Eve of Hanukkah  Christmas Day Public Holiday	<b>26</b>  Hanukkah – First Day  Boxing Day Public Holiday	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# January 2025

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> New Year's Day Public Holiday	<b>2</b> Hanukkah – Last Day	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> School Term starts	<b>7</b> Overview & Scrutiny Committee (Leader & CE Q&A) (Special – Committee Procedure Rules 43 & 44)	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> Corporate Parenting Panel	<b>14</b> Tamil Thai Pongal	<b>15</b> Planning Committee	<b>16</b> 10.00 am Health & Wellbeing Board	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Member Training	<b>21</b>	<b>22</b> Employees' Consultative Forum	<b>23</b> Labour Group Meeting	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Holocaust Memorial Day	<b>28</b> Conservative Group Meeting	<b>29</b> Chinese New Year	<b>30</b> Cabinet	<b>31</b>	

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

# February 2025

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Governance, Audit, Risk Management & Standards Committee	11  Member Training	12 Planning Committee	13  Tu B'Shevat	14	15
16	17  Group Meetings	18 Overview & Scrutiny Committee	19 Traffic & Road Safety Advisory Panel	20 Cabinet	21	22
Half Term						
23	24  Group Meetings	25 Planning Policy Advisory Panel	26  Maha Shivaratri	27 Council (Council Tax)	28	

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# March 2025

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
						<b>1</b>  St David's Day  Ramadan starts (Tentative)																																																																																																		
<b>2</b>	<b>3</b> Pension Fund Committee	<b>4</b> Health & Social Care Scrutiny Sub-Committee	<b>5</b> SACRE	<b>6</b>  Conservative Group Meeting	<b>7</b>	<b>8</b>																																																																																																		
<b>9</b>	<b>10</b>  Labour Group Meeting	<b>11</b> Performance & Finance Scrutiny Sub-Committee	<b>12</b> Planning Committee	<b>13</b> Cabinet	<b>14</b>  Holi  Purim	<b>15</b>																																																																																																		
<b>16</b>	<b>17</b>  St Patrick's Day	<b>18</b> Planning Policy Advisory Panel	<b>19</b>  Trading Standards Joint Advisory Board	<b>20</b> Pension Board	<b>21</b>	<b>22</b>																																																																																																		
<b>23</b>	<b>24</b> Corporate Parenting Panel	<b>25</b>  Member Training	<b>26</b>	<b>27</b> 10.00 am Health & Wellbeing Board	<b>28</b>	<b>29</b>																																																																																																		
<b>30</b>	<b>31</b>  Eid-al-Fitr (Tentative)	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">February 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> </tr> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td></td> </tr> </tbody> </table> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">April 2025</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> </tr> <tr> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					February 2025							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		April 2025							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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# April 2025

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	<b>2</b> Governance, Audit, Risk Management & Standards Committee	<b>3</b>	<b>4</b>	<b>5</b>
				Conservative Group Meeting	School term ends	
<b>6</b>	<b>7</b>	<b>8</b> Overview and Scrutiny Committee	<b>9</b>	<b>10</b> Cabinet	<b>11</b>	<b>12</b>
Rama Navami	Labour Group Meeting			Mahavir Jayanti		Eve of Passover
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Planning Committee	<b>17</b>	<b>18</b>	<b>19</b>
Palm Sunday	Vaisakhi				Eve of Seventh Day of Passover	
Passover – First Day	Passover - Second Day	Passover - Third Day		Maundy Thursday	Good Friday Public Holiday	Passover – Seventh Day
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Passover – Eighth Day	Easter Monday					
Easter Sunday	Public Holiday	School term starts	St George's Day			
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
	Member Training					

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# May 2025

## Calendar 2024-25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5  Public Holiday	6	7	8  Conservative Group Meeting  VE Day	9	10
11	12  Labour Group Meeting	13	14	15 Annual Council Licensing & General Purposes Committee (Special) Overview & Scrutiny Committee (Special)	16	17
18	19  Group Meetings	20 Cabinet	21 Planning Committee	22	23	24
25	26  Public Holiday	27	28	29  Ascension Day	30	31
Half Term						

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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## Committee Calendar Summary 2024/25

Meeting	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Council</b>	16/5	26/9, 28/11	27/2	15/5
<b>Cabinet</b>	21/5, 27/6, 25/7	17/9, 15/10, 14/11	17/12, 30/1, 20/2	13/3, 10/4, 20/5
<b>Advisory Panels:</b>				
Corporate Parenting	19/6	14/10	13/1	24/3
Planning Policy	17/7	30/9, 12/11	25/2	18/3
Traffic and Road Safety	10/7	22/10	19/2	
<b>Consultative Forums:</b>				
Employees'	5/6		22/1	
<b>Governance, Audit, Risk Management And Standards Committee</b>	15/7	24/9	26/11, 10/2	2/4
<b>Health and Wellbeing Board</b>	18/7	12/9, 7/11	16/1	27/3
<b>Licensing and General Purposes Committee</b>	16/5 (Sp)	-	-	15/5 (Sp)
<b>Licensing &amp; General Purposes Subsidiary Bodies:</b>				
Chief Officers' Employment	AD HOC			
Licensing	AD HOC			
Personnel Appeals	AD HOC			

<b>Meeting</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>Overview &amp; Scrutiny Committee</b>	16/5 (Sp), 4/6, 9/7 (Sp)	10/9, 5/11	7/1 (Sp), 18/2	8/4, 15/5 (Sp)
<b>Scrutiny Sub-Committees:</b>				
Health and Social Care	18/6	10/12	-	4/3
Performance and Finance	23/7	19/12	-	11/3
Call-In	AD HOC			
Call-In (Education)	AD HOC			
<b>Pension Board</b>	11/7	31/10	12/12	20/3
<b>Pension Fund Committee</b>	10/6	9/9	4/11	3/3
<b>Planning Committee</b>	22/5, 26/6, 24/7	4/9, 25/9, 24/10, 20/11	18/12, 15/1, 12/2	12/3, 16/4, 21/5
<b>Portfolio Holder Decision Meeting</b>	14/8 (provisional)			
<b>Standing Advisory Council for Religious Education</b>	25/6	18/9	4/12	5/3
<b>Other Meetings:</b>				
<b>Group Meetings:</b>				
Council	9/5(C)/14/5(L)	23/9, 25/11	24/2	8/5(C)/12/5(L)
Cabinet	20/5, 20/6(C)/ 24/6(L), 18/7(C)/ 22/7(L)	12/9, 10/10, 7/11(C)/11/11(L)	16/12, 23/1(L)/ 28/1(C), 17/2	6/3(C)/10/3(L) 3/4(C)/7/4(L), 19/5
<b>Member Training</b>	3/6, 1/7	3/9, 21/10, 18/11	20/1, 11/2	25/3, 28/4
<b>Trading Standards Joint Advisory Board</b>	6/6	6/11	-	19/3
<b>West London Waste Authority</b>	21/6 (+ Audit)	20/9	6/12	-