

# Extract from the Council's Constitution

## Part 6 - Members' Allowances Scheme

The Council of the London Borough of Newham in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 and the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 hereby makes the following scheme:

1. This scheme may be cited as the Newham Council Members' Allowances Scheme. All parts of the scheme shall have effect from the 1 April, 2007.

The scheme will remain in force until revoked or amended by the Council. This scheme revokes in its entirety the previous scheme made on the 8 December 2003 (as amended).

2. In this scheme,

"**Councillor**" means a member of the council of the London Borough of Newham who is a Councillor:

"**Mayor**" means a member of the council of the London Borough of Newham who has been directly elected as Mayor:

References to "**Member**" means both the Mayor and Councillors

"**Co-opted Member**" means a non-elected Member of a Committee, Sub-Committee or Commission

"**year**" means the 12 months ending with 31st March.

### **Basic Allowance**

3. Subject to paragraph 10, for each year a basic allowance of £10,829\* shall be paid to each Councillor with the exception of the Mayor. The basic allowance covers all intra-borough travel and subsistence costs and incidental costs such as the use of a Members home including telephone rental costs.

*\*Allowance amount as at 1 April 2010*

### **Special Responsibility Allowances**

4. (1) For each year a Special Responsibility Allowance shall be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.
- (2) Schedule 1 specifies four special responsibility bands. Bands 1 to 3 have a lower and higher level of payment. Band 4 has three levels of payment. Subject to Section 10, the amount of allowance to be paid to each Member holding a special responsibility shall be as specified in Schedule 1 or determined by reference to the Job Profile and the portfolio using the method set out in Schedule 1.

- (3) Subject to (4) below, if a Member is appointed to more than one position attracting a Special Responsibility Allowance, s/he may only receive one Special Responsibility Allowance and this will be at the higher level.
- (4) Subject to (5) below, a Member representing the Council on the external bodies listed in Schedule 1 and holding the position shown will be entitled to the allowance indicated in addition to any other special responsibility allowance permitted under this scheme.
- (5) If a Member is also a Member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.

#### **Co-opted Members' Allowances**

5. (1) For each year a Co-opted Members' Allowance shall be paid to those Co-opted Members who are appointed to either the Overview and Scrutiny Committee or its Commissions (Sub-Committees) or the Standards Committee.
- (2) Subject to paragraph 10, the amount of each such allowance shall be the amount specified in Schedule 2.

#### **Travel and Subsistence Allowances**

6. (1) A Travel and Subsistence Allowance shall be paid in accordance with Schedule 3 to this scheme to those Members or Co-opted Members who necessarily incur such expenses in carrying out their duties as a Member or Co-opted Member.
- (2) Travel and Subsistence Allowances will not be paid to Members for intra-borough duties as these costs are reflected in the basic allowance unless the Member foregoes the whole of their basic allowance.
- (3) Co-opted Members may claim a travel allowance to attend meetings in the borough.

#### **Childcare and Dependant Carers' Allowances**

7. (1) An allowance shall be paid to those Members or Co-opted Members who necessarily incur such expenses for arranging for the care of their children or dependants to enable them to undertake any of the activities specified in Schedule 4 to this scheme.
- (2) The level of allowance will be set at of £7.27 \* up to 10pm and £9.70\* after 10pm for each hour of care, irrespective of the number of people cared for.  
*\*Payable from the 1 April 2008*

#### **Financial Limits**

8. The Chief Executive, will arrange for the budget for Members Allowances to be monitored to ensure that budgetary issues are reported to Members.

#### **Foregoing Allowances**

9. A Member or Co-opted Member may by notice in writing given to the Chief Executive elect to forego any part of his or her entitlement to an allowance under

this scheme. Any Member foregoing the whole of their basic allowance is entitled to claim intra-borough travel costs and subsistence expenses and telephone rental costs up to the maximum of their basic allowance in any one year.

### **Part-year entitlements**

10. If a Member or Co-opted Member becomes entitled to any allowance mid way through the year, s/he is entitled to the relevant proportion of that allowance from the date of entitlement.

### **Claims and Payments**

11.
  - (1) Payments in respect of basic, special responsibility and Co-opted Members' allowance shall be made in instalments of one-twelfth of the amount specified in this scheme on the 15th day of each month. Payments in respect of Travel, Subsistence and Childcare and Dependant Carers' Allowances shall be made to the Member or Co-opted Member on receipt of a claim form signed by the Member or Co-opted Member.
  - (2) A time limit of six months shall be set for all claims made for reimbursement under this scheme and claims received more than six months after expenditure was incurred will not be reimbursed.
  - (3) Any Member who falls sick or takes paternity or maternity leave may continue to receive any special responsibility allowance even though it maybe necessary for a temporary replacement during their absence. Whether it is appropriate to continue to pay the special responsibility allowance shall be reviewed by the Council after 6 months absence (at which time the Council will be receiving a report concerning any proposal to give dispensation on attendance at meetings in any event).

### **Increases in Allowances**

12. Special Responsibility, Dependent Carers', Travel and Subsistence and Co-opted Member Allowances are to be updated each year on 1<sup>st</sup> April by the average % increase in the Local Government Pay Settlement. The amounts so calculated are to be rounded up to be divisible by 12. Such increases shall last for a maximum four years (30<sup>th</sup> April, 2011) and shall then be subject to review.

### **Withholding Allowances**

13. Allowances may be withdrawn in whole or in part in the event of a Member or Co-opted Member being suspended or partially suspended. The decision to withhold an allowance will be made by the Standards Committee who have absolute discretion to determine the matter having considered the circumstances of the full or partial suspension of the Member or Co-opted Member. The allowances to which this section refers will be Basic, Special Responsibility, Travel and Subsistence Allowances but not Dependent Carers' Allowance.

### **Pensions**

14.
  - (1) The Mayor and all Councillors will, if they are under the age of 75, be eligible to join the Local Government Pension Scheme without satisfying any period of qualification.
  - (2) Both basic and special responsibility allowances will be treated as amounts to be pensionable.

### **Publicity/Accountability**

15. (1) Each year the Council shall make and publish by notice its Member Allowance Scheme in at least one local newspaper.
- (2) The Council shall also, as soon as reasonably practicable after the end of the year, make arrangements for publication of the total sum payable to all Members and Co-opted Members in respect of basic, special responsibility allowance, travel/subsistence, Co-opted and Dependent Carers Allowances. Such publication shall also be placed on the Council's website.
- (3) Annually, a report shall be prepared for Council and available for public inspection setting out the work and responsibilities undertaken by those in receipt of any special responsibility allowance for the previous year.

### **Amendments to this Scheme**

16. Where an amendment to this scheme results in an increase in any allowance, payment of it may, if the Council resolution effecting the amendment so provides, be backdated for a specified period (which may vary for different amendments), not extending beyond the beginning of the year to which the scheme applies.

## SCHEDULE 1

### Special Responsibility Allowances Elected Members

1. The Mayor will be paid a special responsibility allowance of £78,844 \*. The Mayor's allowance covers all intra-borough travel and subsistence costs and incidental costs such as home telephone rental costs. This shall be payable to the Deputy Mayor in the event that the Mayor is incapacitated and as a result the Deputy Mayor is required to take on the full roles and responsibilities of the Mayor.

*\*Allowance amount as at 1 April 2010*

2. The Councillor appointed by the Mayor to the position of Deputy Mayor will be paid a special responsibility allowance of £44,241 \*. The Deputy Mayor will be entitled to the basic allowance paid to all Councillors. No additional allowances will be paid to the Deputy Mayor in respect of any specific portfolios allocated by the Mayor from time to time. In the event that the Mayor appoints a Deputy Mayor for a shorter period and with partial duties they shall receive an enhancement to their Cabinet Member Special Responsibility Allowance equivalent to £4,000 per annum (pro rata).

*\*Allowance amount as at 1 April 2010*

3. The level of special responsibility allowance paid to other Members will either be as specified in this schedule or in the case of appointments made by the Mayor by reference to an evaluation of the Job Profile and Portfolio held. All special responsibility allowances paid will relate to a common table as set out below:

Band	Points Range	SRA £*
1A	0 – 25	£3,621
1B	26 – 50	£5,176
2A	51 – 75	£7,761
2B	76 – 100	£10,347
3A	101 – 150	£14,488
3B	151 – 200	£18,624
4A	201 – 250	£22,765
4B	251 – 300	£26,901
4C	301 and above	£31,042

*\*Allowance amount as at 1 April 2010*

4. **Appointments made by the Mayor** – The Mayor makes four levels of appointment – Cabinet Member, Executive Advisers, Deputy Executive Advisers and Lead Community Councillors. Each appointee will receive a basic special responsibility allowance which will be enhanced by the number of days the appointee is required to work to deliver the portfolio. The allowance to be paid will be determined by the number of points awarded to each portfolio. Each appointment will receive a basic points allowance in accordance with the following table:

Position	Points	Band	Amount*
Community Lead Councillor	25	1A	£3,621
Deputy Executive Adviser	50	1B	£5,176
Executive Adviser and cabinet Member	100	2B	£10,347

*\*Allowance amount as at 1 April 2010*

5. The portfolio indicates the number of days required to deliver the portfolio and for each day 50 points will be added. (For example, a Community Lead Councillor with 1 day added would be allocated 75 points and would receive an allowance at Band 2A; an Executive Adviser with 4 days added would be allocated 300 points and would receive an allowance at Band 4B.)
6. To ensure that there is an independent assessment, the proposals in respect of each portfolio will be evaluated by an officer panel comprising the Executive Director, Resources (or their nominee), the Head of Human Resources (or their nominee), an officer from Democratic Services and an officer from the Mayor's Office.
7. The results of the evaluation of each post shall, subject to budget provision, be implemented and reported to the next available meeting of the Council for information. Details will be published on the Council's website and updated as appropriate.
8. **Chairs of Committees** - The holders of the following positions will receive the special responsibility allowance stated in the table below:

Band	Office Held	SRA £*
4A	Chair of Overview and Scrutiny Committee	£22,765
3A	Chair of Development Control Committee	£14,488
3A	Chair of a Scrutiny Commission	£14,488
2A	Chair of Council	£7,761
1B	Chair of Licensing (2003 Act) Committee	£5,176
1B	Chair of Licensing Sub-Committee (2003 Act)	£5,176
1B	Chair of Licensing Committee (other functions)	£5,176
1B	Chair of Investment and Accounts Committee	£5,176

*\*Allowance amount as at 1 April 2010*

9. **Political Office Holders** - The holders of the following positions will receive the special responsibility allowance stated in the table below:

Band	Office Held	SRA £*
1A	Leader of the Largest Opposition Group	£3,621
1A	Majority Group Chief Whip	£3,621
1A	Majority Group Secretary	£3,621

*\*Allowance amount as at 1 April 2008*

Where the members of the council are divided into more than two political groups, and the second and third largest political groups are of equal size, the leaders of both those groups shall receive a Band 1A allowance.

10. **Representatives on External Bodies** – The holders of the following positions on external organisations will receive the following allowances in addition to any other special responsibility allowance they may receive unless the organisation has their own allowance scheme in which case no allowance under the Newham scheme will be paid:

External Body	Special Responsibility Allowance*
East London Waste Authority	£1,035
Association Public Service Excellence	£1,035

*\*Allowance amount as at 1 April 2008*

## SCHEDULE 2

### Co-opted Members (Standing Appointments)

1. The following allowances will be payable to Co-opted Members holding the positions specified:

<b>Committee/Sub-Committee/Commission</b>	<b>Annual Allowance</b>
Overview and Scrutiny Committee	£497 *
Children and Young People Scrutiny Commission	£497 *
Other Scrutiny Commissions	£497 *
Standards Committee	£800 *
Chair of Standards Committee	£1,200 *

*\*Allowance amount as at 1 April 2010*

### Persons serving on school admission panels

2. Persons who are not members of the Council serving on school admission and appeal panels may be paid at a rate of £45\* per day for Chairs and £35\* for other panel members (or part thereof) as compensation for any financial loss.

The day rate will be reviewed on the 1 April each year and updated on the same basis as other payments made under this scheme.

*\*Allowance amount as at 1 April 2010*

### Persons serving on school exclusion appeals

3. Persons who are not members of the Council serving on school exclusion appeal panels may be paid at a rate of £42\* per day (or part thereof) as compensation for any financial loss.

The day rate will be reviewed on the 1 April each year and updated on the same basis as other payments made under this scheme. The arrangements for reimbursement of travel, subsistence and carers costs that apply to co-opted members will also apply to persons serving on school exclusion appeal panels.

*\*Allowance amount as at 1 April 2010*

## SCHEDULE 3

### Travel and Subsistence Allowances

#### 1. What travel or subsistence is eligible for reimbursement?

The basic allowance paid to all Members (but not the Co-opted Members allowance) includes all costs relating to in-borough activity. Therefore, the Council will not refund any travelling expenses (by whatever means) or subsistence expenses to carry out any duty or responsibility as a Member within the borough. However, any Member foregoing the whole of their basic allowance is entitled to claim intra-borough travel costs and subsistence expenses up to the maximum of their basic allowance in any one year. In limited circumstances, Members may claim the reimbursement of in-borough use of Taxis and the circumstances in which this could apply are explained in the table in section 3 below.

The Council may only reimburse travel and subsistence costs for approved duties. An 'Approved Duty' may be interpreted to include any duty approved by the Council for the purpose of, or in connection with, the discharge of any function of the Council or any of its committees or the Executive. Under Newham's Scheme, this would include the following

- A. Attendance at a meeting of a joint committee or outside body as the Council's representative either appointed by the Mayor, the Council or a Committee
- B. Attendance as part of a deputation authorised by the Mayor, the Council or a Committee
- C. Attendance as a representative of the Council at conferences and seminars approved by the Mayor and the Chief Executive or their representatives (including training events)
- D. Attendance at meetings of the Secure Accommodation Review Panel held outside the borough.
- E. Attendance at a meeting of any association of authorities of which the authority is a member.

#### 2. What can be claimed?

**Travel** – The Council expects that public transport should be the first option. Where a Member chooses to use another form of transport, the amount claimed may **not** exceed the public transport ordinary second class fare unless no public transport is reasonably available or in cases of urgency.

**Subsistence** – This allowance is based on the principle that expenditure on meals/accommodation **has** been incurred. Members will be reimbursed the actual expenditure incurred up to the maximum rates set out in the scheme. All claims must be supported by receipts or third party documentation.

#### 3. Travel Allowances

The level of travel reimbursement will depend on the mode of travel as follows:

<b>Mode of Travel</b>	<b>Allowance Available</b>
<b>1. Public Transport</b>	The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare.
<b>2. A vehicle owned by a Member</b>	<p>The mileage rates for travel by a member's own vehicle will be the same as the Officers scheme and will cover the following types of vehicle:</p> <p>Motor Car  Motor Cycle  Electrically powered vehicle  Bicycle</p>
<b>3. Self Drive Hired Vehicle</b>	The costs of hire will not be reimbursed unless no public transport is reasonably available or in cases of urgency where the saving in time can justify cost. This must be agreed in advance. The appropriate mileage rate for the type of vehicle hired will be reimbursed.
<b>4. Taxi/Mini-cabs</b>	<p>The use of taxis or mini-cabs should be kept to a minimum. They should only be used when public transport operations in the area visited are unknown or not reasonably available or in cases of urgency. In these cases, the actual fare will be reimbursed.</p> <p>Where public transport is reasonably available but the Member chooses to use a taxi or mini-cab, reimbursement will be limited to the public transport ordinary second class fare.</p> <p>In limited circumstances, a Member may be reimbursed for the cost of a taxi within the borough. Travel from home to Council offices (or vice versa) is excluded from this arrangement. The limited circumstances are:</p> <ul style="list-style-type: none"> <li>◆ If there is insufficient time available for a Member to travel from one approved duty to another in the borough and the use of other forms of transport would result in the Member arriving late to the second approved duty; and</li> <li>◆ For reasons of safety</li> </ul> <p>In either of these circumstances, a taxi may be used and the cost of the taxi fare may be reimbursed subject to a receipt being presented with the claim form.</p>
<b>5. Air Travel</b>	The rate of travel by air shall not exceed the rate applicable to travel by ordinary public transport together with any saving in subsistence allowance consequent on travel by air. If the saving in time is so substantial as to justify payment of the fare for travel by air, the fare actually paid by the member shall be reimbursed.

#### 4. Subsistence Allowances

The basic criteria for the payment of a subsistence allowance are that a Member should be fairly compensated for any additional expenditure incurred when they are carrying out an 'approved duty'. Subsistence covers meals, accommodation and general out of pocket expenses. The allowance is based on the principle that expenditure has been incurred and claims are supported by receipts or third party documentation. Members will be reimbursed the actual expenditure incurred up to the maximum rates set out below:

Type of Expenditure	Available Allowance and Eligibility Criteria
<b>Out of Pocket Expenses (Meals)</b>	Reasonable out of pocket expenses to cover all meals taken whilst on approved duties. The level of reimbursement will be the actual cost of the meals (excluding alcohol) up to a maximum daily rate of £28.99 *. Out of pocket expenses will not be paid where time spent on the approved duty is less than 4 hours.
<b>Overnight absence (Accommodation)</b>	Reasonable out of pocket expenses to cover hotel costs whilst on approved duties. The level of reimbursement will be the actual cost of the hotel accommodation to a maximum rate of £116.15 * per night. This upper limit may be relaxed if the average cost of available hotel accommodation operating in the area is higher. Where the Member is part of a Council delegation staying in the same hotel, the actual cost of the accommodation will be reimbursed. Accommodation costs will not be paid where time spent on the approved duty is less than 15 hours unless return travel to home is not available or unreasonable.

*\*Allowance amount as at 1 April 2010*

#### 5. Making Claims

The process for making claims is set out in the Member Allowance Guidance Booklet and on the claim form. The procedure is determined by the Chief Executive and Executive Director – Resources and may be varied from time to time to have regard to audit advice and good financial practice. Claims must be made within 6 months.

## **SCHEDULE 4**

### **Childcare and Dependant Carers' Allowances**

The duties for which these allowances are payable include:

- 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 any other body to which the authority makes appointments or nominations, or
- A meeting of a committee or sub-committee of any other body to which the authority makes 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 standing order made under section 135 of the Local Government Act 1972 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 5**

### **Job Profiles**

#### **1. Job Profile - Councillor**

##### **Basic Allowance**

##### **Job Purpose:**

To participate in the good governance of the area

To represent effectively the interests of the ward and

To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.

##### **Key Accountabilities:**

1. To fulfil the statutory and locally 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/Assembly (e.g. setting budget, overall priorities, strategy). To attend all meetings of full council.
2. To participate effectively as a member of any committee or panel which the Councillor is appointed, included related responsibilities for the services falling with the committee's/panel's terms of reference, human resource issues, staff appointments, and liaison with other public bodies to promote better understanding and partnership working.
3. To regularly attend and participate at Community Forum meetings and events.
4. To attend and participate in all Influential Councillor consultation meetings.
5. To ensure that information received from council officers for consultation is disseminated to all ward colleagues.
6. To work with the relevant Lead Member and colleagues to (a) consult with the community and (b) participate in the area and service based consultative processes and resolve local issues where appropriate.
7. To effectively represent the interests of their ward and their constituents through a thorough knowledge of the locality.
8. To be aware of local meetings, such as Tenant and Resident Associations, and arrange attendance where needed.
9. To represent the authority to the community, and the community to the authority through the various forums available.
10. To participate in the activities of an outside body, to which the Councillor is appointed, proving two-way communication between the organisations. Also 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.

11. To participate in the scrutiny or performance review of the services of the authority including, the scrutiny of policies and budget, and their effectiveness to achieving the strategic objectives of the authority.
12. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, constraints, and to develop good working relations with relevant officers of the authority
13. To actively participate in casework or member surgeries to address your constituents' problems effectively.
14. 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.
15. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
16. To participate in the activities of any political group of which the Councillor is a member.
17. To participate in any member development activities organised by the authority to improve your activities as an effective Councillor.

## **2. Job Profile - Political Posts**

- (a) Majority Group Secretary**
- (b) Majority Group Chief Whip**
- (c) Leader of largest Opposition Group**

### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative, together with any one or more of the following additional functions:
2. To act as Group Secretary of the Majority Group on the Council.
3. To act as the Chief Whip assisting the business of the Council through the work of the Majority Group.
4. To lead the largest Opposition Group on the Council.

### **Key Accountabilities:**

***In addition to carrying out the functions set out in the job description for a Councillor:***

#### **Majority Group Secretary**

1. To undertake such duties for the Majority Group on the Council as are required in the administration of the Group's business.

### **Majority Group Chief Whip**

1. To facilitate the business of the Council on behalf of the Majority Group by coordinating the timing of decision-making, resolving scheduling problems, liaising with officers and other political groups as appropriate.

### **Leader of largest Opposition Group**

1. To lead of the largest opposition group
2. To lead the formal Opposition on the Council
3. To act as spokesperson for the largest opposition group in terms of political scrutiny of the Mayor's administration of the authority.
4. To co-ordinate the participation of the largest Opposition Group in the business of the Council's committees by organising that Group's members, liaising with officers and other political groups as appropriate.

## **3. Job Profile - Chair of the Development Control Committee**

### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To take responsibility for and to lead on the development control function of the Council
3. To chair the Development Control Committee.

### **Key Accountabilities:**

### **In addition to carrying out the functions set out in the job description for a Councillor:**

1. To take responsibility for and to lead on the development control function of the Council and to Chair the Development Control Committee
2. To develop a clear understanding of the terms of reference of the committee, the scope and range of the development control function
3. To provide strong, fair leadership and clear political guidance to members and officers.
4. To ensure the delivery of best value, continuous improvement and implementation of best practice.
5. To attend all Development Control Committee meetings.
6. To be responsible for liaison with chief officers responsible for services that fall under the committee's terms of reference.

#### **4. Job Profile - Chair of Licensing Committee (existing functions)**

##### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative and to lead the work of the Licensing Committee.

##### **Key Accountabilities:**

##### ***In addition to carrying out the functions set out in the job description for a Councillor:***

1. To lead the work of the Licensing Committee.
2. To Chair the Committee, including:
  - (a) working with officers to determine a programme of work, of performance reviews and or of reporting to the parent committee; and
  - (b) representing the function within and outside the authority as necessary to enable it to deliver its objectives within budget and in a cost-effective way.
3. To attend all Licensing Committee meetings.

#### **5. Job Profile - Chair of the Licensing (2003 Act) Committee**

##### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To take responsibility for and to lead on those licensing functions of the Council which fall within the remit of the Licensing Act 2003.
3. To chair the Licensing Committee.

##### **Key Accountabilities:**

##### ***In addition to carrying out the functions set out in the job description for a Councillor:***

1. To take responsibility for and to lead on the licensing function of the Council which falls within the remit of the Licensing Act 2003 and to Chair of the Licensing Committee
2. To develop a clear understanding of the terms of reference of the committee, the scope and range of the licensing function within the remit of the Licensing Act 2003.
3. To provide strong, fair leadership and clear political guidance to members and officers.
4. To represent the function within and outside the authority as necessary to enable it to deliver its objectives in a cost-effective way

5. To review, challenge and question implementation of agreed policy and service delivery and to make recommendations to the Council to improve policy, performance and service delivery.
6. To ensure the delivery of best value, continuous improvement and implementation of best practice.
7. To attend all Licensing Committee meetings
8. To be responsible for liaison with chief officers responsible for services that fall under the committee's terms of reference.

## **6. Job Profile - Chair of a Licensing Sub-Committee (Licensing Act 2003)**

### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To chair meetings of a Licensing Sub-Committee, as and when required.

### **Key Accountabilities:**

#### ***In addition to carrying out the functions set out in the job description for a Councillor:***

1. To develop a clear understanding of the terms of reference of the Sub-Committee, the scope and range of the licensing function as it relates to the Licensing Act 2003.
2. To provide strong, fair leadership and clear political guidance to members and officers.
3. To ensure the delivery of best value, continuous improvement and implementation of best practice.
4. To attend all Licensing (2003 Act) Committee meetings and Licensing Sub-Committees as required.

## **7. Job Profile - Community Lead Councillor**

### **Appointed By: Executive Appointment to outside body**

### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To act as Community Lead Councillor for a Community Forum area:
  - Understanding through robust consultation methods the local community views, the needs and trends in service provision across the CF area.
  - Being armed with the community views represent those to senior members and the Council so services can be tailored to meet the local needs of the community; and
  - Consult and inform to residents within the CF area on council developments and initiatives.

- Working with local councillors, residents, other interested groups and officers to resolve local issues and lead on community projects
- To lead the Active Community Team and support them in developing engagement events that address the priorities of the area

### **Key Accountabilities:**

#### **In addition to carrying out the functions set out in the job description for a Councillor:**

1. To undertake the lead role on a Community Forum area allocated by the Mayor
2. To encourage and promote good citizenship
3. To undertake special projects as directed by the Mayor.
4. To attend the Community Executive meetings and away days,
5. To ensure that community groups or organisations are contacted or visited regularly each month by the Community Lead Councillor and/or local ward colleagues. To identify the issues in the area and to use the opportunity to convey key Council messages.
6. To lead on establishing local fund projects that have the support of councillors and the community
7. To work with the Active Community team volunteers to develop and lead community events in the community forum

### **Representing the Mayor**

8. To inform the Mayor and articulate his priorities for the area covered by the Community Forum.
9. To represent the Mayor at events, in the community forum area and encourage partnership working with other community organisations making full use of the communication resources available to you to do this through resources such as in focus, Newham magazine etc.

### **Influential Councillor Scheme**

10. To attend regular meetings with the Mayoral Advisor responsible for the Influential Councillor Scheme and Community Forums.
11. To attend the quarterly Influential Councillor consultation meetings and to meet regularly with Members in the community forum area to discuss and resolve local issues and local projects, and to agree visits in the community
12. To work with councillors in the forum area to develop appropriate local links with schools, tenants groups and other local groups to ensure that residents and community groups properly and effectively engage with the Council
13. To consult, involve and work with local people to improve local communities and community relations and to encourage community empowerment to address local issues

14. To feedback to the Mayor on the delivery of Council and other services in the Community Forum area based on local consultation with affected groups
15. To Chair and hold regular Local Service Review meetings with key officers across the Council. The Local Service Review Meetings are a mechanism for Community Lead Councillors to communicate on behalf of their local ward colleagues the concerns and ideas of the community to officers and to co-ordinate community forum area work.
16. To update local ward colleagues on the actions arising from the Local Service meetings. This approach ensures services are accountable to residents' needs and are responsive to community views, thus providing more effective and targeted services.
17. To oversee the actions arising from Local Service Review Meetings with the support of Democratic Services. Ensure that through local consultation the actions addresses local issues, that have definable goals and measurable achievements and ensure projects have in mind the overall objective of the council/corporate plan.
18. To co-ordinate the work of Councillors in your area particularly on local area based projects. This will include Charing the Community Lead Councillor Area Forum Meeting.
19. To work with other Councillors in the Community Forum area to develop and implement strategies to communicate to residents e.g. In Focus Supplement, Newham Magazine, Council Website, Ward Surgery leaflets and other promotional material.
20. To consult with the community on proposed major developments in the area, for example regeneration proposals and to consider and propose environmental projects that will benefit and enhance the Community Forum area

### **Consultation**

21. To ensure local councillors are properly consulted under Influential Councillor protocols and ensure information is disseminated to local members
22. Working with Officers, members and other agencies to assist them in developing mechanisms and strategies for consulting with and involving local people in decisions that affect them.
23. To take a leading role in co-ordinating the views of residents, local Councillors and businesses on local or borough-wide issues to feed back to officers, the Mayor and The Executive.

### **Active Community Teams**

24. To consult with the Active Community Teams to ensure that organised events in the area are relevant and professionally organised and delivered.
25. Become familiar with the priorities for your area as outlined in the neighbourhood action plans and take an active role at Active Community Team meetings to ensure its delivery
26. To liaise with officers and the active community team to evaluate events and to inform decision making in the Action Plan.

**8. Job Profile - Chair of the Overview and Scrutiny Committee  
Job Profile - Chairs of Scrutiny Commissions**

**Job Purpose**

**Scrutiny Commission Chairs – This post will require a commitment of at least 3 days a week**

1. To take responsibility for and to lead on the scrutiny of an area of local service provision, as allocated by the Overview and Scrutiny Committee. To chair a Scrutiny Commission responsible for service provision within that area.
2. To take responsibility for programming and direction of all the activity of the allocated scrutiny commission, including the employment of professional experts, where appropriate, and the assembly and presentation (to the Council or Executive) of reports (including minority opinions, where necessary).
3. To serve on the Overview and Scrutiny Committee and contribute to its work and the overall scrutiny function.
4. To serve on the Overview and Scrutiny Committee's Budget Working Party and contribute to scrutiny of the Mayor's budget proposals
5. To ensure that the resources allocated to their own commissions are used effectively
6. To represent and promote the scrutiny function to internal and external bodies.

**Chair of the Overview and Scrutiny Committee - This post will require a commitment of at least 4 days a week**

7. To lead the Scrutiny function of the authority, with specific responsibility for the Overview and Scrutiny Committee

**Deputy Chair of the Overview and Scrutiny Committee**

8. To perform any or all of the duties of the Chair of the Overview and Scrutiny Committee in his/her absence

**Key Accountabilities:**

*In addition to carrying out the functions set out in the job description for a Councillor:*

1. Within the allocated scrutiny commission area to undertake the following:
  - (a) To lead an aspect of the scrutiny function and to chair Scrutiny Commissions as allocated by the Overview and Scrutiny Committee, and act as the Council's spokesperson for those commissions;
  - (b) To develop a clear understanding of the terms of reference of their commissions, and the scope and range of the services under review as part of those terms of reference.
  - (c) To provide strong, fair leadership and clear political guidance to members and officers.

- (d) To propose to the Overview and Scrutiny Committee a programme of work devised in consultation with senior management and to achieve a balance of service interests, in respect of each allocated commission.
- (e) To lead on scrutiny activity relating to the allocated scrutiny commission, and to own and present the resulting reports to all internal and external bodies and representatives
- (f) To negotiate with and consult key decision-makers in preparing final scrutiny reports and influence them to successfully implement resulting recommendations
- (g) to propose arrangements for the involvement of all sections of the community as appropriate, and other non-council representatives and witnesses, in scrutiny activity
- (h) to take the work of their Commission outside the Town Hall and into the community as appropriate, at times and places to suit the community, including daytime activity where required.
- (i) To review, challenge and question the implementation of agreed policy, performance and service delivery on a regular basis, particularly within the service areas relating to the allocated scrutiny commission and Local Area Partnership Boards and make recommendations to the executive and council to improve policy, performance and service delivery as appropriate.
- (j) To ensure the delivery of best value, continuous improvement and implementation of best practice.
- (k) To agree all agendas for scrutiny commission meetings, and take a lead in developing a forward agenda and ensuring it is adhered to.
- (l) To meet on a regular basis and consult with relevant Cabinet Members and/or Mayoral Advisor(s) to advise them on progress in the work of their Scrutiny Commissions, and discuss issues arising from the scrutiny commission, and how these will be addressed
- (m) To attend all meetings of their commissions.
- (n) To enable and encourage all Scrutiny Commission members to play a full part in the scrutiny process
- (o) To be responsible for liaison with chief officers responsible for services that fall under the commission's terms of reference.
- (p) To ensure that issues of equality and social inclusion are addressed by each commission
- (q) To promote and use the Council's 'power of wellbeing' in scrutinising the activities and performance of external bodies whose operations affect the lives of Newham's residents
- (r) To ensure that all recommendations of a commission report are SMART
- (s) To monitor the implementation over time of those of their Commissions' recommendations adopted by the Mayor

2. To attend all meetings of the Overview and Scrutiny Committee and to fully participate in its work

#### **Chair of Overview and Scrutiny Committee only - Additional Duties**

3. To lead the scrutiny function of the Council and to chair the Overview and Scrutiny Committee.
4. To provide strong, fair leadership and clear political guidance to members and officers.
5. To propose to the Council a programme of work devised in consultation with senior management, to achieve a balance of service interests and to achieve broad coverage across all services over time
6. To produce and present an annual report to Council on the work of the scrutiny function.
7. To act as the Council's spokesperson for the overall scrutiny function.
8. To represent the Council's scrutiny function at local, regional and national level.
9. To liaise with the executive to ensure that the work of scrutiny contributes to the aims and vision of the Council, and that the executive and scrutiny respect each other's roles and responsibilities.

#### **9. Job Profile - Cabinet/Mayoral Adviser**

**Appointed By:** Mayor

##### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To undertake duties and responsibilities allocated by the Mayor

##### **Key Accountabilities:**

***In addition to carrying out the functions set out in the job description for a Councillor, responsibility for a combination of the key accountabilities described below, detailed in a portfolio job description and evaluated by the method set out in Schedule 1 of the Member Allowance Scheme.***

Each Portfolio Job Description will be drawn up to include a combination of one or more of the following:

1. Responsible for a major crosscutting portfolio with a significant volume of local public interest and a high degree of change

and/or

2. Responsible for a major service area

or

3. To take responsibility for a focused portfolio or for developing local links as an ambassador for the Mayor
- and/or
4. To represent the Mayor in the community and with other organisations in relation to the portfolio areas allocated.
- or
5. Responsible for a small portfolio area
- or
6. Responsible for a small service area
- and/or
7. Lead Adviser for special project
  8. Within the allocated portfolio area to undertake one or more of the following as appropriate:
    - (a) To represent and promote Newham Council by playing a major role on a strategic local government or other body.
    - (b) To develop a clear understanding of the portfolio area and the scope and range of the services within it.
    - (c) To provide strong, fair leadership and clear political guidance to the Mayor and officers.
    - (d) To propose and lead on new policy, strategy, programming and service standards, performance reviews and to take such executive action as may be delegated by the Mayor.
    - (e) To oversee the implementation of policies, working with senior officers
    - (f) To ensure appropriate consultation programmes are developed for these areas of responsibility to involve local people and communities in the decisions of the council as fully as possible.
    - (g) To act as spokesperson within and outside the authority for the portfolio area. To represent the Council in the community, at events and other organisations in relation to the portfolio areas and regularly report back to the Mayor on progress.
    - (h) To work in partnership with the local strategic partnership and its boards and ensure any joint policies are implemented. To ensure that Community Forum Lead Members are kept informed of aspects of the portfolio of relevance to their community forum area.
    - (i) To participate in the activities of a key outside body where appointed.
    - (j) To ensure that the relevant scrutiny committees are consulted on relevant policy framework documents

- (k) To respond within an agreed timescale to the recommendations of a Scrutiny Commission, setting out what action is proposed, if any, and giving full reasons for decisions taken. To liaise with the relevant scrutiny chair on matters within the portfolio.
  - (l) To ensure that the Mayor/relevant scrutiny chair is informed of any significant issues arising within the portfolio areas, for example those that may result in a change to established policy, have major resource implications or be contentious or politically sensitive.
9. To ensure individually and collectively that council policy is developed and implemented.
  10. If a member of Cabinet, to participate and attend all meetings
  11. To attend all 'front bench', Strategy and Performance and other meetings arranged by the Mayor.
  12. To represent the Mayor at events relevant to the allocated portfolio area and regularly report back to the Mayor on progress.
  13. To undertake projects as directed by the Mayor.

## **10. Job Profile - Chair of Investment and Accounts Committee**

### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To chair the Investment and Accounts Committee

### **Key Accountabilities:**

#### ***In addition to carrying out the functions set out in the job description for a Councillor:***

1. To develop a clear understanding of the terms of reference of the committee and the scope of the committee's functions
2. To Chair and attend all meetings of the Investment and Accounts Committee and any consultative forum(s) established by the Fund and to ensure that reports of the meetings of these bodies are reported, where appropriate to sponsoring organisations.
3. To act impartially in the best interests of the stakeholders of the Pension Fund
4. To check that arrangements are put into place that ensures that the fund complies with all statutory and regulatory requirements and to see that those arrangements are reviewed from time to time.
5. To check that arrangements are put into place that ensures that the fund complies with all relevant Codes of Best Practice.
6. To ensure that the training needs of Trustees and Fund officials are properly identified and that there is a training plan designed to meet those needs.

7. To work with officers to ensure that:
- the Trustees or Quasi Trustees in the case of an LGPS fund have available to them advice from appropriately experienced persons in respect of all matters that affect the fund
  - due consideration is given to the adoption and periodic review of an investment policy for the fund, taking account of the liabilities of the fund and the interests of those that contribute to, or benefit, now or in the future, from, the fund.
  - proper arrangements are made for safekeeping and management of the assets of the fund
  - there are proper arrangements made to review on a regular basis the arrangements made to keep and manage the assets of the fund
  - there are adequate resources available to administer and manage the Pension Fund and to supervise external third parties engaged to provide services to the fund.
  - a comprehensive strategy for communication with the fund's stakeholders the actions of the Investment and Accounts Committee and those of the fund's administrators.
8. To sign the annual statement of accounts in accordance with the relevant Accounts and Audit Regulations (made from time to time) following approval of the statement of accounts by the Committee.

## **11. Job Profile - Chair of Council**

### **Appointed By: Council**

### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative.
2. To undertake the role and responsibilities of Chair of the Council and chair Council meetings
3. To lead the efficient delivery of Council business

### **Key responsibilities:**

#### ***In addition to carrying out the functions set out in the job description for a Councillor:***

1. To be responsible for the efficient delivery of Council business.
2. To chair meetings of the Council with fairness and equality having regard to the Council's standing orders and rules of debate.
3. To ensure the highest standards of conduct in the Council Chamber, working in collaboration with the Monitoring Officer and all Members to ensure that this is the case.

4. To provide strong, fair leadership and clear guidance to Members and officers within the Council Chamber.
5. To develop a clear understanding of the role of Council, its responsibilities and relationship with the Mayor.
6. To be the lead member on the management of Council governance, including overall forward planning on governance matters to be considered, liaising with the following key elected members and postholders as necessary:
  - The Mayor
  - Chairs of Overview and Scrutiny
  - Chairs of Statutory Committees
  - The Chief Whip
  - Opposition groups
  - The Chief Executive
  - The Monitoring Officer
7. In consultation with the Mayor, to preside over the Annual Meeting of the Council and the reception following the Annual Meeting.
8. With the Mayor, to oversee the delivery of the Borough's Remembrance Services and the business of Council charities.

#### **The role of the Deputy Chair**

The role of the Deputy Chair shall be strictly limited to chairing those meetings that the Chair is unable to attend.

## **12 Job Profile - Deputy Mayor**

**Appointed By: Mayor**

#### **Job Purpose:**

1. To meet the basic responsibilities of a Councillor as a community representative
2. To act as Deputy Mayor
3. To undertake duties and responsibilities allocated by the Mayor

#### **Key Accountabilities:**

***In addition to carrying out the functions set out in the job description for a Councillor and the job description of a Cabinet Member together with any detailed portfolio responsibility allocated by the Mayor, the following:***

1. To undertake the full range of functions of the Mayor if for any reason the Mayor is unable to act.
2. To act in place of the Mayor where circumstances pertain that prevents the Mayor from acting due to personal or prejudicial interests in a matter
3. To be Deputy Chair of Cabinet

4. Responsibility for a major crosscutting portfolio with a significant community focus
5. To develop high profile links as an ambassador for the Mayor and to represent the Mayor and promote Newham by playing a major role on a strategic local government or other body.
6. To represent the Mayor at a local, regional, national or international level
7. To represent the Mayor in the community and with other organisations
8. To lead on democratic renewal