



UTTLESFORD DISTRICT COUNCIL

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Chief Executive: Peter Holt

FEBRUARY 2023

Our ref: Democratic Services

Please ask for Ben Ferguson on 01799 510548 or Cassie Shanley-Grozavu on 01799 510460

email: committee@uttlesford.gov.uk

Dear Candidate

DISTRICT COUNCIL – NEW COUNCILLORS’ INDUCTION AND GUIDANCE

The following pages set out training and events which you will need to attend if elected as a member (councillor), of Uttlesford District Council.

Please take a few moments to read through the induction programme and make a note of the dates.

The information enclosed sets out:

1. the events taking place in the immediate period following the election, in the lead up to the first full Council meeting;
2. committee meetings and training planned for the first three months of the term; and
3. an explanation of the Members’ Allowances Scheme, please take particular note of the Carers’ Allowance scheme.

If elected in May 2023, you will receive an induction pack at the count, which will contain helpful materials, declaration forms and guidance on what you need to do after becoming a councillor - such as making your appointment with the Chief Executive to sign an Acceptance of Office form.

Democratic Services Officers will be glad to answer any questions you may have – please feel free to contact them on the numbers or email shown above.

Yours faithfully,

DEMOCRATIC SERVICES

YOUR FIRST WEEKS: PROGRAMME FOR MEMBER INDUCTION FROM 9 May – 23 May 2023

<p>Tuesday 9 May/Wednesday 10 May 2023 (by appointment)</p>	<p>Meet Chief Executive to sign the statutory declaration of acceptance of office (this must be done in the presence of the proper officer); please also be prepared to have your photo taken</p> <p>Receive your access card</p> <p>Meet your Democratic Services contact</p>
<p>Tuesday 9 May/Wednesday 10 May (by appointment)</p>	<p>IT training sessions</p> <ul style="list-style-type: none"> • <i>Receive Member laptop</i>
<p>Wednesday 10 May 5pm – 9pm</p>	<p>Welcome evening I</p> <p>(General Orientation and Housekeeping)</p>
<p>Monday 15 May/Tuesday 16 May (by appointment)</p>	<p>IT training sessions</p> <ul style="list-style-type: none"> • <i>Receive Member laptop</i>
<p>Tuesday 16 May 5pm – 9pm</p>	<p>Welcome evening II.</p> <p>(Introduction to Code of Conduct, Council Etiquette and Procedure)</p>
<p>Wednesday 17 May</p>	<p>Planning training (all councillor session and committee only session)</p>
<p>Thursday 18 May</p>	<p>Safeguarding Training</p>
<p>Tuesday 23 May 7.00pm</p>	<p>Annual Council meeting</p>
<p>Notes:</p> <p>1 The events on this list are compulsory. It is necessary to attend the induction sessions on both 10 and 16 May.</p> <p>2 Further committee training for councillors has been arranged – you will be informed about all future sessions following your election, and dependent on your committee allocations. .</p>	

Induction Timetable 2023

Thank you for expressing interest in standing for Uttlesford District Council at the next election in May 2023. In the event you are elected, please take note of the following induction dates which you will be expected to attend. Events highlighted in yellow are 'all councillor' events.

Please note: This timetable is provisional and some dates may be subject to change.

	Date	Sessions
Tues/Weds	9 th /10 th May	Members' Acceptance of Declaration of Office (by appointment) IT Induction Sessions
Wednesday	10 th May	Welcome Evening I (General Orientation and Housekeeping)
Mon/Tues	15 th /16 th	IT Induction Sessions
Tuesday	16 th May	Welcome Evening II (Introduction to Code of Conduct, Council Etiquette and Procedure)
Wednesday	17 th May	Planning Committee Training I – Planning Committee Members (AM) II – Development Management for Non-Committee Members (PM)
Thursday	18 th May	Safeguarding Training
Tuesday	23 rd May	Annual Council
Wednesday	24 th May	Licensing and Environmental Health Committee Training (AM) Chair Training (PM)
Thursday	25 th May	Licensing and Environmental Health Committee
Monday 29th May – Friday 2nd June: Half Term		
Tuesday	6 th June	Climate Change Briefing
Wednesday	7 th June	Planning Committee
Monday	12 th June	Local Plan Briefing and Training
Tuesday	13 th June	Effective Decision Making (PM and Evening Sessions Available)
Wednesday	14 th June	Finance and Investment Briefing
Thursday	15 th June	Scrutiny Committee Training I – Scrutiny Committee (PM) II – All Councillors (Evening)
Tuesday	20 th June	Governance, Audit and Performance Committee Training
Wednesday	21 st June	Planning Committee
Thursday	22 nd June	Scrutiny Committee
Friday	23 rd June	UDC Staff Garden Party
Monday	26 th June	Standards and Code of Conduct Training I – Standards Committee Training (PM) II – Code of Conduct for All Members (Evening)
Tuesday	27 th June	Governance, Audit and Performance Committee
Thursday	29 th June	Cabinet
Tuesday	4 th July	Highways Briefing
Wednesday	5 th July	Planning Committee
Thursday	6 th July	Communities, Partnership and Housing Briefing
Wednesday	12 th July	Economic Development Briefing
Thursday	13 th July	Scrutiny Call-In (If Required)
Tuesday	18 th July	Council
Wednesday	19 th July	Planning Committee (Reserve Date)
Wednesday	19 th July	Standards Committee
Thursday	20 th July	Environmental Services Briefing (Waste collection, recycling etc)
Monday 24th July – Friday 1st September: Summer Holidays		

EXPLAINED: MEMBERS' ALLOWANCE SCHEME

1. Councillors are entitled to receive a range of allowances for their Council duties. The allowances to be paid are reviewed annually after taking account of recommendations made by an Independent Remuneration Panel. For 2023-24, the Council has approved payment of the allowances set out in Schedule 1 overleaf. A brief explanation of the elements that make-up the Members' Allowance Scheme can be found below. At the request of the Independent Remuneration Panel, please pay particular attention to the Carers' Allowance.

1.1 Basic Allowance

This is the same amount for all members. It takes account of activities such as attending Council and committee meetings of which the councillor is a member, all work undertaken as a ward member including dealing with constituents and attending parish council meetings, representing the Council on outside bodies to which the member has been appointed, relevant political activity and other incidental costs incurred such as printing, postage, stationery and telephone calls. The basic allowance is not presently tied to any specific index as the Local Government Association no longer publishes a recommended daily rate.

1.2 Special Responsibility Allowance

This may be paid to certain councillors, in addition to the basic allowance, who have special responsibility in relation to the Council. Only one SRA is payable to a member at any one time, and will be the higher of the two or more allowances to which a member is entitled. The only exception to this rule is for substitute members of the Planning Committee, who in this capacity are not fulfilling a duty which they have agreed to take on as a permanent role, and instead are filling in for other members of their party when necessary.

1.3 Travel, Mileage, Meals and Refreshments

A Councillor may claim the cost of getting to and from any activity defined as an approved duty in Schedule 3, as well as any relevant subsistence for being away from home or work for a certain period of time in connection with that duty. Appropriate receipts must be provided for the purchase of fuel before a claim can be approved. Refer to Schedule 2 for details of the travel and subsistence scheme in operation.

1.4 Carers' Allowance

Carers' allowance is payable where expenditure is exclusively incurred in arranging for care of children or dependent relatives. Appropriate receipts must be provided before a claim can be approved. The Independent Remuneration Panel have requested that this element of the Scheme be explicitly highlighted during the nominations process. If you have any questions on the Carers' Allowance, please contact Democratic Services at committee@uttlesford.gov.uk

The Carers' Allowance is intended to cover the cost of payments for the care of children or of the care of sick or dependent relatives ordinarily resident at a member's home. The principle of providing the allowance is to allow members who are carers to undertake their duties in a proper manner and to allow others presently deterred from Council membership by virtue of family responsibilities from offering themselves for election. There is no maximum claim rate for the carer's allowance, although valid receipts must be provided prior to reimbursement.

SCHEDULE 1 - MEMBERS' ALLOWANCE SCHEME 2023/24

Allowance	Amount
Basic Allowance	£5,506.88
Chair of the Council	£4,405.51 + civic expenses
Vice Chair of the Council	£2,202.76
Leader of the Council	£13,491.88
Deputy Leader of the Council	£7,158.95
Portfolio Holders	£6,608.27
Overview/Scrutiny and Ordinary Committee Chairs	£3,854.83
Chair of Licensing and Environmental Health Committee	£4,130.18
Members of Licensing and Environmental Health Committee	£254.16 (to be paid in a municipal year when at least ten meetings of the Committee take place in a purely regulatory capacity; a payment will be made to members attending at least 50% of those meetings).
Chair of Planning Committee	£4,130.18
Members of Planning Committee	£508.33
Substitute members of the Planning Committee	£127.08 (to be paid in a municipal year when a substitute member of the Planning Committee has attended at least 25% of meetings of that committee).
Chair of Standards Committee	£2,388.16
Main opposition group leader	£3,854.83
Other opposition group leader	£2,202.76
Independent representatives on the Standards Committee or the Statutory Officer Discipline and Dismissal Panel	£550.68
Panel members of Independent Remuneration Panel	£550.68

SCHEDULE 2 - TRAVEL, MILEAGE, MEALS AND REFRESHMENTS

The following policy and rates for reimbursement will apply in dealing with all claims submitted by members in accordance with the definition of approved duties in Schedule 3

1. Mileage Rates

The applicable rates will be set at HM Revenues and Customs approved rates. The rates listed in the table below are applicable from 6 April 2011 onwards and will be updated as soon as HMRC rates alter.

Category	Rate per mile
Cars and vans (applicable to all engine sizes)	45p (up to 10,000 miles p/a) Subsequent miles per annum (above 10,000 miles) @ 25p per mile
For each passenger making same business trip in the same vehicle	5p
Motorcycles	24p
Pedal cycles	20p

2. Public Transport

Reimbursement of public transport fares (second class) supported by appropriate receipts.

3. Car Parking

Reasonable car parking charges will be reimbursed upon the provision of relevant receipts.

4. Meals and Refreshments

Reimbursement will be made of actual expenditure supported by receipts covering breakfast, lunch, tea and evening meal, where appropriate, when on Council business in accordance with the definition of approved duty. The expense limits set out below will apply to claims for the reimbursement of meals and refreshments taken by the member claiming **the expense. Expenses incurred on guests will not qualify for reimbursement.**

The following rates will apply for all meals and refreshments taken in conjunction with approved duties: Allowance	Rate
Breakfast	£7.21
Lunch	£9.95
Tea	£3.94
Evening meal	£12.33

5. Overnight Stays

Where overnight accommodation is required in carrying out approved duty, reimbursement will be made of the actual costs of overnight stay accommodation, where the cost of accommodation is not included in the fee paid to the provider of the approved duty, (as in the case of a conference or seminar attendance), and in accordance with the maximum amount specified for evening meals in paragraph 4 above, supported by receipts. A sum of £21 may be claimed for each completed 24 hours where an overnight stay is required to cover out of pocket expenses.

6. Carers' Allowance

Carers' allowance is intended to cover the cost of payments for the care of children or of the care of sick or dependent relatives ordinarily resident at a member's home. The principle of providing the allowance is to allow members who are carers to undertake their duties in a proper manner and to allow others presently deterred from Council membership by virtue of family responsibilities from offering themselves for election.

There is no maximum claim rate for the carer's allowance, although valid receipts must be provided prior to reimbursement.

7 Guidance for claiming travel expenses:

- Expenses claimed must be miles actually travelled or public transport costs actually incurred, as the case may be, for the purpose of performing approved duties as defined in schedule 3.
- Members will be expected to carry out their journeys in the most effective and economic way.
- The base for starting and finishing all journeys will normally be regarded as the member's home address. If expenses are claimed using any other starting or finishing point, a full explanation will be required as to why the claim does not relate to the member's home address. Such claims will not normally be allowed save in exceptional cases.
- Members' claims must be submitted in accordance with the instructions issued to members for dealing with claims, together with VAT and all other relevant receipts.
- All claims submitted may be subject to internal audit inspection.
- **All claims must be submitted within 62 days of the day on which the expense has been incurred. Claims submitted late will not be paid.**

SCHEDULE 3 - APPROVED DUTIES

Mileage, travel and associated expenses are payable for undertaking approved duties as follows and must be specified on the claim form.

1. Attendance at meetings of the Council, Cabinet, Committees, Joint Committees, Sub-Committees, Task Groups and Working Groups of which the councillor concerned is a member, or is a substitute nominated for that meeting, or has been invited to attend by the Leader or by the Chairman.
2. Attendance by the Leader, Deputy Leader, portfolio holders and deputies with the consent of the Leader, at any meetings or other events necessary for the performance of their duties.
3. Attendance at site inspections and similar ad hoc visits and meetings authorised by the Council and any of its committees, or by the Leader or the Cabinet.
4. Attendance by chairmen and vice-chairmen, or by any member of the Cabinet, at briefings, or by other members by specific invitation.
5. Attendance by the Chairman or Vice Chairman of the council at civic events to which they are invited.
6. Attendance at internal member workshops arranged by officers and to which members have been invited.
7. Meetings of an external organisation, or its associated committees where the member is appointed as a representative of the Council. (Where an outside body has its own allowance or expenses scheme, a member may not submit a claim for the same item to both the Council and the outside body).
8. Conferences, training courses, seminars or workshops, where the member has either been appointed to attend, or nominated, or authorised to attend in writing by the Leader, by a committee chairman, or by the appropriate group leader, subject to the nomination being referred to the Leader for approval if the cost of attendance exceeds £100.
9. Formal meetings with other local authorities and attendance as a district councillor at relevant parish council meetings (for example for parishes included within the member's own ward).
10. Meetings with Council Officers on official business, including the

consideration of matters raised by a constituent.

11. Attendance at opening ceremonies in respect of Council provided facilities.