

PART 6

**MEMBERS' JOB PROFILES
MEMBERS' ALLOWANCES SCHEME
REGISTRATION OF MEMBERS' INTERESTS
LIST OF MEMBERS BY WARD**

PART 6

1. MEMBERS' JOB PROFILES

The role descriptors set out below are not exhaustive and aim to describe the outline responsibilities of each role, rather than being an extensive description of all functions and responsibilities.

A. Ward Member

55 Members of the Council, are elected by a ward. The Mayor, who is elected on a Borough wide poll is a Member of Full Council but has no ward duties or entitlement.

Role

To be an advocate of and for the interests of the ward, individual electors, community groups and other stakeholders. To represent the interests of those individuals and groups to the Council, and deal with enquiries and representations from constituents.

Duties

- i. Individually, and with other representatives of the same and other wards, to effectively represent the interests of the ward, individual and groups of constituents in the policy formulation and decision making processes of the Council and to other local and national bodies.
- ii. To lead and actively encourage community involvement and engagement in consultation in policy formulation and decision making by the Council.
- iii. To respond to constituents enquiries and representations fairly and impartially.
- iv. To promote good community relations and take and encourage steps to eliminate unlawful discriminatory practices and attitudes within and outside the Council.
- v. To act in accordance with the Members' Code of Conduct and the Protocol on Member/Employee relations.
- vi. To work individually and collectively in the interests of the ward and the Borough.
- vii. To support the 'Corporate Parenting Strategy' in ensuring outcomes fulfil the Council's responsibilities towards children in care.

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Entitlement

- i. All Members receive a basic allowance under the Scheme of Members Allowances which is detailed in Part 6(ii) of this Constitution, in part, remuneration for time and expense spent on these duties. These duties will not normally give rise to recoverable subsistence or travel expenses.
- ii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.
- iii. The extensive legal and constitutional provisions which regulate Members rights to attend meetings and access information necessary to the discharge of their duties is set out in the Access to Information Procedure Rules in the Constitution.

B. Member of Full Council

All 55 Members of the Council and the Mayor and Members of the Cabinet are Members of the Full Council. There are restrictions on the Mayor and Executive Members participating in the Overview and Scrutiny function of the Full Council.

Role

Collectively, to determine the Budget and Policy Framework of the Council and to effectively discharge the functions which are the Responsibility of the Full Council under Part 3 of the Constitution.

Duties

- i. Participate in the setting by the Full Council, following proposals from the Executive, of the Budget and Policy Framework of the Council, following the procedures in the Budget and Policy Framework Procedure Rules.
- ii. Collectively, as a Full Council, to directly discharge or arrange for the discharge of the functions set out in Part 3 of the Constitution which are the responsibility of the Full Council. This may include the delegation of functions to Committees, Sub-Committees or Officers and/or to joint arrangements with other Councils.
- iii. To be appointed by the Full Council as Chair, Vice Chair or Member of such Committees, Sub-Committees or joint arrangements and collectively with other Members of those bodies directly discharge or arrange for the discharge of functions delegated to them.

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- iv. To promote the economic, social and environmental well-being of the Borough and to have regard to the Borough Strategy when doing so.
- v. When participating in decision making, to ensure that decisions are lawful, reasonable, proportionate and contribute to the vision, mission, core values, strategic objectives and deliver and are within the Policy and Budget Framework of the Council. To also consider how each decision can assist in the reduction of crime and the elimination of inequality and discrimination.
- vi. When participating in decisions which have a direct impact on the rights and freedoms of individuals, ensure that proper processes are followed and that obligations under the principles of natural justice and human rights legislation are met.
- vii. To be available to be appointed to outside bodies and;
 - Where appointed as the Council's representative, to act as directed by, or in the interests of the Council,
 - Where appointed as a Director, Trustee or other capacity bearing personal liability, to act in accordance with the law and in accordance with the interests of the outside body,
 - Where appointed as an observer or other non decision making capacity, to represent the Council without becoming involved in decision making by the outside body.
- viii. To participate in Value for Money/Service Reviews as required by the Council.
- ix. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. The basic allowance includes recognition of the work undertaken by Members in relation to Full Council meetings.
- ii. The detail of how Members can participate in debates, submit motions and vote are set out in the Council Procedure Rules.
- ii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities

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C. Chair of the Council

It is the duty of the annual meeting of the Full Council to elect one of its Members to be Chair of the Council. The Chair was historically entitled to the title of Mayor, by virtue of ancient custom and practice and Royal Charter and the Chair of the Council is entitled, on appropriate ceremonial occasions to bear the title of Civic Mayor.

Role

The Chair of the Council has a formal responsibility to chair meetings of the Full Council and an historic traditional ceremonial role. The Chair of the Council is the First Citizen of the Borough and is entitled to take precedence at civil events. The Local Government Act 2000 changes the entitlement to the title of Mayor (creating the need to distinguish between the elected Mayor, and the Chair of the Council when using the title of Civic Mayor) and gives some additional responsibilities to the Chair of the Council.

Duties

- i. To chair meetings of the Full Council neutrally preserving order, ensuring that the Council Procedure Rules are followed and allowing different opinions to be fully and fairly presented and debated.
- ii. The Chair of the Council, in consultation with the elected Mayor will attend and host such civic and ceremonial functions as the Council, the elected Mayor and the Chair of the Council shall determine.
- iii. To determine any questions about the interpretation of the Constitution.
- iv. To respond to constituents' enquiries and representations fairly and impartially.
- v. To discharge procedural functions under the Constitution.
- vi. To act in accordance with the Members' Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. The Chair of the Council is, on appropriate ceremonial occasions entitled to bear the title Civic Mayor and at other times will be known as the Chair of the Council.

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- ii. The Chair of the Council receives support in managing civic and ceremonial duties from the Office of the Chair of the Council.
- iii. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

D. Elected Mayor

The Elected Mayor is elected by a Borough wide election every 4 years.

Role

The Elected Mayor has an unparalleled personal opportunity and responsibility to give political leadership and direction to the Council and the Borough and to represent the Council and the Borough locally, nationally and internationally.

Duties

- i. To appoint between 2 and 9 cabinet Members
- ii. To appoint a Deputy Mayor
- iii. To determine a scheme of delegation
- iv. To call cabinet meetings and determine the agenda
- v. To take personal responsibility for the delivery, or the arrangements for the delivery through delegations, of the Budget and Policy Framework and the functions of the Council which are the responsibility of the Executive.
- vi. To work closely and constructively with Overview & Scrutiny Members in leading the development of the Budget and Policy Framework, in reviews of policy and in the scrutiny of decision making.
- vii. To record and make publicly available any decision taken personally
- viii. To attend, answer questions, and lead debates at meetings of the Full Council
- ix. To attend meetings of Overview & Scrutiny Management Committee and Sub Committees when requested to do so.

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- x. To represent the Borough locally, nationally and internationally.
- xi. To lead the Council and the Borough in reducing crime and eliminating inequality of opportunity and unlawful discrimination.
- xii. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee Relations.

Entitlement

- i. The Elected Mayor receives a special responsibility allowance and, subject to the scheme of allowances will receive subsistence and travel expenses detailed in Part 6 (ii) of this Constitution.
- ii. The Executive Office supports the Elected Mayor and the Cabinet.
- iii. The Elected Mayor is entitled to be appointed to, attend, speak and vote at meetings of the Council and its Committees (except Overview and Scrutiny Committees).
- iv. The Elected Mayor has the same rights to information as Members of the Council.
- v. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

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E. Cabinet Members

Between 2 and 9 Cabinet Members are appointed by the Mayor.

Role

The Cabinet have collective and individual responsibility to propose the Budget and Policy Framework to the Council, and to discharge or arrange for the discharge of those functions which are the responsibility of the Executive under Part 3 of the Constitution.

Cabinet Members have a personal responsibility for taking decisions in relation to, and discharging those executive functions delegated to them by the Mayor. The delegations to Executive Members are known as their portfolio.

Duties

- i. Collectively and individually to propose the Budget and Policy Framework, following consultation with Overview and Scrutiny Members and others as appropriate.
- ii. Personally to take decisions and discharge directly, or arrange for the discharge, of those parts of the Executive's functions which are delegated to the Executive Member by the Mayor as part of their portfolio.
- iii. To assist the Mayor in representing the Council and the Borough locally, nationally and internationally.
- iv. To be available to be appointed by the Executive to outside bodies; and
 - Where appointed as the Council's representative, or delegate, to act as directed by, or in the interests of the Council,
 - Where appointed as a Director, Trustee or other capacity bearing personal liability, to act in accordance with the relevant law and in accordance with the interests of the outside body,
 - Where appointed as an observer or other non decision making capacity to represent the Council without becoming involved in decision making by the outside body.

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- v. To assist the Mayor in driving efforts of the Council and the Borough to reducing crime and eliminate inequality of opportunity and discrimination.
- vi. To undertake Ward and Full Council Members' duties.
- vii. To act in accordance with the Members Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. All Cabinet Members, as Members of Full Council, receive a basic allowance. In addition to this basic allowance, Cabinet Members also receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. Member Support/Executive Office provide secretarial and administrative support for Cabinet Members. Support is also provided by Directors, Assistant Directors and Heads of Service.
- iii. Cabinet Members have the same rights to information as Members of the council.
- iv. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities

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F. Overview and Scrutiny Members

Overview and Scrutiny Members are the Chairs, Vice Chairs and Members of Overview and Scrutiny Management Committee, Standing and Ad Hoc Overview and Scrutiny Panels.

Members of the Executive cannot be Overview and Scrutiny Members. There will be co-opted Overview and Scrutiny Members, including church and parent governor representatives where education functions are concerned and trade union representatives.

Role

With other Overview and Scrutiny Members to effectively and efficiently discharge the Council's Overview and Scrutiny Function under s21 Local Government Act 2000, including the management of resources allocated to the discharge of that function.

Duties

- i. To work closely and constructively with the Mayor and Cabinet Members, participate in the formulation of the Budget and Policy Framework by responding to proposals from the Executive within timescales set by the Executive.
- ii. Drive and participate in programmes of policy review, both at the request of the Full Council and of the Executive, but equally at the initiative of Overview and Scrutiny Members. The programme of review to include consideration of anything which is of interest to the area or its inhabitants, even where the issue is not the responsibility of the Council.
- iii. To effectively discharge its functions in respect of the Overview and Scrutiny of relevant partnership bodies and where there is a duty on partnership bodies to co-operate with Overview and Scrutiny e.g. authorities responsible for crime and disorder strategies, the NHS and relevant partners identified within the Local Strategic Partnership.
- iv. With other Overview and Scrutiny Members, to subject decisions of the Executive (including the Mayor, Executive Committees, individual Cabinet Members and Officers taking key decisions) to appropriate but rigorous scrutiny. To evaluate and question executive decision making in order to hold the Executive to account.

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- v. As an individual, and in collaboration with other Overview and Scrutiny Members, to ensure that every decision by or on behalf of the Mayor (including Officers taking decisions) is subject to sufficient and timely scrutiny. To participate in a decision to trigger the call in procedure where, in exceptional circumstances, it is required.
- vi. To ensure that the work of Overview and Scrutiny Members is available to the Executive and the Full Council, where appropriate, through the submission of reports and clear, concise recommendations.
- vii. In undertaking these duties to apply the Constitution of the Council, and particularly the Overview and Scrutiny Procedure Rules, the Access to Information Rules and the Budget and Policy Framework Procedure Rules.
- viii. To undertake additional functions such as required by the Council or by statute.
- ix. To respond to constituents' enquiries and representations fairly and impartially.
- x. To declare any interest in issues being scrutinised and to take any action, including withdrawal from the Committee or Sub-Committee required to maintain impartiality.
- xi. To undertake Overview and Scrutiny functions in a constructive and non-partisan way.
- xii. To act in accordance with the Members' Code of Conduct and the Protocol on Member/Employee relations.

Entitlement

- i. The Chair of Overview and Scrutiny Management Committee receives a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. The Vice Chair of Overview and Scrutiny Management Committee receives a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- iii. The Chairs of Standing Scrutiny Sub Committees receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.

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- iv. Overview and Scrutiny Members have additional rights to access information of relevance to their areas of responsibility. These rights are set out in the Overview and Scrutiny Procedure Rules.
- v. Mandatory and further specialised training is provided for Members who have a duty to ensure that they are well informed and have the skills to enable them to undertake these responsibilities.

G. Leaders of Political Groups

It is open to Members who form political groups under the Local Government (Committees and Political Groups) Regulations 1990 to appoint a Leader.

Role

The Leader of a Political Group has one formal role, to be involved in the processes relating to the composition of the group.

Entitlement

- i. The Leaders of Political Groups with 5 or more Members receive a special responsibility allowance detailed in Part 6(ii) of this Constitution.
- ii. Each Political Group is provided with an equipped office from which the Leader and other Members can conduct their business.

Statutory and Guidance References

**Local Government Act 2000 (Constitutions) (England) Direction 2000
DETR New Council Constitutions Guidance Chapter 10**

PART 6

2. MEMBERS' ALLOWANCE SCHEME

The Doncaster Metropolitan Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 (as amended), hereby makes the following scheme:-

1. The scheme may be cited as the Doncaster Metropolitan Borough Council Members' Allowances Scheme and shall have effect for the period 1st April, 2017 to 31st March, 2018 and for subsequent years commencing on the 1st April of each year.
2. In this scheme,
"Authority" means Doncaster Metropolitan Borough Council;
"Member" means a Member of Doncaster M.B.C. who shall be treated as if he/she were a Councillor;
"year" means the 12 months ending with 31st March;
"co-optee" means a person who is not a Member of Doncaster Metropolitan Borough Council but who is a member of a committee or sub-committee of the Authority.

Basic Allowance

3. Subject to paragraph 6, for each year a basic allowance, as specified in Schedule 1, shall be paid to each Member.

Special Responsibility Allowances

4. a. For each year a special responsibility allowance shall be paid to those Members who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme.
b. Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Renunciation

5. A person may by notice in writing given to the Director of Corporate Resources elect to forego any part of his/her entitlement to an allowance under this scheme.

Backdating

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

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Part Year Entitlements - Basic and Special Responsibility Allowances

7. a. The provisions of this paragraph shall have effect to regulate the entitlements of a Member to basic and special responsibility allowances, where the amount payable is varied pursuant to an amendment to the Scheme or annual adjustment of allowances by reference to an index specified by the Authority or where appropriate a Member becomes, or ceases to be, a Member, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable or if suspended or partially suspended from his responsibilities or duties as a Member.
- b. Regarding entitlement to basic or special responsibility allowances, if the amount payable under this Scheme to those allowances is amended or is adjusted by reference to an index then in relation to each of the periods:-
- (i) beginning with the year and ending with the day before that on which the first amendment or adjustment in that year takes effect, or
 - (ii) beginning with the day on which an amendment or adjustment takes effect and ending with the day before that on which the next amendment or adjustment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

Basic Allowance

- c. Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Member to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office as a Member subsists bears to the number of days in that year.

Where this scheme is adjusted by reference to an index provided for in the scheme or amended and the term of office of a Member does not subsist throughout the year then the entitlement of any such Member to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Member subsists bears to the number of days in that period.

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Special Responsibility Allowance

- d. Where a Member has during part of, but not throughout, a year such special responsibilities as entitle him/her to a special responsibility allowance, that Member's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- e. Where an adjustment takes place by reference to an index provided for in the scheme or an amendment takes place and a Member has during part, but does not have throughout the whole, of the year any such special responsibilities as entitle him/her to a special responsibility allowance, that Member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he has such special responsibilities bears to the number of days in that period.

Joint Authorities

- f. Where a Member is also a member of another authority he/she may not receive an allowance from more than one authority in respect of the same duties.

Co-optees' Allowance

- 8.
 - a. Subject to paragraphs b and c below, for each year an allowance, as specified in Schedule 1, shall be paid to each Co-optee who is not a Member but who is a member of a committee or sub-committee of the Authority.
 - b. Where the appointment of a Co-optee begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the co-optees' allowance as bears to the whole the same proportion as the number of days during which his term of office as member subsists bears to the number of days in that year.
 - c. The amount of co-optees' allowance payable to any Member who presides at a meeting of an Overview and Scrutiny Committee, where that Committee's functions under Section 21 of the Local Government Act 2000 relate wholly or partly to any Education functions which are the responsibility of the Authority's Executive, shall not be less than the minimum amount of any special responsibility allowance payable under this Scheme to a person who presides at meetings of any of the other Authority's Committees or Sub-Committees.

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Travel and Subsistence Allowance

9. Regarding travel and subsistence within the Borough, unless stated otherwise the travel and subsistence allowance only applies to Co-optees where specifically stated.
 - a. There will be no payments for travel or subsistence allowances for official business within the Borough. However the Authority:-
 - i. may provide transport where necessary for the effective discharge of Council business for the Chair of Council, Elected Mayor and Members and Co-optees;
 - ii. may provide such subsistence where necessary for the effective discharge of Council business for the Chair, Elected Mayor and Members and Co-optees of the Authority.
 - b. For approved duties outside the Borough boundary, reimbursement of expenditure necessarily incurred on travel and subsistence will be paid at the rates specified in Schedule 1, i.e. at the same rates as those payable to employees under NJC Conditions of Service.
 - c. Rates for travel and subsistence incurred in carrying out approved duties outside the Borough will be adjusted at the same time and at the same amount as those payable to employees under NJC Conditions of Service.

(For the purpose of information the Authority may also provide transport for the discharge of Council business as set out in Schedule 3).

Claims and Payments

10.
 - a. Payments shall be made in respect of basic and special responsibility allowances and co-optees' allowances in instalments of 1/12 of the amount specified in this scheme on the 15th of each month.
 - b. Reimbursements of travel and subsistence will be made on the 15th of each month on the submission of claims and appropriate receipts.
 - c. In order to claim entitlement to travelling and subsistence allowances, any claim for such allowances must be received within six weeks from the date on which entitlement to that allowance arises.
 - d. Where a claim for such an allowance is received outside the six week period, the Authority shall exercise discretion as to whether payment shall be made.

PART 6

2. MEMBERS' ALLOWANCE SCHEME

SCHEDULE 1

Basic Allowance

1. The basic allowance shall be £13,216 per annum with effect from the 1st April, 2021. The basic allowance to include travel and subsistence within the Borough, inclusive of any transport passes or car parking permits.

Special Responsibility Allowances

2. A Special Responsibility Allowance of the amounts set out below shall be paid to the following office holders (with effect from the 1st April, 2021).

| | <u>Allowance</u> |
|--------------------|------------------|
| Mayor | £52,864 |
| Deputy Mayor | £16,519 |
| Civic Mayor | £13,216 |
| Deputy Civic Mayor | £1,321 |

3. a. A Special Responsibility Allowance of £13,216 shall be paid to any Member who is a member of the Cabinet and who does not receive such an allowance by virtue of paragraph 2 above.
- b. A Special Responsibility Allowance of the amounts set out below shall be paid to any other Member who is the Chair of the following Committees of the Council:-

| | |
|---|--------|
| Planning Committee | £8,457 |
| Elections and Democratic Structures Committee | £1,321 |
| Audit Committee | £7,929 |
| Licensing Committee | £7,929 |
| Overview and Scrutiny Management Committee | £7,929 |

- c. A Special Responsibility Allowance of the amounts set out below shall be paid to any other Member who is the Vice Chair of the following Committees of the Council:-

| | |
|--|--------|
| Planning Committee | £3,569 |
| Licensing Committee | £3,965 |
| Overview and Scrutiny Management Committee | £3,304 |
| Audit Committee | £2,511 |

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- d. A Special Responsibility Allowance amounting to £3,304 per annum shall be paid to any other Member who is the Chair of a Standing Scrutiny Panel.
- e. A Special Responsibility Allowance shall be paid to any other Member who is the Leader of a political group, provided there are at least five Members of that group, based on the following membership (30 or more) £6,608 (15-29 inclusive) £2,643 (5-14 inclusive) £1,321.
- f. A Member who is elected to more than one position and who is entitled to receive an allowance in respect of any of the above mentioned shall receive one Special Responsibility Allowance only which shall be the higher of the allowances to which the Member is entitled.

Co-optees' Allowances

- 4. A Co-optee's allowance of the amounts set out below shall be paid to a Co-optee of the following committees/sub-committees of the Council:-

| | |
|---|------|
| Children & Young People Overview and Scrutiny Panel | £661 |
| Audit Committee | £661 |

- 5. A co-optee who is the Chair of the Children and Young People Scrutiny Panel shall be paid an Allowance equivalent to that payable to Chairs of other Standing Scrutiny Panels, currently £3,304 per annum.
- 6. A co-optee's allowance of £661 per annum shall be paid to a Co-optee who is co-opted on to any other Council Committee.
- 7. An all-inclusive attendance per hearing allowance shall be paid to each Co-opted Member on the Audit Hearings Sub-Committee at a rate of £150 per hearing.
- 8. An all-inclusive attendance allowance of £50 shall be paid to each Co-opted Member on the Audit Hearings Sub-Committee for attendance at the Audit Committee meeting that considers the Annual Report of the Monitoring Officer on complaint handling and ethical governance activity.

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Index Linking

9. The allowances specified in paragraphs (1) to (6) of this Schedule shall be index-linked to N.J.C. pay award for Local Government employees, effective from the beginning of the year. Inflationary increases to the basic and Special Responsibility Allowance to be applied separately.

Outside Bodies

South Yorkshire Pensions Authority

10. A Special Responsibility Allowance shall be paid to a Member who represents the Council on the South Yorkshire Pensions Authority. The amount payable, with effect from the 1st April, 2020, is as follows:-

| | |
|--------|--------|
| Member | £4,030 |
|--------|--------|

South Yorkshire Police and Crime Panel

11. A Special Responsibility Allowance shall be paid to a Member who represents the Council on the South Yorkshire Police and Crime Panel (PCP) who is appointed as Chair or Vice-Chair of the PCP as follows:-

| | |
|------------|--------|
| Chair | £5,350 |
| Vice-Chair | £2,675 |

The Chair/Vice-Chair positions on the PCP are determined on a 3 year rotational basis from amongst the SY authorities (these positions are currently held by Doncaster and Rotherham Members respectively). The next appointments are due to be made in June 2021.

[NOTE: The PCP Special Responsibility Allowances are not paid by DMBC - they are paid out of the PCP's Home Office Grant Allocation.]

Travel and Subsistence Allowances

Within the Borough

12. Unless stated otherwise the travel and subsistence allowance for travel and subsistence within the Borough only applies to Co-optees where specifically stated.
- (i) There will be no payments for travel or subsistence allowances for official business within the Borough.
 - (ii) The Authority may provide transport where necessary for the effective discharge of Council business for the Chair of Council, Elected Mayor, Members and Co-optees of the Authority.

(Arrangements are set out at Schedule 3.)

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- (iii) The Authority may provide such subsistence where necessary for the effective discharge of Council business for the Chair of Council, Elected Mayor and Members and Co-optees of the Authority.

Outside the Borough

13. a. Expenditure necessarily incurred by a Member (which for these purposes includes Co-optees) in the performance of an approved duty outside the area of Doncaster Metropolitan Borough Council will be reimbursed as follows:-

(i) Travel

45p per mile.

- (ii) As part of the changes to the DMBC Terms and Conditions the rates for car mileage altered as at 1st May 2012. The rate per mile is now based on HM Revenue and Customs (HMRC) base rate of 45p per mile and will not increase with any pay awards, the amount will only change if the HMRC base rate increases.

(iii) Subsistence

| | |
|--------------|--------|
| Breakfast | £8.90 |
| Lunch | £12.27 |
| Tea | £4.82 |
| Evening Meal | £15.22 |

- (iv) The rates payable in respect of travel and subsistence reimbursement for approved duties outside the Borough will be the same rates as those payable to employees under NJC Conditions of Service.

PART 6

2. MEMBERS' ALLOWANCE SCHEME

SCHEDULE 2

Approved Duties

For the purposes of attendance at meetings within a period of six months to avoid disqualification, Section 85 of the Local Government Act 1972 states "*Attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed to be attendance at a meeting of the authority.*".

The list of duties below refers to meetings that can attract a travel allowance if not reflected in the Members' Allowance Scheme.

- (1) The attendance at a meeting of the Authority or of any Committee or Sub-Committee of the Authority, or of any other body to which the Authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.
- (2) The attendance at any other meeting, the holding of which is authorised by the Authority or a Committee or Sub-Committee of the Authority, or a joint Committee of the Authority and at least one other Local Authority within the meaning of Section 270(1) of the Local Government Act 1972 or a Sub-Committee of such a Joint Committee, provided that –
 - (i) where the Authority is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
 - (ii) if the Authority is not so divided, it is a meeting to which at least two Members of the Authority have been invited.
- (3) The attendance at a meeting of any association of Authorities of which the Authority is a Member.
- (4) The attendance at a meeting of the Executive or a meeting of any of its Committees, where the Authority is operating executive arrangements.
- (5) The performance of any duty 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.

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- (6) The performance of any duty 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.
- (7) The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at any school approved for the purposes of Section 342 of the Education Act 1996 (approval of non-maintained special schools).
- (8) The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or any of its Committees or Sub-Committees.
- (9) Meetings of Committee and Sub-Committee Chairs and Vice-Chairs or Cabinet Members with the appropriate Chief Officers, (or their nominated representatives) for the purpose of, or in connection with, the discharge of Council functions.
- (10) Briefing meetings with appropriate Chief Officers (or their nominated representatives) for the purpose of enabling the Member to carry out his approved duties as the Council's representative on other bodies.
- (11) Local Surgeries, but only to the extent that they deal with the discharge of Council functions and limited to two surgeries per month.
- (12) Tribunals but only where they are for the purpose of, or in connection with, the discharge of Council functions. Those tribunals which have no connection with the discharge of Council functions or tribunals where Members receive remuneration do not fall within the relevant statutory definition.
- (13) Site visits provided that they are undertaken by a least two Members accompanied by an Officer and the specific details of the site visits have been approved in advance by the Council, a Committee or Sub-Committee or the Executive.
- (14) Any duty for the purpose of or in connection with, the discharge of the functions of the Executive.
- (15) Meetings held by or with the Mayor and/or Deputy Mayor or their nominated representative(s) for the purpose of, or in connection with the discharge of Council or Executive functions.

PART 6

2. MEMBERS' ALLOWANCE SCHEME

(16) Members' briefing meetings, (pre-arranged by a Principal Officer of the Council) with the approval of the appropriate Chief Officer in advance, for the purpose of or in connection with the discharge of Council functions.

(17) Attendance at Youth Club Committees by the appropriate Ward Members.

(18) Attendance at training sessions organised by a Chief Officer.

(19) Attendance at Strategic seminars organised by Chief Officers of the Council.

(20) Attendance at:-

(1) Conferences

(2) Courtesy visits

(3) Twinning visits

(4) Official visits

(5) Study visits

on condition that attendance is approved by the Authority/ Executive in accordance with the Council's Constitution and Scheme of Delegation.

(21) Any other duty approved by the Authority or the Executive for the purpose of or in connection with the discharge of the functions of the Authority, or any of its Committees or Sub-Committees.

PART 6

2. MEMBERS' ALLOWANCE SCHEME

SCHEDULE 3

Transport arrangements for the Elected Mayor, Chair and Members (including co-optees) for the discharge of Council functions.

1. The Authority may provide transport where necessary for the effective discharge of Council business for the Chair of Council, Elected Mayor and Members and Co-optees.
2. The Local Authority has a number of official vehicles which may be used in the discharge of the Council's functions as set out in the List of Approved Duties.
3. The Local Authority usually provides a driver.
4. The Local Authority may authorise the Elected Mayor and Members as necessary to drive a Local Authority vehicle in connection with the discharge of Council business.

PART 6

2. MEMBERS' ALLOWANCE SCHEME

SCHEDULE 4

Special Responsibilities in respect of which an allowance may be paid

- (a) Acting as Leader or Deputy Leader of a Political Group within the Authority.
- (b) Acting as a Member of an Executive where the Authority is operating Executive arrangements within the meaning of Part 2 of the Local Government Act 2000.
- (c) 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.
- (d) Representing the Authority at meetings of, or arranged by, any other Body.
- (e) Acting as a Member of a Committee or Sub-Committee of the Authority which meets with exceptional frequency or for exceptionally long periods.
- (f) Acting as the spokesman of a Political Group on a Committee or Sub-Committee of the Authority.
- (g) Acting as a Member of an Adoption Panel within the meaning of the Adoption Agencies Regulations 1983.
- (h) Acting as a Member of any Committee or Sub-Committee that deals with any function arising under any enactment authorising the Authority to licence or control the carrying on of any activity.
- (i) Carrying out 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/her by any one of the activities mentioned in Sub-paragraphs (a) to (h) (whether or not that activity is specified in the Scheme).

PART 6

3. REGISTRATION OF MEMBERS' INTERESTS

DONCASTER METROPOLITAN BOROUGH COUNCIL

REGISTER OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS IN ACCORDANCE WITH SECTIONS 30 AND 31 OF THE LOCALISM ACT 2011 AND THE RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012 (S.I. 2012 No. 1464), AND MEMBERS' PERSONAL INTERESTS IN ACCORDANCE WITH PARAGRAPH 9 OF DONCASTER COUNCIL'S CODE OF CONDUCT FOR MEMBERS

I (full name) (capitals) _____

being a Member (or Co-opted Member) of Doncaster Metropolitan Borough Council give notice that I have set out at PART 1 below under the appropriate headings **my Disclosable Pecuniary Interests and those of my partner (i.e. spouse or civil partner) or the person with whom I am living as husband or wife or as if we are civil partners.**

I have also set out at PART 2 below the other personal interests which I am required to notify to the Council's Monitoring Officer.

I am aware that I am required to declare these under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, and in accordance with the Members' Code of Conduct adopted by the Council and I have put '**none**' where I or my partner have no such interest under any heading.

PART 1 – DISCLOSABLE PECUNIARY INTERESTS

1. Employment, office, trade, profession or vocation

Please list any employment, office, trade, profession or vocation carried on for profit or gain.

1. You should show:

- a) every employment, office, trade, profession or vocation where someone else employs you or your partner.
- b) every company for which you or your partner are a remunerated Director. and your role, for example, 'Teacher' or 'Accountant'.

2. Please provide name and full address of employer/company and short description of the nature of the business.

| Name and Address of Employer/Company | Description of Business | Description of Employment or Role. |
|--------------------------------------|-------------------------|------------------------------------|
| | | |

2. Sponsorship

Name(s) of person(s) [other than a relevant authority] who has/have made any payment to me in respect of my election or any expenses incurred by me in carrying out my duties.

You must complete this box if you have received financial assistance from a political party with your election expenses. You should also include any organisation that has paid any of your expenses to carry out your duties as a Councillor. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

You do not need to disclose payments or allowances received from Doncaster Borough Council.

3. Securities (e.g. shares, debentures, bonds)

Any beneficial interest in securities of a body where:-

- i. that body (to your knowledge) has a place of business or land in the area of the relevant authority; and**
- ii. either -**
 - a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or**
 - b) the share capital of that body is of more than one class and the total nominal value of the shares of any one class exceeds one hundredth of the total issued share capital of that class.**

'Securities' means shares, debentures, debenture stock, loan stock, bonds, unit of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(1) and other securities of any description other than money deposited with a building society.

4. Contracts

Description of any contract for goods, services or works made between the authority and myself or my partner or a firm in which I am or my partner is a partner, a company of which I am or my partner is a remunerated director, or a body of the description specified in (3) above, and which has not been fully discharged.

5. Land

Address or other description (sufficient to identify the location) of any land in which I and/or my partner have a beneficial interest and which is in the area of the authority.

You should give address or brief description of all the property you or your partner **own, lease or rent** within the Borough Council's area. This should include your home address if you are a homeowner. Please give full details of the land, so that its location can be identified. You should include any property from which you or your partner receive rent or for which you/your partner are a mortgagee.

6. Corporate Tenancies

Address or other description (sufficient to identify the location) of any land where the landlord is the authority and the tenant is a firm in which I am or my partner is a partner, a company of which I am or my partner is a remunerated director, or a body of the description specified in (3) above.

Please complete this section if your Business or Company, or that of your partner, has a tenancy or property, which is owned by Doncaster Council.

7. Licences

Address or other description (sufficient to identify the location) of any land in the Borough Council's area in which I have, or my partner has, a licence (alone or jointly with others) to occupy for 28 days or longer.

For example, an allotment or land for fishing purposes occupied for more than a month.

PART 2 - OTHER PERSONAL INTERESTS

8. Membership on Outside Bodies

Give details of your membership of, or position of general control or management in:

8.1 any body to which you have been nominated or appointed by your Council.

8.2 any body exercising functions of a public nature

8.3 any body directed to charitable purposes

8.4 any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

Declaration

I recognise that it is a breach of the Localism Act 2011 and a criminal offence to:

- a) Omit information that ought to be given in this notice;
- b) Provide information that is materially false or misleading;
- c) Fail to give further notice, within 28 days of becoming aware of any change to the interests specified, or of acquiring any new interest, in order to bring up to date the information given in this notice.

Signed

Date

Received by the Monitoring Officer:

Signed

Date

Notes:

1. **This form must be returned within 28 days of the adoption of the Code of Conduct or within 28 days of your election or appointment to office. You must register your Disclosable Pecuniary Interests in the Register maintained under Section 29 of the Localism Act 2011 and provide written notification of details to the Council’s Monitoring Officer.**
2. **You must within 28 days of becoming aware of any change to the interests specified above provide written notification to the Council’s Monitoring Officer of that change.**
3. **Sensitive information: Where you consider that disclosure of the details of a Disclosable Pecuniary Interest could lead you or a person connected to you, being subject to violence or intimidation, and the Monitoring Officer agrees, any published version of the register will exclude details of the interest but may state that you have an interest, the details of which are withheld.**

PART 6

Elected Mayor: Ros Jones (L) - Until May 2025

COUNCILLORS' PERIODS OF OFFICE

| WARD | UNTIL MAY 2025 | UNTIL MAY 2025 | UNTIL MAY 2025 |
|-----------------------------|------------------------|------------------------|--------------------------------|
| ADWICK LE STREET & CARCROFT | HUTCHINSON Debbie L | SMITH Sarah L | MOUNSEY John L |
| ARMTHORPE | DICKSON Aimee L | KNOWLES Sue L | NEEDHAM Tim L |
| BALBY SOUTH | HEALY John L | MORAN Tracey L | |
| BENTLEY | HOGARTH Charlie L | CHURCH James L | NIGHTINGALE Jane L |
| BESSACARR | ALLEN Nick C | BLUFF Laura C | KHAN Majid L |
| CONISBROUGH | BALL Lani-Mae L | BALL Nigel L | PEARSON Ian L |
| EDENTHORPE & KIRK SANDALL | NEVETT David L | ROBINSON Andrea L | |
| EDLINGTON & WARMSWORTH | COLE Phil L | REID Rob EWF | |
| FINNINGLEY | COX Jane C | COX Steve C | JONES R Allan C |
| HATFIELD | ANDERSON Duncan L | CURRAN Linda L | SMITH Glynis L |
| HEXTHORPE & BALBY NORTH | JONES Glyn A L | LIU Sophie L | |
| MEXBOROUGH | CHAPMAN Bev MF | GIBBONS Sean MF | PICKERING Andy MF |
| NORTON & ASKERN | BEECH Iris L | NOON Thomas C | WHITE Austen L |
| ROMAN RIDGE | GRACE Julie L | HEMPSHALL Leanne L | |
| ROSSINGTON & BAWTRY | BLAKE Rachael L | ANDERSON Bob L | JOHNSON Barry L |
| SPROTBROUGH | RANSOME Cynthia C | BLUFF Glenn C | |
| STAINFORTH & BARNBY DUN | FARMER Sue L | STAPLETON Gary C | |
| THORNE & MOORENDS | BLACKHAM Joe L | DURANT Susan Jane L | HOULBROOK Mark L |
| TICKHILL & WADWORTH | CANNINGS Nigel C | GREENHALGH Martin C | |
| TOWN | COBBY Gemma L | KEARSLEY Jake L | SHAW Dave L |
| WHEATLEY HILLS & INTAKE | BARWELL Daniel L | KIDD Jane L | MUDDIMAN- RAWLINS Emma L |

| | |
|------------------------------------|-----|
| Labour (L) | 41* |
| Conservative (C) | 11 |
| Mexborough First (MF) | 3 |
| Edlington & Warmsworth First (EWF) | 1 |
| | 56 |

*includes Ros Jones, Mayor of Doncaster.

Constitution\Version6\This page last updated – May 2021