



10 March 2025

RUGBY BOROUGH COUNCIL

A meeting of Rugby Borough Council will be held in the Council Chamber at the Town Hall, Rugby at 7.00pm on Wednesday 19 March 2025.

Members of the public may also view the meeting via the livestream available on the Council's website.

Dan Green
Acting Chief Executive

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.
2. Minutes.
To approve the minutes of the extraordinary meeting held on 26 February 2025.
3. Declaration of Interests.
To receive declarations of -
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.
4. To receive the Mayor's Announcements.

5. Questions pursuant to Standing Order 10.
6. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 4 March 2025

- (1) Local Plan Preferred Option Consultation – Growth, Investment, Digital and Communications Portfolio.
- (2) Proposed Housing Allocations Policy 2025 – Regulation, Safety, Communities and Homes Portfolio.
- (3) Homelessness Strategy and Action Plan 2025-2029 - Regulation, Safety, Communities and Homes Portfolio.

(b) Audit and Ethics Committee – 6 February 2025

- (1) 2025/26 Capital and Treasury Management Strategy incorporating the Annual Investment Strategy.
- (2) Risk Management Strategy.

7. To receive and consider the reports of officers.

- (a) English Devolution White Paper – Local Government Reorganisation in Warwickshire – report of the Acting Chief Executive (report to follow).
- (b) Constitution Updates – report of the Monitoring Officer.
- (c) Appointment of an Independent Remuneration Panel and review of Members' Allowances – report of the Monitoring Officer.
- (d) Warm Homes: Social Housing Fund – Wave 3 – report of Chief Officer – Communities and Homes (report to follow).

8. Notices of Motion pursuant to Standing Order 11.

(a) "This Council recognises that X (formerly Twitter) no longer shares our values of equality and diversity. This Council asks the Acting Chief Executive to remove Rugby Borough Council from the X platform immediately."

Proposer: Councillor McKenzie
Seconder: Councillor Bennett

(b) "In Prostate Cancer month and in support of the Prostate Cancer UK campaign "Boys need Bins", this Council recognises that men may have need of sanitary bins when out and about. This Council asks the Acting Chief Executive to install at least one sanitary bin in each set of toilets in Council premises."

Proposer: Councillor Thomas
Seconder: Councillor New

(c) "This Council approves setting up a cross-party Working Group to produce a plan enabling the twinning of Rugby with a town in Ukraine. The Working Group will present the plan for approval at the July Full Council meeting.

Rugby has a proud tradition of twinning with towns in Europe, and this has encouraged understanding and opportunities for growth and partnership between us. This Notice of Motion asks us to consider a twinning arrangement with a difference.

Twinning with a town in Ukraine won't offer the same opportunities that we enjoy with Evreux or Russelsheim. But it will offer us the opportunity to stand overtly as friends of a strong, single-minded nation, in its third year of a devastating war. The establishment of this relationship will provide opportunities for cultural exchange, educational partnerships, and economic collaboration, benefiting the residents of both Rugby and the chosen Ukrainian city.

It will demonstrate this Council acknowledges and cares about the sacrifices Ukrainians have made, including those seeking refuge in our town, as they defend their freedom."

Proposer: Councillor Brown
Seconder: Councillor Livesey

9. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

"under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds they involve the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act."

PART 2 – EXEMPT INFORMATION

1. To receive the private reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 4 March 2025

(1) Revenues and Benefits Team Service Transformation – Finance, Performance, Legal and Governance Portfolio.

2. To receive and consider the reports of officers.

(a) Election Fees and Charges & Appointment of Deputy Returning Officer & Deputy Electoral Registration Officer – report of the Returning Officer.

QUESTIONS AT COUNCIL

A Councillor may ask a question at the meeting by giving notice in writing of the question to the Chief Executive no later than midday on Thursday 13 March 2025. The rules relating to Questions are set out in Part 3a of the Council's Constitution.

REPORT OF CABINET

4 March 2025

PRESENT:

Councillors Moran (Chair), Brown, C Edwards, Livesey, Mistry, O'Rourke and Robinson.

Councillors McKenzie and Poole were also in attendance.

1. LOCAL PLAN PREFERRED OPTIONS CONSULTATION

Cabinet considered a report concerning the Rugby Borough Local Plan Preferred Option draft and policies map update for public consultation. The report and appendices are available here:

[Cabinet 4 March 2025 - Local Plan preferred options consultation](#)

[Appendix 1](#)

[Appendix 1A - link to Local Plan policies map](#)

Amendment to paragraph 9.3

Draft land allocations are also proposed at the villages of Brinklow, Clifton-upon-Dunsmore, Long Lawford, Ryton-on-Dunsmore, Stretton-on-Dunsmore, Wolston and Wolvey. To avoid the need for children to be bussed between villages to attend primary school, the scale of new housing at villages has been limited to the projected future capacity at the village primary school, as advised by Warwickshire County Council. The potential to expand village primary schools was also considered. The largest rural allocations are proposed to be at Wolvey, Brinklow and Long Lawford because of the potential for the primary schools serving these villages to expand or accommodate additional spaces.

Recommendation of Cabinet

Cabinet decided to recommend to Council that –

- (1) the Preferred Option Local Plan attached as appendix 1 and policies map be approved for an eight-week public consultation;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to make amendments and corrections as necessary to the Preferred Option Local Plan prior to its publication for consultation;
- (3) delegated authority be given to the Chief Officer for Growth and Investment to publish evidence documents and topic papers as part of the consultation; and

(4) delegated authority be given to the Chief Officer for Growth and Investment to, in liaison with the portfolio holder, agree a list of locations for in-person consultation events.

Recommended that – the recommendation of Cabinet be approved.

2. PROPOSED HOUSING ALLOCATIONS POLICY 2025

Cabinet considered a report concerning a proposed Housing Allocations Policy for 2025. The report is available here:

[Cabinet 4 March - report](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that –

(1) the proposed CBL Housing Allocation Policy 2025 (Appendix 1) be adopted; and

(2) delegated authority be given to the Chief Officer (Communities and Homes):

a. to review and revise the policy in response to:

i. any national policy or legislative changes;

ii. in response to any policy changes instigated by the Council;

iii. reflect the requirements of any new leading and relevant case law;

b. report any significant changes to this policy to this Council's Cabinet;

c. to make minor changes to the policy in consultation with the Portfolio Holder responsible for the Housing Service; and

d. to make changes to the operating procedures.

Recommended that – the recommendation of Cabinet be approved.

3. HOMELESSNESS STRATEGY AND ACTION PLAN 2025-2029

Cabinet considered a report concerning a proposed Homelessness Strategy and Action Plan for 2025 – 2029. The report is available here:

[Cabinet 4 March - report](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) the Rugby Homelessness Strategy 2025 – 2029 and action plan (Appendix 1) be adopted; and
- (2) delegated authority be given to the Chief Officer (Communities and Homes) to update the Action Plan on an annual basis, in consultation with the Portfolio Holder for Communities and Homes and the Rugby Homelessness Forum.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR M MORAN
CHAIR**

REPORT OF AUDIT AND ETHICS COMMITTEE

6 February 2025

PRESENT:

Mr P Dudfield (Chair), Mr J Eves (Vice-Chair), Councillors Howling, Karadiar, Roodhouse and Simpson-Vince

1. 2025/26 CAPITAL AND TREASURY MANAGEMENT STRATEGY INCORPORATING THE ANNUAL INVESTMENT STRATEGY

Audit and Ethics Committee considered a report concerning the latest Capital and Treasury Management Strategy.

The report is available to view here.

[Agenda Item 6 – 2025/26 Capital and Treasury Management Strategy Incorporating the Annual Investment Strategy](#)

Recommendation of Audit and Ethics Committee

Audit and Ethics Committee decided to recommend to Council that –

- (1) the Capital Strategy including the continuation capital programme for 2025/26 be approved;
- (2) the Treasury Management Strategy incorporating the Annual Investment Strategy including associated limits and specific indicators be approved; and
- (3) the Minimum Revenue Provision Policy be approved.

Recommended that – the recommendations of Audit and Ethics Committee be approved.

2. RISK MANAGEMENT STRATEGY

Audit and Ethics Committee considered a report concerning the updated Risk Management Strategy.

The report is available to view here.

[Agenda Item 7 – Risk Management Strategy 2025/2026](#)

Recommendation of Audit and Ethics Committee

Audit and Ethics Committee decided to recommend to Council that the Risk Management Strategy be approved, with the Chief Officer for Finance and Performance being given delegated authority to make minor typographical amendments.

Recommended that – the recommendation of Audit and Ethics Committee be approved.

**PAUL DUDFIELD
CHAIR**

AGENDA MANAGEMENT SHEET

Report Title: Constitution Updates

Name of Committee: Council

Date of Meeting: 19 March 2025

Report Director: Monitoring Officer

Portfolio: Finance and Performance, Legal and Governance

Ward Relevance: All

Prior Consultation: Constitution Working Group and relevant officers.

Contact Officer: Aftab Razzaq Chief Officer Legal and Governance;
Ian Hunt Senior Legal Officer

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 A Healthier Rugby – To support people to live healthier, longer, and more independent lives.
 A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.
 A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.
 A Fairer Rugby – To reduce inequalities and improve housing across the Borough.
[Corporate Strategy 2025-2035](#)
 This report does not specifically relate to any Council priorities but is part of ensuring that the Council Constitution remains up to date and relevant.

Summary: Following the programme of reviewing the Councils Constitution this report principally looks at the decision making processes of the Council.

The proposals for change are sectional and the existing constitution remains unchanged unless expressly provided for.

The detail of the changes are set out within the body of the report and the accompanying detailed changes appendix.

Financial Implications:

There are no direct financial implications from this proposal outside of existing budgets as they relate to the ongoing functions of the council.

It is anticipated that through the process of rationalisation and increased effectiveness this will make savings, although it is unlikely that these would be material to any specific budget heading.

Risk Management/Health and Safety Implications:

The introduction of best practice will enhance the process and mitigate the risk of legal challenge to the Council. There are no direct Health and Safety implications, beyond the existing processes for meetings of committees.

Environmental Implications:

There are no environmental implications for this proposal, as it is purely administrative in its nature.

Legal Implications:

The Council has a statutory duty to have, and maintain its constitution, the specific legal implications of proposals are set out in the report.

Equality and Diversity:

There are no material impacts on any protected characteristics from the proposals, however further details are provided where relevant within the report.

Options:

The report sets out the considerations and the balanced proposals for change. The Constitution Working group considered a wider range of potential proposals but considered that although there would have been the scope for potential changes there was no need to pursue these elements.

Recommendation:

- (1) The Constitution of the Council be amended to incorporate the changes set out in Appendix 1 to the report; and
- (2) the Monitoring Officer be authorised to update the Constitution and to make such typographical amendments as required to undertake this.

**Reasons for
Recommendation:**

To support the ongoing work to develop and enhance the Councils Constitution.

Council – 19 March 2025

Constitution Updates

Public Report of the Chief Officer - Legal and Governance

Recommendation

- (1) The Constitution of the Council be amended to incorporate the changes set out in Appendix 1 to the report; and
- (2) the Monitoring Officer be authorised to update the Constitution and to make such typographical amendments as required to undertake this.

1. BACKGROUND

- 1.1. The ongoing review of the Council’s constitution is looking at all elements of the document. Following consultation with the Constitutional Review Working Group this report sets out a number of further recommendations to support this ongoing work. This phase of work has concentrated on decision making processes principally in respect of the Councils standing orders for meetings.
- 1.2. The detailed changes are set out in the appendix to this report. They are detailed in the same order as set out within the constitution. This report discusses the changes and makes reference to the proposed amendments.

2. PART 3A COUNCIL STANDING ORDERS

- 2.1. The Council Standing Orders are contained within Part 3A of the Constitution; they control the principle rules for the conduct of both meetings of Council, and committees. The Council has broad discretion over its rules, provided that they are in compliance with legislation and are reasonable.

Notice of and summons to meetings

- 2.2. The common practise of the Council (in common with the majority of Councils) is to issue agendas electronically. The current expression of rule 6 relates to a purely paper issue, accordingly it is proposed to explicitly reference this.

Charing of regulatory committees

- 2.3. At present the Constitution (rule 7b) provides that the Planning Committee and Licencing and Safety Committee chairman may only serve for a maximum continuous term of three years and after that, an outgoing chair may only be reappointed after a period of two years.

- 2.4. This does stop an expectation of continuing long term appointments which may be seen as detrimental in some circumstances. Particularly if entrenched views exist, however it does stop the building up of expertise and awareness.
- 2.5. There is no legal requirement for this rule, however the Constitution Working Group wished to see this retained but with an extension of the maximum term to four rather than three years to ease the pressure to change.

Motions on Notice

- 2.6. The Council process for considering Motions on Notice is contained in rule 11 and has had comment under the relatively recent review of Scrutiny by the Centre for Public Scrutiny. This was considered by Council on the 11 December 2024.
- 2.7. Recommendation 3 of the review highlighted that the use of Council motions to direct the work of Scrutiny and the assumption that there would be a task and finish group arising from motions was driving the work of scrutiny, and not necessarily producing the most appropriate outcomes, and it meant that they were unable to focus their attention appropriately.
- 2.8. The recommendations and the principle of changing the motions process has been considered by both Scrutiny and Council and in principle approved.
- 2.9. At the present time under 11.2 once the motion is moved and seconded the basic assumption is that the proposal will be referred on without debate to a task and finish group. This contrasts with more usual constitutional practice where there would be a debate at Council on the merits of the motion, and it would only be referred to Scrutiny following debate and a conscious decision that it needs to be as the issue is both important and relevant but could not be dealt with at Council.
- 2.10. It is noted that practice has varied, particularly where a motion as called for direct action and it can be dealt with at Council, the revision of the model would support this approach. Equally it should be noted that the principles surrounding amendment and potential counter amendment are also not impacted.
- 2.11. An alternative model for 11.2 is proposed which follows existing best practice elsewhere. This purely provides that the motion proposed (and by inference any amendments etc) will be debated and a decision reached. A provision for the Mayor to refer it if appropriate to the Executive or to a committee is included if the proposed motion is appropriately written.

Seconders Speech

- 2.12. Members of the Constitution Working Group considered that the current requirement for the person seconding a motion to actively reserve their right to speak in the debate was a procedural step which could be actively mitigated against. Given that in the vast majority of cases this occurs a reframing of the rule to make this the default was considered appropriate and expedient.

Decisions – Cabinet, Scrutiny Committee and regulatory Committees

- 2.13. Rule 16.1 provides two powers for planning committee members to highlight the decisions of the planning committee. The first, is a provision that if a resolution is carried, but with substantive opposition it should be referred to Council for consideration, and the second is an ability to refer a decision for information.
- 2.14. The first provision only occurs if the Committee has already made its determination; effectively giving a requirement (although not clearly expressed) for a super majority of Members for decision to be carried. This provision is in conflict with the principles of decision-making being by simple majority under the requirements of paragraph 39(1) of Schedule 12A Local Government Act 1972, and the decision in *R (Friends of Hethel Ltd) v. South Norfolk District Council and Another* [2010] EWCA Civ 894.
- 2.15. It should be noted that in essence with a committee size of 12 this provision would only work in situations where there was full attendance on an item, and the decision was made on the Chairman's Casting vote. The provision has limited applicability and is likely to result in successful legal challenge. Accordingly, it is recommended that this is deleted.
- 2.16. The second provision is to allow three Members of the planning committee immediately after a vote to ask for the decision to be reported to Council for information. Whilst legally this has no impact, in that the decision would have been made (and potentially acted upon) Council could receive a report for information. However the impact of this could be to create uncertainty and raise expectations within the community that the decision could be reversed. This coupled by an item at Council in which Members present are unable to impact the decision creates a substantive risk of conflict and uncertainty. For this reason, it is recommended that it is deleted.

3. CABINET STANDING ORDERS

- 3.1. The Cabinet Standing orders are contained in part 3B of the Constitution, this sets the procedural rules for cabinet. Whilst addressing these there is a supplementary issue within the Articles which is appropriate to address at the same point.
- 3.2. The relationship between the Council and the Executive is misrepresented in sections 1 and 2; the legislative position is that the Council and the executive and the Council have their own separate strands of power and responsibility, given through legislation rather than the Council directly granting the powers to the executive. For matters which are executive in nature the Leader has the discretion to set their own scheme of delegation, and it is not for the Council to approve it, it is at their discretion alone. The proposed amendments make this clearer.

Term of Office of the Leader

- 3.3. The Council sets the term of office of the Leader in Article 7.3, the wording is ambiguous given that it is framed for a Council which elects all Councillors on a four yearly cycle as against the situation of elections by thirds used by the Council.
- 3.4. There have been a range of changes to the legislation, culminating with the Localism Act 2011, which has given the Council the discretion to set its own term for the Leader; this can be no longer than to the end of the Leaders term of electoral office.
- 3.5. Given the discretion the Council could opt for electing the Leader after each set of elections, however given the ability for Council to remove a Leader who may no longer command the control the chamber, it is considered that maintaining a term which runs to the end of the Leaders own electoral cycle represents a straightforward balance of flexibility with consistency.

4. OVERVIEW AND SCRUTINY STANDING ORDERS

- 4.1. The Overview and Scrutiny Procedure Rules in Part 3C set the terms of operation for the Overview and Scrutiny Committee. The Council is required to have a scrutiny function to hold to account and balance the role of the executive.
- 4.2. With the introduction of the Localism Act 2011 the provisions for the way Councillors could refer matters to Overview and Scrutiny was changed. The specific legislative provisions which created the Councillor Call to Action process to raise matters which were of particular concern to them or their ward was effectively repealed (it now only applies to Welsh Authorities). This was replaced by a more straightforward right to request matters be placed on the agenda of the Overview and Scrutiny Committee.
- 4.3. This is balanced in terms of its advantages and disadvantages. Whilst the previous process focused on specific constituent / small area issues and was effectively seeking an inquiry to get a specific resolution; its use was limited and didn't work well for strategic or overarching issues. The revised approach allows for both detailed and generalised issues to be raised, however it does not have the same requirement to follow through.
- 4.4. Given this change it is proposed that within the Overview and Scrutiny Committee Standing Orders section 8 is reworded, to reflect the ability for individual members to request matters be placed on the agenda, but also show that the Committee will determine its response to the issue. In addition section 15 will be deleted as will Part 4H Councillor Call for Action - Protocol of the Constitution in its entirety.

Call-in; process and triggers

- 4.5. Linked with the review of Scrutiny referred to above and the Council approved action plan, and with the changes implemented by the Localism Act the relationships in relation to call in were slightly refined, although the main principles were retained. Accordingly it is recommended that the

- 4.6. The core principle of call-in is the ability for non-executive members to catch a key decision of the executive; scrutinise this and ensure that there is a thorough consideration of the decision. The Overview and Scrutiny process has the ability to refer the decision back to the original decision maker for reconsideration, which would need to take into account the views expressed in the scrutiny process. It should be noted that call-in does not remove the ability of the decision maker to make the ultimate decision, nor can the decision be taken away to another body such as Council.
- 4.7. The process as set out in sections 14.4-14.8 is based on the pre Localism Act structure with some additional local embellishment. There is duplication (given that there are multiple processes for different groups bringing the call-in) and it creates in part structures which could be read as meaning that the decision is to be made by Council not the original decision maker. Equally the limitations in section 14.8 (Exceptions) are arbitrary and unsupported by the underpinning legislation.
- 4.8. It is proposed to have a simplified process; with a single clear structure which reflects the ability to call-in decisions and that they will be dealt with effectively and proportionately by the committee, before being either allowed to proceed or referred back to the decision maker.
- 4.9. In terms of the exemptions to the call in process, it is proposed to change the arbitrary numerical limits with ones based on the nature of the decision and clarifying that scrutiny is a one off process for each decision.

5. ACCESS TO INFORMATION STANDING ORDERS

- 5.1. The provisions of the Access to Information Standing Orders at part 3D of the constitution are in the main in compliance with legislative provisions. There are some refinements required to ensure full compliance with the provisions of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, as amended by and added to by the Openness of Local Government Bodies Regulations 2014.
- 5.2. The regulations have provided specific rights for the public to act as “citizen journalists”, or indeed for the press to act in a wider way than had historically been the case. The rights apply to those parts of any meeting which are open to the public; and are subject to a qualification that the exercise of the rights may not interfere with the conduct of the meeting but provide the opportunity for, live reporting, via text, audio or video both live and in a traditional after the event way.
- 5.3. Since the regulations were created the necessity and utility for this has been mitigated in that a lot of our main meetings are webcast in real time, however if a point of contention arises or a particular individual wished to make use of these it is better to be clear in our existing rules what the basis for this is. Basic provisions are proposed to be added to section 3 of the standing orders to cover these rights. In implementing the operation of these rights the Council will have regard to its public sector equality duty. Whilst the rights themselves are permissive and do not directly engage any protected characteristic, if an

individual wishes to exercise the right, but the presence of a particular characteristic requires an accommodation to be made to enable this reasonable steps will be taken at the appropriate time.

- 5.4. Within section 5 of the rules there is provision for reports to follow, the regulations provide that there should be at least 5 clear days' notice (albeit that there is common practice for updates to be provided for example in planning) of reports. It therefore is proposed that the wording is updated to reflect this. This also is reflected in amendments to section 6 of the Council Standing Orders.
- 5.5. Where the Council intends to treat a matter as private within a meeting the regulations require a sequence of notices. This is to allow the public to question the need for something to be treated in private session. In practical terms the process of the forward plan and the publication of the agendas has meant the Council is in compliance with the basic requirements, however it is not reflected in the constitution. It is proposed that the relevant statutory requirements are included in section 11 to ensure transparency.
- 5.6. With respect to the Forward Plan, the current process creates a block to updates being made within a month. This can give rise to situations where notification of a proposed key decision would be able to be given with 28 days notice, but the cycle of publication hampers this. It is proposed that section 14.3 is updated to clarify that publication within a month is permissible, but that at least 28 days notice must be given.
- 5.7. The provisions for single cabinet member decision making in section 20, introduce a three day period, which is not required by the legislation. It is proposed to remove this period, but to expressly make it clear that the decision is still subject to the forward plan / urgency provisions. In addition there is no clear confirmation within the constitution that where officers are exercising a delegated Key Decision, this should be subject to the same requirements, accordingly this is incorporated within this section.

6. KEY DECISIONS

- 6.1. In reviewing the Access to Information provisions, a defining element for particularly the Forward Pan call-in and executive decision making is the relationship to Key Decisions. A Key Decision is an executive decision which has significance for either the community or the Councils budget.
- 6.2. Whilst the financial measure is only part of the test it is often seen as a key metric in the way Councils consider the significance of decisions. It is for each Council to consider the appropriate level based on their own needs and budgets. Within the constitution as it stands we have two conflicting definitions.
- Part 1B 13.4 sets the value at £50,000; with officer's delegation for notification at £20,000.
 - Part 3G 4.7 sets the threshold at £125,000 excluding treasury management matters.
- 6.3. Comparator data the detail of which was shared with the Constitution Working Group, demonstrates a wide range of thresholds. Within the CIPFA nearest neighbours (those Councils most comparable across a range of demographic

and budgetary factors), the range was between £50,000 and £500,000. Across the district councils in Warwickshire the range was between £125,000 and £150,000. A number of authorities split their thresholds across a number of different criteria, including revenue, capital and specific transaction types such as property.

- 6.4. Following substantial discussion the Constitution Working Group felt that a revision to a threshold of £75,000 for revenue matters, and £150,000 for Capital forged an appropriate balance between recognising the shifts in inflation and allowing expedient decision making with the need to maintain oversight and scrutiny.
- 6.5. To avoid duplication and potential conflict a single definition will be set in Part 1B Article 13 of the Constitution with a cross reference in Part 3G.

Name of Meeting: Council

13/02/2025

Subject Matter: Constitution Updates

Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Constitution

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Amendments shown to the current text with deletions struck through (~~deletion~~) and inserts highlighted in red (**insertion**).

Part 1B Articles of the Constitution

Article 7 Cabinet

7.3 The Leader

The Leader will be a councillor elected to the position of Leader by the Council. The Leader will hold office until the day of the first post-election annual meeting ~~following their election as Leader~~ **after the leader's normal day of retirement as a councillor** unless:

- they resign from the office or otherwise ceases to be a councillor before the next election; or
- they are removed from office by resolution of the Council or in the event of a change in the overall political control of the council.

Article 13 – Decision Making

13.4 Key decisions

A key decision means a decision made in the exercise of an executive function by any person (including officers) or body which meets one or more of the following conditions:

(a) The decision is likely to result in the council incurring expenditure or the making of savings in excess of ~~£50,000~~ **£75,000 in relation to any revenue matter or £150,000 for any capital matter**. Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Strategy.

~~Officers' delegated powers to make executive decisions are subject to the key decision/call-in regime where it is likely the council would incur expenditure or make savings above the threshold of £20,000.~~

In relation to letting contracts the key decision is the proposal to let a contract for a particular type of work. The subsequent decision to award the contract to a specific contractor will not be a key decision provided the value of the contract does not vary

above the estimated amount by more than 10 per cent or ~~£50,000~~ **£75,000 in relation to any revenue matter or £150,000 for any capital matter**, whichever is the lower.

[Note there are additional provisions which are unchanged particularly in relation to matters of significance to communities.]

Part 3A Council Standing Orders

6. Notice of and summons to meetings

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with Access to Information Standing Orders in Part 3D of this constitution.

At least five clear working days before a meeting, the Chief Executive will send a summons signed by them **either electronically or** by post to every councillor or leave it at the councillor's usual place of residence or any address nominated by the councillor.

The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are ~~available~~ **relevant to the business to be conducted**.

7. Chairing of meeting

- a. The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to meetings of Cabinet, regulatory committees, sub-regulatory committees and overview and scrutiny committees, references to the Mayor also include the chairs of those bodies.
- b. The chair of Planning Committee and the chair of Licensing and Safety Committee may serve for a maximum continuous term of ~~three~~ **four** years, and an outgoing chair may not serve for a further two years after standing down.

11 Motions on Notice

~~11.2 (d) Otherwise, although the mover and seconder may speak on the motion, the motion will be referred without discussion to overview and scrutiny or a regulatory committee, as appropriate, for consideration. Where a motion is referred to overview and scrutiny, it will be considered by the next available meeting of Scrutiny Committee, subject to the chair and vice chair having the option of referring the matter to a later Scrutiny Committee if the subject matter is a closer match to that later committee's work programme. Scrutiny Committee may consider the matter itself or set up a task group to do so. Any such task group will report back to Scrutiny~~

~~Committee. Once Scrutiny Committee has considered the motion or received a report back from a task group, it will report to the next available meeting of Cabinet or, if it is not an executive matter, to the next ordinary Council meeting. Where a motion is referred to a regulatory committee, that committee will report to the next ordinary Council meeting.~~ **Motions that have been proposed and seconded shall then be the subject of immediate debate unless the Mayor considers it to be appropriate for the motion to be referred to the Executive or a Committee for consideration. In such cases the Mayor shall provide reasons for such a decision.**

13.3 Secunder's speech

~~When seconding a motion or amendment, a councillor may reserve the right to speak later in the debate~~ **will be expected to have reserved their right to speak within the debate unless they have actively spoken to the motion at the time of seconding.**

16 Decisions – Cabinet, Scrutiny Committee and regulatory committees

16.1 Reports to Council

~~a) Where a motion is carried by Planning Committee by way of a decision made under its delegated powers, that decision will be referred as a Planning Committee recommendation to full Council if:~~

~~i) at least six members of the committee have voted against the motion; and~~

~~ii) immediately after the decision is made, at least six members of the committee demand that the decision is to be a recommendation to the Council.~~

~~b) A decision of Planning Committee will be reported for information to the Council if, at the meeting at which the decision is made, at least three members of the committee making the decision require such a report to be made.~~ **[Deleted]**

Part 3B Cabinet Standing Orders

1. Executive decision taking

The arrangements **process** for the discharge of executive functions **is set out within the Constitution** ~~may be set out in the executive arrangements adopted by the Council. If they are not set out there, then the Leader may decide how they are to be exercised~~ **their scheme of delegation to discharge the functions.** In either case, the arrangements adopted by the Council or the Leader may provide for Executive functions **may** to be discharged by any or all of the following:

- (i) Cabinet as a whole

- (ii) A committee of Cabinet
- (iii) An individual member of Cabinet
- (iv) An officer
- (v) An area committee
- (vi) Joint arrangements
- (vii) Another local authority

2. The Council's scheme of delegation ~~and~~ **for** executive functions

(a) ~~Subject to (b) below the Council's scheme of delegation will be subject to adoption by the Council and may only be amended by the Council.~~ **The Leader will set out their scheme of delegation of executive functions.** It will contain the details required in Article 7 and is set out in Part 2B of this constitution.

(b) Where functions may be discharged by Cabinet, Cabinet **(or the Leader)** may arrange for the discharge of any of those functions:

- (i) by a committee of Cabinet; or
- (ii) by an officer.

Arrangements so made by Cabinet are not to prevent Cabinet from exercising those functions.

Part 3C Overview and Scrutiny Standing Orders

8. Agenda items

- a) Any **Councillor** ~~member of Scrutiny Committee and any two other non-executive councillors~~ shall be entitled to give written notice to the Chief Executive that he or she wishes an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee for the committee's consideration. On receipt of such a request the Chief Executive will ensure that it is included on the next available agenda.
- b) Scrutiny Committee shall also respond, as soon as the overview and scrutiny work programme permits, to requests from the Council and Cabinet for review of particular areas of council activity.

The committee shall be entitled to consider any requested item at the time it comes before the committee and consider what action if any it wishes to take in relation to it, this may include including it on the work programme for a future meeting, creating a task and finish group or declining to take further action in relation to the issue raised,

particularly where this would not align with the strategic priorities of the Overview and Scrutiny Committee or the Council.

14 Call-in Procedures

14.1 Notification of decisions

The following decisions will be published:

- i. A decision made by Cabinet **or a key decision made by a single Cabinet Member**
- ii. A key decision made by an officer
- iii. A key decision made by an area committee
- iv. A key decision made under joint arrangements

Publication may be by electronic means and will normally be within three working days of the decision. All members of the Council will be sent copies of the records of all such decisions within three working days.

14.4 Consideration of called-in decisions

~~The consideration of called-in decisions will vary depending on who requests the call-in and the extent to which the matter has already been debated. The arrangements are set out in Standing Orders 14.5 to 14.8 below.~~

The relevant Overview and Scrutiny Committee in relation to referrals under Standing Order 14 shall meet to consider the decision as soon as reasonably practicable, and usually no later than 10 working days after receipt of the call-in request.

~~14.5 Where a decision is called in by the chair and two members of Scrutiny Committee, the following procedure will apply~~ **Having considered the decision, the relevant Overview and Scrutiny Committee may:**

- a) ~~The decision will be considered at the next available meeting of the committee whose chair has called in the decision.~~ **If it considers that having regard to the policy and budget framework corporate strategy and the information provided to the committee it considers that the decision has failed to take into account some material**

considerations refer it back to the decision-making person or body for reconsideration setting out in writing the nature of its concern; or

b) If, having considered the matter, the committee concurs with the original decision, the decision will stand and will become effective on the date of the committee meeting.

~~c) If, however, the committee still has concerns it will refer the matter to Full Council, setting out its concerns.~~

~~d) If the Council, having considered the matter, does not object to the decision which has been made, then no further action is necessary and the decision will be effective on the date of the Council meeting.~~

~~e) However, if the Council does object, it has no power to make decisions in respect of a called-in decision unless it is contrary to the policy framework, or not wholly consistent with the budget. Unless that is the case the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision-making body or person shall choose whether to amend the decision before reaching a final decision and implementing it. Where the decision was made by an individual, he or she will reconsider within five working days of the Council's request.~~

~~f) Where an executive decision has been made contrary to the policy framework or contrary to or not wholly consistent within the budget, the Council may, if it objects to that decision, substitute its own decision. The Council's decision will become effective on the date of the Council meeting.~~

~~14.6—Where a decision is called in by members of Scrutiny Committee or three individual councillors and the decision has already been considered by the committee:~~

~~It will be referred direct to Full Council. Where the Council does not object to a decision that has been made, the provisions of Standing Order 14.5(d) will apply. If the Council does object to the decision, then:~~

~~a) if the decision is an executive decision which is not contrary to the policy framework or not contrary to or not wholly consistent with the budget, the provisions of Standing Order 14.5(e) will apply; or~~

~~b) if the decision is an executive decision which is contrary to the policy framework or is contrary to or not wholly consistent with the budget, the provisions of Standing Order 14.5(f) will apply.~~

~~14.7—Where a decision is called in by three individual councillors and the decision has not been considered Scrutiny Committee:~~

~~the matter will be placed on the agenda of the next available meeting of Scrutiny Committee. The provisions of Standing Order 14.5(b) (f) shall apply in these circumstances.~~

14.8 Exceptions

In order to ensure that call-in is not abused, nor causes unreasonable delay, the following limitations are placed on its use:

- a) ~~Scrutiny Committee may only call in eight decisions per municipal year.~~ **The call-in procedure may only be used once in respect of any particular decision.**
- b) ~~Once a member (other than the chair of a committee acting in that capacity) has signed a request for a call-in under Standing Order 14.3(b) (i.e. as an individual member) they may not do so again until a period of three months has elapsed.~~ **Where, as a result of call-in, the matter is referred back to the decision-maker for final decision or the decision is otherwise deemed to take effect no further call-in may be exercised.**
- c) **Call-in shall not apply to urgent decisions that comply with Standing Order 14.9 below.**

15. ~~Councillor Call for Action~~ **[Deleted]**

- ~~(a) A councillor may give notice to the Monitoring Officer that they wish a matter affecting people living or working in their ward and relating to the discharge of any function of the Council, to be referred to Scrutiny Committee as a Councillor Call for Action.~~
- ~~(b) In doing so, councillors shall have regard to the excluded matters listed in the Councillor Call for Action Protocol, which forms Part 4 of this constitution, and the matter shall be dealt with according to the procedure laid down in the protocol.~~

Part 3D Access to Information Standing Orders

3. Rights to attend meetings

Members of the public may attend all meetings subject only to the exceptions in these standing orders.

Any person attending the meeting may report upon any part of the public meeting (any part considered in private is not included in this). The reporting may be in any form, including written, audio or video either live or after the event. The Council will make reasonable accommodations to allow for such reporting, provided that this does not interfere with the orderly conduct of the meeting.

5. Access to agenda and reports before the meeting

The council will make copies of the agenda and reports open to the public available for inspection at the Town Hall and publish them on its website at least five clear working days before the meeting. **Any written addendum report containing information which is to be added to an item on the agenda will be circulated to Members and if it is part of a public item made public as soon as is practical after the publication of the agenda.** ~~If an item is added to the agenda later, the revised agenda will be open for inspection from the time the item was added to the agenda. Where any public reports are prepared after the summons has been sent out, the Chief Executive shall make them available to the public immediately and send them to councillors.~~

11. Exclusion of access by the public to reports

If the Chief Executive thinks fit, the council may exclude access by the public to reports which, in ~~his or her~~ **their** opinion, relate to items during which, in accordance with Rule 10, the meeting is likely not to be open to the public. Such reports will be marked "Not for publication" together with the category of information likely to be disclosed. **Where such reports are in relation to executive matters and intended for publication in private then notice will be given at least 28 days in advance via the Forward Plan, and prior to the publication of the agenda any representations which have been received will be given consideration.**

14.3 Publication of Forward Plan

The Forward Plan must be published at least 28 clear days before the start of the period covered. **An update to the Forward Plan may be made at any time, provided that any additional items give at least 28 days notice.**

Part 3G Financial Standing Orders

4.7 Key Decisions

The definition of Key Decision is contained in Part 1B Article 13 of the Constitution. ~~A key decision means a decision made in the exercise of an executive function by any~~

~~person (including officers) or body which meets one or more of the following conditions:~~

- ~~(a) The decision is likely to result in the council incurring expenditure or the making of savings in excess of £125,000. Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Strategy.~~
- ~~(b) In relation to letting contracts the key decision is the proposal to let a contract for a particular type of work. The subsequent decision to award the contract to a specific contractor will not be a key decision provided the value of the contract does not vary above the estimated amount by more than 10% or £125,000, whichever is the lower. In all cases, appropriate budget approval will need to be sought before the letting and award of any contract.~~
- ~~(c) The decision is likely to be significant in terms of its effects on communities living or working in any ward in the borough.~~

Part 4H Councillor Call for Action Protocol

[Whole part to be deleted]

AGENDA MANAGEMENT SHEET

Report Title:	Appointment of an Independent Remuneration Panel and review of Member Allowances
Name of Committee:	Council
Date of Meeting:	19 March 2025
Report Director:	Monitoring Officer
Portfolio:	Finance and Performance, Legal and Governance
Ward Relevance:	All
Prior Consultation:	None
Contact Officer:	Aftab Razzaq, Chief Officer - Legal and Governance
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	<p>This report relates to the following priority(ies):</p> <ul style="list-style-type: none"><input type="checkbox"/> A Healthier Rugby – To support people to live healthier, longer, and more independent lives.<input type="checkbox"/> A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.<input type="checkbox"/> A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.<input type="checkbox"/> A Fairer Rugby – To reduce inequalities and improve housing across the Borough. <p>Corporate Strategy 2025-2035</p> <p><input checked="" type="checkbox"/> This report does not specifically relate to any Council priorities but is required for the Council to fulfil its obligations</p>
Summary:	<p>Councillors are entitled to a variety of allowances as set out in the Member Allowance scheme within the constitution. These allowances are required to be subject to periodic review and consideration.</p> <p>This review is undertaken by the Independent Remuneration Panel which is appointed by the</p>

Council to consider the appropriate level of allowances and to make recommendations to Councillors on these.

The Council has not maintained a standing panel, having appointed ones for its periodic reviews. There is currently a need to undertake a periodic review, and it is proposed to facilitate an ongoing approach to the management of the scheme of allowances to appoint the panel for a fixed term to facilitate any future potential changes or evolution of the scheme.

Financial Implications:

Member's allowances are part of the Councils overall budget; any change in the level of the substantive allowances would need to be considered as part of the overall proposals.

The costs of managing the appointment of the panel and its operation can be met from existing service budgets.

Risk Management/Health and Safety Implications:

Ensuring that the Member Allowances are set at a level which is appropriate; reflecting the need to recompense Councillors for the time they commit to their duties, whilst reflecting the public service element which is expected for office holders.

If the level of allowances is set too low then this can act as a disincentive to prospective Councillors limiting the pool of candidates at elections. Conversely where the allowances are set too high then this can corrode public confidence in Councillors.

Environmental Implications:

There are no material environmental consequences as this is an administrative process.

Legal Implications:

Legal implications are discussed within the body of the report.

Equality and Diversity:

The equalities impacts of this proposal are considered within the report.

Options:

The Council is obliged to have an Independent Remuneration Panel; and to take account of its recommendations. The options for the formation and approach of the panel are discussed within the body of the report.

Recommendation:

Council:

1. Notes the requirement for the formation of an Independent Remuneration Panel, and
2. Authorises the Chief Officer - Legal and Governance to undertake a recruitment process for the Independent Remuneration Panel.
3. Delegates to the Chief Officer - Legal and Governance the power to appoint no less than 3 but up to 5 persons to the Independent Remuneration Panel.
4. Approves the remuneration of the panel at a rate of £547 per annum per panel member.
5. Notes that the panel will report back to Council with its recommendations on the scheme of allowances.

**Reasons for
Recommendation:**

To ensure that the Council has an Allowances Scheme which meets the needs of the Council as well as meeting the requirements of legislation.

Council – 19 March 2025

Appointment of an Independent Remuneration Panel; review of Member Allowances

Public Report of the Chief Officer - Legal and Governance

Recommendation

Council:

1. Notes the requirement for the formation of an Independent Remuneration Panel, and
2. Authorise the Chief Officer - Legal and Governance to undertake a recruitment process for the Independent Remuneration Panel.
3. Delegates to the Chief Officer - Legal and Governance the power to appoint no less than 3 but up to 5 persons to the Independent Remuneration Panel.
4. Approves the remuneration of the panel XXX
5. Notes that the panel will report back to Council with its recommendations on the scheme of allowances.

1. BACKGROUND:

1.1. The Council has a scheme of Member Allowances as set out in Part 5 of the Councils constitution. These allowances are set by Council following the recommendations of an Independent Remuneration Panel. The allowances are required to be periodically reviewed to ensure that they remain relevant and at an appropriate level.

1.2. The detail on the level of remuneration, allowances and expenses entitled by councillors forms the Members' Allowances Scheme. This must be produced in accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) and is required to be adopted by the Council.

2. THE SCHEME OF ALLOWANCES COVERS THREE MAIN AREAS:

2.1. The Basic Allowance is for all members which in part compensates Members for the costs of being a Councillor both in terms of time and out of pocket costs, whilst reflecting that there is an element of public service in the role.

2.2. There are Special Responsibility Allowances, which reflect the additional time requirement of certain roles and responsibilities.

2.3. The scheme provides the framework for the reclaiming of our of pocket expenses which are incurred by Councillors as a necessary part of their duties, this includes for example mileage for traveling to and from meetings.

2.4. The existing scheme has been in place for a number of years, and although there has been indexation in line with Local Government Pay Awards, the Council is required to undertake a review of the scheme. The Independent Remuneration Panel will make recommendations to Council on the level of remuneration, allowances and expenses for councillors. These recommendations must be considered by the Council, although the Council is within its right to agree alternative proposals.

3. TERMS OF REFERENCE OF THE PANEL AND PROCESS OF REVIEW

3.1. The Council is obliged to consider the recommendation of the panel before making amendments to the scheme of allowances. It is considered best practice to retain a standing panel, this allows for flexibility to raise potential changes. Equally given the need for periodic review of the scheme there are benefits in retaining some expertise and ensuring consistency of approach. In order to fit with the Councils electoral cycle it is recommended that the panel is appointed for a four year term, subject to annual review.

3.2. The proposed terms of reference of the panel are attached at Appendix 1 of this report. A person specification is also attached at Appendix 2.

3.3. The panel will invite Councillors from across the Council to provide information and feedback on the operation of the existing scheme and their views of the levels of allowances, as well as the linked implications for the recovery of expenses. With respect to the Special responsibility Allowances information will be sought on the level of additional responsibility and activity required to support the understanding of the relevant level at which these should be set at. To supplement this work the panel will be provided with relevant comparator information in relation to the levels of remuneration for comparable Councils.

3.4. It is proposed that Panel Members will be entitled to an annual allowance of £547, based on the current rate for co-opted Councillors.

3.5. The panel will be supported by officers to ensure that it is able to undertake its work in a timely and effective way.

4. PROCESS FOR APPOINTING AN INDEPENDENT REMUNERATION PANEL

4.1. An independent remuneration panel must comprise a minimum of three members. The process for appointing must command public confidence, and both the process, and the panel, should not only be independent, but seen to be independent. Those who are disqualified from being a councillor cannot sit on the panel, and in addition, the statutory guidance is that those with existing, active political affiliations should also not sit on the panel.

4.2. It is open to the Council to undertake the recruitment of the panel in a range of ways, provided that this ensures that the objective of an independent panel which can command trust. It is recommended that the Council undertakes an open recruitment process in the following form:

- 4.3. Officers will advertise for IRP members using a variety of means, including social media channels, via the website, contacting relevant organisations (local business / voluntary sector organisations) and issuing a press release.
- 4.4. Applicants will be required to submit a CV and an accompanying personal statement outlining why they wish to apply for the role and their relevant skills / attributes and experience.
- 4.5. A selection panel will be formed, comprising the following:
- Portfolio Holder for
 - A representative of the Conservative Group
 - A representative of the Liberal Democrat Group
 - The Monitoring Officer
- 4.6. Further to the considerations of the panel, the Monitoring Officer shall have the delegated authority to appoint the Panel Members (no less than three and no more than five).
- 4.7. The recruitment process will follow the best practice principles undertaken by the Council in undertaking staff recruitment to ensure that the process is robust and supports all potential applicants to take part and perform to the best of their ability. This will mitigate any potential equality impacts.

5. PROPOSED TIMELINE

- 5.1. The following is an indicative timeline for the process of undertaking the review of Member Allowances.

March and April	Advertising and selection of Panel
April and May	Data Collection; including Member panels and Member Surveys
June	Preparation of recommendations and report
July	Recommendations to Council

Name of Meeting: Council

Subject Matter: Appointment of an Independent Remuneration Panel and review of Member Allowances

Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Constitution

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Proposed terms of reference for the Independent Remuneration Panel

1. The work of the panel

- 1.1. The Independent Remuneration Panel is convened to make recommendations to Rugby Borough Council on its Scheme of Members' Allowances and Expenses to ensure that it remains consistent, fair and relevant.
- 1.2. The Panel's recommendations should encompass:
 - 1.2.1. The rates of basic allowance that should be payable by the Council to all of its Members.
 - 1.2.2. The rates of allowances payable to those Members who have special responsibilities within the Council.
 - 1.2.3. The rates of travel, subsistence and other allowances payable to Councillors when discharging their duties, to include payments made in respect of child and dependent caring duties.
 - 1.2.4. The rates that should be payable to any co-opted Members of the Council, if appointed.
 - 1.2.5. The frequency with which the rates should be reviewed or adjusted.
 - 1.2.6. Any other matters that the Panel deem to be appropriate.
- 1.3. In undertaking their work, the Panel should be mindful of:
 - 1.3.1. Any relevant legislation, including in relation to the payment of allowances and taxation.
 - 1.3.2. Any relevant guidance issued by government departments or advisory bodies.
 - 1.3.3. The need to respect the expectations of the general public in the payment of allowances.
 - 1.3.4. The need to ensure that appropriate analysis and research is undertaken to ensure their recommendations are robust and evidence-based.
 - 1.3.5. The need to ensure that the level of allowances is affordable to the Council.
 - 1.3.6. The expectations placed on councillors, and the workloads and commitments generated as a result.
 - 1.3.7. The need to ensure that councillors have the opportunity to put forward their views on levels of remuneration.

2. Membership of the Panel

- 2.1. The panel shall serve a term of office for up to four years which shall be subject to an annual review. After four years a formal recruitment process shall be undertaken, with further appointments to be made for a term of no longer than four years. Panel members may seek reappointment to the Panel.

- 2.2. The panel shall be made up of a minimum of three members appointed by a selection process to be agreed by the Council.
- 2.3. The members of the panel and advisors shall receive an allowance of £100 per meeting attended, plus travelling expenses of up to 45p per mile. Members of the panel may elect to waive their allowances and shall not be treated as employees, being responsible for their own tax, National Insurance and pension arrangements.
- 2.4. Members shall be obliged to follow the requirements of the Council's Code of Conduct for Councillors when acting as a Member of the Panel. The Council shall have the right to remove members of the panel and advisors where they no longer meet the required criteria as established by the Council; commit a breach of confidentiality; persistently fail to attend meetings, or an act or behaviour which may otherwise bring the panel or the Council into disrepute.

3. Operation of the Panel

- 3.1. The members of the panel shall elect their own Chair from amongst their members. The Chair shall be responsible for managing the business of the meeting, ensuring that meetings are conducted in an effective manner, and reach clear conclusions.
- 3.2. The panel should seek to draw consensus on their recommendations, but where they are unable to do so, minority opinions may be reflected in their subsequent recommendations and report.
- 3.3. The panel shall be supported by the Monitoring Officer and their staff. The panel is encouraged to seek advice, seek the views of members of the Council, and undertake and commission research to support its work. The Council will support the panel by accommodating all reasonable requests for information and resources.

4. Report and findings

- 4.1. The Independent Remuneration Panel is required to produce recommendations for the Council, which will be articulated in reports, prepared by Council officers and agreed by the panel. These shall be presented by the Chair of the panel to the Council.
- 4.2. All reports of the Panel will be made public and published by the Council.

5. Access to meetings

- 5.1. Panel meetings will not normally be open to the public although minutes and records of the panel will be open to public inspection.

Person specification – Independent Remuneration Panel members

1. Criteria

- 1.1. The Independent Remuneration Panel (IRP) will advise Rugby Borough Council on the rates of remuneration, allowances and expenses that should be paid to its councillors.
- 1.2. We are seeking to appoint a minimum of three individuals to our Independent Remuneration Panel (IRP) for a period up to four years.
- 1.3. No experience of serving on such panels is required, as a full briefing will be provided.
- 1.4. We support applications from all sections of the community, regardless of age, gender, ethnicity, sexual orientation, faith or disability. We welcome candidates from a diverse range of backgrounds and different experience.
- 1.5. Preferably, candidates should be able to demonstrate some experience of the Rugby area, for example having lived or worked within Rugby.
- 1.6. Further, candidates are welcome to highlight work they have done that demonstrates commitment to supporting their local community or business sector – for example, whether they have volunteered, supported their local school, charities or community groups, have been part of representative organisations or similar roles.

2. Time commitment

- 2.1. The work of the panel will primarily be undertaken from April to June 2024. Candidates should be willing to commit at least three days per month during this period, which may be a mixture of meetings and preparatory work.
- 2.2. Some meetings may take a full day commitment.
- 2.3. Candidates should also be willing to attend additional meetings outside of this timeframe to undertake an annual review of the scheme and to potentially consider other matters, as required.
- 2.4. One member of the panel will act as Chair, and will additionally be expected to present findings of the panel to Council meetings which will require some additional time commitment.

3. Skills

- 3.1. Members of the panel will be required to work in a collaborative manner. The panel will be expected to reach outcomes on a consensual basis.
- 3.2. Candidates should have some experience in undertaking financial and non-financial analysis of proposals, and being able to digest information to develop clear outcomes.
- 3.3. They should be used to working in a team environment, or at a board level, and willing to actively participate in challenging debates with an open mind.
- 3.4. Panel members should have some experience of presenting findings and conclusions in a confident manner.

4. Requirements

- 4.1. IRP members must be able to demonstrate they are committed to high standards of personal integrity and independence from the Council.
- 4.2. They will be expected to abide by the Councillors Code of Conduct during the term of their appointment.
- 4.3. They should not have a close association with any current political organisation or elected member of Rugby Borough Council.
- 4.4. All panel members must not:
 - be a member or officer of a county council, district council or parish / town council within Rugby, or otherwise employed under the direction of a local authority;
 - be an active member, officer or campaigner of a local political association or party;
 - have made substantial contributions to a local political association or party;
 - be subject to a bankruptcy restriction order or interim order;
 - be subject to a sexual risk order or be on the sexual offenders register;
 - be subject to a civil injunction or criminal behaviour order;
 - be disqualified from acting as a director, a charter trustee or charity trustee within five years before the date of submission of application
 - within five years before the date of submission of application, have been convicted of any offence and have had passed on you a sentence of imprisonment, whether suspended or not, for a period of three months or more without the option of a fine
- 4.5. As part of the application, candidates are required to declare any matters that may cause a conflict of interest in performing their role.
- 4.6. The Council has the right to remove any candidates or members of the panel (once appointed) who they believe does not meet this criteria; whose interests conflict with the independent requirement, and who they believe have undertaken activities that could call the work of the panel into disrepute.