

PLYMOUTH CITY COUNCIL CONSTITUTION
APPENDICES

APPENDIX ONE - MEMBERS' ALLOWANCE SCHEME

Summary of basic allowance and special responsibility allowances from 1 October 2023.

<u>BASIC ALLOWANCE</u> (per year for all 57 councillors)	£
Basic Allowance	12,752
<u>SPECIAL RESPONSIBILITY ALLOWANCES</u> (in addition to the basic allowance) (Numbers in brackets refer to the number of Members claiming this allowance)	
The Executive (Leader and the Cabinet)	
Leader of the Council (1)	38,255
Deputy Leader of the Council (1)	26,917
Cabinet Member (8)	22,002
Overview and Scrutiny Committees	
Chairs of Overview and Scrutiny Committees (5)	12,752
Regulatory Committees	
Chair of Planning Committee (1)	12,752
Vice Chair of Planning Committee (1)	6,376
Chair of Licensing Committee (1)	12,752
Vice-Chair of Licensing Committee (1)	6,376
Chair of Taxi Licensing Committee (1)	12,752
Vice-Chair of Taxi Licensing Committee (1)	6,376
Chair of Audit and Governance Committee (1)	12,752
Chair of Health and Wellbeing Board (0)	6,376
Opposition Groups	
Leader of the largest minority party (1)	11,003
Leader of other minority parties (every 5 members) (2)	1,000
Deputy Leader of largest minority party (1)	6,376
Lord Mayoralty	
Lord Mayor (1)	17,715
Deputy Lord Mayor (1)	5,846
Assistant Cabinet Member	
Assistant Cabinet Member (4)	2,751

Approved duties and allowances

The maximum period of the entitlement is the duration of the approved duty plus reasonable travelling time. Councillors undertaking approved duties may claim travel, subsistence and dependent carers' allowance unless remuneration and/or expenses are provided by the body to which the approved duty relates. The allowance should not be payable to a member of the claimant's own household.

Approved duties are:

- attending a committee, sub-committee or outside body meeting
- attendance at any other authorised meeting (provided that it is a meeting to which Members of at least two political groups have been invited)
- attendance at a meeting of any association of authorities of which the authority is a member
- attendance at any Cabinet meeting
- performance of any duty connected with the opening of tenders
- performance of any duty requiring the authority to inspect or authorise the inspection of any premises
- performance of any duty in connection with arrangements for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996
- attendance at development and learning events
- the carrying out of any other duty approved by the authority for the purpose of or in connection with the discharge of the functions of the authority or any of its committees or sub-committees

Travel allowances and subsistence expenses

Car, Motorcycle and Bicycle Allowance Rates are set in lines with those paid to officers of the authority. Existing travel and subsistence arrangements will continue, i.e. that Members are entitled to claim such allowances necessarily met in carrying out their official duties as councillors outside of the city boundary (in line with the officers' scheme).

Travel within Plymouth and peninsula (counties of Devon, Cornwall, Somerset and Dorset)

HMRC RATE:

45p per business mile up to 10,000 miles

25p per business mile over 10,000 miles

'Out of Peninsula rate':

25p per business mile

Low emission car rate (travel within Plymouth and Peninsula)

Cars with up to 110g/km CO₂ emissions, and/or in tax band A or B:

50p per business mile up to 10,000 miles

29p per business mile over 10,000 miles

HMRC passenger rate:

5p per business mile per passenger

Meals and subsistence rates

Breakfast

Irregular starter before 6am. This rate does not apply if employee regularly leaves home before 6am.

Maximum claim - £5

One meal rate

Where an employee is away from the normal place of work for a period of more than five hours.

Maximum claim - £5

Two meals rate

Where an employee is away from the normal place of work for a period of more than 10 hours.

Maximum claim - £10

Late evening meal

Irregular late finisher - where an employee is away from the normal place of work outside of their normal working hours and after 8pm.

Maximum claim - £10

Only a maximum of three meals can be reimbursed per day. Alcohol cannot be purchased within the allowance.

Overnight stays

Accommodation will be reimbursed for overnight stays where it is impractical for a day-return or where the overnight stay represents better value for money. Reimbursements will be made when presented with a valid VAT receipt.

Bed and breakfast outside of London (M25): Maximum payment - £65

Bed and breakfast within London/M25 boundaries: Maximum payment - £85

Dependent carers' allowance

Members are entitled to claim for the duration of the approved duty plus reasonable travelling time. The allowance should not be payable to a member of the claimant's own household. See below.

APPENDIX TWO - POLICY FRAMEWORK

The policy framework is made up of a series of Statutory Plans and Strategies listed below:

Statutory Plans and Strategies

- Corporate Plan
- Licensing Authority Policy Statement – Gambling Act 2005
- Plymouth Plan incorporating the:
 - Local Development Framework (Documents)
 - Local Transport Plan
 - Safer Plymouth Partnership Plan
 - Child Poverty Plan
 - Youth Justice Plan
 - Health and Wellbeing Strategy

(Note: the Health and Well Being Board is responsible for the Joint Health and Wellbeing Strategy)

Local Choice Plans and Strategies

- Medium Term Financial Plan
- Plymouth Plan incorporating the:
 - The Housing Strategy
 - Plymouth Economic Strategy
 - Waste Management Strategy
 - Children and Young People’s Plan
 - Cultural Strategies
 - Licensing Policy and Taxi Licensing Policy

APPENDIX THREE - WARD WORKING

1. GENERAL

1.1. Councillors engage with residents in their through a variety of mechanisms in order to identify and respond to community priorities, and work with partners collaboratively to help solve problems. The Councils corporate values, as adopted by the Corporate Plan – Fair, Partners, Democratic and Responsible – guide how Councillors engage with their wards. These values are anchored by the Nolan Principles of Public Life.

1.1.1. The objectives of ward working are to:

1.1.2. Enable residents to inform and influence local priorities;

1.1.3. Put in place long-term solutions with partners to problems experienced in communities

1.1.4. Improve knowledge, information and data flow about wards between Councillors and Officers;

1.1.5. Improve the visibility and accessibility of Councillors within their wards;

2. THE ROLE OF COUNCILLORS IN WARDS

2.1. As elected representatives, Councillors are encouraged to participate in and/or hold regular or issue-focussed meetings and related activities within their ward. Councillors may also wish to engage with residents through other mechanisms such as social media. This engagement with residents, sometimes in partnership with other agencies, helps identify and respond to residents' priorities and solve problems. No two wards in Plymouth are the same and therefore different engagement approaches will suit different Councillors and different wards.

2.2. Councillors and officers involved in ward working remain accountable to the public for their actions and the manner in which they carry out their responsibilities, as per Article 2 and Part G of the Constitution.

3. MEETINGS

3.1. Councillors can request officers from relevant departments attend ward-related meetings about a specific issue that requires resolution.

3.2. Any meetings organised and held by Councillors are public meetings, run on an informal basis and have no decision making powers. Council Rules of Procedure do not apply, although advice is available from the Democratic Support Team on best practice in the running and record keeping of meetings.

APPENDIX FOUR - RULES OF DEBATE

The Rules of Debate are designed to facilitate debate in Council and Committee Meetings in an organised and orderly manner. (Also see the chart below)

1. What is a Motion

- 1.1. A motion is a proposal at a meeting that certain action is taken or certain views about a subject are expressed by the Council.
- 1.2. The purpose of a motion is to introduce new business. A motion should be in positive language (ie that the Council does something, not that the Council refrains from doing something) to avoid confusion when voting. Motions require a majority vote.
- 1.3. A motion cannot be proposed when another motion is under consideration.
- 1.4. Any motion requires a seconder, can be debated and can be amended.

2. No speeches until motion or amendment moved and seconded

- 2.1. No other speeches can be made on a motion/amendment until it has been moved, the mover has explained the purpose of the motion/amendment and it has been seconded. A Councillor may have up to five minutes to move a motion/amendment and explain its purpose. No other speeches may be made until the motion/amendment has been seconded.

3. Secunder's speech

- 3.1. A Councillor who seconds a motion or amendment can speak at that time or later in the debate.

4. Content and length of speeches

- 4.1. Speeches [except for points of intervention (see Rule 13) and points of order (see Rule 12)] must be about the item being discussed.
- 4.2. Councillors' speeches cannot be longer than five minutes, except that the mover of a motion may, with the consent of the Council, have one extension of a further period of five minutes.

5. When a Councillor can speak again

- 5.1. A Councillor who has already spoken in a debate cannot speak again except to:

- exercise their right of reply (see Rule 9)
- make a point of order – (see Rule 12)
- make a point of intervention (see Rule 13)
- speak on an amendment (see Rule 6)
- move a further amendment.

6. Amendments to motions

6.1. Unless notice of the amendment is given, the chair may require it to be written down and handed to him/her before it is discussed. This is to ensure clarity of what is being proposed.

6.2. An amendment must be relevant to the motion and must be a proposal:

- to refer a motion elsewhere
- to add, replace or leave out words
- Amendments to add, replace or leave out words must not negate the motion
- Only one amendment may be moved and discussed at any one time. No further amendment may be moved until that amendment has been disposed of.

6.3. After an amendment has been carried, the chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote

7. Debate on amendments

7.1. If an amendment is carried, the amended motion replaces the original motion. Any further amendments will be to the amended motion.

7.2. If an amendment is not carried, any further amendments will be made to the original motion.

8. Withdrawing a motion

8.1. A Councillor who moved a motion at the meeting can withdraw a motion which he/she has moved at any time before the vote is taken.

8.2. No one can speak on a motion that has been withdrawn.

9. Right of reply

9.1. A Councillor who moves a motion has a right of reply (and may take up to five minutes) at the end of the debate, immediately before the vote.

9.2. If an amendment is moved, the Councillor who moved the amendment has the right to reply at the end of the debate but may not otherwise speak on the amendment.

10. Motions that can be moved during debate

10.1. When a motion is being debated, no other motions can be moved except for the following procedural motions:

- to withdraw or amend a motion
- to move to a vote
- to adjourn the meeting or debate
- to hold a meeting in private (when allowed by the [Access to Information Procedures](#) – see Part F section)
- to limit or extend the debate (ie that the meeting continues beyond 7:30pm)

11. Motions to end or postpone the debate

- 11.1. After a speaker has finished speaking, any Councillor having been called to speak by the Lord Mayor can propose to move to a vote or adjourn the debate or meeting. They must do this without comment.
- 11.2. If a motion to move to a vote is seconded, Council will vote on whether to take the vote on the motion/amendment under discussion. If Council decides to move to the vote, the mover of the original motion/amendment will have the right to reply. Then Council will vote on the motion/amendment without further debate.
- 11.3. If a motion to adjourn the debate or meeting is seconded, Council will vote on whether to adjourn. The mover of the motion/amendment will not have the right of reply before this vote.

12. Points of order

- 12.1. A Councillor can make a point of order at any time. The Lord Mayor will hear a point of order immediately. A point of order must be about the law or Council procedures or rules being broken. The Councillor must say which law or procedures or rules are being broken and how. The Lord Mayor will consider the Monitoring Officer's advice when deciding on a point of order and the Lord Mayor's decision will be final.
- 12.2. Any member making a point of order may not speak on the matter under discussion during the point of order.

13. Points of intervention

- 13.1. A member may ask a brief question in relation to the speaker's statement if the speaker agrees. No other members shall be allowed to speak. The question, if accepted, is not part of the speaker's time. The answer is part of the speaker's time. No supplementary questions are allowed.

14. Motion to overturn a previous decision

- 14.1. A motion or amendment to overturn a decision made by a meeting of the Council within the past six months cannot be moved unless the motion on notice is signed by at least ten members.

15. Motion similar to one previously rejected

- 15.1. A motion or amendment similar to one that has been rejected by a meeting of the Council in the past six months cannot be moved unless the motion on notice or amendment is signed by at least ten members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

MOTION	SECOND?	INTERRUPT THE SPEAKER?	DEBATE?	AMENDABLE?	VOTE NEEDED?		NOTICE REQUIRED?
Main Motion	Yes	No	Yes	Yes	Simple Majority		No
Motion on Notice	Yes	No	Yes	Yes	Simple Majority		Yes
Withdraw a Motion*	*	*	No	No	N/A		No
That the vote be taken	Yes	No	No	No	Simple Majority		No
Amend a Motion	Yes	No	Yes	Yes	Simple Majority		No
Adjourn a Meeting	Yes	No	No	No	Simple Majority		No
Limit or extend debate (i.e. past 7.30 pm)	Yes	No	No	Yes	Simple Majority		No
Refer to Committee	Yes	No	Yes	Yes	Simple Majority		No
Point of Order	No	Yes	No	No	N/A	Chair grants	No
Point of Intervention	No	Yes	No	No	N/A	Speaker decides if he/she will accept the intervention	No
Suspend the Rules	Yes	No	No	No	Simple Majority		No
Rescind	Yes	No	Yes	Yes	Simple Majority	Signed by 10 members	Yes
Similar to one previously rejected	Yes	No	Yes	Yes	Simple Majority	Signed by 10 members	Yes

Glossary

Beneficial interest	an interest that can be benefited from – a person would have a beneficial interest in something that belonged to them or that was being held for them in a trust
Best consideration	the best deal
Budget and policy framework	the Council's overall budget and policies
Call in a decision	have a decision sent to another body to be looked at again
Development control	system for dealing with planning applications
General fund	the fund for the Council's finances in most areas (but not Council housing finance)
Housing revenue account	the fund for Council housing finance
Local development framework	documents that show how land in the city can be used and that guide decisions on planning applications
Maladministration	when a Council is inefficient or unreasonable or does not follow its own procedures
Nominal value of a share	the value shown on the share certificate
Policy framework	the Council's overall policies
Political assistant	officer who does political work for a political group on the Council
Proper officer	officer given a responsibility that the law requires to be done by a specified post holder
Securities	stocks, shares, bonds or anything else that pays interest or dividends
Vires	legal power to do something