

**CITY OF BRADFORD METROPOLITAN DISTRICT  
COUNCIL**

**REPORT OF THE INDEPENDENT REMUNERATION  
PANEL**

**1 OCTOBER 2004**

## **REPORT OF THE INDEPENDENT REMUNERATION PANEL**

### **Purpose**

The Independent Remuneration Panel (The Panel) was requested by the City of Bradford Metropolitan District Council (the Council) to consider the following matters and make recommendations to the Council:

- A. A request from West Yorkshire Joint Services Committee to consider the payment of a Special Responsibility Allowance (SRA) to the Chair of the Joint Services Committee. The position is currently held by the Council having taken over the Chair from Wakefield on 15<sup>th</sup> July 2004.
- B. Arrangements for the operation of the Licensing Committee and Licensing panels approved by Standards Committee on 30 September 2004.

### **The West Yorkshire Joint Services Committee**

The West Yorkshire Joint Services Committee is responsible for providing the following services on behalf of the five West Yorkshire metropolitan authorities:

- Archive Service
- Archaeology Service (Advisory Service and Technical Services)
- Grants to Voluntary Bodies
- Trading Standards
- Scientific Services: Analytical, Materials Testing and Calibration Services

The council took over the chair of the Joint Services Committee from the City of Wakefield MDC in July 2004. A Special Responsibility Allowance was previously paid to the chair through the Wakefield members' allowance scheme. In order for an SRA to be paid to the current chair it would be necessary for it to be approved as part of the City of Bradford MDC members allowance scheme following a recommendation from this Panel.

The Panel considers that the Joint Services Committee provides important and valuable services to the people of West Yorkshire and administers significant resources and budget. The Joint Services Committee itself also has a number of sub-committees and the Chair of the Committee therefore has an important role in ensuring the effective operation of the Joint Services decision making structure. The panel considers it appropriate therefore that an SRA is paid in respect of this office and that the level of the allowance be set at 20% of the Leader's allowance.

## **The Licensing Committee**

Detailed guidance on the Licensing Act 2003 was issued for local authorities by the Secretary of State for Culture, Media and Sport in July. The draft Regulations were issued for consultation very recently. The Act requires the functions within it to be discharged by a Committee of the Council with certain exceptions. The Act enables Licensing Committees to appoint sub-committees to discharge the responsibilities of the Committee. The Licensing Committee must consist of at least 10 but not more than 15 members.

The Council's Standards Committee met on 30 September 2004 and approved Terms of Reference for the new committee and its sub committees. The Licensing Committee will appoint two panels (sub-committees) to which it shall delegate functions. The Licensing panels are:

Bradford Licensing Panel  
Keighley and Shipley Licensing Panel

The Licensing Panels will comprise three members, to include the chair of the Licensing Committee in the case of the Bradford Licensing Panel and the deputy chair of the Committee in the case of the Keighley and Shipley Licensing panel, and two other members of the Licensing Committee drawn on a rota basis. The Panel was informed that the Licensing Panels will meet frequently.

This Panel previously considered the new licensing arrangements in June 2004 and made recommendations to the Council providing for a Special Responsibility Allowance in respect of the Chair of the Committee of 35% of the Leader's SRA and for members of the Committee of 10% of the Leader's SRA. Given the fact that the will Committee discharge most of its functions through the two Licensing Panels, one of which is chaired by the Chair of the Committee and the other chaired by the Deputy Chair, this Panel considers it appropriate that both positions should receive Special Responsibility Allowances commensurate with the important roles that the Licensing Panels will perform and heavy workload involved. It is recommended therefore that the Chair of the Licensing Committee should receive and SRA of 40% of the Leader's allowance whilst the Deputy Chair should receive an allowance of 35%. No change is proposed to our previous recommendation for members of the Committee.

## **Recommendations**

- 1. That the Council amends the Scheme of Members' Allowances to include the following additional Special Responsibility Allowances:**

<b>Position</b>	<b>Percentage of Leader's SRA</b>	<b>Amount</b>
-----------------	-----------------------------------	---------------

Chair of Licensing Committee	40%	£12,777
Deputy Chair of Licensing Committee	35%	£11,180
Chair of West Yorkshire Joint Services Committee	20%	£ 6,389

- 2. That the allowance payable to the Chair of West Yorkshire Joint Services Committee be backdated to 15<sup>th</sup> July 2004 and that allowances for the Licensing Committee take effect from 1 November 2004.**

**Rodney Brooke (Chair)**  
**Lorraine Clarke**  
**Sandy Needham**