

**To:**  
**All members of the**  
**Cabinet**

*Please reply to:*

Contact: Gillian Scott  
Service: Committee Services  
Direct line: 01784 446240  
E-mail: [g.scott@spelthorne.gov.uk](mailto:g.scott@spelthorne.gov.uk)  
Date: 20 September 2019

## Supplementary Agenda

### **Cabinet - Wednesday, 25 September 2019**

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Cabinet meeting to be held on Wednesday, 25 September 2019:

**7. Recommendations from the Local Plan Working Party 3 - 4**  
**Councillor I.T.E. Harvey**

To consider the recommendations from the Local Plan Working Party meeting held on 16 September 2019.

The draft consultation documents are not being published until the Local Plan Working Party has finalised and agreed them prior to consultation.

There will be a briefing session for all members prior to consultation due to commence on the 5<sup>th</sup> November, subject to Cabinet agreement. The documents will then be available publically.

**11. Appointment of Independent Remuneration Panel member 5 - 8**  
**Councillor I.T.E. Harvey**

To consider the appointment of a replacement member on the Independent Remuneration Panel and make a recommendation to Council.

Yours sincerely

Gillian Scott  
Committee Services

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) telephone 01784 451499

To the members of the Cabinet

Councillors:

I.T.E. Harvey (Leader)

A.C. Harman (Deputy Leader)

M.M. Attewell

R.O. Barratt

J.R. Boughtflower

O. Rybinski

## **Local Plan Working Party**

### **Minutes**

**Monday 16 September 2019**

**Present:**

Cllr C Barnard  
Cllr I Beardsmore  
Cllr H Harvey  
Cllr I Harvey (Chairman)  
Cllr R Smith-Ainsley

Apologies: Cllr V Leighton

**Supplementary meeting: Thursday 19 September 2019**

**Present:**

Cllr H Harvey  
Cllr I Harvey (Chairman)  
Cllr V Leighton  
Cllr R Smith-Ainsley

Apologies: Cllr C Barnard

**1 Report of the Strategic Planning Manager**

**a) Draft Consultation Strategy**

- 1.1 It was agreed to recommend that Cabinet agree the Consultation Strategy, with minor amendments to be delegated to the Strategic Planning Manager and changes of any significance to be referred to the Working Party for agreement. It was also agreed that an early press release will be issued to advise of the upcoming consultation, with the wording to be agreed by Local Plan Working Party and in collaboration with the Communications Team.

**b) Draft Policies – Preferred Options**

- 1.2 It was agreed to recommend that Cabinet agree the general content and scope of the policies to be published for consultation, subject to the final wording of the draft policies to be agreed by the Working Party prior to consultation.

**c) Draft Allocations – Preferred Options**

- 1.3 It was agreed to recommend that Cabinet agree the draft allocations to be published for consultation, subject to inclusion of the changes agreed

to at the supplementary meeting and final wording to be agreed by the Working Party prior to consultation.

**d) Evidence base documents**

- 1.4 This item was not discussed specifically, however it was included in the agenda to seek confirmation that the evidence base documents would be published to support the consultation. As such, Cabinet is asked to agree these documents for consultation.

**2 Next Meeting**

- 2.1 TBC.

**Cabinet****25 September 2019**

<b>Title</b>	Appointment of an Independent Remuneration Panel (IRP) member		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Gillian Scott, Principal Committee Manager		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	Cabinet is asked to recommend that Council approves the appointment of a member to the Independent Remuneration Panel.		
<b>Reason for Recommendation</b>	The Council is required to establish and maintain an Independent Remuneration Panel consisting of at least three members, none of whom is formally connected with the Council.		

**1. Key issues**

- 1.1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to establish and maintain an Independent Remuneration Panel (the Panel). The Regulations require that the Panel shall consist of at least three members, none of whom is formally connected with the Council.
- 1.2 The Panel undertakes the task of annually reviewing the Members' Allowances Scheme and making recommendations to the Council about the allowances to be paid to elected councillors.
- 1.3 One of the members of the existing Panel appointed in 2017, resigned earlier this year due to ill health and it is therefore necessary for the Council to consider appointing a replacement member on the Panel.
- 1.4 The statutory guidance on members' allowances requires Councils to adopt an appointments process which best results in the Panel membership being truly independent and well-qualified to discharge its functions and be representative of the diversity of the communities in the local authority's area.
- 1.5 An advert was placed on Jobs Go Public on 15 August 2019 with an information pack giving much more detail about the role and purpose of the Panel.
- 1.6 A link to the advert and Job Pack was placed on the Council's website, Facebook and Twitter accounts, LinkedIn and in the Council's e-newsletter.

We also brought the vacancy to the attention of residents' associations, businesses, faith groups, the health sector and the voluntary sector.

- 1.7 As a result of this publicity, three applications were received. Unfortunately, one of these was disqualified from appointment due to their employment with another local authority.
- 2. Options analysis and proposal**
  - 2.1 The two potential candidates were interviewed by the Head of Corporate Governance and the Principal Committee Manager.
  - 2.2 Both candidates met the criteria in terms of their independence from any connection with the Council and had a wealth of relevant varied experience in both private or public and voluntary sectors.
  - 2.3 They were both eminently suitable for the role and it was difficult to choose between them.
  - 2.4 On balance Alison Osmond is recommended for the role due to her long HR experience in the field of compensation and benefits and in the interpretation of comparative data and economic trends in that field. Her detailed CV has been made available in the Members' Room and a summary is attached at Appendix 1 which is for the public domain.
- 3. Financial implications**
  - 3.1 There is no remuneration for Panel members. The local authority is able to pay expenses to Panel members. These expenses are for the local authority to determine but historically only out of pocket expenses for attending meetings have been paid.
- 4. Other considerations**
  - 4.1 There are none.
- 5. Timetable for implementation**
  - 5.1 Subject to Council approval at its meeting on 24 October 2019, the Panel will be able to commence its work immediately.

**Background papers:** There are none.

**Appendices:**

Appendix 1 – Summary CV for Alison Osmond

**Summary CV of recommended appointee**

Alison Osmond is a Senior HR Manager with more than 20 years' experience in leading, maintaining and developing compensations and benefits including benchmarking, pay scales, performance related pay reviews, pensions and sickness benefits for both UK and international businesses. Alison brings a wealth of experience of best practice from the private sector whilst understanding the functions and operations of local government. Originally from a finance background, Alison has a good understanding and working knowledge of the financial aspect of the HR remit.

As a non-executive director for an education trust for the past 2 years, Alison understands the need for scrutiny from external sources to ensure that well-informed decisions are made and public money is spent in an effective way.

This page is intentionally left blank