

Dear Sir

Q1 - The Council does not hold this information in the format requested. All Councils produce a return of attendance at meetings of their authority and this is available on our website at <http://www.cambridge.gov.uk/ccm/navigation/about-the-council/councillors>

Q2. - There are 42 Councillors on the Council. 18 additional persons who have since stepped down/not been re-elected were in receipt of allowances during at least one of the three financial years. The only additional allowance to Basic and Special Responsibility Allowance is for child or dependent care. Councillors don't receive expenses but are reimbursed for the cost of travel and subsistence based on the Council officer rates. The three annual schemes for 2005-08 are at the foot of this document. The Independent Remuneration Panel meets annually to recommend an Allowances Scheme.

Q3 - The Council reports annually on complaints made to the Council. This annual report is considered at two separate meetings:- by the relevant Executive Councillor and Scrutiny Committee and by the Standards Committee. You can access the reports by going to the website - and download the Standards Committee agenda for June 2006, 2007, 2008 at: <http://www.cambridge.gov.uk/ccm/navigation/about-the-council/meetings/meetings-minutes-and-agendas/>

Q4 - The Council does not hold the information in this format. Any 'wrong-doing' by council staff would be dealt with by Council managers in accordance with the Council's Employee Disciplinary Procedures. Councillors are not involved in the issues described in the question other than if there was a need for a Councillor tribunal once the management disciplinary procedures had been completed.

Answer pending - I would further like to know how much money the Council has paid to a complainant (i.e. victim of a Council's wrongdoing) through its own complaints system (i.e. excluding any intervention by the Local Government Ombudsman, Valuation Tribunal or similar body) in 2005/2006, 2006/2007 and 2007/2008.

Q6. Local Settlements following LGO inquiries

05/06 £200

06/07 £200

07/08 £2875 + £250 & a parking permit; and another £250 & a parking permit. There was another settlement of £5631 but this was actually a refund of overpaid land search charge.

Maladministration query

05/06 none

06/07 none

07/08 1 case - £1000 compensation

Q 7 - We would estimate that 0.3 Full Time Equivalent of the Performance Analyst post (salary range £19-25k) relates to administering these functions.

In addition to this Cambridge City Council also fund an Independent Complaints Investigator. The cost of this was

2005-06 - £13,321

2006-07 - £21,055

2007-08 - £18,024

Number of employees:

Full Time equivalents

2005-06 - 1115

2006-07 - 1137

2007-08 - 1122

Headcount

2005-06 - 1201

2006-07 - 1235

2007-08 - 1229

Head of Paid Service

2008/09 salary within £125k-£130k

Percentage increase in last three years:

2005-06 - 4.64%

2006-07 - 5.28%

2007-08 - 6.51%

There were no performance related payments

The table in the accounts is Note 13 in 2006-07 and 2007-08 and Note 15 in 2005-06 - links as below.

Total Administrative cost

'Total administrative cost' is not defined by the Best Value Accounting Code of Practice used by local authorities. The Council's expenditure for 2005-06 to 2007-08

classified in accordance with the Code of Practice is disclosed on page 7 of the Statement of Accounts which can be accessed from the following links to the Council's website:

<http://www.cambridge.gov.uk/ccm/content/finance/statement-of-accounts.en>

<http://www.cambridge.gov.uk/ccm/content/finance/financial-publications-archive.en>

1. For May 2005-May 2006, a Basic Allowance for each Councillor (there are 42) of £2,543;
2. A Special Responsibility Allowance be payable to the following:

| | | Council's adopted scheme £ |
|---|------|-------------------------------|
| Leader of the Council | | 11,445 |
| Deputy Leader & Executive Councillors | | 8,901 |
| Scrutiny Committees (5) | C | 1,017 |
| | VC | 254 |
| | MS1 | 1,526 |
| | MS2 | 423 |
| Minor Scrutiny Committee (1) | C | 254 |
| | VC | 64 |
| | MS1 | 254 |
| Planning Committee | C | 2,543 |
| | VC | 827 |
| | M | 318 |
| | MS | 2,543 |
| Licensing Committee | C | 1,907 |
| | VC | 636 |
| | MS | 1,907 |
| Standards & Civic Affairs Committees | C | 1,017 |
| | VC | 254 |
| Minority Spokespersons on Civic Affairs | | 636 |
| Environment & Transport Area Joint | VC/C | 636 |
| Leader of the Opposition Group – Lab | | 1,991 |
| Leader of the Minority Group – Con | | 552 |
| Chairs of Area Committees | | 2,543 |
| Vice-Chairs or Area | | |

| | | |
|------------|--|-----|
| Committees | | 636 |
|------------|--|-----|

Key: C = Chair, VC = Vice-Chair, M = Member, MS1 = Minority Spokesperson, main opposition party, MS2 = Minority Spokesperson, second opposition party

3. A Childcare/Dependent Carer Allowance should be payable for actual expenditure incurred whilst undertaking duties specified in the Regulations. For childcare, a cap of £6 per hour and for adult care a cap of £20 per hour. No cap should be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year.
4. Travel allowance and subsistence rates should be as follows:
 - Motorbikes 15p per mile
 - Cars 32p per mile
 - Bicycles 10p per mileThe above rates may be increased by 1p per mile in respect of each passenger, not exceeding four, to whom travelling allowance would otherwise be payable.
Reimbursement of public transport fares can also be made when attending approved council duties.
Subsistence rates should be unchanged from the existing scheme.

1. For May 2006-May 2007, a Basic Allowance for each Councillor (there are 42) of £2,730;
2. A Special Responsibility Allowance be payable to the following:

| | | Council's adopted scheme £ |
|---|------|-------------------------------|
| Leader of the Council | | 10,238 |
| Executive Councillors | | 8,190 |
| Scrutiny Committees (5) | C | 1,092 |
| | VC | 273 |
| | MS | 1,365 |
| Minor Scrutiny Committee (1) | C | 273 |
| | VC | 0 |
| | MS | 137 |
| Planning Committee | C | 2,730 |
| | VC | 683 |
| | M | 546 |
| | MS | 2,048 |
| Licensing Committee | C | 1,092 |
| | VC | 546 |
| | MS | 1,092 |
| Standards & Civic Affairs Committees | C | 1,092 |
| | VC | 273 |
| Minority Spokesperson on Civic Affairs; Standards | | 546 |
| Environment & Transport Area Joint | VC/C | 546 |
| Leader of the Opposition Group | | 2,730 |
| Chairs of Area Committees | | 2,184 |
| Vice-Chairs or Area Committees | | 546 |

Key: C = Chair, VC = Vice-Chair, M = Member, MS = Minority Party Spokesperson * The Vice Chair of Standards Committee (a member of the public) does not claim the allowance.

3. A Childcare/Dependent Carer Allowance should be payable for actual expenditure incurred whilst undertaking duties specified in the Regulations. For childcare, a cap of £7 per hour and for adult care a cap of £20 per hour. No cap should be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year.
4. Travel allowance and subsistence rates should be as follows:
Motorbikes varies on engine size range of 17-31p per mile
Cars 42p per mile
Bicycles 38p per mile

1. For May 2007-May 2008, a Basic Allowance for each Councillor (there are 42) of £2,730;
2. A Special Responsibility Allowance be payable to the following:

| | | Council's adopted scheme £ |
|---|------|-------------------------------|
| Leader of the Council | | 10,238 |
| Executive Councillors | | 8,190 |
| Scrutiny Committees (5) | C | 1,092 |
| | VC | 273 |
| | MS | 1,365 |
| Minor Scrutiny Committee (1) | C | 273 |
| | VC | 0 |
| | MS | 137 |
| Planning Committee | C | 2,730 |
| | VC | 683 |
| | M | 546 |
| | MS | 2,048 |
| Licensing Committee | C | 1,092 |
| | VC | 546 |
| | MS | 1,092 |
| | Mem | 410 |
| Standards & Civic Affairs Committees | C | 1,092 |
| | VC | 273 |
| Minority Spokesperson on Civic Affairs; Standards | | 546 |
| Environment & Transport Area Joint | VC/C | 546 |
| Leader of the Opposition Group | | 2,730 |
| Chairs of Area Committees | | 2,184 |
| Vice-Chairs or Area Committees | | 546 |
| Member AC | | 410 |
| Member EAC | | 137 |

Key: C = Chair, VC = Vice-Chair, M = Member, MS = Minority Party
Spokesperson * The Vice Chair of Standards Committee (a member of the
public) does not claim the allowance. EAC = Employment Appeals Committee

3. A Childcare/Dependent Carer Allowance should be payable for actual expenditure incurred whilst undertaking duties specified in the Regulations. For childcare, a cap of £7 per hour and for adult care a cap of £20 per hour. No cap should be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year.
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Motorbikes varies on engine size range of 17-31p per mile
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