

Agenda Item No:	5	
Committee:	<b>Conduct Committee</b>	
Date:	<b>4 April 2018</b>	
Report Title:	<b>Initial Consideration of a Member Conduct Complaint – Councillor Simon King</b>	

## 11 Purpose / Summary

- To consider a complaint under the Member Code of Conduct against Councillor Simon King of Fenland District Council.

## 12 Key issues

- A complaint has been raised by the Monitoring Officer about the conduct of Councillor Simon King in relation to the submission of mileage claims which appear to have been overinflated as well as attempting to claim for journeys outside the Members' Allowance Scheme which equate to £1511.10 (3358 miles) paid to Councillor King and a further £736.65 (1637 miles) claimed but not paid.
- Councillor King has been offered the opportunity to provide an initial written response to the complaint; this is attached together with a further submission from Councillor King.
- The information outlined above together with the information set out in the appendices to this report includes:
  - Analysis of mileage claims from April 2011- October 2017;
  - The Members' Allowances Scheme;
  - The Member Code of Conduct
  - Advice and Guidance provided to Councillor King in regards the Members' Allowances Scheme;
  - A list of possible routes between Wisbech and Fenland Hall, March and
  - Claim Forms submitted by Councillor King; April 2011 – October 2017
- The above documents were considered through the Conduct Committee's pre-screening process. The panel of the Chairman of the Conduct Committee, Independent Person and Deputy Independent Person determined that it was appropriate for the complaint to go forward for consideration by Conduct Committee as they felt a breach of the Code of Conduct may have occurred. A note of this meeting is included in the pack which includes a recommendation from the pre-sift to refer this matter for investigation.
- Councillor King submitted a complaint to the Council on 19 February in relation to the District Council and its handling of this conduct matter. The letter of complaint and the outcome of an independent investigation is included in the committee pack for reference.
- The Conduct Committee is asked to consider the complaint and determine what next steps should be taken.

### 13 Recommendations

- For Members to consider whether to;
  - a) Dismiss the complaint with no further action taken or;
  - b) Commission an investigation to consider all of the issues raised and allow the Member the opportunity to be heard at a hearing

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b>	N/A
<b>Portfolio Holder(s)</b>	
<b>Report Originator(s)</b>	Fiona McMillan, Deputy Monitoring Officer
<b>Contact Officer(s)</b>	Fiona McMillan, Deputy Monitoring Officer
<b>Background Paper(s)</b>	Member Code of Conduct Members' Allowances Scheme

## **14 Background / introduction**

- 4.1 The Monitoring Officer submitted a complaint about the conduct of Councillor King on the 24<sup>th</sup> November 2017. This related to Councillor King's mileage claims. The information submitted suggests that Councillor King may have submitted overinflated mileage claims and attempted to claim for journeys outside the Members' Allowance Scheme equating to £1511.10 (3358 miles) paid to Councillor King and £736.65 (1637 miles) claimed but not paid. Councillor King was offered the opportunity to respond to this complaint and these responses are attached in the agenda pack. Due to the potential seriousness of this complaint it was not possible to resolve this informally on this occasion and therefore this complaint has progressed to the next stage of the process.
- 4.2 The complaint has been considered through the pre-screening process conducted by the Chairman, Independent Person and Deputy Independent Person on the 08<sup>th</sup> February 2018. Following an extensive discussion, their decision was that a breach of the Code of Conduct may have occurred, and they have therefore referred the complaint to the Conduct Committee, with a recommendation to proceed to an investigation.
- 4.3 Councillor King submitted a complaint to the Council on 19 February in relation to the District Council and its handling of this conduct matter. The letter of complaint and the outcome of the investigation is included in the pack for the committee's reference.
- 4.4 Due to the nature of the complaint an independent investigation was commissioned and as a result the initial conduct hearing scheduled for 27 February 2018 was put on hold, pending the outcome of the investigation
- 4.5 Richard Penn, an independent external investigator, was appointed via the Local Government Association and subsequently undertook an investigation into the allegations contained within Councillor King's letter of complaint.
- 4.6 The independent Investigation has been completed and the resulting report is attached within the appendices to this report.

## **15 Considerations**

- 5.1 Members must consider the complaint against the Member Code of Conduct.
- 5.2 Where Members consider that there is a reasonable prospect that a breach of the Code of Conduct has occurred they should give consideration as to whether there should be an investigation of the complaint.
- 5.3 Members should consider the following points in determining whether an investigation should occur:
  - Is the complaint more appropriately dealt with through another regulatory channel?
  - Is the complaint about something which happened so long ago that there would be little benefit in taking action now?
  - Is the complaint too trivial to warrant further action?

- Does the complaint appear to be malicious or simply tit for tat?

5.4 Where Members consider that an investigation is appropriate the Deputy Monitoring Officer will be asked to make suitable arrangements for such an investigation. Members are asked to give any particular comments on the scope or direction of the investigation.

5.5 If Members do not consider that there is a potential breach of the Code of Conduct or that there is no reasonable prospect of any breach being disclosed or that the complaint does not merit further investigation then no further action is taken in respect of the complaint save for notifying the Member and the complainant.

## **6. Recommendations**

For Members to consider whether to;

- a) Dismiss the complaint with no further action taken or;
- b) Commission an investigation to consider all of the issues raised and allow the Member the opportunity to be heard at a hearing.

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Appendix A  
Contemporaneous  
note from pre-  
screening meeting  
08.02.2018

### Contemporaneous note from pre-screening of complaint against Councillor King, Fenland District Council 08/02/18

**Present:** Tina Gambell (Independent Person)  
Claire Hawden-Beal (Deputy Independent Person)  
Councillor Sam Hoy (Chairman of FDC Conduct Committee)  
Fiona McMillan (Deputy Monitoring Officer FDC – in advisory capacity)

In line with “Rule 9 Conduct Committee Procedures” in the constitution of Fenland District Council and under Paragraph 5.3.2 “Initial Consideration of Complaints” a pre-screening meeting was held on 8<sup>th</sup> February 2018 to consider the complaint made by the Council's Monitoring Officer in November 2017 against Council Simon King concerning allegedly inaccurate mileage claims.

The Conduct Committee Procedures rules (5.3.4) state that “Any complaint where it is considered that a breach of the Code of Conduct may have occurred, unless it is deemed vexatious, trivial or tit-for-tat will be referred on to the Committee for further consideration”

#### **Declaration of Interests:**

There were no declaration of interests.

#### **Decision:**

A letter received from Cllr King with further submissions on the complaint against him was read out to the panel.

Following an extensive discussion about the issues raised in the complaint it was agreed that the complaint could not be described as “vexatious, trivial or tit-for-tat”. It was unanimously agreed that the following sections of the Council’s Code of Conduct may have been breached:

- The first Nolan Principle – “Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.”
- 3.2. You must not:-  
(e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute
- 6. You must:- 6.1. when using or authorising the use by others of the resources of the Authority:- (a) act in accordance with your Authority's reasonable requirements;

The Panel decided to refer the complaint to the Council’s conduct committee for further consideration with a recommendation that it be sent for further investigation by an independent investigator.

### **Reasons for decision:**

The panel noted the submissions made by Cllr King in his response to the complaint but considered that the issues raised needed to be properly investigated by an external investigator who would be independent of the council, due to the serious nature of the allegations and as the complaint had been made by the Council's Monitoring Officer.

**Appendix B**

**Complaint against**

**Councillor Simon King**

### Section 1: Summary of complaint against Cllr Simon King

#### Introduction

The file attached contains information in relation to the Member mileage claims of Councillor Simon King. The information suggests that Councillor King may have submitted overinflated mileage claims and attempted to claim for journeys outside of the Members' Allowance Scheme (**Document 1**). The information outlines that journeys were claimed for that appear inflated over and above what would be expected by comparison with Google Maps and journeys were claimed for that are outside of the scheme; mainly not travelling from home but another start point or travelling to another place which is not claimable on the way to Council business. The information outlines that there are consistent claims for differing amounts of mileage from home in Wisbech to Fenland Hall, March. This generally consists of 26 miles or more. Google Maps states this journey would equate to 22 miles.

Financial analysis of Councillor King's Member mileage claims is included in the documentation with an estimated **£1511.10** (3358 miles) being inappropriately claimed and paid to Councillor King and a further **£736.65** (1637 miles) claimed but not paid between April 2011 and October 2017.

Councillor King is an experienced Councillor and was first elected to Fenland District Council in 1999. Councillor King has held various senior positions including Chairman of Overview and Scrutiny Committee and is currently a Cabinet Member with responsibility for Equalities and Transport.

#### Member Code of Conduct

Councillor King may have breached the Code of Conduct (**Document 2**) under the following provisions:

3; 3.2 (e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute.

5; 5.1 you must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

#### Members' Allowances Scheme

The Members' Allowance Scheme is agreed by Council following receiving recommendations from an Independent Remuneration Panel. The current scheme was agreed by Council in November 2015 and Councillor King was present at that meeting.

Section 6 of the Members' Allowances Scheme sets out the rules in regards to claiming mileage and what constitutes an appropriate journey. Section 6.2 states "...Mileage can be claimed from Councillors normal place of residence or from a subsequent appointment on Council business. Mileage can only be claimed for journeys undertaken wholly and exclusively in pursuance of Council duties as set out at 6.1."

When submitting mileage claims to Fenland District Council, all Members sign a declaration which states:

I declare that:

- (a) I have necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as a member of Fenland District Council.
- (b) I have actually paid the fares and made the other payments referred to in column 12.
- (c) The amounts claimed are strictly in accordance with the rates determined by Fenland District Council and currently in force.
- (d) Statement in this claim are correct and that I have not made and I will not make any other claim in respect of the matters to which this claim relates.

In submitting inaccurate mileage claims or claiming for mileage outside of the scheme, it contravenes statements a, c and d of the declaration. Submitting Members' Allowances claims is the responsibility of the individual Councillor. The Member Services team process claims and would consult with the individual member if there were any obvious errors. Mileage claims are checked for attendance at FDC meetings but otherwise are accepted on face value as Members sign a declaration that they are correct.

Councillor King has been advised what is within the remit of the Members' Allowances Scheme previously (**Document 3**) and had a meeting with the Acting Monitoring Officer and Section 151 Officer in May 2016 regarding the accuracy of his mileage claims. The submission of inappropriate claims has continued.

**Section 2 - Summary of mileage claims and financial impact**

The table below illustrates the information gathered from the individual mileage claims forms submitted by Councillor King:

## Mileage Claims from April 2011 - Current

## Section 2

<u>Key: Date of payroll run</u>	<u>Number of miles claimed for that period</u>	<u>Number of miles paid by FDC for that period</u>	<u>Difference between number of miles claimed &amp; number of miles paid by FDC</u>	<u>Miles that on further analysis could have been challenged or not paid as outside of the scheme for that period</u>
<b>Date of Submission to Payroll</b>	<b>Number of Miles claimed (£)</b>	<b>Number of miles paid (£)</b>	<b>Difference (£)</b>	<b>Unchallenged Journeys (£)</b>
<b>2011 - 2012</b>				
APRIL 2011	179 (80.55)	179 (80.55)	0	73 (32.85)
NOVEMBER 2011	190 (85.50)	190 (85.50)	0	59 (26.55)
JANUARY 2012	138 (62.10)	138 (62.10)	0	51 (22.95)
MARCH 2012	301 (135.45)	171 (76.95)	130 (58.50)	21 (9.45)
<b>TOTAL 2011 – 2012</b>	<b>808 (£363.60)</b>	<b>678 (£305.10)</b>	<b>130 (£58.50)</b>	<b>204 (£91.80)</b>
<b>2012 - 2013</b>				
MAY 2012	134 (60.30) (+52 Passenger miles)	107 (48.15)(+52 Passenger miles)	27 (12.15)	19 (8.55)(8 Passenger miles)
JULY 2012	225 (101.25)(+122 Passenger miles)	225 (101.25)(+122 Passenger miles)	0	94 (42.30)(20 Passenger miles)
NOVEMBER 2012	159 (71.55) (+52 Passenger miles)	56 (25.20) (+26 Passenger miles)	103 (26 Passenger miles)	12 (5.40)(4 Passenger miles)
JANUARY 2013	343 (154.35)	259 (116.55)	84 (37.80)	51 (22.95)
MARCH 2013	165 (74.25)	109 (49.05)	56 (25.20)	43 (19.35)
<b>TOTAL 2012 – 2013</b>	<b>1026 (£461.70) (+ 226 Passenger )</b>	<b>756 (£340.20) (+ 200 Passenger)</b>	<b>270 (£121.50) (26 Passenger)</b>	<b>219 (£98.55)(32 Passenger)</b>
<b>2013 - 2014</b>				
JULY 2013	611 (274.95)	586 (263.70)	25 (11.25)	251 (112.95)
SEPTEMBER 2013	366 (164.70)	366 (164.70)	0	57 (25.65)
NOVEMBER 2013	650 (292.50)	650 (292.50)	0	117 (52.65)
JANUARY 2014	440 (198.00)	440 (198.00)	0	161(72.45)
<b>TOTAL 2013 - 2014</b>	<b>2067 (£930.15)</b>	<b>2042 (£918.90)</b>	<b>25 (£11.25)</b>	<b>586 (£263.70)</b>
<b>2014 - 2015</b>				
APRIL 2014	255 (114.75)	255 (114.75)	0	138 (62.10)
JULY 2014	80 (36)	80 (36.00)	0	14 (6.30)
SEPTEMBER 2014	53 (23.85)	53 (23.85)	0	9 (4.05)

**Section 2**

NOVEMBER 2014	288 (129.60)	288 (129.60)	0	90 (40.50)
JANUARY 2015	410 (184.50)	410 (184.50)	0	355 (159.75)
<b>TOTAL 2014 - 2015</b>	<b>1086 (€488.70)</b>	<b>1086 (€488.70)</b>	<b>0</b>	<b>606 (€272.70)</b>
<b>Date of Submission to Payroll</b>	<b>Number of Miles claimed (£)</b>	<b>Number of miles paid (£)</b>	<b>Difference (£)</b>	<b>Unchallenged Journeys (£)</b>
<b>2015 - 2016</b>				
APRIL 2015	207 (93.15)	207 (93.15)	0	97 (43.65)
JULY 2015	716 (322.20)	716 (322.20)	0	519 (233.55)
SEPTEMBER 2015	393 (176.85)	393 (176.85)	0	124 (55.80)
DECEMBER 2015	559 (251.55)	489 (220.05)	70 (31.50)	116 (52.20)
JANUARY 2016	305 (137.25)	51 (22.95) *	134 (60.30)	7 (3.15)
<b>TOTAL 2015 - 2016</b>	<b>2180 (€981.00)</b>	<b>1856 (€835.20)</b>	<b>204 (€91.80)</b>	<b>851 (€382.95)</b>
<b>2016 - 2017</b>				
MAY 2016	1187 (534.15)	847 (381.15)	340 (153.00)	144 (64.80)
JULY 2016	1038 (467.10)	550 (247.50)	488 (219.60)	87 (39.15)
OCTOBER 2016	823 (370.35)	823 (370.35)	0	148 (66.60)
JANUARY 2017	1012 (455.40)	1012 (445.40)	0	218 (98.10)
<b>TOTAL 2016 - 2017</b>	<b>4060 (€1827.00)</b>	<b>3232 (€1454.40)</b>	<b>828 (€372.60)</b>	<b>597 (€268.65)</b>
<b>2017</b>				
APRIL 2017	862 (387.90)	(recouped 41) 821 (369.45)	41 (18.45)	103 (46.35)
JULY 2017	1051 (472.95)	973 (437.85)	78 (35.10)	122 (54.90)
OCTOBER 2017	629 (283.05)	568 (255.60)	61 (27.45)	70 (31.50)
<b>TOTAL 2017</b>	<b>2542 (€1143.90)</b>	<b>2362 (€1062.90)</b>	<b>180 (€81.00)</b>	<b>295 (€132.75)</b>
<b>OVERALL TOTALS</b>	<b>13,769 (€6196.05)</b>	<b>12,012 (€5405.40)</b>	<b>1637 (€736.65)</b>	<b>3358 (€1511.10)</b>

\* A further 120 miles were not paid as no clarification was given.

**Section 3- Analysis of mileage claims by month –October 2017 back to April 2011**

The attached information suggests Councillor King has submitted Member mileage claims that are inflated over and above what would be expected by comparison with Google Maps and journeys have been claimed for that are outside of the scheme; mainly not travelling from home but from another start point or travelling to another place which is not claimable on the way to Council business e.g. visiting a constituent.

The information outlines there are claims for differing amounts of mileage from home in Wisbech to Fenland Hall, March. This generally consists of 26 miles or more. Google Maps states this journey would equate to 22 miles. There are other routes between Wisbech and March however no journeys could be found that would result in this amount of additional mileage (**Document 4**). Although the scheme does not specify you have to travel by the most direct route, as this is public money, it would be the expectation that, wherever possible, you would limit the cost to the public purse when executing your official duties.

**Financial Year 2017/18 to date**

**2017/18 Summary – 2542 miles claimed for; only 2067 claimable = over claim of 475 miles, not paid 180 miles, received £132.75 not claimable**

**October 2017 – 58% of journeys misclaimed**

- **Summary – 629 miles claimed for, only 498 miles claimable = over claim of 131 miles, 61 miles not paid, received £31.50 not claimable**
- 12 journeys claimed for; 10 x inflated mileage.
- Note. 24/7/2017 – Wisbech to Cambridge return claimed 112 miles; Google Maps states 84 miles claimable.

**July 2017 – 53% of journeys misclaimed**

- **Summary – 1051 miles claimed for, only 851 claimable = over claim of 200 miles, 78 miles not paid, received £54.90 not claimable**
- 34 journeys claimed for; 18 x inflated mileage
- Note. 25/4/17 – Wisbech to Doddington return claimed 57 miles; Google Maps states 30 miles claimable – Cllr King confirmed he returned via Peterborough. He was advised this was outside of the scheme.
- Note. 6/6/17 – Wisbech to London return via Huntingdon station claimed 85 miles; Google Maps states 64 miles claimable. Cllr King stated there are a number of different routes and as traffic was bad he used a different one.
- Note. 22/6/17 – Wisbech to March return claimed 38 miles; Google Maps states 22 miles claimable. Cllr King confirmed he returned via Peterborough. He was advised this was outside of the scheme.
- Note. 3/7/17 – Wisbech to March return claimed 31 miles; Google Maps states 22 miles claimable. Cllr King stated there are many different routes, roadworks hampered his journey and he sometimes visits a constituent on route. Cllr King was advised visiting constituents is outside of the scheme.

**April 2017 - 75% of journeys misclaimed**

- **Summary – 862 miles claimed for, only 718 claimable = over claim of 144 miles, 41 miles recouped, received £46.35 not claimable**
- 24 journeys claimed for; 15 x inflated mileage
- Note. 16/1/17 – Wisbech – March return claimed 36 miles; Google Maps states 22 miles claimable. Cllr King stated he had to see a constituent on the way. This is outside of the scheme.
- Note. 24/1/17 – Wisbech – March return claimed 52 miles; Google Maps states 22 miles claimable. Cllr King stated he picked up a non FDC passenger for the meeting. This is outside of the scheme and not reflected on the claim form.
- Note. 27/2/17 – Wisbech – March return claimed 31 miles; Google Maps states 22 miles claimable. Cllr King stated he had to see a constituent on the way. This is outside of the scheme.
- Note. 3/3/17 – Wisbech – Great Yarmouth return claimed 174 miles; Google Maps states 160 miles claimable.

- Note. 16/3/17 – Wisbech – Wisbech St Mary return claimed 30 miles; Google Maps states 8 miles claimable. Cllr King stated he had a subsequent meeting to attend in March. It is not clear if this was on Council business.
- Note. 16/3/17 – Wisbech – Tydd St Giles return claimed 24 miles; Google Maps states 14 miles claimable.

### **Financial Year 2016/17**

**2016/17 Summary – 4060 miles claimed for; only 2635 claimable = over claim of 1425 miles, 828 miles not paid, received £268.65 not claimable**

#### **January 2017 - 100% of journeys misclaimed**

- **Summary – 1012 miles claimed for, only 794 claimable = over claim of 218 miles, received £98.10 not claimable**
- 29 journeys; 29 x inflated mileage; 22 of which for March - Wisbech mileage.
- Note. 24/11/16 Wisbech-March return claimed 35 miles; Google Maps states 22 miles claimable.
- Note. 29/11/16 Wisbech-Leverington return claimed 20 miles; Google Maps states 4 miles claimable – Note. 4 miles claimed on 10/01/17.
- Note.06/12/16 Wisbech-Norwich return claimed 147 miles; Google Maps states 114 miles claimable.
- Note. 08/12/16 Wisbech-March return claimed 34 miles; Google Maps states 22 miles claimable.
- Note.03/11/16 - 10 miles claimed for meeting in Wisbech where Cllr King resides – maximum of 2 miles would be claimable.
- Note. 04/01/17 Wisbech-Whittlesey return, claimed 45 miles; Google Maps states 33 miles claimable.

#### **October 2016 – 83% of journeys misclaimed**

- **Summary – 823 miles claimed for, only 675 miles claimable = over claim of 148 miles, received £66.60 not claimable.**
- 29 journeys; 24 x inflated mileage; 19 of which for March –Wisbech mileage.
- Note. 21/7/16 Wisbech-Tydd St Giles return; 26 miles claimed; Google Maps states 14 miles claimable.
- Note. 22/7/16 2020 & Civic Reception; 10 miles claimed for meeting in Wisbech where Cllr King resides – maximum of 2 miles would be claimable.

#### **July 2016 - 96% of journeys misclaimed**

- **Summary – 1038 miles claimed for, only 463 miles claimable = over claim of 575 miles, 488 miles not paid, received £39.15 not claimable**
- 28 journeys; 10 x not travelling to/from place of residence and 16 x inflated mileage; 15 journeys March to Wisbech mileage.

#### **May 2016 - 96% of journeys misclaimed**

- **Summary – 1187 miles claimed for, only 703 claimable = over claim of 484 miles, 340 miles not paid, received £64.80 not claimable**
- 27 journeys claimed for; 20 x inflated mileage.
- Note. 11/1/16 – Wisbech – March return claimed 55 miles; Google Maps states 22 miles claimable.
- Note. 29/2/16 – Claimed for meeting where apologies were given.
- Note. 30/3/16 – Rugby to Wisbech claimed 85 miles, instead of 0 as outside of scheme. This was not paid.

**Financial Year 2015/16**

**2015/16 Summary – 2180 miles claimed for; only 1125 claimable = over claim of 1055 miles, 204 miles not paid, received £382.95 not claimable**

**January 2016 - 100% of journeys misclaimed**

- **Summary – 305 miles claimed for; only 164 claimable = over claim of 141 miles, only 51 miles paid as no clarification provided, a further 120 miles could have been paid- received £3.15 not claimable**
- 8 journeys claimed for; 6 x inflated mileage home to March return; 1 journey outside of the scheme, 1 journey a repeat from a previous claims form.
- Note. 5/11/15 is the same claim refused on the December 2015 claim form. The claim has been changed so it reads that the journey was from Wisbech to March to Wisbech (which would comply with the scheme) instead of Huntingdon to March to London. This claim was refused as it had been in December 2015.
- Note. 3/12/15 Wisbech –March return claimed 42 miles; Google Maps states 22 miles claimable. Cllr King stated he had travelled via Downham Market. Cllr King was asked to clarify what FDC business caused him to take this diversion otherwise the claim would not be paid. No clarification was provided therefore it was not paid.
- Note. 7/12/15 Kings Lynn and West Norfolk Planning Committee, claimed for a £30 taxi and a £4.20 bus fare. Cllr King confirmed he had attended on behalf of a constituent. Cllr King was informed this was outside the remit of the Scheme and was not paid.
- Note. 10/12/15, Wisbech – March return claimed 36 miles; Google Maps states 22 miles claimable. Cllr King stated he took a different route. Cllr King was asked what FDC business had required the change in route. No clarification was provided and the journey was not paid.
- Note. 5/1/16, Tour of Assets, claimed 71 miles. FDC provided a bus for Cabinet to undertake this tour. On a comfort stop at Fenland Hall Cllr King got in his car and followed the coach for the remainder of the tour which covered villages to the north of March e.g. Fridaybridge/Parson Drove. It was understood Cllr King had a dentist appointment and would be late if he had to return to Fenland Hall after the tour to collect his car. Covering these additional stops by car would generate approximately another 10 miles above the 22 miles that could be claimed from Wisbech to Fenland Hall. Cllr King was asked re. the excess mileage and Cllr King responded to say this was because he had further Council business to attend. Member Services clarified what FDC business generated these additional miles. No clarification was forthcoming therefore this was not paid.
- Note. 7/1/16 Wisbech to March return claimed 35 miles; Google Maps states (22 miles claimable. Cllr King stated he took a different route. Cllr King was asked what FDC business had required the change in route. No clarification was provided and the journey was not paid.

**December 2015 – 100% of journeys misclaimed**

- **Summary – 559 miles claimed for; only 373 miles claimable = over claim of 186 miles, 70 miles not paid, received £52.20 not claimable**

- 15 journeys claimed for; 12 journeys x inflated mileage; 10 journeys home to March return; 1 journey outside of the scheme - not travelling from home but travelling from another start point.
- Note. 5/11/2015 This claim consisted of a train ticket from Huntingdon to London return, pay and display ticket for Huntingdon station, and 70 miles claimed from Huntingdon to March. Further clarification was sought and it was confirmed travel to the Council meeting was from personal business. Cllr King subsequently requested a copy of the Member Allowances Scheme which was sent electronically with an offer of a telephone call for further discussion. This claim was outside of the scheme and therefore not paid.

**September 2015 – 72% of journeys misclaimed**

- **Summary – 393 miles claimed for; only 269 miles claimable = over claim of 124 miles – received £55.80 not claimable**
- 14 journeys claimed for; 9 x inflated mileage – 8 journeys home to March return; 1 journey outside of the scheme; not travelling from home but travelling from another start point.
- Note. 29/9/15 – Wisbech to Cambridge return; claimed 116 miles; Google Maps states 86 miles claimable.

**July 2015 - 100% of journeys misclaimed**

- **Summary – 716 miles claimed for; only 197 miles claimable = over claim of 519 miles – received £233.55 not claimable**
- 16 journeys claimed for; 7 x inflated mileage – 6 x home to March return; 9 journeys outside of the scheme; not travelling from home but travelling from another start point.

**April 2015 - 100% of journeys misclaimed**

- **Summary – Claimed 207 miles; only 110 miles claimable = over claim of 97 miles – received £43.65 not claimable**
- 6 journeys claimed for; 5 journeys x mileage inflated – home to March return; 1 journey outside of the scheme; not travelling from home but travelling from another start point.
- Note. 19/3/15 Peterborough to Wisbech return 69 miles claimed. This would be outside of the scheme unless travelling on subsequent Council business and going back to Council business otherwise 0 miles would be claimable.

**Financial Year 2014/15**

**2014/15 Summary – 1086 miles claimed for; only 480 claimable = over claim of 606 miles, received £272.70 not claimable**

**January 2015 - 100% of journeys misclaimed**

- **Summary – 410 miles claimed for; only 55 miles claimable = over claim of 355 miles – received £159.75 not claimable**
- 7 journeys claimed for; all for claiming for journeys outside of the scheme; not travelling from home but travelling from another start point.

**November 2014 - 100% of journeys misclaimed**

- **Summary – Claimed 288 miles; only 198 miles claimable = over claim of 90 miles – received £40.50 not claimable**
- 9 journeys claimed for; 9 x mileage inflated – home to March return.
- Note. 6/11/14 Wisbech to March return 66 miles claimed; Google Maps states 22 miles claimable
- Note. 24/11/14 Wisbech to March return 43 miles claimed; Google Maps states 22 miles claimable.

**September 2014 – 100% of journeys misclaimed**

- **Summary – Claimed for 53 miles; only 44 miles claimable = over claim of 9 miles – received £4.05 not claimable**
- 2 journeys claimed for; 2 x mileage inflated – home to March return

**July 2014 - 100% of journeys misclaimed**

- **Summary – Claimed for 80 miles; only 66 miles claimable = over claim of 14 miles – received £6.30 not claimable**
- 3 journeys claimed for; 3 x mileage inflated – home to March return.

**April 2014 – 100% of journeys misclaimed**

- **Summary – Claimed 255 miles; only 117 miles claimable = over claim of 138 miles – received £62.10 not claimable**
- 6 journeys claimed for; 2 x journeys mileage inflated – home to March return mileage; 4 x journeys start point from a place other than home. Note. the difference between 2 same journeys; 24/4/14 Sutton to March – 52 miles; 28/4/14 Sutton to March – 28 miles

**Financial Year 2013/2014**

**2013/14 Summary – 2067 miles claimed for; only 1456 claimable = over claim of 611 miles, 25 miles not paid, received £263.70 not claimable**

**January 2014 - 67% of journeys misclaimed**

- **Summary – 440 miles claimed for, only 279 claimable = over claim of 161 miles, received £72.45 not claimable**
- 12 journeys claimed for – 5 x inflated mileage, 3 x start/finish point from a place other than home.

**November 2013 – 85% of journeys misclaimed**

- **Summary – 650 miles claimed for, only 533 claimable – over claim of 117 miles, received £52.65 not claimable**
- 20 journeys claimed for; 16 x inflated mileage.

**September 2013 – 67% of journeys misclaimed**

- **Summary – 366 miles claimed for, only 309 claimable – over claim of 57 miles, received £25.65 not claimable**
- 12 journeys claimed for; 7 x inflated mileage.

**July 2013 – 100% of journeys misclaimed**

- **Summary – 611 miles claimed for, only 335 claimable – over claim of 276 miles, 25 miles not paid, received £112.95 not claimable**
- 18 journeys claimed for; 13 x inflated mileage, 4 x start/finish point from a place other than home.
- Note. 16/4/2013 claimed for meeting when gave apologies.

**Financial Year 2012/2013**

**2012/13 Summary – 1026 miles claimed for; only 537 claimable = over claim of 489 miles, 270 miles not paid, received £98.55 not claimable (excl passenger miles)**

**March 2013 – 100% of journeys misclaimed**

- **Summary – 165 miles claimed for, only 66 miles claimable = over claim of 99 miles, 56 miles not paid, received £19.35 not claimable**
- 3 journeys claimed for; 3 x inflated mileage.
- Note. 06/2/2013 – Wisbech to March return claimed 54 miles; Google Maps states 22 miles claimable.

**January 2013 – 100% of journeys misclaimed**

- **Summary – 343 miles claimed for, only 208 miles claimable = over claim of 135 miles, 84 miles not paid, received £22.95 not claimable**
- 12 journeys claimed for; 8 x inflated mileage, 2 x journeys already submitted in previous mileage claim, 1 x journey not present.

**November 2012 – 100% of journeys misclaimed**

- **Summary – 159 miles claimed for; only 44 miles claimable = over claim of 115 miles, 103 miles not paid, received £5.40 not claimable**
- 6 journeys claimed for; 2 x inflated mileage, 3 x not paid as out of time.
- Note. 13/9/2012 claimed for Council meeting when gave apologies.
- Note. Additional passenger miles claimed have not been included in the calculations.

**July 2012 – 100% of journeys misclaimed**

**Summary – 225 miles claimed for; only 131 miles claimable = over claim of 94 miles, received £42.30 not claimable**

- 6 journeys claimed for; 5x inflated mileage; 1 x start point from a place other than home.
- Note. Additional passenger miles claimed have not been included in the calculations.

**May 2012 – 100% of journeys misclaimed**

- **Summary – 134 miles claimed for; only 88 miles claimable = over claim of 46 miles, 27 miles not paid, received £8.55 not claimable.**
- 5 journeys claimed for; 4 x inflated mileage.
- Note. Additional passenger miles claimed have not been included in the calculations.

**Financial Year 2011/2012**

**2011/12 Summary - 808 miles claimed for; only 474 claimable = over claim of 334 miles, 130 miles not paid, received £91.80 not claimable**

**March 2012 – 89% of journeys misclaimed**

- **Summary – 301 miles claimed for; only 150 miles claimable = over claim of 151 miles, 130 miles not paid, received £9.45 not claimable**
- 9 journeys claimed for; 5 x inflated mileage.

**January 2012 – 100% of journeys misclaimed**

- **Summary – 138 miles claimed; only 87 miles claimable = over claim of 51 miles, received £22.95 not claimable**
- 4 journeys claimed for; 3 x inflated mileage; 1 x start point from a place other than home.

**November 2011 – 100% of journeys misclaimed**

- **Summary – claimed 190 miles; only 131 miles claimable = over claim of 59 miles, received £26.55 not claimable**
- 6 journeys claimed for; 4 x mileage inflated – home to March return mileage; 1 x start point from a place other than home.
- Note. 29/11/2011 – Wisbech to March Return claimed 30 miles; Google Maps states 22 miles claimable.

**April 2011 – 100% of journeys misclaimed**

- **Summary – claimed 179 miles; only 106 claimable = over claim of 73 miles, received £32.85 not claimable**
- 4 journeys claimed for; 4 x inflated mileage; 3 x home to March return mileage.
- Note. 24/2/2011 Wisbech to March Return claimed 56 miles; Google Maps states 22 miles claimable.
- Note. 01/3/2011 Wisbech to Chatteris Return claimed 70 miles; Google Maps states 40 miles claimable.

## **Section 4- Document 1- Members Allowance Scheme**

### **PART 6**

#### **MEMBERS' ALLOWANCES SCHEME<sup>1</sup>**

1. Introduction
2. Basic Allowance
3. Special Responsibility Allowance
4. (Deleted) <sup>1(i)</sup>
5. Dependents' Carers' Allowance
6. Travelling and Subsistence Allowances
7. Co-optees' Allowance
8. Foregoing Allowances
9. Withholding Allowances
10. Part Year Entitlements
11. Claims and Payments
12. Equipment and Consumables
13. Updating
14. Independent Remuneration Panel
15. Publicity

#### **Schedule of allowances**

1. Members' Allowances
2. Subsistence Allowances
3. Travelling Allowances
4. Overnight Subsistence

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<sup>1</sup> Scheme initially approved 8<sup>th</sup> November 2007 – significant amendments to scheme approved 3 November 2011 and 5<sup>th</sup> November 2015.

1(i) Deletion approved 5<sup>th</sup> November 2015

**MEMBERS' ALLOWANCES SCHEME**

**1. INTRODUCTION**

**1.1 This Scheme**

- (a) will be known as the Fenland District Council Scheme and shall have effect from 1<sup>st</sup> April 2016 <sup>2(i)</sup>. At its meeting on 5 November 2015 <sup>2(i)</sup>, the Council adopted a scheme based upon the recommendations of an Independent Remuneration Panel.
- (b) has been prepared in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.

**1.2 In this Scheme**

- (a) "Councillor" means an elected member of Fenland District Council.
- (b) "Leader of the Council" means the councillor appointed by the Council to fill that office.
- (c) [Deleted]<sup>2</sup>
- (d) "Opposition Group Leader" means the councillor notified to the Chief Executive as the councillor elected as leader of the political groups established under the provisions of the Local Government and Housing Act 1989 and subsequent regulations.
- (e) "Main Opposition Group Leader" means the Opposition Group Leader of the largest opposition group. For the purposes of this scheme no Main Opposition Group Leader Allowance will be paid to a group of less than 5 members
- (f) "Cabinet Member" or <sup>2(ii)</sup> "Portfolio Holder" means a councillor appointed by the Leader as a member of the Cabinet in accordance with the Council's Constitution <sup>2(ii)</sup>
- (g) Deleted <sup>2(iii)</sup>
- (h) Deleted <sup>2(iii)</sup>

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<sup>2</sup> Approved 24<sup>th</sup> July 2014

<sup>2(i)</sup> Approved 5<sup>th</sup> November 2015

<sup>2(ii)</sup> Amendment and subsequent deletion approved 5<sup>th</sup> November 2015

<sup>2(iii)</sup> Deletion approved 5<sup>th</sup> November 2015

## **Section 4- Document 1- Members Allowance Scheme**

- (i) "Year" means the twelve months ending with 31 March.

### **2. BASIC ALLOWANCE**

- 2.1 For each year a basic, flat rate allowance shall be paid to each councillor, the level of the allowance being specified in the schedule to this scheme.
- 2.2 The basic allowance is designed to contribute towards expenses occurred as a result of undertaking Council business – such as the use of a home telephone and internet access and other semi-official activities carried out by councillors. This allowance is not intended to recompense councillors for all the time that they devote to Council business. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.

### **3. SPECIAL RESPONSIBILITY ALLOWANCE**

- 3.1 For each year a special responsibility allowance shall be paid to those councillors who hold special responsibilities outlined within the Schedule of Allowances.
- 3.2 The amount of each such allowance shall be that specified in the schedule to this scheme. <sup>2(iv)</sup>
- 3.3 A councillor may receive no more than two special responsibility allowances at any one time.
- 3.4 In considering the Allowances for Opposition Group Leaders, the Main Opposition Group Leader Allowance will be given to the Leader of the largest group, of 5 members or more. Any other opposition group leaders will receive the Other Opposition Allowance regardless of the size of the group. In the event there are two or more equal sized opposition groups each having 5 or more members then they will all receive <sup>2(iv)</sup> the Main Opposition Group Leader Allowance. In the event there are two or more Other Opposition Group Leaders then they will receive an equal share of the Other Opposition Group Leader Allowance <sup>2(v)</sup>.

### **4. Deleted <sup>2(vi)</sup>**

<sup>2(iv)</sup> Deletion approved 5<sup>th</sup> November 2015

<sup>2(v)</sup> Amendment approved 5<sup>th</sup> November 2015

<sup>2(vi)</sup> Deletion approved 5<sup>th</sup> November 2015

**5. DEPENDENTS' CARERS' ALLOWANCE**

**5.1 Child Care**

The scheme provides for reimbursement of expenditure incurred by councillors in providing child care arrangements to facilitate their attendance at approved duties of the Council in accordance with the requirements that

- payment is made to someone other than a close relation (eg parent, guardian, brother, sister)
- payments for the care of under 8's are restricted to payments to registered child-minders and other statutory approved child care providers
- payments be restricted to the care of children up to their 14th birthday who normally reside with the member
- no payments be made in respect of the care of children of compulsory school age during school hours.

**5.2 Care of Dependants**

The reimbursement of expenditure on professional care for an elderly, sick or disabled dependent relative normally residing with the councillor and requiring constant care, subject to payments being restricted to agencies or persons qualified to provide the care other than close relations.

**5.3 General Conditions**

The following conditions will apply to both types of allowance:

- payments are made on the basis of reimbursement of actual hourly rate expenditure incurred for each hour of a councillor's absence from home and are subject to the production by the councilor of satisfactory receipts
- councillors to self-certify claims confirming that they have incurred expenditure in accordance with the scheme
- that qualifying meetings be restricted to those regarded as approved duties in the Council's scheme (see 6 below).
- Individual arrangements can be made with the Council via the Leader of the Council and Monitoring Officer for flexible financial arrangements for Dependents' Carers' Allowance which would not exceed the payments made

## **Section 4- Document 1- Members Allowance Scheme**

under the current criteria, reflecting the individualizing of social care packages nationally.<sup>3</sup>

### **6. TRAVELLING AND SUBSISTENCE ALLOWANCES**

6.1 Subject to the provisions set out in the attached schedule, travelling and subsistence allowances shall be paid to those councillors attending meetings in respect of the following duties:

- A meeting of the Cabinet or any committee of the Cabinet
- A meeting of the Council or a committee, sub-committee or other body of the Council (for which proper notice is given)
- A meeting held under joint arrangements with another authority (for which proper notice is given)
- Training and induction courses, seminars and conferences
- Site inspection meetings (for which proper notice is given)
- Formal meetings of outside bodies as a representative of the Council
- Undertaking civic duties as Chairman or Vice-Chairman of the Council
- Any other duty which has been approved by the Chief Executive.

6.2 All claims for travel expenses and subsistence should be made on the appropriate claim form and backed by receipts as applicable. Mileage can be claimed from Councillors normal place of residence or from a subsequent appointment on Council business. Mileage can only be claimed for journeys undertaken wholly and exclusively in pursuance of Council duties as set out in 6.1.

### **7. CO-OPTEE'S ALLOWANCE**

7.1 The Town and Parish Council representatives <sup>4</sup> of the Council's Conduct <sup>5</sup> Committee shall each be paid an annual co-optees' allowance, at the rate specified in the schedule to this scheme.

7.2 Those persons in receipt of a co-optees' allowance from this Council shall be entitled to claim travelling and subsistence allowances where appropriate.

<sup>3</sup> Amendment approved 5<sup>th</sup> November 2015

<sup>4</sup> Amendment approved 5<sup>th</sup> November 2015

<sup>5</sup> Amendment approved 5<sup>th</sup> November 2015

## **Section 4- Document 1- Members Allowance Scheme**

### **8. FOREGOING ALLOWANCES**

- 8.1 A councillor may, by notice given in writing to the Chief Executive, elect to forgo all or any part of his/her entitlement to an allowance under this scheme.

### **9. WITHHOLDING ALLOWANCES**

- 9.1 Where a councillor is suspended or partially suspended from his/her duties and responsibilities as a member of the Council, the relevant allowances (eg basic; special responsibility; travelling and subsistence) normally payable to him/her will be withheld by the authority for the duration of the suspension period.

### **10. PART YEAR ENTITLEMENTS**

- 10.1 If the term of office or duty undertaken by a councillor begins or ends part way through a municipal year or amendment of the scheme during a municipal year or changes to the councillor's responsibilities during the year results in changes in the amount to which a councillor is entitled, calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant periods of the scheme bear to the municipal year in which they occur.

### **11. CLAIMS AND PAYMENTS**

- 11.1 Payment of the basic and special responsibility allowances and the co-optees' allowance and Independent Person/Deputy Independent Person allowance shall be made in twelve equal monthly instalments on or around 26th day of each month, subject to the arrangements for part year payment provisions set out above.
- 11.2 Claims for dependents' carers' and travelling and subsistence allowances under this scheme will need to be submitted in writing (using the prescribed claim form) to Member Services within one month at the end of each financial quarter (June, September, December, March) to which the claim relates.
- 11.3 Where a member of Fenland District Council is also a member of another local authority, (s)he shall not receive allowances from more than one authority in respect of the same duties.

## **Section 4- Document 1- Members Allowance Scheme**

### **12. MEMBERS' ICT <sup>7</sup>**

12.1 Where requested, the Council to provide loans to Members which could be repaid over the remaining term in office by deduction from Members allowance to enable them to purchase suitable devices (to a maximum of £500, upon submission of a receipt).<sup>8</sup>

### **13. UPDATING**

13.1 The basic, special responsibility, subsistence and the co-optees' allowances rates will be increased by 1% per year from 1<sup>st</sup> April 2017 – 1<sup>st</sup> April 2019, however not exceeding employee pay awards. In any event employee pay awards are less than 1% from 1<sup>st</sup> April 2017, Members' Allowances increases will match those of employees. <sup>9</sup>

13.2 The allowances specified in respect of mileage claims will be linked to changes in the approved rates issued by HM Revenue and Customs from time to time.

### **14. INDEPENDENT REMUNERATION PANEL**

14.1 An Independent Remuneration Panel has been established in accordance with the 2003 Regulations to produce reports making recommendations in respect of this allowances scheme and the Council must have regard to the recommendations of the panel in respect of allowances to be paid to councillors.

14.2 The scheme will be reviewed by the Independent Remuneration Panel on a periodic basis, but not longer than two years shall pass between IRP reviews, thereby the next review taking place no later than November 2013.

14.3 Deleted <sup>10</sup>

<sup>7</sup> Amendment approved 5<sup>th</sup> November 2015

<sup>8</sup> Amendment approved 5<sup>th</sup> November 2015

<sup>9</sup> Amendment approved 5<sup>th</sup> November 2015

<sup>10</sup> Deletion approved 5<sup>th</sup> November 2015

## **Section 4- Document 1- Members Allowance Scheme**

### **15. PUBLICITY**

- 15.1 The Council, as soon as reasonably practicable after determining a scheme of allowances, will ensure that copies of the scheme are available for inspection and publicised in accordance with the 2003 Regulations.
- 15.2 As soon as reasonably practicable, in each year, the Council will publish in its area the total sum paid to each councillor in respect of basic, special responsibility, travelling and subsistence and dependents' carers' allowances together with the amounts of co-optees' and travelling and subsistence allowances paid to each  
11 Member.

11 Deletion approved 5<sup>th</sup> November 2015

## Section 4- Document 1- Members Allowance Scheme

### SCHEDULE OF ALLOWANCES

The following allowances are applicable with effect from 1 April 2016\*:

#### 1. MEMBERS' ALLOWANCES

##### (i) Basic Allowance

Payable to all members £4,677 p.a.\*.

##### (ii) Special Responsibility Allowance

Payable to the following post holders:

Leader of the Council £16,509\* p.a.

3

Cabinet Member £8,500\* p.a.

Chairman of Overview and Scrutiny Panel £8,000\* p.a.

Vice-Chairman of Overview and Scrutiny Panel £0\* p.a.

Chairman of Planning Committee £8,000\* p.a.

Vice-Chairman of Planning Committee £0\* p.a.

Chairman of Licensing Committee £3,274\* p.a.

Chairman of Conduct Committee<sup>3</sup> £1,637\* p.a.

Chairman of Staff Committee £1,637\* p.a.

Chairman of Corporate Governance Committee £1,637\* p.a.

Chairman of Council \*\* £4,116\* p.a.

Leader of the Main Opposition Group £5,706\* p.a.

Leader of other Opposition Groups £2,000\* p.a.

\*\* payable in addition to the "Civic Dignitaries" allowance paid under the provisions of the Local Government Act 1972 (see (v) overleaf)

DELETION .<sup>4</sup>

##### (iii) Dependents' Carers' Allowance

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\*Changes to allowances approved 5<sup>th</sup> November 2015

<sup>3</sup> Amendment approved 26<sup>th</sup> July 2012

<sup>4</sup> Deletion approved 5<sup>th</sup> November 2015

## Section 4- Document 1- Members Allowance Scheme

Payable at actual cost per hour for care of dependents whether children, elderly or people with disabilities, while a member is on Council business.

Individual arrangements can be made with the Council via the Leader of the Council and Monitoring Officer for flexible financial arrangements for Dependents' Carers' Allowance which would not exceed the payments under the current criteria, reflecting the individualising of social care packages nationally.<sup>4(i)</sup>

### (iv) Independent Persons Allowance<sup>5</sup>

Payable to Independent Person advising the Conduct Committee - £1032\* p.a. and for the Deputy Independent Person £516 \*p.a.<sup>6</sup>

### (v) Other Allowances – for information

The following are paid pursuant to the Local Government Act 1972 (approved by the Council at each annual meeting):

* Chairman of the Council	£3,850 p.a. (for 2015/16)*
* Vice-Chairman of the Council	£ 940 p.a. (for 2015/16* <sup>7</sup> ).

## 2. SUBSISTENCE ALLOWANCES

For approved duties both inside and outside the District the following rates apply:

- |   |        |
|---|--------|
| (i) Breakfast allowance<br>(where away from normal place of residence between 6:30am and 10am)                                      | £6.06  |
| (ii) Lunch allowance<br>(more than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2.00 pm) | £8.43  |
| (iii) Evening meal allowance<br>(more than 4 hours away from normal place of residence ending after 7.30 pm)                        | £12.50 |

\*Changes to allowances approved 5<sup>th</sup> November 2015

4(i) Amendment approved 5<sup>th</sup> November 2015

<sup>5</sup> Amendment approved 26<sup>th</sup> July 2012

<sup>6</sup> Amendment approved 26<sup>th</sup> July 2012

<sup>7</sup> Amendment approved 5<sup>th</sup> November 2015

## **Section 4- Document 1- Members Allowance Scheme**

Any claim for subsistence allowance must be backed by a receipt for food or drinks consumed during the relevant meal period. No claim may be made in relation to any meal period for which the council or any other body hosting a meeting has provided refreshments.

In exceptional circumstances the Leader will consider and determine any variation from the subsistence allowances for Members. For members of opposition groups this will be in consultation with the relevant group leader. Where the Leader is concerned, the Chief Executive or Chief Finance Officer will consider any variation from the subsistence allowances.

### **3. TRAVELLING ALLOWANCES**

#### **(i) Motor Mileage Allowance**

The rate for motor cars is 45p per mile for the first 10,000 miles of travel and thereafter in accordance with HMRC rates.<sup>8</sup>

Passenger Supplement - for passengers, not exceeding 4, a supplement of 5.0 pence per mile for each passenger carried.

#### **(ii) Motorcycle Allowance**

The rate for motorcycles is 24p per mile.

#### **(iii) Bicycle Allowance**

The rate for bicycles is 20p per mile.

#### **(iv) Public Transport**

For most forms of public transport and the use of taxicabs, the actual cost will be reimbursed on production of a receipt. In the case of train journeys, a "rail warrant" will normally be provided by the Council for standard (or second class) fare travel only.

First Class travel is only permitted when the price of the ticket is less than or equal to a Standard Class fare. If a Member wishes to travel First Class, the difference between a First Class and Standard Class fare can be paid by the Member at their own personal expense.

In exceptional circumstances the Leader will consider and determine any requests for first class travel expenses for Members. For members of opposition groups this will be in consultation with the relevant group leader. Where the Leader is

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<sup>8</sup> Such rate to be implemented from and including the 18<sup>th</sup> May 2011.

## **Section 4- Document 1- Members Allowance Scheme**

concerned, the Chief Executive or Chief Finance Officer will consider any appropriate first class travel expenses.

In the event that a councillor hires a motor vehicle (other than a taxicab) they shall only be entitled to claim the standard mileage rate for the distance travelled irrespective of the cost of hire; unless such hire has been approved in advance by the Corporate Director/Chief Finance Officer in which case the actual cost of hire and fuel may be claimed.

The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air:

provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

This rate applies if travel results in a substantial saving of the member's time or is in the interests of the body or is otherwise reasonable.

### **4. OVERNIGHT SUBSISTENCE**

Members will be expected to book all overnight accommodation in advance through member services, however if this is not possible then the actual cost of accommodation up to the following values will be recoverable on production of receipts.

Allowance for absence overnight from the usual place of residence	£92.14
Allowance for such absence in London (within specified London Boroughs) or for attendance at the annual conference of the Local Government Association	£105.09

## **PART 5**

### **CODES AND PROTOCOLS**

- 1 Code of Conduct for Members
- 2 Local Code of Conduct on Planning Matters
- 3 Local Code of Conduct on Local Plan Process
- 4 Code of Conduct for Employees
- 5 Protocol for Member/Officer Relations
- 6 Protocol on Open Government



## CODE 1 CODE OF CONDUCT FOR MEMBERS<sup>1</sup>

The Members' Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the council.

The Code is underpinned by the following principles of public life which should borne in mind when interpreting the meaning of the Code:-

- i **Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- ii **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- iii **Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- iv **Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- v **Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- vi **Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- vii **Leadership** Holders of public office should promote and support these principles by leadership and example.

### PART 1 GENERAL PROVISIONS

#### 1. Introduction and interpretation

- 1.1. This Code applies to **you** as a member of Fenland District Council (Fenland).
- 1.2. The term "**the Authority**" used in this Code refers to Fenland.
- 1.3. "**Member**" means any person being an elected or co-opted member of the Authority.
- 1.4. It is **your** responsibility to comply with the provisions of this Code.

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<sup>1</sup> New code adopted 26<sup>th</sup> July 2012

1.5. In this Code –

“Meeting” means any meeting of:-

- a) The Authority;
- b) Any meetings with the Council's officers;
- c) Any of the Authority's Committees, sub-committees, joint committees, joint sub-committees, or area committees;
- d) Any site visits to do the business of the Authority;
- e) Any of the Authority's advisory groups and, working parties and panels.

1.6. In this Code “relevant authority” has the meaning given to it by section 27(6) of the Localism Act 2011.

**2. Scope**

2.1. You must comply with this Code whenever you act, claim to act or give the impression you are acting in your official capacity as a Member of the Authority.

2.2. Where you act as a representative of the Authority:-

- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

**3. General obligations**

3.1. You must treat others with respect.

3.2. You must not:-

- (a) do anything, which may cause the Authority to breach UK equalities legislation.
- (b) bully any person.
- (c) intimidate or attempt to intimidate any person who is or is likely to be:-
  - (i) a complainant,
  - (ii) a witness, or
  - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct.
- (d) do anything, which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.

## Section 5 - Document 2 - Member Code of Conduct

- (e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute.
4. You must not:-
- 4.1. disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
    - (a) you have the consent of a person authorised to give it;
    - (b) you are required by law to do so;
    - (c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
    - (d) the disclosure is:-
      - (i) reasonable and in the public interest; and
      - (ii) made in good faith and in compliance with the reasonable requirements of the authority.
  - 4.2. prevent another person from gaining access to information to which that person is entitled by law.
5. You must not:-
- 5.1. use or attempt to use your position as a member improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.
6. You must:-
- 6.1. when using or authorising the use by others of the resources of the Authority:-
    - (a) act in accordance with your Authority's reasonable requirements;
    - (b) ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - 6.2. have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.

### **PART 2 INTERESTS**

## Section 5 - Document 2 - Member Code of Conduct

### 7. **Disclosable Pecuniary Interests**

7.1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions.

7.2. You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State (Appendix A) and either:

- (a) it is an interest of yours, or
- (b) it is an interest of:
  - (i) your spouse or civil partner,
  - (ii) a person with whom you are living as husband and wife, or
  - (iii) a person with whom you are living as if you were civil partners,

and you are aware that that other person has the interest.

### 8. **Registration of Disclosable Pecuniary Interests**

8.1. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of:

- (a) this Code being adopted or applied by the Authority; or
- (b) your election or appointment (where that is later),  
notify the Authority's Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.

8.2. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority's Monitoring Officer in writing of that new Disclosable Pecuniary Interest or change.

### 9. **Disclosable Pecuniary Interests In matters considered at meetings**

9.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting, –

- (a) **you must disclose** to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. **If you have not already done so, you must notify the Authority's Monitoring Officer** of the interest before the end of 28 days beginning with the date of the disclosure, and
- (b) whether the interest is registered or not you **must not** – unless you have obtained a dispensation from the Authority's Monitoring Officer –
  - (i) participate, or participate further, in any discussion of the matter or vote at the meeting; or
  - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

**Note: Council Procedure Rule 13 requires you to leave the room where the meeting is held while any discussion or voting takes place.**

### 10. **Other Interests**

10.1. In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and

## Section 5 - Document 2 - Member Code of Conduct

you are aware that you have a "non-disclosable pecuniary interest or non-pecuniary interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent

- 10.2. You have a "non-disclosable pecuniary interest or non-pecuniary interest" in an item of business of your authority where -
- (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
  - (b) it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

### 12. Sensitive interests

- 12.1 Where you consider (and the Authority's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary or Personal Interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code, and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed, in accordance with paragraphs 8 9 and 10.

#### **Note: Register of interests**

Interests under paragraph 8 will be notified to the Monitoring Officer on a form approved for the purpose by the Monitoring Officer and for this purpose will be deemed the "register of interests". A copy of the register will be available for public inspection and will be published on the authority's website.

### 13 Gifts and Hospitality

13.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority.

**Appendix A**

**Disclosable Pecuniary Interests**

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

**1 Notification of Disclosable Pecuniary Interests**

<i>Disclosable Pecuniary Interest</i>	<i>description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial

## Section 5 - Document 2 - Member Code of Conduct

interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land, which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### ***Offences***

It is a criminal offence to

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest (without a dispensation)
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

**The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.**



**Document 3**

**Documented advice and guidance provided to Councillor King in regards the Members' Allowances Scheme**

05/11/2015 Councillor King was present at Council during which the Members' Allowances Scheme was approved.

10/12/2015 Email from Jane Bailey, Member Services to Councillor King advising that claims cannot be submitted from or to places other than your normal place of residence unless on Council business.

10/12/2015 Email from Carol Pilson, Corporate Director to Councillor King providing a link to the Members' Allowance Scheme and advising that claims cannot be submitted from or to places other than your normal place of residence unless on Council business.

8/1/2016 Email from Jane Webb, Member Services to Councillor King questioning additional mileage claimed and stating that visiting constituents does not fall within the Members' Allowances Scheme and providing general advice that miles can only be claimed when acting on Council business.

20/4/2016 Meeting between Acting Monitoring Officer and Section 151 Officer with Councillor King advising him that he cannot claim for meetings for which he has sent apologies and did not attend. Request for Councillor King to take care when submitting future claims.

7/7/2016 Email from Jane Bailey, Member Services to Councillor King advising that claims cannot be submitted from or to places other than your normal place of residence unless on Council Business.

6/4/2017 Email from Jane Bailey, Member Services questioning additional miles.

7/7/2017 Email from Jo Goodrum, Member Services to Councillor King questioning additional miles claimed and signposting the Members Allowances Scheme is set out at Part 6 of the Constitution and that visiting constituents is outside of the scheme. Also advised that claims cannot be submitted from or to places other than your normal place of residence unless on Council Business.

**Document 4**

**Possible routes and mileage from Wisbech to Fenland Hall, March**

1. South Brink/A47/A141/Wisbech Road/Norwood Road/Robingoodfellows Road/County Road = 10.7 miles one way or **21.4 miles Return**
2. South Brink/Redmoor Lane/Coldham/Elm Road/County Road = 10.1 miles one way or **20.1 miles return**
3. South Brink/Churchill Road/Elm/Coldham/Elm Road/County Road = 10.8 miles one way or **21.6 miles return**
4. North Brink/Barton Road/Wisbech St Mary/Tholomas Road/Guyhirn/Ring's End/A141/Wisbech Road/Norwood Road/Robingoodfellows Road/County Road = 12.3 miles one way or **24.6 miles return**
5. South Brink/ A47/A141/Twenty Foot Road/Elm Road/County Road = 10.6 miles one way or **21.1 miles return**

**Section 8 - Further Documents - Claims Forms from Councillor King**

**Claims submitted for the financial year 2011/12**

CLAIM FORM SUBMITTED APRIL 2011  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon Ring CLAIM FOR MONTH OF February 2011

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles		
1/2	Wisbech	4:00	4:30	March	Park Meeting (Phil Hughes)	Wisbech	6:00	Car	26	22	
4/2	"	9:30	10:00	"	Tourism (Dickie Whitt)	"	10:30	"	27	22	
4/2	"	2:30	4:00	"	Council	"	10:30	"	56	22	
1/3	"	9:15	10:00	Chatteris	Tourism Meet	"	1:00	"	70	40	
									TOTAL	179	

MILEAGE VERIFIED  
 USING GOOGLE MAPS

\*Denote in brackets which subsistence allowance is being claimed

106 - New Total  
 (73) - Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 Avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Times of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED NOVEMBER 2011  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF April - November 2011

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence		MILEAGE VERIFIED USING GOOGLE MAPS
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	
6/4	Suffolk	1:30	3:00	March	Phil Hughes	Wisbech	4:30	Car	51	Not from home. 11
7/5	Wisbech	3:30	4:00	"	Council	"	6:30	"	25	22
2/5	"	9:15	10:00	Whitby	Tourism	"	1:30	"	35	32
3/5	"	3:30	4:00	March	Council	"	6:30	Car	24	22
8/9	Wisbech	3:30	4:00	March	Council	Wisbech	6:30	"	25	22
7/11	Wisbech	9:30	10:00	March	Tourism	Wisbech	1:00	"	30	22
									131 - New Total	
									(59) - Difference	
									TOTAL 190 / <del>602.40</del>	

Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 Avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED JANUARY 2012  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF December 2011 / January 2012

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles	(12) Taxi, Public Transport,	(13) Subsistence *(B, L, T, EM,
1/12	Cambridge	1.00	2.30	March	Corporate Governance Workshop	Wether	5.30	Car	49	MILEAGE VERIFIED USING GOOGLE MAPS		
3/12	Wether	9.15	10.00	Whittsey	Township Meeting	"	1.30	"	40	Not from home 11		
4/12	"	2.00	2.30	March	Planning	"	5.30	"	24	32		
5/1	"	9.30	10.00	"	Boundary Bus Group	"	1.00	"	25	22		
									TOTAL	138	87 New Total.	

Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

51

NOTE: To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section. Details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid

LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF February - April 2012

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Taxi, Public	(13) Subsistence
2/2	Wesbech	11.30	12.00	Wesbech	Meeting with Goffard	Wesbech	3.00	Car	25	22		
6/2	"	2.30	3.00	"	6th Skelton Bridge	"	4.30	"	20	22		
14/2	"	2.00	2.30	"	Corporate Governance	"	5.30	"	26	22		
15/2	"	9.30	10.00	"	Meeting with Goffard	"	12.30	"	25	Was not paid.		
1/3	"	3.30	4.00	"	Lowwell	"	7.00	"	25	22		
13/3	"	9.15	10.00	Wesbech	Tourism Partnership	"	1.00	"	67.42	40		
2/3	Wesbech	2.15	3.15	Wesbech	Meeting G. House	"	3.30	"	55	Was not paid		
4/3	Wesbech	11.45	12.00	"	Meeting B. Oliver	"	2.00	"	26	Was not paid.		
4/3	"	2.00	2.30	"	Planning	"		"	27	22		
										150 - New Total.		
										(21) - Difference		
TOTAL									171			

MILEAGE VERIFIED USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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## **Claims submitted for the financial year 2012/13**

CLAIM FORM SUBMITTED MAY 2012  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF April, May 2012

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5p per carried mile per passenger) <small>(Please also check box below)</small>	(12) Taxi, Public Transport, Parking	(13) Subsistence <small>*(B, L, T, EM, 24hr)</small>
<del>1/4</del>	<del>Woburn</del>	<del>3:30</del>	<del>2:30</del>	<del>Woburn</del>	<del>Planning Meeting</del>	<del>Woburn</del>	<del>4:30</del>	<del>car</del>	<del>27</del>			
19/4	"	3:30	4:00	"	Cabinet	"	7:00	"	26		22	
10/5	"	3:30	4:00	"	Council	"	7:00	"	26	2	22	
10/5	"	9:10	9:30	"	Meeting with Paul Webb	"	1:00	"	28		22	
29/5	"	12:55	1:00	"	" n Anna	"	2:30	"	27		22	
									<b>134</b>			
									<b>TOTAL</b>	<b>52</b>	<b>1</b>	

MILEAGE VERIFIED USING GOOGLE MAPS WAS NOT PAID.

Passenger Miles 44 2

88  
19

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above  
5 hrs tax and woff

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 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED JULY 2012  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF July 2012

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	Pa: Allowance (5p per mile) (Please include)	
1/6	Witch	9.45	10.00	March	Boundary Meeting	Witch	12.00	Car	29	28 22 Passenger 22	
12/6	"	9.30	10.00	Whittles	Tourism Meeting	"	1.00	"	42	42 32. Passenger 36	
27/6	"	2.00	2.30	March	Planning	Tetford	8.00	"	76	11 Not returning to Witch	
26/7	"	3.30	4.00	March	Fell Council	"	5.30	"	26	52 22 Passenger 44	
15/6	"	1.30	2.00	March	Boundary Procs	"	5.00	"	26	22	
29/5	"	12.30	1.00	"	Boundary	"	3.30	"	27	22	
									TOTAL		225/122

131 - New Total.  
 (94) - Difference.

Passenger  
 102.  
 (20)

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above  
Mr. B. Wigg, Mr. D. Hodgson, Mr. Carl Cox

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED NOVEMBER 2012  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF August September, October

(1) Date	Departure From		Approved Duty			Return to		(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	Tri: MILEAGE VERIFIED USING GOOGLE MAPS..		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time			A (5)	F	
3/9	Wesbeck	1.30	2.00	Wesbeck	Meeting with Paul <sup>Medd</sup>	Wesbeck	3.30	Car	26		OUT OF DATE	
13/9	"	3.30	4.00	"	Council	"	6.30	"	26		GAVE APOLOGIES	
17/9	"	6.30	7.00	"	Street Lighting	"	8.30	"	26		OUT OF DATE	
25/9	"	2.00	2.30	"	Corporate Governance	"	5.30	"	26		OUT OF DATE	
25/10	"	2.00	2.30	"	Training & Council	"	6.30	"	28		22	
5/11	"	9.00	9.30	"	Training - Planning	"	5.00	"	28		22	
									56			
									TOTAL	159		

44 NEW TOTAL  
 (12) DIFFERENCE

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above  
Clk. Car ~~to attend Council meeting~~ <sup>26 miles</sup> to attend Council meeting

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 Paid by: \_\_\_\_\_

\* = Claim out of date

CLAIM FORM SUBMITTED JANUARY 2013  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

October  
 CLAIM FOR MONTH OF November, December, January  
 2012-2013

NAME Simon King

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	(11) MILEAGE VERIFIED USING GOOGLE MAPS	(12)	(13)
<del>5/10</del>	<del>Witcham</del>	<del>2:00</del>	<del>2:30</del>	<del>March</del>	<del>Training Council</del>	<del>Witcham</del>	<del>6:30</del>	<del>Car</del>	<del>28</del>	<del>PAID IN NOV</del>		
<del>5/11</del>	<del>"</del>	<del>9:00</del>	<del>9:30</del>	<del>"</del>	<del>Training (Planning)</del>	<del>"</del>	<del>5:00</del>	<del>"</del>	<del>28</del>	<del>PAID IN NOV</del>		
<del>3/11</del>	<del>"</del>	<del>9:30</del>	<del>10:30</del>	<del>"</del>	<del>" (Planning)</del>	<del>"</del>	<del>1:30</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>14/11</del>	<del>"</del>	<del>2:00</del>	<del>2:30</del>	<del>"</del>	<del>Planning</del>	<del>"</del>	<del>6:00</del>	<del>"</del>	<del>28</del>	<del>ATTENDANCE NOT RECORDED</del>		
<del>13/11</del>	<del>"</del>	<del>1:30</del>	<del>2:00</del>	<del>"</del>	<del>Boundary Meeting</del>	<del>"</del>	<del>3:30</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>10/12</del>	<del>"</del>	<del>4:30</del>	<del>5:00</del>	<del>"</del>	<del>"</del>	<del>"</del>	<del>6:30</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>2/11</del>	<del>"</del>	<del>1:30</del>	<del>2:00</del>	<del>"</del>	<del>Planning Training</del>	<del>"</del>	<del>5:00</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>1/11</del>	<del>"</del>	<del>8:30</del>	<del>9:00</del>	<del>"</del>	<del>Site Inspection</del>	<del>"</del>	<del>4:00</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>16/11</del>	<del>"</del>	<del>2:00</del>	<del>2:30</del>	<del>"</del>	<del>Planning</del>	<del>"</del>	<del>6:00</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>17/11</del>	<del>"</del>	<del>1:30</del>	<del>2:00</del>	<del>"</del>	<del>Planning Training</del>	<del>"</del>	<del>5:00</del>	<del>"</del>	<del>28</del>	<del>22</del>		
<del>13/11</del>	<del>"</del>	<del>1:30</del>	<del>2:30</del>	<del>Whittles</del>	<del>Planning</del>	<del>"</del>	<del>11:00</del>	<del>"</del>	<del>35</del>	<del>32</del>		
<del>14/11</del>	<del>"</del>	<del>2:30</del>	<del>3:00</del>	<del>March</del>	<del>Briefing Council</del>	<del>"</del>	<del>6:30</del>	<del>"</del>	<del>28</del>	<del>22</del>		
TOTAL									<del>343</del> 259	208		

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED: MARCH 2013.  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF February, March 2013

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (50 per carried mile)	(12) Taxi, Public Transport, Parking	(13) Subsistence (*B, L, T, EM, 24hr)
3/2	Wadebridge	11:00	11:30	March	Golf Hunt/Planning	Wadebridge	12:00	car	54	22		
11/2	"	11:25	4:00	"	Council	"	6:30	"	27	22		
3/3	"	9:30	10:00	"	Town Hunt	"	11:30	"	28	22		
									TOTAL	109		

MILEAGE VERIFIED USING GOOGLE MAPS

66 - NEW TOTAL  
 (43) - DIFFERENCE

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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## **Claims submitted for the financial year 2013/14**

CLAIM FORM SUBMITTED JULY 2013  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF April, May, June 2013

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Taxi, Public	(13) Subsistence
9/4	Wisbech	4:00	4:30	March	Man Horn Learning	Wisbech	11:00	Car	75	MILEAGE VERIFIED USING GOOGLE MAPS.		
16/4	"	2:00	2:30	"	Corporate Governance	Wisbech	5:00	"	25	Did not return to wisb		
9/5	"	2:00	4:00	"	Council	Wisbech	9:00	"	73	GAVE APOLOGIES.		
30/5	Wisbech	12:00	2:00	"	Cabinet & Council	Wisbech	5:30	"	74	Did not return to wisb		
10/6	Wisbech	12:00	12:30	"	Georgy Crawford	"	2:00	"	25	Not from Wisbech.		
11/6	"	9:00	9:30	"	Fred Thyer	"	12:30	"	24	22		
12/6	"	10:30	11:00	"	John Grey	"	12:30	"	24	22		
13/6	"	3:00	3:30	"	Martyn Kendall	"	5:00	"	25	22		
20/6	"	2:30	3:00	"	Cabinet	"	7:30	"	24	22		
24/6	"	10:30	11:00	"	Armed Forces	"	1:30	"	25	22		
25/6	"	2:30	3:00	"	Meeting - legal	"	4:30	"	24	22		
27/6	"	10:30	12:30	"	Graham House	"	12:30	"	25	22		

\* Denote in brackets which subsistence allowance is being claimed

TOTAL ~~947~~  
418

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 209

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

209  
 P: \_\_\_\_\_

CLAIM FORM SUBMITTED JULY 2013  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Sarah King CLAIM FOR MONTH OF July 2013 (+ part August)

(1) Date	Departure From		Approved Duty				Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11)	(12)	(13)
										MILEAGE VERIFIED USING GOOGLE MAPS		
12/7	<del>Walsbed</del> <u>Whittree</u>	6:00	7:00	Whittree	Reception	Walsbed	9:00	Car	43	16	Not from Walsbed	
18/7	Walsbed	3:30	4:00	March	Meeting Richard	"	8:00	"	25	22		
25/7	"	12:30	1:00	<del>Walsbed</del>	Cabinet Council	"	7:30	"	25	22		
26/7	"	3:30	4:00	March	Alan Pain	"	5:30	"	25	22		
1/8	"	2:30	3:00	"	Alan Pain	"	5:00	"	25	22		
2/8	"	1:30	2:00	"	Gary Garford	"	4:00	"	25	22		
										126 New Total.		
										(42) Difference		
TOTAL									168			

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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 Paid by: \_\_\_\_\_

FORM SUBMITTED SEPTEMBER 2013  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF August, September, October

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allows (5p per per f (Please br	(12) Taxi, Public	(13) Subsistence
7/8	March	1.00	2.00	Wisbech	Green Flag (Bob)	Wisbech	2.00	Car	12	MILEAGE VERIFIED USING A GOOGLE MAPS		
10/8	Wisbech	1.30	2.00	March	Buildings Insp	Chatteris	3.00	"	18*		X Not from Wisbech.	
11/8	Chatteris	3.00	3.00	Chatteris	"	Wisbech	4.30	"	18*		1/2 Not back to Wisbech	
22/8	Wisbech	12.00	12.30	Whitby	Buildings Inspection	"	2.00	"	32		✓ 18 1/2 Journey?	
29/8	"	1.30	2.00	March	Briefing	"	5.30	"	25		✓ 32.	
18/9	"	8.15	9.00	Chatteris	CMT	"	2.00	"	36 ✓		22	
19/9	"	9.30	1.00	March	Cabaret / Council	"	6.30	"	25		22	
20/9	"	2.00	2.30	"	ORS call in	"	5.00	"	25		22	
27/9	"	9.00	9.30	"	Macmillan	"	10.15	"	25		22	
30/9	"	11.00	11.30	"	Briefing	"	5.30	"	25		22	
3/10	"	3.00	3.30	"	Safe Meeting (Aleen)	"	8.00	"	27		22	
9/10	"	10.00	11.30	Cambridge	HLF (Gary)	"	3.30	"	98		80	
								TOTAL	366			

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

309 NEW TOTAL  
 (57) DIFFERENCE

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED NOVEMBER 2013  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF October, November 2013

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) MILEAGE VERIFIED USING GOOGLE MAPS.	
9/10	Wisbech	9.45	9.30	Chatteris	Planning Training	Wisbech	3.30	Car	36	✓ 36	
10/10	"	1.30	2.00	March	Meeting with Gary	"	4.30	"	26	22	
14/10	"	2.00	2.30	"	DSU	"	6.00	"	27	22	
16/10	"	5.30	6.00	"	Civic Society Meet	"	8.30	"	26	22	
21/10	"	9.00	9.30	"	Cabinet / CMT	"	1.00	"	26	22	
23/10	"	6.30	7.30	Chatteris	Chatteris Society	"	10.00	"	39	36	
24/10	"	2.30	3.00	March	Cabinet	"	6.00	"	27	22	
28/10	"	11.00	11.30	"	Meeting with Gary	"	3.00	"	29	22	
31/10	"	3.00	3.30	"	" " "	"	8.30	"	26	22	
5/11	"	11.00	12.00	Chatteris	Cabinet / CMT	"	5.00	"	37	✓ 36	
7/11	"	3.30	4.00	March	Council	"	7.00	"	27	22	
11/11	"	12.30	2.00	Cambridge	English Heritage	"	7.00	"	95	80	
								TOTAL	421	364	NEW TOTAL

\*\* Denote in brackets which subsistence allowance is being claimed

364 NEW TOTAL  
 (57) DIFFERENCE

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

188  
 73  
 160

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED NOVEMBER 2013  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF November, December (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	
24/11	Wisbech	2:30	3:00	March	Cabinet	Wisbech	6:00	Car	27	22
26/11	"	9:00	3:30	"	Meeting with Gary	"	5:00	"	26	22
27/11	"	5:30	6:00	"	WCC Societies	"	8:00	"	28	22
28/11	Peckham	2:00	3:00	"	Meeting with Gary	"	5:00	"	38	11 Not from Wisbech.
28/11	Wisbech	6:30	7:30	Chatteris	Chatteris Society	"	10:30	"	26	✓ 26
2/12	"	9:30	10:00	March	Planning Training	"	2:00	"	27	22
3/12	"	9:00	9:30	"	Cabinet / PMT	"	3:00	"	29	22
5/12	"	11:00	11:30	"	Meeting with Gary	"	4:30	"	28	22
TOTAL									229	169

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

175  
54

(60)  
 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED JANUARY 2014  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF December 2013, January 2014

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	(11)	(12)	(13)
10/12	P' Boro	3:00	3:45	March	Richard Cassidy	Cambridge	7:00	Car	53			
11/12	Wisbech	12:30	1:00	March	Cabinet/Committee	Wisbech	7:00	Car	26	X	Not from Wisbech	
12/12	Kings Lynn	2:00	2:30	"	OSP	"	6:00	"	36		Not from Wisbech	
14/1	Wisbech	3:30	3:30	"	Briefing	"	5:30	"	25	22		
15/1	"	5:30	6:00	"	Live Meeting	"	8:30	"	26	22		
16/1	"	12:30	1:30	P' Boro	Crown Court (Hungerford)	"	5:45	"	44	✓	44	
17/1	"	2:30	3:00	March	Cabinet	"	5:30	"	25	22		
23/1	"	6:30	7:30	March	Live Meeting	"	10:00	"	36	✓	36	
27/1	"	2:30	3:00	March	Briefing	"	5:00	"	26	22		
28/1	"	8:15	9:00	Chetters	MLT/Cabinet	"	1:00	"	35	✓	35	
28/1	"	3:30	4:00	March	Briefing (Keston)	Wells	7:30	"	26		Not back to Wisbech	
29/1	"	10:15	11:00	Whitby	Local Safety Meeting	"	12:30	"	32	✓	32	
								TOTAL	440	279	New TOTAL	

(161) DIFFERENCE

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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## **Claims submitted for the financial year 2014/15**







CLAIM FORM SUBMITTED NOVEMBER 2014  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME SIMON KING CLAIM FOR MONTH OF OCTOBER AND NOVEMBER 2014

(1) Date	Departure From		Approved Duty			Return to		(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time			
10	WASBECH	12.00	<del>12.30</del>	MARCH	IT TO LAPTOP	WASBECH	1.30	CAR	26	22
10	"	4.00	4.30	"	Paul Madd	"	6.00	"	25	22
<del>10</del>	<del>"</del>	<del>3.30</del>	<del>4.00</del>	<del>"</del>	<del>Seminar</del>	<del>WASBECH</del>	<del>9.30</del>	<del>"</del>	<del>64</del>	<del>---</del>
10	"	9.30	10.00	"	Seminar	"	1.00	"	26	22
10	"	1.00	4.30	"	"	"	6.30	"	25	22
11	"	9.30	10.00	"	Staff Committee	"	12.30	"	23	22
11	"	3.30	4.00	"	Council	"	9.30	"	66	22
11	"	9.00	9.30	"	Training	"	1.30	"	26	22
4/11	"	1.00	1.30	"	Obs	"	4.00	"	43	22
7/11	"	4.00	4.30	"	Seminar	"	6.00	"	26	22
										198
										NEW TOTAL

MILEAGE VERIFIED  
 USING GOOGLE MAPS.

TOTAL 288 (90) DIFFERENCE.

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 Avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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## **Claims submitted for the financial year 2015/16**



CLAIM FORM SUBMITTED JULY 2015  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME SIMON KING CLAIM FOR MONTH OF MAY, June, July

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	(11) Passenger	(12) Taxi, Public	(13) Subsistence
21/5	Wisbech	2.30	4.00	March	Council	Wisbech	7.00	Car	26			
23/5	"	9.45	10.00	Tydd	John Foster	"	11.30	"	18			
24/6	(K)	9.00	9.30	March	Informal Cabinet	"	4.00	"	47			
3/6	(K)	12.00	12.30	"	Gery & Wendy	"	4.00	"	48			
5/6	(K)	10.30	11.00	Tydd	Steve Barclay	"	1.00	"	18			
11/6	(K)	3.30	4.00	March	Seminar	"	6.00	"	26			
18/6	(K)	8.00	8.30	"	Cabinet	Huntingdon	9.00	"	72			
22/6	(K)	4.30	6.00	Cambridge	Historic England	"	11.30	"	106			
25/6	(K)	8.30	2.00	Wisbech	Streetlights	(P) Wisbech	2.15	"	49			
26/6	(K)	8.30	9.00	March	Informal Cabinet	"	2.00	"	25			
29/6	(K)	8.00	2.30	March	Gery & Wendy	Wisbech	5.30	"	135			
13/7	Wisbech	2.00	2.30	"	OSP	Wisbech	5.30	"	26			
TOTAL									615	22		

MILEAGE VERIFIED USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

109 NEW TOTAL  
 506 DIFFERENCE

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above.

Paid \_\_\_\_\_

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CLAIM FORM SUBMITTED SEPTEMBER 2015  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME SUMON KING CLAIM FOR MONTH OF JULY (CONT.), AUGUST, SEPT 2015

(1) Date	Departure From		Approved Duty			Return to		(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time			
<del>4/7</del>	<del>WISBECH</del>	<del>9.00</del>	<del>9.30</del>	<del>MARCH</del>	<del>FACT</del>	<del>WISBECH</del>	<del>12.00</del>	<del>CAR</del>	<del>24</del>	
<del>6/7</del>	<del>"</del>	<del>9.30</del>	<del>10.00</del>	<del>"</del>	<del>ORP</del>	<del>"</del>	<del>12.30</del>	<del>"</del>	<del>25</del>	
<del>7/7</del>	<del>WISBECH</del>	<del>11.00</del>	<del>11.30</del>	<del>MARCH</del>	<del>Cabinet Briefing</del>	<del>WISBECH</del>	<del>1.00</del>	<del>CAR</del>	<del>26</del>	<del>22</del>
8/8	"	9.00	9.30	"	Informal Cabinet	"	9.30	"	27	22
4/8	"	9.30	10.00	"	Carol Pelton	"	12.00	"	27	22
16/8	"	10.00	10.30	Tydd	Foster Property	"	12.00	"	10	✓10
17/8	"	10.00	10.30	MARCH	RAIL BIDDERS	"	1.30	"	26	22
3/9	"	<del>6.45</del>	9.00	Loxington	Street Lighs	"	9.00	"	3	✓3
5/9	"	12.30	1.00	MARCH	FSP	"	5.30	"	27	22
8/9	"	2.00	2.30	"	Seminar	"	8.00	"	26	22
4/9	"	<del>1.30</del>	4.30	"	Member Allowance	"	6.00	BUS		
5/9	"	8.35	9.30	"	Informal Cabinet	"	5.30	"		
TOTAL									172	

MILEAGE VERIFIED USING GOOGLE MAPS.

145. NEW TOTAL  
(27) DIFFERENCE

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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 Paid by: \_\_\_\_\_

PTD

CLAIM FORM SUBMITTED SEPTEMBER 2015  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME SILVIA RING CLAIM FOR MONTH OF SEPT (CORR), OCT 2015 (PART)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles			
29/9	WISBECH	12:30	1:00	MARCH	cabaret/COUNCIL	WISBECH	7:00	CAR	28	22		
29/9	"	12:30	2:00	Cambridge	CFT	"	6:00	"	116	80		
30/9	"	5:30	6:00	MARCH	CRP	"	8:30	"	27	22		
7/10	WISBECH	10:00	10:30	"	Rob Bridge	KELLY	1:30	"	50	NOT FROM OR TO WISBECH		
TOTAL										221	28	2-50

MILEAGE VERIFIED USING GOOGLE MAPS

124 - NEW TOTAL  
 97 - DIFFERENCE

**CAMBRIDGE CITY COUNCIL**  
 EXPIRY TIME  
 29/09/15 15:57  
 Date Fee Paid Mc I.D.  
 29/09/15 2.50 CASHIL1  
 1317659

**CAMBRIDGE CITY COUNCIL**  
 DEPART  
 29/09/15 15:57  
 Fee Paid Mc I.D.  
 2.50 CASHIL1

TEAR OFF REMINDER

AND SIGN DECLARATION OVERLEAF

AT No. 214 4281 93  
 Display THIS SIDE UP so ticket is clearly visible and can be read from outside of vehicle. NOT TRANSFERABLE

NOTE  
 Avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

ELLR LOK

FOR OFFICE USE ONLY  
 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED DECEMBER 2015  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF OCT (PART) NOV (PART)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Taxi, Public	(13) Subsistence
7/10	WISBECH	9.30	10.00	MARCH	TAG	WISBECH	1.00	CAR	26			
12/10	"	1.00	2.30	"	OSP	"	5.00	"	27			
16/10	"	9.30	10.00	"	CRP	"	1.00	"	26			
19/10	"	2.30	3.00	"	David Bailey	"	4.30	"	26			
22/10	"	1.30	2.00	"	Cabinet	"	6.00	"	27			
29/10	"	2.30	3.00	"	Cabinet / seminar	"	8.30	"	27			
2/11	DOWNHAM	12.45	1.30	"	CRP MEETING	DOWNHAM	4.30	"	40			Not from or to home.
<del>5/11</del>	<del>HUNTINGDON</del>	<del>3.30</del>	<del>4.00</del>	<del>"</del>	<del>COUNCIL</del>	<del>HUNTINGDON</del>	<del>8.30</del>	<del>"</del>	<del>70</del>			WAS NOT PAID.
6/11	WISBECH	12.00	12.30	"	Informal Cabinet	WISBECH	7.30	"	27			
12/11	"	1.00	1.30	"	CRP	"	5.30	"	26			
17/11	"	9.30	10.30	Whittles	Neighbourhood Planning	"	1.30	"	33			
18/11	"	12.30	1.00	March	CRP Seminar	"	3.30	"	26			
									TOTAL	311	230	

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

81  
 Paid



CLAIM FORM SUBMITTED JANUARY 2016  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF Nov (Part), Dec (Part) Jan (Part)

(1) Date	Departure From		Approved Duty			Return to		(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time		
5/11	Witch	11.00	11.00	March	Council	Witch	8.30	Car	70
3/12	"	10.05	11.15	"	Wendy Otter	Witch	1.30	"	42
7/12	"	9.30	10.00	K.L.	Planning Meeting	"	1.30	—	—
10/12	Witch	12.00	4.00	March	Sewer	"	8.00	Car	36
11/12									
11/12									22
5/1	"	9.00	9.30	"	Tour of ASSES	"	4.30	"	71
7/1	"	9.30	10.00	"	TAG	"	4.00	"	35

— Attended on behalf of  
 — constituent,

TOTAL 305  
 (51)

44 New Total  
 7 Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 Avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

## **Claims submitted for the financial year 2016/17**

CLAIM FORM SUBMITTED MAY 2016

LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Saman King CLAIM FOR MONTH OF Jan (part), Feb (part)

(1) Date	Departure From		Approved Duty				Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	P Allow (50 p per (Please b	
11/1	Wisbech	7:00	2:00	March	CRP	Wisbech	5:00	car	55	26	22
12/1	Wisbech	1:00	2:00	"	CRP	"	4:00	"	55		22
14/1	Wisbech	12:30	1:00	"	Seminar	"	6:30	"	27		22
18/1	"	9:00	9:30	"	FACT	"	1:00	"	26		22
18/1	"	2:30	2:30	"	OSP	"	5:30	"	26		22
21/1	Wisbech	2:00	2:30	"	Cabinet	"	7:00	"	26		22
25/1	"	1:30	2:00	"	Briefing	"	4:30	"	26		22
26/1	Wisbech	2:00	1:00	Network	A & T	"	6:30	"	153	110	22
29/1	Wisbech	12:30	2:00	Cambridge	Total Transport	"	6:00	"	89		80
29/1	"	7:00	7:30	Bowditch	Red Street Lightening	"	10:00	"	35		35
2/2	Sutton	9:00	9:30	March	Nick Harding	"	2:30	"	35	26	22
9/2	Wisbech		9:30	"	Cabinet	"	2:00	"	26		22

MILEAGE VERIFIED USING GOOGLE MAPS

TOTAL 579 324 New total  
4 (93) Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED MAY 2016

LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF FEB (part), March (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Miles Paid
11/2	Wisbech	4:00	4:30	March	Wisbech Meeting	Wisbech	6:00	Car	27	22
18/2	"	3:00	4:00	"	Seminar	"	6:00	"	26	22
25/2	"	1:00	1:30	"	Chair / Council	"	7:00	"	28	22
26/2	"	12:00	1:00	Ely	Network Rail Meeting	"	3:00	"	30	✓30
29/2	"	2:00	2:00	March	Total Transport	"	5:30	"	22	1 APOLOGIES GIVEN - NOT PAID
2/3	"	11:00	11:30	March	FSP H2 Meet	"	1:00	"	26	22
7/3	"	11:00	11:30	"	A47	"	2:30	"	27	22
9/3	"	1:30	3:00	"	Seminar	"	5:00	"	26	22
15/3	"	7:00	9:00	March	Network Rail	"	3:00	"	107	✓107
16/3	"	3:00	3:30	March	Rob B Bridge	"	5:00	"	26	22
16/3	"	5:45	6:00	"	CRP	"	7:30	"	27	22
17/3	"	12:00	2:00	"	FSP	"	5:30	"	31	22
TOTAL									469	371

MILEAGE VERIFIED USING GOOGLEMAPS

1 APOLOGIES GIVEN - NOT PAID

\* Denote in brackets which subsistence allowance is being claimed

335 - NET TOTAL  
(41) - DIFFERENCE

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above  
LUK Local Car

Paid by \_\_\_\_\_



CLAIM FORM SUBMITTED JULY 2016  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF April (part), May (part) 2016

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Pass Allowance (5p per car per passenger please refer box b)
4/4	Wisbech	9.30	10.00	March	TAG	Wisbech	12.30	Car	26	22
4/4	"	10.30	11.00	"	Meeting with R. Cassidy	"	2.30	"	27	22
4/4	"	1.50	1.30	"	Meeting with W. Offer	"	4.00	"	30	22
4/4	"	8.30	9.00	"	Meeting with N. Harding	"	11.00	"	26	22
4/4	"	9.30	10.00	"	CRP	"	1.00	"	26	22
4/4	"	9.00	9.30	"	FACT AGM	"	1.00	"	27	22
4/4	KL	3.45	4.30	"	Meeting with R. Bridge	"	5.30	"	42	22
4/4	Wisbech	2.00	3.00	Wisbech	Meeting	"	5.00	"	66	22
4/4	Wisbech	2.30	3.00	March	PHB	"	5.30	"	27	22
4/4	Wisbech	9.30	10.30	March	Meeting with W. Offer	"	1.00	"	60	22
15/4	Wisbech	6.45	7.30	Wisbech	Parish Council Meet.	Wisbech	9.30	"	40	35
15/4	"	1.00	2.30	Cambridge	Total Transport	"	6.00	"	95	80
TOTAL									492	269

MILEAGE VERIFIED  
 USING GOOGLE MAPS

WAS NOT PAID  
 WAS NOT PAID  
 WAS NOT PAID

269 - new total  
 55 - Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 321

BE  
 avoid delay this claim must be completed fully and correctly up to the end of the calendar  
 month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED JULY 2016  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF May (Part), June (Part) 2016

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence					
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passage Allowance in £ (5p per carrier per passenger) (Please also col box below)	(12)	(13)	
15	Wisbech	9:00	9:30	March	Meeting W. Offer	Wisbech	12:00	Car	26				
15	"	2:30	3:00	"	Labour Council	"	7:00	"	27	15	22		
26	Wisbech	1:30	3:00	"	PHR	Wisbech	5:30	"	13				
4/5	Wisbech	8:45	9:30	March	Meeting W. Offer	Wisbech	1:30	"	40			was not paid	
15	KL	2:00	3:00	March	Labour	"	2:00	"	50			✓40	
16	Wisbech	1:00	2:00	Wick	Green Party	Wick	1:00	"	39			was not paid	
16	Wick	8:15	9:30	Wick	Labour	KL	9:00	"	64			was not paid	
16	"	10:30	11:00	March	Meeting W. Offer	Wick	1:30	"	13			11	
16	Wick	3:00	3:00	"	Meeting G. Bedford	"	5:30	"	13			11	
16	Wisbech	9:30	10:00	"	Meeting W. Offer	Wick	11:30	"	26			27	
16	"	9:30	10:00	"	Meeting R. Cassidy	"	12:00	"	27			22	
16	A.D.	12:00	1:00	Wick	Labour Seminar	"	6:00	"	28			was not paid.	
									TOTAL	416	15	150 - New total	22 Difference.

MILEAGE VERIFIED  
By GOOGLE MAPS

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 172

NOTE: This claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section. Details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

CLLr Carol Cox

FOI  
Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED JULY 2016  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Sandra King CLAIM FOR MONTH OF May  
June (Part), July (Part) 2016

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles	(12) Taxi, Public Transport.	(13) Subsistence *1/2 B 1 T FM
1/6	Witch	2:30	3:00	March	PHB	Witch	6:00	Car	28	MILEAGE VERIFIED USING GOOGLE MAPS.		
7/6	Witch	12:00	12:30	"	Council	"	7:00	"	26	22		
7/6	Witch	1:00	2:00	"	Meeting W. Offer	KC	3:45	"	4	22		
15/6	AB	5:30	6:30	"	EMPS Meeting	Witch	8:00	"	32	WAS NOT PAID		
										WAS NOT PAID.		
										44 - new total		
										⑩ - Difference		
									TOTAL	130	260	

Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 54

NOTE: To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section. Details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above are being checked at March Station on 10/5

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 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED OCTOBER 2016  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF July (Part)

(1) Date	Departure From:		Approved Duty			Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles		
7/7	Widloch	1:30	2:00	March	Meeting with clerical	Widloch	5:00	Car	26	MILEAGE VERIFIED USING GOOGLE MAPS.	
11/7	"	6:30	7:00	Newtown	Meeting re street lights	"	9:30	"	10	22	
12/7	"	9:30	10:00	March	CRA	"	1:00	"	27	✓ 10	
12/7	"	12:30	1:30	P. Beto	AAT Allowance	"	6:00	"	55	22	
14/7	"	2:30	4:00	March	Committee	"	8:00	"	26	45	
21/7	"	12:30	2:00	"	Cabinet/Committee	"	6:30	"	27	22	
21/7	"	6:45	7:15	Tydd	Meeting re street lights	"	10:00	"	26	14	
22/7	"	12:30	1:00	Widloch	2020/line Region	"	4:30	"	10	2	
25/7	"	9:00	9:30	Widloch	FACT	"	1:00	"	26	22	
25/7	"	1:00	1:30	"	Portfolio Briefing	"	5:00	"	27	22	
<del>26/7</del>	<del>"</del>	<del>6:30</del>	<del>7:00</del>	<del>Widloch</del>	<del>Meeting re street lights</del>	<del>"</del>	<del>6:00</del>	<del>"</del>	<del>26</del>	<del>22</del>	
<del>1/8</del>	<del>"</del>	<del>6:30</del>	<del>7:30</del>	<del>Widloch</del>	<del>"</del>	<del>"</del>	<del>9:30</del>	<del>"</del>	<del>26</del>	<del>22</del>	
TOTAL									260	203	New total

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

(57) Difference

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED OCTOBER 2016  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME: Simon King CLAIM FOR MONTH OF: August, Sept (Part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	(11) Passenger	(12) Taxi Public	(13) Subsistence
2/9	Witch	9.00	9.30	Witch	Reformed Cabinet	Witch	1.00	Car	27			
4/9	"	2.00	3.30	"	Meeting with Gary	"	5.30	"	26			
11/9	"	8.00	8.30	"	Cabinet	"	10.30	"	27			
16/9	"	8.30	9.00	K.L.	C.W.A Interview	"	11.30	"	35			
23/9	"	3.00	3.30	Witch	Portfolio Briefing	"	6.00	"	26			
31/9	"	6.15	7.00	Boddington	Street Lights	"	10.00	"	35			
5/9	"	6.30	7.00	Witch	Meeting re lights	"		"	10			
6/9	"	6.30	7.00	Witch	"	Witch	10.00	"	10			
12/9	Witch	6.30	7.30	Chesham	"	Witch	10.00	"	30			
13/9	"	10.30	11.00	Witch	A 47 Meeting	"	1.00	"	27			
15/9	"	12.30	2.00	"	Cabinet / Council	"	6.30	"	26			
TOTAL									279			

A  
(5)  
MILEAGE VERIFIED  
VIA GOOGLE MAPS

238 New Total.  
 (41) Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid |

203



CLAIM FORM SUBMITTED JAN 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF Nov (Part), Dec (Part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle	(10) No. of Miles	(11)	(12)	(13)
10/11	Widened	9:30	9:30	March	cabaret - informal	Widened	1:00	car	27	MILEAGE VERIFIED USING GOOGLE MAPS		
11/11	"	2:30	4:00	"	Southern	"	6:00	"	27	22		
14/11	"	2:00	2:30	"	Council & Cabaret	"	6:00	"	27	22		
23/11	"	2:30	3:00	"	Southern	"	6:00	"	27	22		
24/11	"	10:30	11:00	"	Portfolio Briefing	"	1:30	"	35	22		
30/11	"	1:00	1:30	"	O&S	"	9:30	"	27	22		
29/11	"	8:30	9:00	"	Gory Gexford	"	11:00	"	27	22		
29/11	"	2:30	2:30	"	overnight meeting	"	2:30	"	20	4		
6/12	"	8:15	10:00	Watson	R&T Meeting	"	4:30	"	147	110		
9/12	"	9:00	9:50	March	Informal Cabaret	"	2:00	"	34	22		
12/12	"	11:00	12:00	Watson	Local Transport	"	3:00	"	30	80		
15/12	"	12:30	2:00	March	Cabaret / Council	"	5:30	"	27	22		
TOTAL									874			

Denote in brackets which subsistence allowance is being claimed

392 New total.  
 (122) Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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CLAIM FORM SUBMITTED JAN 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF July Oct (Part), Nov (Part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11)	(12)	(13)
10/10	Wickham	9.00	9.30	March	Station Meeting (an Wickham)	Wickham	10.30	Car	27			
10/10	"	3.30	4.00	"	Summar	"	6.00	"	26	22		
13/10	"	9.00	10.00	Cambridge	E & E Committee	"	1.30	"	87	80		
17/10	"	9.30	10.00	March	TAG	"	12.30	"	27	22		
17/10	"	1.00	2.30	"	Dan Horn/OXS	"	5.30	"	26	22		
18/10	"	9.30	10.00	"	ERP	"	12.30	"	27	22		
20/10	"	11.00	11.30	"	Trevor Watson	"	1.00	"	27	22		
20/10	"	2.30	3.00	"	Colin	"	6.00	"	27	22		
24/10	"	9.30	9.30	"	FACT	"	12.00	"	24	22		
30/10	"	2.30	3.00	"	Part 6 Briefing	"	5.30	"	27	22		
3/11	Wickham	1.15	2.00	Wickham	Street Party/Party	"	3.30	"	10	2		
6/11	"	3.30	4.00	March	Summar	"	6.30	"	27	22		
TOTAL									362	302	- New Total	

MILEAGE VERIFIED USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

(50) - Difference

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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CLAIM FORM SUBMITTED JAN 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Sarah King CLAIM FOR MONTH OF Dec (part), Jan (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance	(12) Taxi, Public	(13) Subsistence
20/12	Wickton	1:30	2:00	March	Wordsy Trout	Wickton	4:30	car	27			
21/12	"	1:45	2:00	Wickton	St Giles Anglia	"	3:30	"	10			
4/1	"	10:30	11:30	Whittlesea	Station CRP	"	2:00	"	45			
5/1	"	9:30	10:00	March	TAG	"	12:30	"	27			
5/1	"	3:30	4:00	"	Spencer	"	6:30	"	27			
									TOTAL	136		

MILEAGE VERIFIED USING GOOGLE MAPS.

100 - New total  
 (36) - Difference

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Patc

## **Claims submitted for the current financial year 2017**

CLAIM FORM SUBMITTED APRIL 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF Jan (part), Feb (part) 2017

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	All (5p p/Pis)
10/17	Widobrook	6-45	7:00	Widobrook	March Council	Widobrook	9:00	Car	4	MILEAGE VERIFIED USING GOOGLE MAPS ✓ 4
11/17	"	6-45	7:00	Widobrook	"	"	"	"	"	✓ 4
13/17	"	2-30	3:00	March	FACT Meeting	"	10:00	"	12	✓ 14
16/17	"	9-30	10:00	"	CRP	"	10:30	"	25	22
17/17	"	9-30	10:00	"	Meeting Monday after	"	10:30	"	36	RELOUPED 10 MILES
17/17	"	3-30	4:00	"	Richard Cassidy	"	5:00	"	26	22
19/17	"	2-30	3:00	"	Cabinet	"	5:30	"	26	22
23/17	"	10-15	10-45	"	FACT	"	12:00	"	26	22
24/17	"	8-30	9:30	"	Widobrook	"	10:00	"	23	22
31/17	10	5-45	6-30	Whitby	Sam's Report	"	8:30	"	52	RELOUPED 26 MILES
70/21	"	2-00	3-30	March	OSP	"	5:30	"	34	32
23/21	"	12-30	1-00	"	Cabinet & Council	"	6:00	"	26	22
TOTAL									218	318

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

26 - DIFFERENCE

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED APRIL 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF Feb (part), March (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	
7/2	Wisbech	2:00	3:00	March	Wendy Offer	Wisbech	5:00	Car	31	MILEAGE VERIFIED USING GOOGLE MAPS.
13	"	11:00	11:30	"	TRUPER Watson	"	2:00	"	25	RECOVERED 5 MILES
13	"	11:30	12:00	"	Carol & Informed Contact	"	1:00	"	22	
13	"	9:30	10:00	"	FACT/A47 (6 Yarnworth)	Wisbech	1:00	"	26	22
13	<del>Wisbech</del>	4:00	6:30	Newton	Parish Council	Wisbech	7:00	"	139	155
13	WALS	12:30	2:00	Cambridge	Total Transport	"	1:00	"	14	10
13	"	6:45	7:00	Graysfield	Parish Council	"	5:30	"	85	80
13	"	6:45	7:00	Parish	"	"	9:00	"	9	✓9
13	"	3:00	4:00	Parish	A47	"	7:00	"	14	✓14
13	<del>Wisbech</del>	1:30	3:00	Walsingham	Mary A47	Walsingham	6:00	"	46	45
13	Walsingham	7:30	7:30	Tudd	Parish Council	Walsingham	5:00	"	(20)	8
13	"	6:45	7:00	Graysfield	"	Walsingham	9:00	"	24	14
						"	10:00	"	4	✓4
TOTAL									483	

Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

69 - DIFFERENCE

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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CLAIM FORM SUBMITTED APRIL 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF March (Part), April (Part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles	(12) Taxi, Public Transport	(13) Subsistence YES / NO
3/3	Wick	2:30	1:00	March	Cabinet & Council	Wick	9:00	Car	26	22		
7/3	"	5:15	6:00	"	CRP	"	8:45	"	26	22		
14	"	6:45	7:00	Goosefield	Parish Council	"	9:00	"	9	19		
									53 - New Total			
									(8) - Difference			
									TOTAL 61			

Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

NOTE: To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section. Details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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CLAIM FORM SUBMITTED JULY 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF April (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5p per carried mile per passenger) (Please also complete box below)		
6/A	Wisbech	9:30	10:00	March	TAG	Wisbech	1:00	Car	27	26	26 ✓	22
7/A	"	8:00	8:30	"	Greater Anglia Conference	"	5:00	"	26	26	26 ✓	22
10/A	"	9:30	10:00	"	CRP	"	3:00	"	27	26	26 ✓	22
12/A	"	10:00	10:00	Parson Drove	Police Meeting	"	12:30	"	26	14	14 ✓	14
12/A	"	6:45	7:00	"	Parish Council	"	10:00	"	15	14	14 ✓	14
18/A	"	9:30	10:00	March	Anglian Water	"	12:30	"	28	26	26 ✓	22
19/A	"	6:45	7:00	Parson Drove	Parish Council	"	9:30	"	4	4	4 ✓	4
20/A	"	11:45	3:00	Parson Drove	Cabinet	"	5:30	"	2	2	2 ✓	2
24/A	"	10:30	11:00	March	FACT AGM	"	1:00	"	26	26	26 ✓	22
25/A	"	9:00	9:30	Dodhwell	Parish Council Meeting	"	4:00	"	27	30	30 ✓	30
26/A	"	7:00	7:30	Parson Drove	Parish Council	"	10:00	"	15	14	14 ✓	14
27/A	"	11:00	11:30	March	Dan Horn Meeting	"	1:00	"	27	26	26 ✓	22
<b>TOTAL</b>									274	239	210	

MILEAGE VERIFIED USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

254 (2) (31) New total Difference

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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CLAIM FORM SUBMITTED JULY 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF April (part) / May, June (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5p per carried mile per passenger) (Please also complete box below)	(12)	(13)
2/5/17	Woburn	6.45	7.00	Godshill	Parish Council	Woburn	9.30	Car	10	8	8	✓ 8
9/5/17	"	8.00	9.30	March	Parish Council Meeting	"	9.30	"	29	29	29	✓ 29
11/5/17	"	2.30	3.00	"	Council	"	6.00	"	29	26	26	✓ 26
16/5/17	"	6.45	7.00	Barrobythorpe	Parish Council	"	9.30	"	4	4	4	✓ 4
17/5/17	"	9.30	10.00	March	CRP	"	6.00	"	28	26	26	✓ 26
17/5/17	"	6.45	7.00	Godshill	Parish Meeting	"	9.15	"	10	8	8	✓ 8
18/5/17	"	7.15	7.30	Tydd	Parish Council	"	9.00	"	16	14	14	✓ 14
6/6/17	"	7.00	10.00	London	ALOP Conference	"	9.30	"	85	64	64	✓ 64
7/6/17	"	12.30	1.00	March	Street Lighting	"	3.00	"	29	26	26	✓ 26
12/6/17	"	6.30	7.00	W&M	Parish Council	"	9.30	"	15	7	7	✓ 7
14/6/17	"	6.30	7.00	Parsonlowe	"	"	10.00	"	15	14	14	✓ 14
15/6/17	"	8.30	10.00	March	Cabinet	"	10.00	"	29	26	26	✓ 26
TOTAL									299	229	229	229 - NEW TOTAL

MILEAGE VERIFIED USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

288

59 - DIFFERENCE

NOTE  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

FOR OFFICIAL USE  
 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED JULY 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF June (part), July (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence			MILEAGE VERIFIED USING GOOGLE MAPS	
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5p per carried mile per passenger) (Please also complete box below)		
20/6/17	Witch	1:30	2:00	March	Whittlesea Station	Witch	1:00	Car	29	26	26 ✓	22
22/6/17	"	8:30	9:00	"	March Station	"	1:00	"	32	26	26 ✓	22
22/6/17	"	3:30	4:00	"	Seminar	"	6:30	"	29	26	26 ✓	22
26/6/17	"	12:00	12:30	"	Brendan	"	1:30	"	29	26	26 ✓	22
26/6/17	"	8:00	10:00	Lowestoft	AA7 Allowance	"	8:00	"	185	154	174 ✓	174
30/6/17	"	6:15	6:30	Personal	Library Bus launch	"	8:00	"	15	14	14 ✓	14
3/7/17	"	9:30	10:00	March	Street lighting	"	2:00	"	31	26	26 ✓	22
3/7/17	"	2:00	3:00	Huntingdon	Anglian Water	"	7:00	"	65	65	65 ✓	65
5/7/17	"	8:45	9:30	Worboys	Rental Housing	"			58	49	49 ✓	49
TOTAL									478	466		

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 444

412 New total  
 (32) Difference

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

FOR OFFICIAL USE  
 Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED OCTOBER 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Simon King CLAIM FOR MONTH OF July (part), August (part)

(1) Date	Departure From		Approved Duty			Return to		Travel		
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	P Allow (5p pt per (Please
6/7/17	Walsley	8:30	2:00	March	Gory	Walsley	7:30	Car	29 26	22
13/7/17	"	9:30	10:00	"	CRP	"	6:00	"	29 26	22
14/7/17	"	9:00	9:30	"	Wendy offer	Walsley	11:00	"	29 26	22
17/7	"	9:30	10:00	"	TAG	Walsley	12:30	"	29 26	22
25/7	"	8:30	10:00	Cambridge	Total Transport	"	2:00	"	112 84	80
7/8	"	9:00	9:30	March	FACT	"	12:00	"	29 26	20
7/8	"	6:45	7:30	Bensick	Parish Council	"	9:00	"	40	35
8/8	"	6:30	7:00	Walsley	"	"	9:00	"	17	14
12/8	"	7:00	7:30	Christchurch	"	"	9:00	"	24	✓ 24
15/8	"	6:45	7:00	Elm	"	"	9:00	"	6	✓ 6
17/8	"	10:00	10:30	March	Dan Horn	"	12:30	"	29 26	22
✓ 17/8	"	3:45	4:00	"	Spencer	"	6:00	"	29 26	22
TOTAL									462	

MILEAGE VERIFIED USING GOOGLE MAPS

Note in brackets which subsistence allowance is being claimed

311 - New total.  
42 - Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Paid by: \_\_\_\_\_

CLAIM FORM SUBMITTED OCTOBER 2017  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
 MEMBERS' ALLOWANCES SCHEME (PART 6 OF THE CONSTITUTION REFERS)



MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

NAME Suion King CLAIM FOR MONTH OF August (part) September, out (part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/cycle)	(10) No. of Miles	(11) Passenger Allowance in (5p per car/mile per passenger (Please also see box below)	(12) Taxi. Public	(13) Subsistence
31/8	Wisbech	9.30	10.00	March	Economy PTHB	Wisbech	12.00	Car	29.26			
4/9	"	6.30	7.00	London	Parish Council	"	9.00	"	8		22	
5/9	"	6.45	7.00	Greenfield	"	"	9.00	"	8		✓ 8	
11/9	"	5.30	6.00	March	CRP	"	9.30	"	29.26		4	
12/9	"	6.30	7.00	Wimbleson	Parish Council	"	9.00	"	30		22	
13/9	Wisbech	6.45	7.00	Parsonthorpe	"	"	9.30	"	17		✓ 30	
✓ 14/9	Wisbech	12.30	1.00	March	Cabinet / Council	"	6.00	"	29.26		14	
21/9	"	9.30	10.00	March	Wendy OAPT	"	12.00	"	29.26		22	
2/10	"	7.00	7.30	Barnack	Parish Council	"	9.00	"	40		22	
✓ 3/10	"	9.00	9.30	March	Journal Cabinet	"	12.00	"	8		35	
4/10	"	7.45	9.00								✓ 8	
TOTAL									227.25			

MILEAGE VERIFIED USING GOOGLE MAPS

187 - New total  
 28 - Difference

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**NOTE**  
 To avoid delay this claim must be completed fully and correctly up to the end of the calendar month to which it relates and must be submitted promptly to the Democratic Services Section.  
 Names of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

FOI  
 Paid by: \_\_\_\_\_

Appendix C  
Councillor Simon  
King's response

27 North Brink  
Wisbech  
Cambridgeshire  
PE13 1JR

7<sup>th</sup> February 2017

Dear Ms McMillan

As suggested in your email to my solicitor dated 22<sup>nd</sup> January 2018, this is a further written response to the complaint made against me that I have breached the Members Code of Conduct.

In simple terms, the allegations giving rise to the complaint are that:

- (a) I have claimed travel expenses for journeys from a starting point other than my home; and
- (b) I have claimed travel expenses for more than would be warranted by the shortest mileage between my home and the relevant destination as indicated on Google Maps.

As a preliminary matter (before considering both the substantive allegations and the complaint), it is necessary to consider and decide two fundamental questions as follows:

- (1) What is the correct interpretation of Fenland District Council's Member's Allowance Scheme travel policy?
- (2) Has Fenland District Council adopted policies that:
  - (a) a member may claim travel expenses only for travel on the shortest possible route from the relevant starting point to the destination, irrespective of the actual route taken; and
  - (b) Google Maps is the standard by which any mileage claim by members is assessed for accuracy?

What is the correct interpretation of the Members Allowance travel policy?

Clause 6.2 of the policy states:

*"All claims for travel expenses and subsistence should be made on the appropriate claim form and backed by receipts as applicable. Mileage can be claimed from Councillors normal place of residence or from a subsequent appointment on Council business. Mileage can only be claimed for journeys undertaken wholly and exclusively in pursuance of Council's duties as set out in 6.1".*

In the complaint, the Monitoring Officer interprets the second sentence of Clause 6.2 as meaning that a Councillor is only entitled to claim travel expenses for journeys starting either at the Councillor's home, or starting at meeting on Council business to which the Councillor travelled from his or her home.

Simply on the basis of the language used in the clause, in order for the Monitoring Officer's interpretation to be correct, the sentence should read:

"Mileage can only be claimed from the Councillors normal place of residence..." which is the phraseology used in the third sentence of Paragraph 6.2.

It is legitimate to ask why the second sentence of clause 6.2 has been inserted in the policy.

My solicitor has interviewed Mrs Nicola Barwell, who was the Chairman of the Independent Remuneration Committee which sat in 2011 to agree a revised Members Allowance Policy. It was during this Review that Clause 6.2 was inserted. Mrs Barwell has confirmed that the reason for the inclusion of the second sentence was to clarify that, in contrast to employees, Councillors are permitted to claim travel expenses from their home address to the Council offices.

As is well known, employees are not permitted to claim travel expenses for travel from their home to their normal place of work.

Mrs Barwell has also confirmed to my solicitor that her interpretation of the travel policy is that Councillors should be able to claim travel expenses to meetings on Council business from any starting point, whether it be their home, their place of work or elsewhere.

It is also the case that the travel policies for Cambridgeshire County Council, Borough of King's Lynn & West Norfolk, South Norfolk District Council and East Cambridgeshire District Council do not contain any form of restriction which only permits travel expenses to be claimed for journeys to Council business from the Councillor's home address.

Has Fenland District Council adopted the policies referred to at 2(a) and (b)?

These are not stated as policies in the FDC Members Allowance Scheme.

No proposal has ever been made to Councillors to adopt policies in these terms. When the Members Allowance Scheme was reviewed in 2015, neither of these policies was proposed for consideration. At no time have these policies been circulated or notified to Members.

Quite simply, the propositions at 2 (a) and (b) above are not policies of Fenland District Council. Clearly it is open to Councillors and officers to propose the adoption of such policies, but this has not been done. The judgment to be made is not whether it is desirable that these should be the policies of FDC, but rather whether they are the policies of FDC.

This is an example of policies being created and applied by an officer of the Council which have not been approved by Councillors.

#### Conclusion

A serious complaint has been made against me by the Monitoring Officer of Fenland District Council. That complaint is based on a flawed interpretation of the Council's policy, and the application of policies which are not the approved policy of FDC. The Monitoring Officer has furthermore confirmed by email that these policies have not been applied to the travel expense claims of any other Members.

The Monitoring Officer, acting outside her remit under s5 Local Government and Housing Act 1989 (and if within her remit – which I dispute – then not acting in accordance with the provisions of s5 (2) and (3), and acting in breach of s2B(4) of the Localism Act 2011) has reported this complaint to the police.

Since I have not breached any Council policy in relation to my travel expense claims, I have not breached the Member's Code of Conduct, and the complaint against me is wholly without foundation, and indeed is vexatious and should not go any further.

Yours sincerely



27 North Brink  
WISBECH  
PE13 1JR

30<sup>th</sup> November 2017

Dear Carol,

Thank you for your email of the 24<sup>th</sup> November clarifying your position. This email is my initial response to the complaint in accordance with paragraph 5.2.5 of the Conduct Committee Procedures.

I am concerned that this response is being made to you in your capacity as Monitoring Officer when you are also the effective complainant, which does not seem to be a proper course of action under the procedure. This is probably of little importance if this matter can be resolved informally, but if formal procedures follow, either within the Council or externally, then this may assume greater importance and may become a material factor.

I am extremely sorry that this matter has escalated to the extent that it has become necessary for a formal complaint to be raised against me and the significant amount of officers' time this matter has taken up so far. I have done my best to comply with a Policy and claim form that to me lack clarity and with conflicting advice.

My initial response under the terms of paragraph 5.2.5 is as follows:-

1. I agree that I have submitted the claim forms referred to, to Fenland District Council, and that I have received the payments stated in the documents provided with the complaint.
2. I accept that some of the claims may have been outside the officers' interpretation of the terms of the Members Allowance Scheme Policy. Where this has occurred, officers have disallowed the claims, and I have accepted this.
3. I accept that some of the claims may have been for greater mileages than the shortest distance between the start and end points of the journeys claimed as shown on Google Maps.
4. I do not accept that mileage claims are properly limited to the shortest route in every case, for the following reasons:-
  - neither the Policy or the claim form state that the route must be the shortest route. If this principle is applied, it should be stated clearly in the policy.
  - it is not always possible or desirable to travel by the shortest possible route. This can be due to traffic considerations, road closures, weather, safety considerations and innumerable other factors.

5. I do not accept that the mileages shown in document 4 within the complaint and the mileages indicated in the Summary as evidence of over-claims are correct. It has not been possible in the time allowed for this response to check every item in the Summary, but samples have indicated sufficient differences to warrant a thorough review of the mileages set out in the Summary.
6. I do not accept that there has been any intent on my part to deceive Fenland District Council or to claim more than the mileage to which I would be entitled under the policy. The claim form and its declaration require me to state accurately my start and end points and mileage. I have done this in each case entirely openly so that the officers can correctly apply the Policy and rates to my journeys.
7. Whilst the Policy states what can be claimed, it does not state that this is exhaustive, nor does it state what cannot be claimed. For example, it is not clear from the policy whether the effect of a detour taken before or after a Council meeting to consult with or inform a constituent in relation to that meeting would wholly disallow a claim for that journey.

For the purposes of future claims for travel expenses, I will comply strictly with the Policy as set out and with the instructions of officers, in that I will:

- (a) claim my exact mileage to and from Fenland Hall from my home which would not normally exceed 25 miles;
- (b) exclude from any future claim any detours made from my normal route to visit constituents;
- (c) claim only in respect of journeys from my home to and from Fenland Hall and not from other points of departure.

For the reasons set out above, I do not accept that I have over-claimed and been overpaid any travel expenses. It is notable that Fenland District Council has not made any request to me for repayment of any sums overpaid, and has proceeded with the issue of a complaint.

As it is in the best interests of Fenland District Council to bring this matter to the speediest possible resolution, entirely without accepting any liability or obligation on my part to do so, I have today paid to Fenland District Council the sum of £1,511.10, equivalent to the entire amount alleged to have been overpaid to me.

Yours sincerely,



Simon King

Appendix D  
Letter of Complaint by  
Councillor King on 19  
February 2018

## Letter of Complaint by Councillor King on 19 February 2018

*'I wish to make a formal complaint against Fenland District Council for failure to act in a proper and lawful manner in the formulation, investigation and pursuance of a complaint made against me in relation to my expense claims. The specific matters giving rise to this complaint are the following:*

- 1. The Members' Mileage policy was not followed, by disallowing claims I made for travelling to and from council meetings from elsewhere than my home*
- 2. The Members' Mileage policy was not followed by disallowing claims for more than the shortest google maps distance*
- 3. The Code of Conduct policy and the legislation was not followed by the Monitoring Officer in referring this to the police as this was not a non-disclosure of a pecuniary interest*
- 4. The Code of Conduct policy was not followed by the Monitoring Officer by involving the Independent Person before the pre-sift stage*
- 5. Fenland District Council failed to comply with Section 28 (4) of the Localism Act 2011, in that a complaint of a breach of the code of conduct should be dealt with under the conduct procedure and not otherwise*
- 6. The Monitoring Officer failed to differentiate her roles as Head of Member Services and the Monitoring Officer*
- 7. The Monitoring Officer misunderstood the application of Section 5 (2) of the Local Government and Housing Act 1989, and she purported to deal with a complaint arising under the Code of Conduct in her capacity as Monitoring Officer*
- 8. The Monitoring Officer in acting (albeit improperly) under Section 5 Local Government and Housing Act 1989, compounded her error by failing to act in accordance with the requirements of that Section*
- 9. The Monitoring Officer has nominated a person who is not employed by Fenland District Council to act as Deputy Monitoring Officer contrary to Sub-section (7) of Section 5 of the Local Government and Housing Act 1989.*

*As this flawed process and baseless allegations have seriously damaged my reputation, the redress I expect from Fenland District Council is to purchase the front page of both local papers to print an apology and retraction. I also require reimbursement of all the expenses I have necessarily incurred both now and until this matter is concluded, to be reimbursed.'*

Appendix E  
Independent External  
Investigators report

# **Fenland District Council**

## **Review of the circumstances leading to a complaint by Councillor Simon King against Fenland District Council**

### **Report for the Chief Executive**

**Richard Penn**

**Independent External Investigator**

**March 2018**

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## 1 Introduction and methodology

- 1.1 I was commissioned through the Local Government Association (of which I am a Senior Associate) by the Chief Executive of Fenland District Council in March 2018 to undertake an independent review of the circumstances that had led to a formal complaint against the Council generally and the actions of a Corporate Director and the Council's statutory Monitoring Officer from Councillor Simon King, a long-serving member of the Council.
- 1.2 The complaint was set out in a letter (Appendix 1) from Councillor King to the Chief Executive dated 19 February 2018.
- 1.3 The complaint was a complaint against the District Council but made a number of allegations about the actions of the Monitoring Officer and I was required to review the circumstances that led to the complaint and to interview relevant witnesses to establish the truth or otherwise of the allegations on the balance of probability.
- 1.4 Following the completion of my review I was required to produce a report setting out:
  - my findings about the allegations in the complaint
  - my advice as to whether there was a potential case to answer which would then need to be formally investigated in line with the Model Disciplinary Procedure for local authority statutory officers.
- 1.5 I met with Councillor King on March 2018 to hear further details of his concerns, and I met with the Monitoring Officer the same day to obtain her response to the allegations set out in Councillor King's letter to the Chief Executive of February 2018. I also interviewed the Monitoring Officer at Peterborough Council who has been appointed as the Deputy Monitoring Officer at Fenland District Council and who is now managing the complaints procedure in this case as the complainant is the Monitoring Officer. The purpose of these interviews was to establish the facts as far as possible, and to provide the interviewees with the opportunity to comment on and provide any relevant evidence in respect of the specific allegations.
- 1.6 I was provided with a copy of Councillor King's letter of 8 February 2018, the agenda pack for the Conduct Committee on 27 February 2018 (that included copies of his letters of 17 November 2017 to the Monitoring Officer and 7 February 2018 to the Deputy Monitoring Officer and copies of the Members Allowance Scheme and the Code of Conduct for members. I was also provided at a later stage with a copy of the Conduct Committee Procedure.

## 2 The background to Councillor King's complaint

- 2.1 As part of her role as Corporate Director the Monitoring Officer line manages the Members Services team at Fenland District Council, and she became aware of concerns by her team about Councillor King's mileage claims. It appeared that Councillor King may have submitted overinflated mileage claims and attempted to claim for journeys outside the Council's approved Members' Allowance Scheme between April 2011 and October 2017 equating to £1,511.10 (3358 miles) paid to Councillor King and £736.65 (1637 miles) claimed but not paid. Journeys were claimed for that period appeared inflated over and above what would be expected by comparison with Google Maps and journeys were claimed for that were outside the Allowance Scheme; mainly not travelling from home but from another start point or travelling to another place which is not claimable on the way to Council business. There were consistent claims for differing amounts of mileage from home in Wisbech to the Council offices at Fenland Hall, March. The claims are generally for 26 miles return journey or more, whereas Google Maps indicates that this return journey would be 22 miles.
- 2.2 It is the responsibility of the individual Councillor to submit Members' Allowances claims. The Member Services team processes claims and consults with the individual member if there are any obvious errors. Mileage claims are checked for attendance at FDC meetings but otherwise are accepted on face value as Members sign a declaration that they are correct.
- 2.3 Councillor King had been advised by Members Services staff on a number of occasions over the last six years about issues with his mileage claims and he met with the Acting Monitoring Officer and Section 151 Officer in May 2016 regarding the accuracy of his mileage claims. However, the submission of inappropriate claims has continued.
- 2.4 The Monitoring Officer told me that it had become clear to her that the scale of Councillor King's over-claiming required action and that she had taken legal advice both from Peterborough Council and from external solicitors to ensure that her actions were fair and proportionate. She had made the complaint against Councillor King with a heavy heart but had concluded that it was the right thing to do in the circumstances.
- 2.5 The Monitoring Officer submitted a complaint about the conduct of Councillor King on the 24 November 2017. Councillor King was offered the opportunity to respond to this complaint and responded by letter to the Monitoring Officer on 30 November 2017. Due to the potential seriousness of this complaint it was not possible to resolve it informally and therefore the complaint progressed to the next stage of the process.
- 2.6 In line with 'Rule 9 Conduct Committee Procedures' in the Constitution of Fenland District Council and under Paragraph 5.3.2 'Initial Consideration of Complaints' a pre-screening meeting was held on 8th February 2018 to consider the complaint made by the Council's Monitoring Officer against Council King about the allegedly inaccurate mileage claims. The Conduct Committee Procedures rules (5.3.4) state that:

*'Any complaint where it is considered that a breach of the Code of Conduct may have occurred, unless it is deemed vexatious, trivial or tit-for-tat will be referred on to the Committee for further consideration'.*

- 2.7 The complaint was considered through the pre-screening process involving the Chair of the Conduct Committee, the Independent Person and the Deputy Independent Person on 8 February 2018. Councillor King had written a further letter to the Deputy Monitoring Officer on 7 February 2018 which was read out at the pre-screening meeting. In his conclusion to that letter Councillor King said:

*'A serious complaint has been made against me by the Monitoring Officer of Fenland District Council. That complaint is based on a flawed Interpretation of the Council's policy, and the application of policies which are not the approved policy of FDC. The Monitoring Officer has furthermore confirmed by email that these policies have not been applied to the travel expense claims of any other Members.*

*The Monitoring Officer, acting outside her remit under s5 Local Government and Housing Act 1989 (and if within her remit - which I dispute- then not acting in accordance with the provisions of s5 (2) and (3), and acting in breach of s28(4) of the Localism Act 2011) has reported this complaint to the police.*

*Since I have not breached any Council policy in relation to my travel expense claims, I have not breached the Member's Code of Conduct, and the complaint against me is wholly without foundation, and indeed is vexatious and should not go any further.'*

- 2.8 Following an extensive discussion about the issues raised in the complaint it was agreed that the complaint could not be described as 'vexatious, trivial or tit-for-tat'. It was unanimously agreed that the following sections of the Code of Conduct might have been breached:

- The first Nolan Principle – "Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends."

- 3.2. You must not:-

- (e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute

- 6. You must:- 6.1. when using or authorising the use by others of the resources of

- 2.9 The Panel noted the submissions made by Councillor King in his response to the complaint but considered that the issues raised needed to be properly investigated by an external investigator independent of the Council due to the serious nature of the allegations and as the complaint had been made by the Council's Monitoring Officer.

- 2.10 Councillor King told me that he had sent his letter of complaint dated 19 February 2018 to the Council's Chief Executive with a heavy heart following the extensive media coverage of the complaint against him and its reference to the police. He had tried to resolve the matter in November 2017 by making a payment to the Council equivalent to the amount alleged to have been overpaid but the complaint continued to be progressed.

- 2.11 In view of the allegations in Councillor King's letter of 19 February 2018 it was decided to commission this review and to suspend the complaints process in respect of the complaint against Councillor King pending the receipt of the report on my review. Following the decision to progress the complaint against him Councillor King took extensive legal advice from a local solicitor and his letter of complaint reflects that advice in respect of a number of

the allegations. I have been provided with an email setting out in more detail the advice he has given Councillor King in respect of points 5, 6, 7, 8 and 9 in the letter of complaint.

### 3 Councillor King's complaint

- 3.1 When I interviewed Councillor King he confirmed that his complaint was against Fenland District Council for what he described as its failure to act in a proper and lawful manner in the formulation, investigation and pursuance of a complaint made against him in relation to his mileage claims.
- 3.2 However, in his letter of complaint Councillor King sets out a number of specific allegations (allegations 3, 4, 6, 7, 8 and 9) about the actions of the Monitoring Officer. As a result of my review and the interviews I held with Councillor King, the Monitoring Officer and the Deputy Monitoring Officer I have been able to gather the following information about Councillor King's complaint and the allegations he has made:

#### Allegation 1

*'the Members' Mileage policy was not followed by disallowing claims I made for travelling to and from council meetings from elsewhere than my home'*

This issue is being addressed as part of the Code of Conduct complaint and it would not be appropriate to prejudge the outcome. However, Councillor King clearly considers that the policy is unclear. He pointed in his letter of 7 February 2018 out that Clause 6.2 of the policy states that:

*'All claims for travel expenses and subsistence should be made on the appropriate claim form and backed by receipts as applicable. Mileage can be claimed from Councillors normal place and residence or from a subsequent appointment on Council business. Mileage can only be claimed for journeys taken wholly and exclusively in pursuance of Council duties as set out in 6.1.'*

and that the Monitoring Officer in her complaint has interpreted the second sentence of this Clause to mean that a Councillor is only entitled to claim travel expenses for journeys starting either at home or at meeting on Council business to which the Councillor travelled from home. His contention is that Clause 6.2 should make it clear that mileage can only be claimed from the Councillor's normal place of residence. In that letter Councillor King also claims that the Chair of the IRP told his solicitor that the reason for the inclusion of the second sentence was to clarify that, in contrast to employees, Councillors are entitled to claim travel expenses from their home to the Council offices, and that her interpretation of the policy is that Councillors should be able to claim travel expenses to meetings of Council business from any starting point, whether that be their home, their place of work or elsewhere.

The Monitoring Office disagrees with Councillor King's contention, and considers that Clause 6.2 is clear. The issue has never been raised with the IRP and it has not proved to be an issue for other members.

#### Allegation 2

*'the Members' Mileage policy was not followed by disallowing claims for more than the shortest google maps distance'*

This issue is also being addressed as part of the Code of Conduct complaint and it would not be appropriate to prejudge the outcome. Councillor King contends that the policy should include a provision that mileage distances should be based on Google Maps or Routeplanner. As it is currently written it simply states that the mileage rate is 45p per mile for the first 10,000 miles of travel and thereafter in accordance with HMRC rates.

The Monitoring Officer clarified that the claims had not been disallowed and that Councillor King had voluntarily repaid over £1,500 of previous claims. The analysis of Councillor King's mileage claims had been based on Google Maps mileages to provide objectivity. The Monitoring Officer said that she does not consider that the policy should be amended to specify the basis on which distances should be recorded as members should honestly claim the actual mileage involved, and if this is not the shortest distance should be prepared to explain the reason for this if required. Councillor King had not provided reasonable explanation for those occasions when he had claimed more than the shortest distance according to Google Maps.

### **Allegation 3**

*'the Code of Conduct policy and the legislation was not followed by the Monitoring Officer in referring this to the police as this was not a non-disclosure of a pecuniary interest'*

Councillor King claims that the reference to the police by the Monitoring Officer was not in line with the Code of Conduct policy as the complaint was not in respect of a non disclosure of a pecuniary interest. He is also concerned that the matter was leaked to the press sometime after 5 December 2017 and he denied that he had been the source of the leak.

The Monitoring Officer was very clear that if any Council officer considers that something potentially of a criminal nature had taken place it has to be referred to the police – and not only if it concerns a non disclosure of a pecuniary interest. The reference to DPI in the policy is there because of the change in legislation as a result of the Localism Act. The Monitoring Officer told me that she had been concerned that there had been fraud, she had taken legal advice from Peterborough Council and externally, and the consensus was that the matter had to be referred to the police. She had not wanted to prejudice potential police action by progressing the complaint through the Conduct Committee so the police were consulted but the matter had not reached the appropriate threshold. For the police to take action The matter had been leaked to the media but there was no evidence about the source of the leak.

The Deputy Monitoring Officer confirmed that any Council officer can refer possible illegality to the police at any time, and this does not have to be with reference to a potential breach of the Localism Act provisions on non disclosure of a Disclosable Pecuniary Interest. In this case the matter had the potential to be fraudulent action which is a criminal offence. The recent case of Hussain v Sandwell MBC confirmed the scope of the powers of local authorities generally to investigate alleged member impropriety in a *'pre-formal investigation'* before moving on to deal with it in accordance with the formal arrangements under the Localism Act. The High Court held that:

*'Such pre-formal enquiries may be necessary to see whether a complaint brought to its attention is frivolous or vexatious or whether it even has substance it should be dealt with by some other procedure or avenue such as civil proceedings in a Court or a complaint to the police'*

### **Allegation 4**

*‘the Code of Conduct policy was not followed by the Monitoring Officer by involving the Independent Person before the pre-sift stage’*

Councillor King pointed out that the Conduct Committee Procedure makes no provision for the Independent Person to be involved before the ‘pre-sift’ stage. Paragraph 5.3.3 of the Procedure provides for all written complaints to be the subject of a pre-screening process by the Independent Person, the Deputy Independent person and the Chair of the Committee with advice from the Monitoring Officer, but Councillor King claims that the Monitoring Officer inappropriately consulted with the Independent Person in November prior to the pre-screening meeting on 8 February 2018.

The Monitoring Officer confirmed that she did consult with the Independent Person earlier than the pre-screening meeting having taken advice about whether this would be appropriate given the nature and scale of the complaint. She told me that she had spoken to the Independent Person on three occasions – firstly to provide the Independent Person with an overview of the situation, second when it was proposed to consult with the police and third to advise her that the police would not be involved. The Monitoring Officer confirmed that at no point had any details of the complaint been provided to the Independent Person. She conceded that the Procedure did not provide specifically for this kind of informal contact about potential claims but pointed out that all members of the Council had been informed of the appointment of the Independent Person through an agenda item at the Council meeting on 23 July 2015, and that the advice note that had been circulated for that meeting included a statement that the Independent Person would be available to be consulted before the Conduct Committee makes a decision and that the Independent Person may also be consulted on other matters.

The Deputy Monitoring Officer confirmed that it is up to each Council to decide what role it asks that Independent Person to perform in any given complaint and that many councils involve them from the outset of the process. The Monitoring Officer was the complainant in this case and was therefore entitled to consult the Independent Person if she saw that as appropriate.

### **Allegation 5**

*‘Fenland District Council failed to comply with Section 28 (4) of the Localism Act 2011, in that a complaint of a breach of the code of conduct should be dealt with under the conduct procedure and not otherwise’*

This is essentially a repetition of allegation 3 – that the Code of Conduct policy and the legislation was not followed by the Monitoring Officer in referring this to the police as this was not a non-disclosure of a pecuniary interest. Councillor King contends that the complaint against him clearly states that he may have breached the Code of Conduct, and that by reporting the matter to the police before dealing with the matter under the Conduct Committee procedure, Fenland District Council has acted in a manner which is contrary to the explicit requirement of the legislation.

The Monitoring Officer was very clear in her view, endorsed by the Deputy Monitoring Officer, that if any Council officer considers that something potentially of a criminal nature had taken place it has to be referred to the police – and not only if it concerns a non-disclosure of a pecuniary interest. In this case the matter had the potential to be fraudulent action which is a criminal offence and it was entirely appropriate for the matter to be referred

to the police for consideration prior to progressing it as a potential breach of the Code of Conduct.

### **Allegation 6**

*‘The Monitoring Officer failed to differentiate her roles as Head of Member Services and the Monitoring Officer’*

The Monitoring Officer stated in an email of 22 January 2018 addressed to the Deputy Monitoring Officer that she was acting as the Monitoring Officer of Fenland District Council in raising the complaint. Councillor King contends that the complainant would be able to raise a complaint about any member’s expenses at any time in her capacity as the Head of Member Services and that complaint should have been made in her capacity as Head of Member Services and not as Monitoring Officer.

The Monitoring Officer told me that Councillor King is mistaken in his contention that she is Head of Members Services. She does line-manage the Members Services team and became aware of concerns about Councillor King’s mileage claims as a result of this, but this was not the reason why she raised the complaint. As Monitoring Officer she is obliged to deal with about any potential breach of the Code of Conduct or potential illegality wherever it occurred in the organisation if she was made aware of it. She denied that there had been any failure on her part to differentiate her roles, and that she had stood aside from the process at the appropriate time as she was the complainant. Her view is that as Monitoring Officer if she becomes aware from any source that a potential conduct issue or illegality has occurred she is obliged to deal with it – a view endorsed by the Deputy Monitoring Officer.

### **Allegation 7**

*‘The Monitoring Officer misunderstood the application of Section 5 (2) of the Local Government and Housing Act 1989, and she purported to deal with a complaint arising under the Code of Conduct in her capacity as Monitoring Officer’*

Advised by his solicitor, Councillor King contends that the Monitoring Officer has failed to understand the extent and limits of her role as Monitoring Officer under Section 5(2) of the Local Government and Housing Act 1989, where there is or may be ‘*a contravention..... of any enactment or rule of law*’. He contends that Fenland District Council’s Code of Conduct cannot be considered to be ‘*an enactment or rule of law*’ and accordingly the duties of the Monitoring Officer do not arise under that Section. This is entirely consistent with the provisions of the Localism Act 2011 Section 28(4).

The Monitoring Officer considers that the reference by Councillor King and his advisor to the provisions of the 1989 Act and the use of a Section 5 report is misguided. The Deputy Monitoring Officer confirmed that the core legal propriety of monitoring officers as set out in the 1989 Act is to issue a report (known as a S5 report) in the event of any breach of law, a statutory code of practice or ascertained maladministration. This is a ‘nuclear option’ and happens very rarely. The 1989 Act which introduced the role of Monitoring Officers preceded the Local Government Act 2000 which introduced a Code of Conduct for members and an enhanced role for Monitoring Officers in overseeing this. This was subsequently amended by the Localism Act where the role of monitoring officer was further enhanced s

the complaints system moved from a national Standards Board for England to a locally based system for dealing with complaints and upholding high standards of conduct across the authority. In summary, the Monitoring Officer was correct in her actions by progressing the matter as a Code of Conduct issue having first clarified the potential for police action.

### **Allegation 8**

*'The Monitoring Officer in acting (albeit improperly) under Section 5 Local Government and Housing Act 1989, compounded her error by failing to act in accordance with the requirements of that Section.'*

This allegation is essentially a mixture of allegations 3, 5 and 8 above which have been dealt with separately.

### **Allegation 9**

*'The Monitoring Officer has nominated a person who is not employed by Fenland District Council to act as Deputy Monitoring Officer contrary to Sub-section (7) of Section 5 of the Local Government and Housing Act 1989.'*

Based on advice to him from his legal advisor it is the contention of Councillor King that in line with Section 5(7) of the Local Government and Housing Act 1989, the Monitoring Officer may only nominate a member of her staff to act as her deputy, and furthermore that deputy may only act in her absence or illness (neither of which is the case here). This section of the Act was revised to include a new sub-section 7A, which referred to Section 82A of the Local Government Act 2000. This latter section explicitly allowed the delegation by the Monitoring Officer of her functions:

- a) in any circumstances where the Monitoring Officer considered that she should not act; and
- b) to any person nominated by the Monitoring Officer (whether an officer of the same Authority or not).

However, as a result of various repeals, the powers under that Section 82A now only apply to Wales and have no application in England. The original insertion of sub-section 7A gives rise to some interesting conclusions as follows:

- a) If Section 5(7) were sufficient to permit the Monitoring Officer to appoint a person who is not an officer of the relevant authority; and
- b) if the Monitoring Officer could appoint a deputy to act under Section 5(7) otherwise than in the Monitoring Officer's absence or illness

From this Councillor King contends that the powers of the Monitoring Officer are once again limited to the appointment of a deputy only when the Monitoring Officer is absent or ill, and that the deputy must be an officer of the relevant Authority. This latter conclusion is supported by the language used in Section 82A which is different to the language used in s5, in relation to the appointee as Deputy Monitoring Officer. Section 82A refers to '*a person*

## APPENDIX E

*nominated for the purpose by the Monitoring Office”* whereas Section 5(7) refers to “such member of his staff as he has for the time being nominated as his deputy”.

Councillor King’s legal advisor raised this point with the Deputy Monitoring Officer, who referred him to the case of Pinfold North Limited -v- Humberside Fire Authority, decided by the High Court in 2010, as support for the argument that an officer of an authority need not be an employee, and that consequently the Monitoring Officer of FDC may appoint Fiona McMillan as DMO. That case related to a Chief Finance Officer who was not employed by the relevant authority. However, in the specific case, the Judge found that because the individual was an officer of the authority by virtue of being its Treasurer, he was therefore an officer who could be appointed its Chief Finance Officer. This therefore implies that in order to be appointed to a statutory function the individual must be, independently of that statutory function, an officer of the relevant authority. The advice of Councillor King’s legal advisor to Councillor King was that unless the Deputy Monitoring Officer is an officer of Fenland District Council her appointment was *ultra vires*.

Fenland District Council has a shared legal service arrangement with Peterborough Council and Fiona McMillan (an employee of Peterborough Council) is very involved in providing legal advice to the Council as part of that shared service arrangement so the Monitoring Officer told me that it was entirely appropriate for her to be appointed as Deputy Monitoring Officer, an appointment confirmed by the Council. The Deputy Monitoring Officer confirmed that her appointment was not contrary to S5 of the Local Government and Housing Act 1989 as confirmed by the High Court decision in 2010 which held that a local authority ‘officer’ does not have to be an employee. The Judge had confirmed that the term ‘officer’ was not defined in the relevant legislation and that although a council’s employees are necessarily officers, he found that its officers are not necessarily employees and there was no statutory requirement that that should be so. The Judge held that:

*‘the 1972 Act refers to the duties and obligations of officers who are employees, there is nothing in the Act which excludes the appointment of an officer who is not an employee’.*

The Deputy Monitoring Officer contends that this case has the same application to monitoring officers and their deputies as the LGHA 1989 monitoring officer provisions are also analogous to those concerning chief finance officers in ss. 114 to 116 of the LGFA 1988.

## 4 My findings in respect of the allegations by Councillor King about the actions of the Monitoring Officer

- 4.1 I have carried out an independent review of the circumstances that have led to a formal complaint against Fenland District Council by Councillor Simon King.
- 4.2 The complaint concerned a number of actions taken by the Monitoring Officer which Councillor King claimed to be inappropriate, outside the Council's policies or *ultra vires*. Councillor King has taken extensive legal advice about these actions and his legal advisor has made a number of contentions on his behalf.
- 4.3 As a result of my review I have reached the following conclusions in respect of each of the nine allegations made by Councillor King:

### **Allegation 1**

*'the Members' Mileage policy was not followed by disallowing claims I made for travelling to and from council meetings from elsewhere than my home'*

No mileage claims have been disallowed without first consulting Councillor King so there is no evidence to suggest the current policy has not been followed. The Council's Members Allowances Scheme could be further improved by stating that mileage can **only** be claimed from the councillor's normal place of residence or at a meeting on Council business to which the Councillor travelled from home. I understand that this matter will be addressed by the Council with the objective of providing clarity to councillors when making mileage claims.

### **Allegation 2**

*'the Members' Mileage policy was not followed by disallowing claims for more than the shortest google maps distance'*

No mileage claims have been disallowed without first consulting Councillor King so there is no evidence to suggest the current policy has not been followed. Again, this is not an allegation about the actions of the Monitoring Officer specifically as it is a complaint about the absence of clear guidance in the Members Allowance Scheme. My conclusion is that specifying in the Scheme that mileage claims should be based on distances calculated through Google Maps or Routeplanner would further improve the guidance given to councillors when they make mileage claims. There should still be an acceptance that on some occasions councillors have to take a different and potentially longer route but councillors should explain the reason for this if requested. I recommend that this matter should be addressed by the Council in order to provide further clarity to councillors when they make mileage claims.

### **Allegation 3**

*‘the Code of Conduct policy and the legislation was not followed by the Monitoring Officer in referring this to the police as this was not a non-disclosure of a pecuniary interest’*

Council officers must refer potential illegality on the part of elected members to the police at any time they become aware of it, and this is not restricted to a potential breach of the Localism Act provisions on non-disclosure of a Disclosable Pecuniary Interest. In this case the matter had the potential to be fraudulent action which is a criminal offence, and my conclusion is that the Monitoring Officer acted entirely correctly in referring the matter to the police for consideration prior to progressing the matter through the Code of Conduct process.

**Allegation 4**

*‘the Code of Conduct policy was not followed by the Monitoring Officer by involving the Independent Person before the pre-sift stage’*

The Monitoring Officer did consult with the Independent Person on three occasions before the pre-screening meeting on 8 February 2018. The Conduct Committee Procedure does not provide for this kind of informal contact about potential claims but my conclusion is that it was entirely reasonable that she ensured that the Independent Person was briefed generally about developments with the complaint. In order to avoid any misunderstanding in the future paragraph 5.3.3 of the Procedure should be suitably amended to provide for such contact in the management of code of conduct cases.

**Allegation 5**

*‘Fenland District Council failed to comply with Section 28 (4) of the Localism Act 2011, in that a complaint of a breach of the code of conduct should be dealt with under the conduct procedure and not otherwise’*

This is essentially a repetition of allegation 3 – that the Code of Conduct policy and the legislation was not followed by the Monitoring Officer in referring this matter to the police as it did not concern a non-disclosure of a pecuniary interest. However, if any Council officer considers that something potentially of a criminal nature had taken place it has to be referred to the police – and not only if it concerns a non disclosure of a pecuniary interest. In this case the matter had the potential to be fraudulent action which is a criminal offence and it was entirely appropriate for the matter to be referred to the police for consideration prior to progressing it as a potential breach of the Code of Conduct.

**Allegation 6**

*‘The Monitoring Officer failed to differentiate her roles as Head of Member Services and the Monitoring Officer’*

The Monitoring Officer acted as the Monitoring Officer of Fenland District Council in raising the complaint. Councillor King is mistaken that the Monitoring Officer is also Head of Members Services although she does line-manage the Members Services team and became aware of concerns about Councillor King’s mileage claims as a result of this, but she did not raise the complaint as a result of her line management responsibilities. As Monitoring Officer she is obliged to deal with any potential breach of the Code of Conduct or potential illegality wherever it occurred in the organisation once she was made aware of it. My conclusion is that there was no failure on the part of Monitoring Officer to differentiate her roles, and that

she quite correctly stood aside from the process at the appropriate time as she was the complainant.

### **Allegation 7**

*'The Monitoring Officer misunderstood the application of Section 5 (2) of the Local Government and Housing Act 1989, and she purported to deal with a complaint arising under the Code of Conduct in her capacity as Monitoring Officer'*

The Monitoring Officer considers that the reference by Councillor King and his advisor to the provisions of the 1989 Act and the use of a Section 5 report is misguided. The issuing of a report (known as a S5 report) happens very rarely and would have been inappropriate in this case. My conclusion is that the Monitoring Officer was correct in her action in progressing the matter as a Code of Conduct issue having first clarified the potential for police action.

### **Allegation 8**

*'The Monitoring Officer in acting (albeit improperly) under Section 5 Local Government and Housing Act 1989, compounded her error by failing to act in accordance with the requirements of that Section'.*

This allegation is primarily a mixture of allegations 3, 5 and 8 above which have been dealt with.

### **Allegation 9**

*'The Monitoring Officer has nominated a person who is not employed by Fenland District Council to act as Deputy Monitoring Officer contrary to Sub-section (7) of Section 5 of the Local Government and Housing Act 1989.'*

Even though the Deputy Monitoring Officer is not an employee of Fenland District Council, there is a shared legal service arrangement with Peterborough Council and Fiona McMillan (an employee of Peterborough Council) is very involved in providing legal advice to the Council as part of that shared service arrangement. My conclusion is that it was entirely appropriate and pragmatic for the Monitoring Officer to appoint her as Deputy Monitoring Officer, an appointment confirmed by the Council.

- 4.4 I was asked to advise whether my review of the circumstances that led to the complaint against the Monitoring Officer indicated that there was a potential case to answer that would then need to be formally investigated in line with the Model Disciplinary Procedure for local authority statutory officers. Given my conclusions that none of the specific allegations against the Monitoring Officer by Councillor King amount to potential misconduct or poor performance by her in her role as the Council's Monitoring Officer, my advice is that there is no potential case to answer which needs to be further investigated.

**Richard Penn**

**Independent Investigator**

**March 2018**

## Appendix 1

### Letter of Complaint by Councillor King on 19 February 2018

*'I wish to make a formal complaint against Fenland District Council for failure to act in a proper and lawful manner in the formulation, investigation and pursuance of a complaint made against me in relation to my expense claims. The specific matters giving rise to this complaint are the following:*

- 1. The Members' Mileage policy was not followed, by disallowing claims I made for travelling to and from council meetings from elsewhere than my home*
- 2. The Members' Mileage policy was not followed by disallowing claims for more than the shortest google maps distance*
- 3. The Code of Conduct policy and the legislation was not followed by the Monitoring Officer in referring this to the police as this was not a non-disclosure of a pecuniary interest*
- 4. The Code of Conduct policy was not followed by the Monitoring Officer by involving the Independent Person before the pre-sift stage*
- 5. Fenland District Council failed to comply with Section 28 (4) of the Localism Act 2011, in that a complaint of a breach of the code of conduct should be dealt with under the conduct procedure and not otherwise*
- 6. The Monitoring Officer failed to differentiate her roles as Head of Member Services and the Monitoring Officer*
- 7. The Monitoring Officer misunderstood the application of Section 5 (2) of the Local Government and Housing Act 1989, and she purported to deal with a complaint arising under the Code of Conduct in her capacity as Monitoring Officer*
- 8. The Monitoring Officer in acting (albeit improperly) under Section 5 Local Government and Housing Act 1989, compounded her error by failing to act in accordance with the requirements of that Section*
- 9. The Monitoring Officer has nominated a person who is not employed by Fenland District Council to act as Deputy Monitoring Officer contrary to Sub-section (7) of Section 5 of the Local Government and Housing Act 1989.*

*As this flawed process and baseless allegations have seriously damaged my reputation, the redress I expect from Fenland District Council is to purchase the front page of both local papers to print an apology and retraction. I also require reimbursement of all the expenses I have necessarily incurred both now and until this matter is concluded, to be reimbursed.'*