

## AGENDA

**CONDUCT COMMITTEE**

**WEDNESDAY, 31 OCTOBER 2018**

**10.00 AM**

**COUNCIL CHAMBER, FENLAND HALL,  
COUNTY ROAD, MARCH, CAMBS, PE15  
8NQ**

Committee Officer: Izzi Hurst

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1 To receive apologies for absence.

2 Previous Minutes. (Pages 3 - 6)

To confirm and sign the minutes of the meeting of 4 April 2018.

3 To report additional items for consideration which the chairman deems urgent by virtue of the special circumstances to be now specified.

4 Members to declare any interests under the Local Code of Conduct in respect of any item to be discussed at the meeting.

5 Conduct Committee Hearing - Councillor Simon King (Pages 7 - 306)

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

6 Items which the Chairman has under Item 3 deemed urgent.

Tuesday, 23 October 2018

Members: Councillor Miss S Hoy (Chairman), Councillor M Humphrey and Councillor R Skoulding & Tina Gambell



The Government Standard

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## CONDUCT COMMITTEE

4 APRIL 2018 - 3:00 P.M.



**PRESENT:** Councillor Miss S Hoy(Chairman),Councillor D Mason, Councillor R Skoulding, Councillor A Donnelly,T Gambell, .

**APOLOGIES:** Councillor C Boden (Vice Chairman),Councillor M J Humphrey, Councillor N Russell and C Hawden-Beal (Non Voting Substitute)

**Officers in attendance:** Anna Goodall (Head of Legal and Governance)  
Fiona McMillan (Deputy Monitoring Officer and  
Mrs J Goodrum (Member Services Officer)

### **CND3/17 PREVIOUS MINUTES**

The minutes of the previous meeting of 5 October 2017, were agreed and signed as a true and accurate record.

### **CND4/17 INITIAL CONSIDERATION OF A MEMBER CONDUCT COMPLAINT – COUNCILLOR SIMON KING**

The Chairman asked Fiona McMillan, the Deputy Monitoring Officer, to introduce the item to be considered at today's meeting.

Fiona McMillan advised Members that the complaint before them today, was raised by the Monitoring Officer about the conduct of Councillor Simon King in relation to the submission of mileage claims which appear to be over inflated. The complaint related to an apparent attempt to claim for journeys outside of the Members Allowance scheme, which equated to £1,511.10 which was paid to Councillor King and a further £736.65 which was claimed but not paid. In response to this, Councillor King submitted a written response which the Committee had sight of and Members have also been provided with all of the background paperwork concerning the Members Allowance scheme and Code of Conduct.

At the pre- screening meeting the Chairman of the Conduct Committee and the Council's Independent Persons determined that it was appropriate for the complaint to go forward for consideration by the Conduct Committee as they felt that a breach of the Code of Conduct may have occurred and the relevant sections of the Code of Conduct where highlighted to Members.

These were:

- 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 Authorities reasonable requirements.

Fiona McMillan advised the Committee that the pre screening panel had an extensive discussion concerning the complaint and agreed that the complaint could not be described as 'vexatious, trivial or tit-for-tat' and it was unanimously agreed that the Code of Conduct may have been breached and the matter should be brought before the Conduct Committee to determine.

The 2 options for the Committee to consider as to how to proceed were set out by Fiona McMillan. These were either:-, 1) dismiss the complaint with no further action or 2) to commission an independent investigation to consider all the issues raised and allow the Member the opportunity to be heard at a hearing.

The pre-screening panel recommended that the Conduct Committee referred the complaint for a formal investigation but it was down to the Conduct Committee to decide if it agreed with this recommendation.

Members asked questions, made comments and received responses as below:

- Councillor Skoulding commented that he has read the papers several times and from the information he agreed with Option B that the matter should go forward to a hearing. The Chairman clarified with Councillor Skoulding that he is asking for a recommendation for the matter to be determined at a hearing and he confirmed this.
- Councillor Mason commented that he agrees with Councillor Skoulding and due to the complexity of the whole matter, he feels that Councillor King should have the opportunity of a hearing to explain his actions.
- The Chairman asked the Independent Member of the Committee present, Tina Cambell, whether she had anything she wished to add. Tina Cambell commented that she is in agreement that an investigation will give Councillor King the opportunity to speak on the matter.
- The Chairman agreed with committee members that if there were to be an investigation, there would be the opportunity for Councillor King to speak and this would be useful. The Chairman asked Members whether they wanted any terms to be set for the investigation as it would not be right for Fenland District Council to investigate it as the Monitoring Officer was the complainant, and it should be an external body who carries out the investigation.
- Councillor Skouklding commented that he would like to see all the correspondence from Officers which forms part of this case and the Chairman confirmed that she feels it would be useful, as there are a number of items which are referenced in the Members agenda pack but Members have not seen sight of them.
- The Chairman asked who could carry out the investigation and Fiona McMillan commented that because the complaint has been made by the Monitoring Officer, it would be inappropriate for somebody internally to deal with it. Fiona McMillan is aware of a number of companies that specialise in this particular type of subject and if agreeable to Members, she will obtain quotations and a timescale in which they could work to. This matter has been going on for some time and it would be ideal to get it resolved as soon as possible. The Chairman asked that once this information has been gathered by Fiona, that the information provided by the external companies was provided to the Committee so members could input into the final decision on which Company to use and Fiona McMillan agreed this would be possible.
- The Chairman asked Members whether there was anything else to be considered in the investigation so everything is covered before it comes back to a hearing.
- Tina Cambell asked for a further audit of all paperwork which can be confirmed by the external investigator which can assist them in making a recommendation on whether the complaint can be upheld or not.

It was agreed that an external investigation should now be commissioned by the Deputy Monitoring Officer and all correspondence between both parties shall be included and reviewed. The Deputy Monitoring Officer would provide the Committee with the quotes so the Committee can input into the final decision on who the investigation will be carried out by.

Proposed by Councillor Skoulding and seconded by Councillor Mason that an investigation is commissioned by the Deputy Monitoring Officer to consider all the issues raised and make a recommendation as to whether the code of conduct had been breached which would be presented at a conduct hearing where Councillor King would be given the opportunity to be heard.

15.07pm

Chairman

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# Agenda Item 5

Agenda Item No:	5	
Committee:	<b>Conduct Committee</b>	
Date:	<b>31 October 2018</b>	
Report Title:	<b>Conduct Committee Hearing - Councillor Simon King</b>	

## 1. Purpose / Summary

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

## 2. Key issues

A complaint was raised by the Monitoring Officer about the conduct of Councillor Simon King in relation to the submission of mileage claims which appeared to have been over inflated and/or outside the Members' Allowance Scheme.

Following the pre-screening process and an initial consideration of the complaint by Fenland District Council's Conduct Committee, it was determined on 4th April 2018 that an investigation should be commissioned to consider all of the issues raised. The investigation has now concluded and the Conduct committee is therefore asked to consider the complaint and determine what next steps should be taken.

The information to be considered at the hearing and attached to this report includes:

Part 1: Hearing Panel Procedure;

Part 2: Investigation Report and Schedule of Unused Material

Part 3: Report to Conduct Committee dated 4th April 2018 together with the information appended to that report and described in the contents page.

## 3. Recommendations

For Members to consider whether or not there has been a breach of the Code of Conduct and, if appropriate, what sanction to be imposed.

<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

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Part 1 – Hearing Panel Procedure – **Page 11**

Part 2 – Investigation Report and Schedule of Unused Material – **Page 17**

Part 3 – Report to Conduct Committee dated 4th April 2018 (**Page 180**) together with the information appended below;

- Appendix A: Contemporaneous note from pre-screening meeting 08.02.18  
– **Page 185**
- Appendix B: Complaint against Councillor Simon King
  - Section 1 Summary of complaint against Councillor Simon King – **Page 189**
  - Section 2 Summary of mileage claims and financial impact – **Page 191**
  - Section 3 Analysis of mileage claims by month – October 2017 back to April 2011 – **Page 194**
  - Section 4 Document 1 - Members Allowance Scheme – **Page 204**
  - Section 5 Document 2 - Member Code of Conduct – **Page 216**
  - Section 6 Document 3 – Advice and Guidance provided to Councillor King in regards the Members' Allowances scheme – **Page 226**
  - Section 7 Document 4 – Possible routes between Wisbech and Fenland Hall, March – **Page 227**
  - Section 8 Further Documents- Claims forms from Councillor King: April 2011- October 2017 – **Page 228**
- Appendix C: Councillor Simon King's response – **Page 283**
- Appendix D: Letter of Complaint from Councillor King on 19.02.18 – **Page 288**
- Appendix E: Independent External Investigators report – **Page 290**

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# Part 1 – Hearing Panel Procedure

## **COMPLAINTS AGAINST MEMBERS HEARINGS PROCEDURE**

This is a guidance note setting out how the Conduct Committee will hear complaints that the Code of Conduct has been breached. The purpose of a hearing will be to determine if the Committee agrees with the findings of the investigation.

1. Following receipt of the investigation report the Monitoring Officer will contact the member complained of (the “subject member”) and any relevant witnesses to arrange a date and time for the Conduct Hearing.
2. All paperwork submitted to the Monitoring Officer will be collated into a report for the Conduct Committee and issued in accordance with the statutory requirements for access to information.
3. The hearing will take place in public.
4. The hearing will be before 3 members drawn from the Conduct Committee and who have received hearings training (“the Panel”).
5. The Independent Person [IP] appointed under section 28 of the Localism Act 2011 will also be present to sit alongside the Panel. At the conclusion of each party’s case the IP will be invited to provide their view of the facts as presented and whether or not these represent a breach of the Code of Conduct. The IP’s opinion will be taken into account by the Panel, but by law the Independent Person may not vote.
6. The Monitoring Officer or Deputy Monitoring Officer will be present to advise the Panel. References to the Monitoring Officer within this document can therefore also be taken to be references to the Deputy Monitoring Officer as appropriate.
7. The Investigator will attend to present the investigation report and may invite the complainant to appear as a witness or call other witnesses.
8. The subject member will be invited to attend and may present their own case or they may be represented. Details of any representative attending should be notified to the Monitoring Officer within 2 days of the hearing.
9. The subject member may bring witnesses (of a number the Panel considers is reasonable). “Character witnesses” who cannot provide evidence on the matter complained about will not be permitted. Details of witnesses should be provided to the Monitoring Officer within 5 days of the hearing.
10. The cost of any attendance/representation must be borne by the party concerned.
11. The Monitoring Officer can speak at any time to advise the Panel on technical matters or ask questions of any party.
12. Although no formal time limits will be imposed on the presentations the Chairman will have the right to curtail excessive presentations.

<b>HEARING PROCEDURE</b>	
<b>PRELIMINARY MATTERS</b>	
1	The Chairman of the Panel will introduce the members of the Panel, the Independent Person, officers, the subject member, the Investigator and the complainant if present.
2.	<p>The Chairman will explain the reason for the meeting and outline the procedure to be followed.</p> <p>The Chairman may choose to vary this procedure if they are of the opinion that such a variation is necessary in the interests of fairness.</p>
3.	The Chairman will confirm that all those involved understand the procedure to be followed and ask if there are any preliminary procedural issues which anyone wishes to raise before the Hearing begins.
4.	If any procedural issues are raised, the Panel will hear representations and determine them before beginning the hearing.
5.	If the subject member is not present at the start of the hearing, the Panel will consider any reasons given by them for their non-attendance. If the Panel is satisfied that there is good reason for their non-attendance, it may adjourn to another date, or proceed if it has been requested to do so by the subject member.
6.	<p>If the Committee is not satisfied that there is good reason for the subject member's non-attendance, or the subject member has indicated that they do not intend to be present the Conduct Committee shall consider if it is able to continue to hear the matter in their absence. The committee shall have regard to the following factors:</p> <ul style="list-style-type: none"> <li>• Any reasons provided by the subject member;</li> <li>• Any representative or written representations present from the subject member;</li> <li>• The view of the subject member as to whether the hearing should proceed;</li> <li>• Any comments from the Monitoring Officer.</li> </ul>
<b>HEARING</b>	
7.	<p>The Investigator will be invited to summarise his/her report and findings. The Investigator may call any witnesses including the complainant.</p> <p>The subject member and/or their representative may ask any relevant questions of the Investigator and their witnesses.</p>
8.	<p>The subject member will then have an opportunity to present their case including calling any witnesses.</p> <p>The Investigator may ask relevant questions of the subject member and their witnesses.</p>

9.	The Committee has the discretion to question any of the parties as they see fit and at the discretion of the Chair the Independent Person may also question any of the parties.
10.	The Monitoring Officer may ask questions of any party at any time and may speak at any time to advise the Panel on legal or technical matters.
11.	The subject member and the Investigator will be given the opportunity to present a summary of their position to the Committee if they wish to do so.
12.	The Independent Person will be invited to provide their view of the facts as presented and whether or not these represent a breach of the Code of Conduct.
13.	The Panel and the Independent Person will retire with the Monitoring Officer to consider the matter in private. The Monitoring Officer will not take part in the decision making but may be called to give legal advice or clarify any of the evidence as required.
<b>THE DECISION</b>	
14.	The Chairman will confirm the Panel's decision as to whether or not the subject member has failed to comply with the Code of Conduct and set out the facts upon which the conclusions have been reached.
15.	If the Panel decides that the subject member has not failed to follow the Code of Conduct, the hearing will be concluded.
16.	If the Panel decides that the subject member has failed to comply with the Code of Conduct, it will consider any verbal representations from the Investigator, the Monitoring Officer, and the subject member as to: <ul style="list-style-type: none"> <li>(a) whether or not the Panel should impose a sanction and/or recommend to Council that a sanction be imposed; and</li> <li>(b) what form of sanction(s) is/are appropriate.</li> </ul>
17.	The Panel and Independent Person may retire with the Monitoring Officer to consider these representations in private. The Monitoring Officer will not take part in the decision making but may be called upon to give legal advice or clarify the options as required.
18.	The Panel will announce its decision in public at the conclusion of the hearing and will issue a full written decision including reasons to the subject member and the complainant within 7 days.

## **SANCTIONS**

Under the Protocol for dealing with complaints, the Council has decided that the Conduct Committee may issue the following sanctions:-

- Formal letter of reprimand;
- Motion of censure at the Conduct Committee;
- Recommendation to the Full Council (or the Town or Parish Council) for a motion of Censure;
- Formal request to the Member's Group Leader for their removal from Committee(s);
- Offer additional training for the Member;
- Withdraw facilities (or recommend to the Town or Parish Council) that facilities are withdrawn such as computers, email or internet access be suspended for a period of time;
- Exclude (or recommend to the Town or Parish Council) the Member from the Council's offices or other premises or restrict access to certain officers except for access as necessary for the attendance at meetings of the Council, Committees or Sub-Committees;
- Publication of a formal notice of breach in a newspaper circulating in the area.
- Publish its findings in respect of the member's conduct.

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# Part 2 –

## Investigation

## Report and

## Schedule of

## Unused Evidence

**CONFIDENTIAL REPORT**



**PRIVATE AND CONFIDENTIAL**

**Case reference: MC/08/1017**

Report of an investigation by Wilkin Chapman LLP, appointed by the Deputy Monitoring Officer for Fenland District Council, into allegations concerning Councillor Simon King of Fenland District Council.

20<sup>th</sup> September 2018

**VOLUME 1  
REPORT**

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**CONFIDENTIAL REPORT**

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## CONFIDENTIAL REPORT

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**Appendix A Schedule of evidence taken into account and list of unused material**

## CONFIDENTIAL REPORT

### 1. Executive Summary

- 1.1 Councillor Simon King is a member of Fenland District Council having been first elected in May 1999.
- 1.2 A complaint was made by Carol Pilson, the Council's Monitoring officer about the conduct of Councillor King. The complaint alleged that Councillor King might have submitted overinflated mileage claims and attempted to claim for journeys outside the scope of the Members' Allowance Scheme.
- 1.3 The Council adopted a Code of Conduct on 26 July 2012 in which the following paragraphs are included:-

*"you must not:-*

*conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute*

*You must, when using or authorising the use by others of the resources of your 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*

*have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.*

- 1.4 We have considered the wording of the Council's Allowances Scheme and are of the view that a member may only make a claim for mileage (a) incurred to attend meetings in respect of one or more of eight types of official duties set out in the Scheme and (b) which is for a journey wholly and necessarily incurred in pursuance of those eight duties. The Scheme permits claims from a councillor's normal place of residence. The Scheme does not require the shortest route to be used but an excessively indirect route would in our view call into question whether the journey was wholly and exclusively in pursuance of one or more of the eight duties.
- 1.5 We have inspected copies of a number of claim forms submitted by Councillor King between 2011 and 2017. These have highlighted a significant difference in the actual mileage between his place of residence and the Council offices and the mileage claimed. There were claims for travel expenses for journeys which are not covered by the Members' Allowance Scheme adopted by the Council.
- 1.6 We have concluded that in some cases there is insufficient evidence to show that claims for mileage between Councillor King's normal place of residence and the Council offices were not wholly and exclusively in pursuance of one or more of the eight duties.
- 1.7 However, we have also considered claims made for journeys which were clearly not covered by the Members' Allowance Scheme. We have concluded that there is evidence that Councillor King should have been aware that some of these claims were not justified.

## **CONFIDENTIAL REPORT**

- 1.8 Our conclusion is that there has been a breach of the code of conduct of the Authority by Councillor King.**

## CONFIDENTIAL REPORT

### **2. Councillor King's official details**

- 2.1 Councillor King was first elected to Fenland District Council on 6 May 1999.
- 2.2 He is a Conservative Councillor representing the Hill-Wisbech Ward.
- 2.3 He was a Member of the Fenland Strategic Partnership.
- 2.4 We are not aware whether Councillor King has attended any Code of Conduct Training.

## CONFIDENTIAL REPORT

### **3. Relevant legislation and protocols**

- 3.1 Section 27 of the Localism Act 2011 (the Act) provides that a relevant authority (of which Fenland District Council is one) must promote and maintain high standards of conduct by members and co-opted members of the authority. In discharging this duty, the Council must adopt a code dealing with the conduct that is expected of members when they are acting in that capacity.
- 3.2 Section 28 (1) of the Act provides that the Council must secure that its code of conduct is, when viewed as a whole, consistent with the following principles:-
- (a) Selflessness;
  - (b) Integrity;
  - (c) Objectivity;
  - (d) Accountability;
  - (e) Openness;
  - (f) Honesty;
  - (g) Leadership.
- 3.3 The Council adopted a Code of Conduct on 26 July 2012 (attached at WC 1) in which the following paragraphs are included:-
- 3.2 *"you must not:-*
- (e) *conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute*
- 6.1 *You must, when using or authorising the use by others of the resources of your 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*
- have regard to any Local Authority Code of Publicity made under the Local Government Act 1986."*

## CONFIDENTIAL REPORT

### **4. Evidence and facts**

#### *Our appointment*

- 4.1 Fenland District Council's (the Council) arrangements for dealing with standards complaints state that the complaint should be considered through the pre-screening process conducted by the Conduct Committee Chairman, Independent Person and Deputy Independent Person. In this case those persons considered that a breach of the code of conduct might have occurred and therefore referred the complaint to the Conduct Committee, with a recommendation to proceed to an investigation.
- 4.2 Fiona McMillan , the Deputy Monitoring Officer (MO) of the Council, instructed Wilkin Chapman LLP on 2 May 2018 to carry out an investigation, on her behalf, of a complaint dated 24 November 2017 submitted by the Council's Monitoring Officer, Carol Pilson.
- 4.3 Wilkin Chapman LLP is a solicitors firm based in Lincolnshire and East Yorkshire with a national local government legal practice. Work in relation to this investigation was undertaken by Jonathan Goolden, Dave Hayward, Peter Scarbro, Peter Bray and Alan Tasker.

#### *The investigation*

- 4.4 During the investigation a signed statement was obtained from Carol Pilson.
- 4.5 Councillor King provided responses to the complaint on 30 November 2017 and 7 February 2018. On 11 July 2018 a number of questions were sent to Councillor King by the investigators. A response was received to these questions on 31 July 2018.
- 4.6 Copies of all relevant documents are annexed to this report and listed in a schedule of evidence at Appendix A.

#### *Background*

- 4.7 Carol Pilson submitted a complaint about the conduct of Councillor King on 24 November 2017. The complaint related to Councillor King's mileage claims.
- 4.8 The information submitted with the complaint suggested that Councillor King might have submitted overinflated mileage claims and attempted to claim for journeys outside the Member's Allowance Scheme equating to £1,511.10 (3,358 miles) paid to Councillor King and £736.65 (1,637 miles) claimed but not paid.
- 4.9 Councillor King submitted a complaint to the Council on 19 February 2018 in relation to the Council and the Monitoring Officer's handling of the conduct matter. Due to the nature of the complaint an independent investigation was commissioned.
- 4.10 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 complaint (attached at WC 2). The investigation was completed in March 2018. It concluded:-

## CONFIDENTIAL REPORT

- (a) there was no evidence that the Council's current mileage policy had not been followed;
  - (b) the Monitoring Officer acted correctly in initially referring the matter to the police;
  - (c) it was reasonable for the Monitoring Officer to consult the Council's Independent Person before the assessment stage;
  - (d) the Monitoring Officer had acted correctly in respect of her role as the line manager of the Member Services team dealing with allowance claims;
  - (e) 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;
  - (f) it was appropriate for the Monitoring Officer to appoint a Deputy monitoring officer who was not an employee of Fenland District Council.
- 4.11 We consider it a matter of some surprise and regret that Councillor King pursued allegations concerning the Monitoring Officer and her actions as a complaint against her. Though all the allegations were dismissed, there was a risk that such a process had the appearance of a collateral attack on the complaint against him and the officer making them. Such actions risked being a breach in themselves of paragraph 3.2(c) of the Council's code (you must not intimidate or attempt to intimidate any person who is likely to be a complainant ... in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct).
- 4.12 Such issues might better have been raised in Councillor King's response to the allegation or during the investigation.

### *Members Allowance Scheme*

- 4.13 The claiming of mileage by Councillors is governed by the Council's Members Allowance Scheme (attached at WC 3). Travelling and subsistence allowances are dealt with in paragraph 6.1 and 6.2. The scheme states:-

*"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*

## CONFIDENTIAL REPORT

*6.2 All claims for travel expenses and subsistence should be made on the appropriate claim form 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."*

- 4.14 We consider that the requirements of the Scheme are such that a member may only make a mileage claim for mileage incurred:-
- (a) to attend meetings in respect of any one or more of the eight duties set out in paragraph 6.1, and
  - (b) which is a journey undertaken wholly and exclusively in pursuance of those eight duties.
- 4.15 The wording "mileage can be claimed from Councillors normal place of residence or from a subsequent appointment of Council business" is permissive. It indicates that such claims for such journeys are possible.
- 4.16 The scheme does not require the shortest route to be used but in our view an excessively indirect route would call into question whether the journey was wholly and exclusively in pursuance of one or more of the eight duties.

## CONFIDENTIAL REPORT

### *The Complaint*

- 4.17 Carol Pilson submitted a complaint (attached at WC 4) on 24 November 2017 together with a number of appendices. In this complaint she stated:-

*"The information suggests that Councillor King may have submitted overinflated mileage claims and attempted to claim for journeys outside of the Members Allowance Scheme."*

### *The Complainant – Carol Pilson*

- 4.18 Carol Pilson provided a signed statement on 1 June 2018 (attached at WC 5) She stated that:-

- (a) she was the Corporate Director and Monitoring Officer for Fenland District Council and had been so since February 2015;
- (b) on 24 November 2017 she raised a complaint concerning the conduct of Councillor Simon King in relation to the submission of mileage claims which appeared to have been overinflated as well as attempting to claim for journeys outside the Members' Allowance Scheme equating to £1,511.10 (3358 miles) paid to Councillor King and £736.65 (1,637 miles) claimed but not paid between April 2011 and October 2017;
- (c) the Members' Allowances scheme had been agreed by the Council following the receipt of recommendations from the Independent Remuneration Panel. It was last agreed on 5 November 2015. The scheme included a range of provisions but those particularly relevant to the complaint were Section 6 Travelling and Subsistence Allowances;
- (d) section 6.1 set out the meetings for which a claim could be made under the Members' Allowances Scheme. Section 6.2 made it clear that "*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*";
- (e) discrepancies in Councillor King's mileage claims were brought to her attention by the Member Services team who processed claims for all Councillors. She was concerned by the fact that despite Councillor King being advised, on numerous occasions, of what was acceptable in terms of appropriate mileage claims, incorrect claims continued to be submitted;
- (f) to her knowledge, she had not been informed of any occasions when Councillor King had sought advice on his mileage claim before submitting it for processing. No other Councillors had been brought to her attention as having a high number of discrepancies within their claim forms;
- (g) to establish the seriousness of the issue she asked for an analysis of Councillor King's mileage claims from April 2011 up to the present (October 2017). This analysis showed a significant level of misclaiming since 2011/12 as per the table below:

CONFIDENTIAL REPORT

Year	% of journeys misclaimed
2011/12	96%
2012/13	100%
2013/14	82%
2014/15	100%
2015/16	91%
2016/17	94%

- (h) this analysis showed that Councillor King had claimed for journeys that appeared inflated over and above what would be expected by comparison with Google Maps and journeys were claimed for that were outside of the scheme; mainly not travelling from home but another start point or travelling to another place which was not claimable on the way to Council business. The information outlined that there were consistent claims for differing amounts of mileage from home in Wisbech to Fenland Hall, March. This generally consisted of 26 miles or more for a journey Google Maps stated could be achieved within 22 miles;
- (i) a summary of the analysis of mileage claims by financial year showed the following:

Financial Year	No of miles claimed	No of miles paid	Difference between miles claimed & miles paid	Miles on further analysis that could have been challenged or not paid as outside of the scheme
2011/12	808 (£363.60)	678 (£305.10)	130 (£58.50)	204 (£91.80)
2012/13	1026 (£461.70)	756 (£340.20)	270 (£121.50)	219 (£98.55)
2013/14	2067 (£930.15)	2042 (£918.90)	25 (£11.25)	586 (£263.70)
2014/15	1086 (488.70)	1086 (£488.70)	0	606 (£272.70)
2015/16	2180 (£981.00)	1856 (£835.20)	204 (£91.80)	851 (£382.95)
2016/17	4060 (£1827)	3232 (£1454.40)	828 (372.60)	597 (268.65)
2017	2542 (£1143.90)	2362 (£1062.90)	180 (£81)	295 (£132.75)
<b>Total</b>	<b>13,769  (£6196.05)</b>	<b>12,012  (£5405.40)</b>	<b>1637  (£736.65)</b>	<b>3358  (£1511.10)</b>

- (j) journeys of note were outlined in the conduct complaint. Examples of very high mileage claims for the journey from Wisbech to Fenland Hall, March where a claim of 22 miles would be expected included:
  - a. 56 miles claimed February 2011

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- b. 54 miles claimed February 2013
  - c. 66 miles claimed November 2014
  - d. 43 miles claimed November 2014
  - e. 35 miles claimed November 2016
  - f. 34 miles claimed December 2016
  - g. 52 miles claimed January 2017
  - h. 38 miles claimed June 2017 – Cllr King confirmed he returned via Peterborough.
- (k) the use of Google Maps in this analysis was to provide an objective tool by which the mileage claimed could be assessed;
- (l) other examples from the analysis that were of particular concern were:
- a. April 2017 – claiming 57 miles instead of 30 miles for a journey returning via Peterborough on personal business.
  - b. November 2016 – claiming 20 miles instead of 4 miles.
  - c. November 2016 & July 2016 – claiming 10 miles for meetings in Wisbech.
  - d. December 2015/January 2016 – 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. Cllr King confirmed he was travelling from personal business and this was not paid. This same claim was submitted again in January 2016 but the journey altered to read Wisbech to March to Wisbech (which would comply with the scheme) instead of Huntingdon to March to London. This claim was also refused.
  - e. January 2016 claimed 71 miles instead of 32 miles and it is understood to have attended a dentist appointment in Peterborough.
  - f. Numerous journeys claimed not from place of residence but from another place e.g. Rugby, Swaffham, Cambridge, Leicester.
- (m) no detailed explanation had been provided by Councillor King in regards to many of these journeys;
- (n) based on the analysis found, she sought external legal advice and advice from the Deputy Monitoring Officer, Stephen Gerrard as to how this matter should be dealt with. After careful thought and considering the financial nature of the issue and the quantity of potential misclaiming, it was considered appropriate that a conduct complaint should be raised;
- (o) due to this issue potentially being a criminal matter, she requested advice from the Police as to whether they wished to pursue the matter so that any conduct process would not fetter a police investigation. The police stated they wished to assess the information therefore the conduct process was paused whilst this occurred and resumed once the Police had completed their enquiries;
- (p) as Monitoring Officer, she had no formal decision making power in relation to resolving complaints; this was reserved for Councillors once the formal stage was reached therefore it was her role to collate the information found and put to the relevant part of the Council for assessment and determination;

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- (q) due to the potentially seriousness of the complaint, it could not be resolved informally, therefore at that point she removed herself from the process and the Deputy Monitoring Officer, Fiona McMillan led on the process;
- (r) when the conduct complaint was raised with Councillor King in November, as well as being provided with the details of the complaint, Councillor King was also given a list of journeys and the mileage that would be acceptable for those journeys in future. Councillor King had not complied with those mileage limits;
- (s) in January 2018, Councillor King submitted a further incorrect mileage claim. Councillor King claimed for a total of 360 miles which on further analysis only equated to 290 miles, an over claim of 70 miles or £31.50.

### *Councillor Simon King*

4.19 On 30 November 2017 Councillor King provided an initial response to the complaint (attached at WC 6). In this he stated:-

- (a) he agreed that he had submitted the claim forms referred to and that he had received the payments stated;
- (b) he accepted that some of the claims might have been outside the officer's interpretation of the terms of the Members Allowance Scheme Policy. Where claims had been disallowed he accepted this;
- (c) he accepted that some of the claims might have been for greater mileages than the shortest distance between the start and end points of the journeys claimed as shown on Google maps;
- (d) he did not accept that mileage claims were properly limited to the shortest route in every case, for the following reasons:-
  - neither the Policy or the claim form stated that the route must be the shortest route. If this principle is applied it should be stated clearly in the policy;
  - it was not always possible or desirable to travel by the shortest possible route. This could be due to traffic considerations, road closures, weather, safety considerations and innumerable other factors.
- (e) he did not accept that mileages shown within the complaint were correct;
- (f) he did not accept that there had been any intent on his part to deceive Fenland District Council or to claim more than the mileage to which he was entitled under the policy;
- (g) he had accurately stated his start and end points of mileage. He had done this in each case so that officers could correctly apply the Policy and rates to his journeys;

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- (h) whilst the policy states what could be claimed, it did not state that this was exhaustive, nor did it state what could not be claimed;
  - (i) it was 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;
  - (j) he agreed that with future claims he would comply with the instructions from Officers;
  - (k) he did not accept that he had over claimed and been overpaid any travel expenses;
  - (l) without accepting any liability or obligation on his part he had paid Fenland District Council the sum of £1,511.10;
- 4.20 On 7 February 2018 (letter is dated 2017) Councillor King provided a further response to the complaint (attached at WC 7). His response questioned the Officers interpretation of the Members' Allowance Scheme. In its conclusion Councillor King stated:-
- (a) a serious complaint had been made against him by the Monitoring Officer of Fenland District Council;
  - (b) the complaint was based on a flawed interpretation of Council Policy and the application of policies which were not the approved policy of Fenland District Council;
  - (c) he had not breached the Members' Code of Conduct and the complaint against him was wholly without foundation and vexatious.
- 4.21 On 31 July 2018 Councillor King responded to a number of questions sent to him (attached at WC 8). He stated:-
- (a) he used his phone to record Council meetings and Council business and any non-standard mileage, which he would measure using his car trip odometer;
  - (b) he would not record the mileage on every standard trip as he was familiar with them and had measured them and claimed them without any issue since 1999, when he became a Councillor;
  - (c) he attempted to record matters in a timely fashion, however that was not always possible, and he would, at the end of an expenses period, usually consult the record in his phone in order to complete the expenses form for the balance of the period;
  - (d) for familiar trips he knew the mileages, having travelled them on innumerable occasions since 1999. He would have originally measured these mileages on the car odometer but ceased to do so having established the mileages;
  - (e) in order to travel from his home to the Council Offices in March, he would usually take a route out of Wisbech via Wisbech St Mary and Guyhirn to join the March Road at Ring's End. This route was the

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most convenient, as it avoided Wisbech Town centre. This was a reasonable route to take;

- (f) his route into and out of March would vary according to the time of day and year and the traffic conditions. There had never been any issue raised as to these mileages and they were accepted in claims and by emails as late as July 2017;
- (g) the challenging of expenses back to 2011 provided him with some considerable difficulties in dealing with the precise route used for any particular journey. There were often when travelling, traffic problems, accidents and road works that made it expedient to take an alternative route, which was not necessarily the shortest, but may well have been the quickest, or even obligatory if directed by police;
- (h) he had never used Google Maps to establish the mileage for trips, using the trip odometer on his car, when required. He had no knowledge of the accuracy of Google Maps or of the odometer on any of his cars, although he now understood having looked into the matter, that odometers may provide as much as a 10% over-reading of mileages (consistent with a 10% over-reading of speed on the speedometer, to which it was connected);
- (i) It appeared to him that the factors of alternative routes, odometer over-reading and inaccuracy in Google Maps would account for the vast majority of the differences in mileages;
- (j) the policy did not state that the geographically shortest route must be used or would be paid. Neither did the policy state that Google Maps had any status in relation to the implementation of the policy, including the route to be used;
- (k) he did not accept that the mileages that he recorded were inaccurate or misleading or were submitted dishonestly. Further there was no attempt on his part to gain any advantage for himself, simply to claim for expenses incurred;
- (l) the expenses form required that actual departure and destination locations and times were recorded. He had always recorded truthfully and accurately to the best of his ability the actual journeys completed;
- (m) his understanding of the scheme was that expenses could be claimed for journeys completed on Council business as set out in section 6.2. He understood that he could claim from home or another location from which he departed to a destination to conduct Council business;
- (n) as he understood it, the amendment in 2011 to add Clause 6.2 was a permissive amendment to make it clear that mileage could be claimed from home (as well as from other locations) on Council business, in contrast to the position for employees;
- (o) the claim form provided spaces for actual distances from actual departure points to actual destinations which he completed;
- (p) he had been making journeys from his home in Wisbech to the Council Offices in March since 1999, when he was elected a Councillor;

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- (q) at the outset of making those journeys he measured them using the car odometer. He had no knowledge of the accuracy of the odometer in the car he used to establish these mileages, although he now understood that odometers might provide as much as a 10% over-reading;
- (r) he had no knowledge of the accuracy of mileage readings provided by Google Maps. This in itself may provide an explanation for much of the difference alleged in the report. Indeed, considering route 4 on document 4, which used the start of the route he would usually use, the mileage was stated as 24.6 miles using Google Maps. Leaving aside the issue of accuracy of Google Maps, a 10% over-read on his car odometer would provide a distance of 27.06 miles, entirely consistent with the mileage he had recorded and claimed;
- (s) his usual route out of Wisbech was to take the Barton Road out of Wisbech, towards Guyhirn, joining the March Road at Rings End. This route, whilst not the shortest route he could take, was usually the most convenient as it avoided the centre of Wisbech, traffic lights and congestion. It was a reasonable route to take. There was no requirement in the policy that Councillors must travel by the shortest route available;
- (t) his route into March depended upon the time of day and year. Some routes were to be avoided, for example the route back from March along the Twenty Foot Road, turning right onto the A141 by Hobbs Lot Bridge as there was often a long delay waiting to make the turn onto the A141;
- (u) depending on the routes he took into March the mileages he recorded were 26, 27 and 28 miles. He had used those mileages since he commenced as a Councillor. They had always been accepted;
- (v) he did not accept the suggestion that the amounts claimed were overstated. The route he took in relation to home together with errors in reading from his car odometer and Google Maps would provide an explanation for the vast majority of the alleged over-stating;
- (w) in respect of mileages which were disallowed due to departure location, he claimed them believing that he was entitled to claim them. He entered the actual departure locations in order that the claim could be processed;
- (x) it was for the Council to determine the policy not officers. To his knowledge no additional clarification or guide to interpretation of the policy had been agreed by Councillors and issued;
- (y) with regards the 5 November 2015 train fare, he was acting as a consultant and had arranged a number of meetings in London on that day. He had been recently appointed to the Cabinet. He was specifically asked to attend the Council meeting. As a result of that request, he cancelled two of his later meetings in London and attended Council Meeting. As a result of this, he had to travel again to London a few days later to attend the meetings that he had cancelled;
- (z) as the policy and claim form were not clear as to whether he could have claimed for all or part or none of his journey on the day of the

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Council meeting, he decided that it was best to show the full journey so that member services could decide whether to pay all or part or none of the journey;

- (aa) with regards 7 December 2015 West Norfolk Planning Meeting, this was a planning application in West Norfolk affecting an area of land which bordered his constituency. Several of his constituents raised concerns in relation to the planning application and he attended the meeting to represent their interests, which he believed was official business;
- (bb) his car was not available as his wife had inadvertently taken his car keys which he only discovered as he was preparing to leave. The only way he could attend the meeting in time to make the representations he had promised was by taxi. He got a bus back after the meeting as the cheapest way of making the journey home. He made the claim in accordance with his understanding of the policy as set out above;
- (cc) with regards the 6 June 2017 Huntingdon Mileage, he believed that due to traffic conditions he travelled back from Huntingdon via the A14, A1 and A47. This was a reasonable route in the circumstances. He made the claim in accordance with his understanding of the policy as set out above;
- (dd) with regards the 5 January 2016 tour of assets, he had to travel from Wisbech to March to begin the tour. He could not recall all the stops on the tour to confirm the accuracy of the mileages. He believed that the tour went to March, Manea, Elm, Leverington and Wisbech St Mary. He had to leave the tour early because of a personal commitment. As far as he could recall, there was an informal Cabinet meeting that day and he subsequently visited the locations that he had not been able to see. He made the claim in accordance with his understanding of the policy as set out above;
- (ee) as he indicated when challenged about the matter he took the view that the officer's interpretation of the policy was wrong. There had never been any clarification, interpretation or guidance issued in relation to the making of claims that was agreed by Councillors. He always made it clear what his interpretation of the policy was and made the claims openly.

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### 5. Summary of the material facts

- 5.1 Councillor King is a member of the Council representing the Hill-Wisbech Ward.
- 5.2 Councillor King lives in Wisbech. The Council offices are located in March. Using various mapping systems the mileage between Councillor King's home and the Council offices is 9.5 or 10.5 miles depending on the route chosen. The Council has identified five possible routes between the two destinations, these vary in distance from 10.1 miles to 12.3 miles.
- 5.3 The Council has adopted a scheme for Members' Allowances. Included in this scheme is Section 6 which deals with Travelling and Subsistence Allowances. Paragraph 6 states:-

*"6.1 Subject to the provisions set out in the attached schedule, traveling 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 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."*

- 5.4 The schedule referred to in Paragraph 6.1 sets out the amounts that can be claimed in respect of each of the allowances covered by the scheme.
- 5.5 On 24 November 2017 a Code of Conduct complaint was submitted to the Council by the Council's Monitoring Officer regarding the overinflation of mileage claims and attempts to claim for journeys outside the Members' Allowances Scheme. A counter complaint was made by Councillor King in relation to the Council's handling of the matter. This was investigated by an

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independent investigator who found no fault in the Council's handling of the Code of Conduct complaint.

- 5.6 The complaint referred to a number of instances where Councillor King had claimed for travel between his normal place of residence and the Council's offices which was in excess of the actual mileage between the two locations. These regularly included claims for between 25 miles and over 50 miles for the return journey. Analysis carried out by the Council identified that the majority of Councillor King's claims between 2011 and 2017 had been overstated.
- 5.7 Analysis of Councillor King's claims also identified a number of occasions where claims had been submitted for journeys which included an element of private business or Council business which was outside the Members' Allowance Scheme. These included detours from journeys between his home and the Council offices to visit constituents and journeys which started at other locations with no explanation of any Council business undertaken. A number of items were identified where claims were submitted for attendance at meetings which Councillor King did not attend.
- 5.8 Councillor King had been advised on a number of occasions regarding his mileage claims. Records show that a significant number of claims submitted by Councillor King were questioned by the Council's officers processing the claims. In many cases this was due to the information on the claim form being inadequate to enable the claim to be authorised.
- 5.9 The complaint identified claims which had been overstated in the sum of £1511.10. Councillor King did not accept any liability or obligation on his part but repaid to the District Council the sum of £1511.10.

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### 6. Councillor additional submissions

- 6.1 The following comments were received from Carol Pilson on the draft version of this report:-

#### **"Volume 1 – Report**

*Page 1 – Under case reference, first line – Wilkin Chapman were appointed by the Deputy Monitoring Officer, not the Monitoring Officer.*

*Page 5; 2.3 – Cllr King is no longer a Member of the Fenland Strategic Partnership.*

*Page 8; 4.10 (a) – Might be worth clarifying that there was no evidence that the Council's current mileage policy had not been followed – by officers.*

*Page 22; 7.15 – The mileage provided as stated by Google Maps was used as an objective measurement of what the likely mileage would be from a journey from Cllr King's home address to Fenland Hall, March to act as a barometer for the other amounts of mileage claimed.*

*At 7.15 and at Councillor King's statement at 4.16 (i) and (r), it is concluded that mileage may have been inclusive of inaccurate odometer readings, alternative routes etc and this was the cause of the over inflation. The report at 7.15 states "Whilst the significant variation in the actual distance and the distance claimed for these journeys is cause for concern." I would comment that it would appear these journeys are too numerous and there are a number of journeys that are grossly overstated over and above 22 miles, and over and above the 27 mile limit Cllr King states would be acceptable that give rise to a breach in this area of the code of conduct. I would provide the following examples of journeys Wisbech-March return which exceed this limit;*

*22/6/17 – 38 miles  
3/7/17 – 31 miles  
16/1/17 – 36 miles  
24/1/17 – 52 miles  
27/2/17 – 31 miles  
24/11/16 – 35 miles  
8/12/16 – 34 miles  
11/1/16 – 55 miles  
3/12/15 – 42 miles  
10/12/15 – 36 miles  
7/1/16 – 35 miles  
6/11/14 – 66 miles  
24/11/14 – 43 miles  
6/2/13 – 54 miles  
24/2/11 – 56 miles*

*Page 23; 7.21; 2<sup>nd</sup> to last line 'w' to be 'were'*

*Page 23; 7.22; For 70 miles and also a train ticket from Huntingdon to London return and a car parking ticket equating to £25.75.*

#### **Volume 2 – Schedule of Evidence**

*Below case reference, Sandwell Metropolitan Council is referenced – change to Fenland District Council."*

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### *Response to Carol Pilson's comments*

6.2 The typographical errors identified have been corrected in the final report. The comments on the content of the report have been noted, these do not have any material effect on our conclusions.

6.3 The following comments were received from Councillor King on the draft version of this report:-

"1. In Paragraph 7.16, it is stated:

*"What is clearly not covered are ... journeys to meetings from locations where private business has been carried out"*

*In making this statement, the Report accepts without examination the interpretation of the Scheme proffered in the complaint.*

1.1 *Despite having been directed to the question of interpretation of clause 6.2 of the Members Allowance Scheme, the Report fails:*

*to examine or consider, even in the most cursory way, the words of clause 6.2 so as to establish their effect.*

*to ascertain from the Chair of the Independent Review Panel of 2011 the intent in the drafting of clause 6.2.*

*to review or consider the actual operation of the scheme from 1999 to 2011 to confirm the permissive nature of the 2011 amendment*

*to review or consider the actual operation of the Scheme from 2011 to ascertain the actual interpretation of the Scheme by FDC.*

*to take account of the three differing interpretations of the scheme operated by FDC over the period of the complaint.<sup>1</sup>*

*to examine whether FDC intends in the operation of the scheme to discriminate against Councillors who may be obliged to travel to meetings from starting points other than their homes, for example due to being employed.<sup>2</sup>*

*to consider the operation of travel expenses policy in Cambridgeshire County Council, which does not restrict the location from which it pays expenses and pays travel to any meeting clearly related to their role as a Councillor.*

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<sup>1</sup> The interpretations are: (1) to pay all claims irrespective of start point (2) to treat claims as if starting in Wisbech (3) to reject claims not starting from Wisbech. If the policy is clear to the authors of the report, it was self-evidently not clear to FDC

<sup>2</sup> The authors of the Report should review the note from HMRC "Tax exemption for travel expenses of members of local authorities" and particularly the stated Policy objective.

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*to consider whether there was a change of interpretation in 2015.*

**1.2 Councillor King's position on the interpretation of Clause 6.2: Clause 6.2 states:**

*"Mileage can be claimed from Councillors normal place of residence or from a subsequent appointment on Council business".*

*The word "can" is permissive. It does not say "can only" as is used later in Clause 6.2, nor does it say "must" or "must only". It is therefore a valid interpretation that the wording is indicative of some of the range of locations from which mileage can be claimed.*

*Paragraph 6.2 makes it clear that a claim can be made from "a subsequent appointment on council business". This is explicitly not a reference to 6.1. It would appear to open up a much wider category of places from which travel may be claimed. Certainly visits to constituents or any other meetings in relation to his role as a Councillor en route to a meeting specified in 6.1 would seem to clearly fall within this definition.*

**2. Paragraph 7.17 of the Report states:**

*"The evidence provided shows numerous claims for travel expenses for journeys **not covered by the scheme**"<sup>3</sup>*

- 2.1 Again the Report makes an assumption about the correct interpretation of the scheme, and accepts, without analysis, the interpretation proffered in the complaint.**
- 2.2 No consideration is given to the fact that prior to the e-mail of 10/12/15, claims for travel from locations other than home were routinely paid, which is clearly a precedent, both before and after the permissive change to the policy in 2011.**
- 2.3 The Report does not acknowledge that from 2011 to December 2015, the policy was interpreted and implemented in accordance with Councillor King's interpretation of it.**
- 2.4 The Report does not examine the fact that no guidance or interpretation documentation was issued to Councillors by the Council (either in relation to the 2011 or 2015 schemes) to clarify the manner in which the scheme was intended to operate, leaving Councillors to reach their own view as to what was permissible on the basis of the wording.**
- 2.5 The Report does not acknowledge that there was a period of some 5 months, during which Councillor King makes it apparent that he disagreed with the new interpretation of the policy imposed in 2015,**

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<sup>3</sup> SJKing's emphasis

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*where he continued to make claims for travel from non-home locations.*

- 2.6 *There is no acknowledgement that Councillor King made no further claims for travel after 16 June 2016 where the starting point is other than Councillor King's home.*
- 2.7 *The Report does not further quantify or analyse the number and nature of the claims, having removed those allegations involving allegations of excess mileage.*
- 2.8 *The Report does not consider how the interpretation of the policy could legitimately change in 2015, notwithstanding that there was no change made to the relevant part of the Members' Allowance Scheme.*

3. *In Paragraph 7.21, the report states:*

*"Due to the volume of inaccurate claims and the repeated advice to Councillor King that some of his claims were not covered by the scheme we have concluded that on a number of occasions these w[ere] deliberate attempts by Councillor King to claim allowances that he was not entitled to."<sup>4</sup>*

*This conclusion relies wholly on the correct interpretation of the scheme. In the absence of any analysis of the interpretation of the scheme, this demonstrates an unquestioning acceptance of the interpretation proposed by the complaint.*

- 3.1 *This conclusion fails to recognise:*

*the nature of the precedent provided by FDC to Councillor King in the payment of non-home claims from 2011.*

*the genuine view of Councillor Kings that the effect of the policy is that it permits non-home claims, demonstrated by his email of 10<sup>th</sup> December 2015 at 16.38 to Jane Bailey where he states:*

***"This has never happened before, Jane, and is patently unfair so you're misinterpreting the policy"***

*the clear change of policy which occurred in 2015, at the time when Carol Pilson became responsible for members' claims. The significant reduction in "the volume of inaccurate claims" due to the conclusion at 7.15 that car odometer inaccuracy and alternative routes provide an explanation for the variation in mileages.*

- 3.2 *After 10<sup>th</sup> December 2011, Councillor King submitted claims for 16 journeys where the starting point was not Councillor King's home, out of a total of 78 journeys in the same period. All these occurred during the period after the change of policy, whilst Councillor King was questioning the new interpretation of the policy made by officers.*

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<sup>4</sup> SJKing's emphasis

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3.3 *The reality is that Councillor King has made each of those 16 journeys to attend meetings of FDC entirely at his own expense, simply because he was obliged to start from a point which was not his home.*

4 *Paragraph 7.23 states:*

*"We therefore conclude that by submitting inaccurate claims for travel expenses Councillor King was not acting in accordance with the Authority's reasonable requirements when using the resources of the Authority. This was a breach of Paragraph 6.1 of the Council's Code of Conduct"*

4.1 *This paragraph is in direct contradiction to Paragraph 7.12, which states:*

*"Only improper use of resources for party political purposes will be a breach of the Code of Conduct"*

4.2 *The Report has assumed, but has failed to show, that the Scheme did not permit claims for travel to Council meetings other than from the member's home. Given that this interpretation of the policy was first notified to Councillor King in December 2015, and that prior to that date FDC had paid such claims without demur, it could not have become a "reasonable requirement" of FDC in December 2015 that a member should henceforth omit such claims on pain of being in breach of paragraph 6.1 of the Code of Conduct, for submitting an inaccurate claim, without any notification to members of that new requirement.*

5 *Paragraph 7.30 states:*

*"It is reasonable to conclude that that the public would expect Councils and Councillors to be open and transparent when using public funds. Therefore the misuse of public funds would, in our opinion, be likely to reduce public confidence."*

5.1 *Councillor King has only made claims using the expense forms provided by FDC. These claims are publicly available documents. Therefore these claims meet the expectation of openness and transparency.*

5.2 *The Report acknowledges in Paragraph 7.15 that the Scheme does not state that the shortest route should be used. The sums paid to Councillor King for these claims are not therefore misused public funds.*

5.3 *Payments made to Councillor King prior to December 2015 for travel from a starting point other than his home were made under the policy as it was then interpreted. These payments were not therefore misused public funds.*

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- 5.4 *Between December 2015 and March 2016 (whilst the new interpretation of the scheme was being debated between Councillor King and the council officers) Councillor King received payments for 4 (out of 16) claims for travel from a starting point other than his home. These claims were all reviewed and changed by officers prior to payment. These were not therefore misused public funds.*
- 5.5 *Since March 2016, Councillor King has not made any claims for travel where the starting point was not his home. Therefore no misuse of public funds has arisen in that period.*
- 5.6 *The conclusion set out in Paragraph 7.31 is glib, and wholly without proper foundation. There is no analysis of the factors which have to be considered in assessing the seriousness of any breach, including but not limited to:*

*The interpretation and implementation of the travel expenses policy, consistent with his understanding of it between 2011 and December 2015*

*His open stating of his understanding of the scheme*

*His understanding of the operation of the scheme (whether mistaken or not)*

*That the travel expenses all related to Councillor King discharging his functions as a Councillor*

*Any ambiguity in the drafting of the travel expenses policy.*

*The limited number of Claims between December 2015 and May 2016, whilst he was disputing the change in interpretation of the policy*

*That considering Cambridgeshire County Council's travel policy (attached):*

- o *There is no restriction on the start point of a journey to the home address*
- o *Expenses are claimable for attendance at meetings clearly related to their role as Councillor*

6. *The Report has a number of general failings, as follows:*

- 6.1 *The Report adopts the contentious language of the complaint as its own. For example, it repeats the illogical words "over-inflated claims". Together with the assumptions made in the report about the interpretation of the travel policy, this demonstrates a lack of independent and critical consideration in formulating the report.*
- 6.2 *The Report does not make enquiry of the Monitoring Officer about the change of policy in 2015, and the reasons for it. It is possible that the changes in tax legislation relating to member's travel expenses at the time lead to a misinterpretation of the policy by the Monitoring Officer.*

## CONFIDENTIAL REPORT

- 6.3 *The Report does not examine whether the interpretation of the policy can legitimately be changed by an officer, without a resolution of the Council.*
- 6.4 *The wording of the Executive Summary is highly contentious, in particular:*
- Paragraph 1.4, second sentence: the word “actual” should read “shortest”. There are numerous possible routes.*
- Paragraph 1.4, third sentence: the word “numerous” exaggerates the reality. Also “clearly not covered” is an unsupported statement.*
- Paragraph 1.5, first sentence: This sentence should read:*
- “We have concluded that since the policy does not require a member to travel by the shortest route, the complaint relating to the mileage claimed from his place of residence to his home is unfounded”*
- Paragraph 1.5, second and third sentences and paragraph 1.6: These should be reviewed when the Report has considered the interpretation of the policy.*
- 6.5 *The Report does not consider whether it is proper for the complaint to be retrospective to 2011, or of the prejudice to Councillor King of raising 7 years later mundane matters of which he would no longer have records or recollection.*
- 6.6 *The Report does not consider whether the re-analysis of past claims in October 2017 was operated so as to artificially strengthen the complaint against Councillor King.<sup>5</sup>*
7. *Paragraphs 4.9 to 4.11 refer to the complaint made by Councillor King.*
- 7.1 *These paragraphs should be deleted, since they are outside the remit of the investigation into the conduct of Councillor King as set out in the complaint made by FDC. They have no relevance to the investigation, and their inclusion is improperly prejudicial to Councillor King.*
- 7.2 *Paragraph 4.10 of the Report sets out a summary of the findings of Richard Penn, but does not recognise that the Report reaches a different conclusion to the conclusion of Mr Penn at point (a).*
- 7.3 *The final two paragraphs of Paragraph 4.10 of the Report are significantly outside the remit of the investigation. Furthermore the Report fails to recognise:*

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<sup>5</sup> E.g. 26<sup>th</sup> January 2016. Journey Horncastle to Norwich to Wisbech. 158 miles claimed, adjusted by officers to 110 miles as if Wisbech to Norwich to Wisbech. In October 2017, reviewed to 55 miles, and 55 miles treated as overclaimed.

## CONFIDENTIAL REPORT

*that Councillor King was obliged to make any complaint within a limited time. Councillor King was concerned that if he failed to make the complaint promptly, he would not be able to do so later;*

*Response to Councillor King's comments.*

- 6.4 Most of the comments received from Councillor King relate to our interpretation of the Council's Members' Allowance Scheme. Our conclusions on this point are based on a factual evaluation of what is in the wording of the Scheme rather than interpretation. For example paragraph 6.1 of the Scheme sets out the range of duties which qualify for the payment of allowances. This is a list of 8 such duties, from this we conclude that anything outside that list does not qualify. This is not an interpretation but an objective conclusion of the scope of the allowance Scheme. We have, however, modified our comments to reflect that the scheme does not require the shortest journey to be taken nor does it necessarily restrict claims to those from a place of residence.
- 6.5 We note that Councillor King refers to the Allowance Scheme adopted by Cambridgeshire County Council which appears to be more permissive than the Fenland District Council Scheme. However, this is irrelevant as the County scheme has not been adopted by Fenland District Council. Similarly we note the HM Revenues and Customs information provided on tax exemption for travel expenses for members of local authorities. Again this has little relevance to the issues dealt with in the report.
- 6.6 Councillor King contends that our comments in paragraph 4.11 of this report regarding his complaint against the Monitoring Officer are inappropriate. Our view is that Councillor King submitted his complaint which specifically referred to the actions of the Monitoring Officer after the Monitoring Officer had submitted a complaint about Councillor King's conduct. The details of this and Mr Penn's findings are relevant background information.
- 6.7 Our investigation has been proportionate in view of the volume of claims referred to in the complaint. We acknowledged that there were some claims which were open to interpretation therefore we focused our determination on claims where there was no doubt that these were outside of the scope of the Allowance Scheme.
- 6.8 Having considered and noted the information and comments provided by Councillor King we are content that these have no material impact on our conclusions.

## CONFIDENTIAL REPORT

### 7. Reasoning as to whether there have been failures

#### *Official Capacity*

- 7.1 Section 27(2) of the Localism Act 2011 requires the Council to adopt a code of conduct "dealing with the conduct that is expected of members ... when they are acting in that capacity". The Council's code is expressed to apply whenever a member is acting in the capacity as a member or claiming to act or giving the impression of acting as a Member of the authority.
- 7.2 Though relating to the former 2007 model code of conduct, the Upper Tribunal decision in *MC v Standards Committee of the London Borough of Richmond [2011] UKUT 232 (AAC)* is a helpful distillation of the previous High Court cases on capacity – *Livingstone v Adjudication Panel for England [2006] EWHC 2533* and *R(Mullaney) v Adjudication Panel for England [2009] EWHC 72*. The principles stated in *MC* are:-
- (a) *was the councillor, as a matter of ordinary English, actually conducting the business of their authority, including the business of the office of councillor?*
  - (b) *a fact sensitive approach is required to the above;*
  - (c) *just because the councillor used routes of communication open to members but not to others does not in itself provide a definitive answer to the question;*
  - (d) *the question is one for the tribunal to determine, not a reasonable observer.*

- 7.3 It is without doubt that Councillor King was claiming travelling expenses for duties carried out in his capacity as a Councillor. The claiming of travel expenses under the Council's Members' Allowance Scheme is a function of a Councillor, therefore for the purposes of this investigation we have concluded that Councillor King was acting in his official capacity when completing and submitting these claims.

#### *Use of Resources*

- 7.4 The complaint refers to the misuse of the authority's resources. This appears to be a reference to paragraph 6 of the Council's Code of Conduct which states:-

*"You must*

- 6.1 *when using or authorising the use by others of the resources of your 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".*

## CONFIDENTIAL REPORT

7.5 We do not consider these are cumulative requirements. There is a separate obligation under 6.1(a) to act in accordance with the authority's reasonable requirements which is independent of the obligation at 6.1(b) to ensure resources are not used improperly for political purposes.

7.6 Question 49, page 76 of the Case Review 2010 (2011 Edition) issued by the former Standards Board for England (SfE) defines the term 'resources of your authority' :-

*"They include services and facilities as well as the financial resources of the authority. Resources could include any land or premises, equipment, computers, and materials. The time, skills and assistance of anybody employed by the authority, or working on its behalf, are also resources, as is information held by the authority which it has not published."*

7.7 Mileage and subsistence claims concern a financial resource of the authority.

7.8 Q50, page 76 of the Case Review 2010 sets out how members will know what the authority's reasonable requirements for the use of resources are.

7.9 SfE strongly recommended that local authorities had protocols dealing with the use of authority resources. The key principle underlying all such protocols should be that public office and public resources should not be used to further purely private or party political purpose. In this case the Council adopted a Members Allowance Scheme, Chapter 6 of which concerns Travelling and Subsistence Allowances.

7.10 The term "reasonable" is a generic and relative one and applies to that which is appropriate for a particular situation. In the tort of negligence, the reasonable person standard is the standard of care that a reasonably prudent person would take under a given set of circumstances. An individual who subscribes to such standards will avoid liability for negligence. Similarly a reasonable act is that which might fairly and properly be required of an individual.

7.11 Question 51 Page 77 of the Case Review 2010 sets out what constitutes using resources "improperly for political purposes" Paragraph 6(b)(ii) acknowledges that party politics has a proper role to play, both in the conduct of authority business and in the way that members carry out their duties.

7.12 It also acknowledges that there will be times when it is acceptable for political groups to use the resources of the authority, for example, to hold meetings in authority premises. Often it is impractical to separate a member's political campaigning from carrying out their duties as an elected ward member, such as when they hold surgeries or deal with correspondence from constituents.

7.13 However it goes on to state that members and monitoring officers will need to exercise considerable vigilance to ensure that this provision is not abused. They must ensure that there is a sufficient connection between the use of resources and the business of the authority. Only improper use of resources for party political purposes will be a breach of the Code of Conduct.

### *Mileage Claims – Wisbech to Fenland Hall.*

7.14 Most of the journeys from Councillor King's home address to Fenland Hall were on Council Business. The exceptions to this being claims for attendance

## CONFIDENTIAL REPORT

at meetings that Councillor King did not attend. We have taken the view that these may have been errors by Councillor King as it appears his practice was to complete a claim form periodically using his diary rather than keeping an up to date record of his mileage.

- 7.15 However, the analysis indicates that a number of the claims were for differing amounts of mileage. This generally consisted of 26 miles or more for a journey which could be achieved within 22 miles. We note that Councillor King argues that this discrepancy could be explained by the inaccuracy of a vehicles odometer and/or the alternative routes he used between his residence and the Council's offices. We have not had the opportunity to inspect Councillor King's diaries for the period in question but can only presume that he recorded his route for future inclusion on his claim form.
- 7.16 Whilst the significant variation in the actual distance and the distance claimed for these journeys is cause for concern we are mindful that the Scheme does not state that the shortest route should be used. For this reason and the argument put forward by Councillor King regarding inaccuracy of odometers and routes used we have concluded there is insufficient evidence to establish a breach of the Code of Conduct of misuse of Council resources.

### *Claims outside the Members' Allowance Scheme*

- 7.17 A number of claims were identified which were for journeys outside the Members' Allowance Scheme. The Scheme is quite clear in that claims may be submitted for journeys carried out in the exercise of specific Council duties. These predominantly cover attendance at formal Council meetings which include committees sub-committees etc. What is clearly not covered are visits to constituents, attendance at meetings of other Local Authorities (unless these fall into one or more of the eight duties), and journeys to meetings from locations where private business has been carried out.
- 7.18 We note that Councillor King contends that insufficient advice or information was provided to him regarding the journeys which were authorised. We are also mindful of the number of times Councillor King was asked to clarify his journeys claimed for and the number he was informed would not be paid. Notwithstanding this, we consider that it is clear in the Scheme that mileage claims can only be made "*for journeys undertaken wholly and exclusively in pursuance of Council duties as set out in 6.1.*"
- 7.19 After considering the Scheme, we do regard mileage claimed from a Councillors normal place of residence as "*journeys undertaken wholly and exclusively in pursuance of Council duties as set out in 6.1.*" However, the evidence provided shows numerous claims for travel expenses for journeys that are not covered by the Scheme as they were not "*undertaken wholly and exclusively in pursuance of Council duties as set out in 6.1.*"
- 7.20 Examples of these are:
  - (a) a claim on 5 November 2015 for travel to a Council meeting. Councillor King states that he was in London on personal business and travelled back to attend the meeting. Councillor King further states that he was acting as a consultant and had arranged a number of meetings in London on business on that day. It is clear that this journey was not "*undertaken wholly and exclusively in pursuance of Council duties as set out in 6.1*" as the journey to the Council meeting was from London, a location where private business had been carried out by Councillor King; and

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- (b) a claim for attendance at West Norfolk District Council Planning Committee Meeting in December 2015. Councillor King states that he attended the meeting to represent some of his constituents interests and he believed this was official business. This claim is clearly outside the scope of the Scheme as this was not a formal meeting of "the Council", that is Fenland District Council and Councillor King was not representing the Council at that meeting. The meeting therefore did not comply with any of the duties set out in paragraph 6.1 of the Scheme and the journey was not "*undertaken wholly and exclusively in pursuance of Council duties as set out in 6.1*"
- 7.21 Councillor King argues that his practice was to include journeys on his claim form, with details, and expected the Members' Services officers to decide whether to pay the claim. Councillor King also states that he had accurately stated his start and end points of the mileage in each case so that officers could correctly apply the Policy and rates to his journeys. Our inspection of copies of Councillor King's claim forms show that, notwithstanding the limitations of the form, the information provided is extremely brief and in many cases almost illegible.
- 7.22 Again, the example being the claim for 5 November 2015. The details on the claim form show departure from Huntingdon at 3.30 for a start time in March at 4.00. The meeting is described as 'Council'. The return location appears to be London, although this is not entirely clear as it is written over a different entry, with a time of 8.30. Travel was by car and the claim was for 70 miles. There is no explanation on the form that would enable the Members' Services officer to clarify the circumstances. We note that the claim form indicates that the claim was not paid. However it appears that a similar claim was included on a further form submitted in January 2016. For the same Council meeting this shows departure from Wisbech at 11.00 for a start time of 4.00 in March. The meeting is described as 'Council'. The return is to Wisbech at 8.30. The claim is for 70 miles. There is no explanation on the form to justify a claim for 70 miles for a return journey between Wisbech and March.
- 7.23 The complaint details numerous other instances where claims have been overstated or submitted for journeys outside the scope of the Scheme. From our inspection of the claim forms it is consistent that none of these have adequate information to enable the claim to be easily verified. Due to the volume of inaccurate claims and the repeated advice to Councillor King that some of his claims were not covered by the scheme we have concluded that on a number of occasions these were attempts by Councillor King to claim allowances that he was not entitled to, which were at best made without due regard to the scheme.
- 7.24 We have considered the arguments put forward by Councillor King some of which in isolation may be plausible. However in particular we have concluded that the repeated attempt to claim for 70 miles for the Council meeting on 5 November 2015 was a deliberate and false claim.
- 7.25 We therefore conclude that by submitting inaccurate claims for travel expenses and claims which were clearly outside of the allowances scheme, Councillor King was not acting in accordance with the Authority's reasonable requirements when using the resources of the authority. This was a breach of Paragraph 6.1 of the Council's Code of Conduct.

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### *Disrepute*

7.26 Paragraph 3.2 (e) of the Council's Code of Conduct states:-

*"You must not*

*conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute."*

- 7.27 This is in the spirit of the relevant provision of the previous 2007 model code of conduct which dealt with 'disrepute' and perceptions of both the Authority as a body and the office of member.
- 7.28 As such it is relevant to consider guidance issued by the then Standards Board for England (SfE). Question 43 on page 66 of the Case Review 2010 (2011 Edition) published by SfE advises that disrepute is:-

*"....a lack of good reputation or respectability.*

*In the context of the Code of Conduct, a member's behaviour in office will bring that member's office into disrepute if the conduct could reasonably be regarded as either:*

- 1) *Reducing the public's confidence in that member being able to fulfil their role; or*
- 2) *Adversely affecting the reputation of members generally, in being able to fulfil their role."*

7.29 Q44 on the next page of the Case Review 2010 advises that:-

*"An officer carrying out an investigation...does not need to prove that a member's actions have actually diminished public confidence, or harmed the reputation of the authority...the test is whether or not a members' conduct "could reasonably be regarded" as having these effects.*

*The test is objective and does not rely on any one individual's perception. There will be a range of opinions that a reasonable person could have towards the conduct in question."*

7.30 Q42 on page 66 of the Case Review indicates that:-

*"A case tribunal or standards committee will need to be persuaded that the misconduct is sufficient to damage the reputation of the member's office or authority, as opposed simply to damaging the reputation of the individual concerned."*

- 7.31 In applying the Code to the circumstances of an alleged breach of code it is established that it is not necessary for the member's actions to have actually diminished public confidence, or harmed the reputation of the authority. The test is whether or not the conduct could 'reasonably be regarded' as having these effects. However, the conduct must be sufficient to damage the reputation of the member's office or the Authority, not just the reputation of Councillor King as an individual.

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- 7.32 From the above it is clear that it is whether Councillor King's conduct would diminish the public's confidence in the Council or harmed its reputation. It is reasonable to conclude that the public would expect Councils and Councillors to be open and transparent when using public funds. Therefore the misuse of such funds would, in our opinion, be likely to reduce public confidence.
- 7.33 We consider this to be a serious breach of the Code of Conduct which could reasonably be regarded as diminishing the public's confidence in Councillor King, and thus a breach of Paragraph 3.2 (e) of the Code.

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**8. Finding**

- 8.1 Our finding is that there has been a breach of the code of conduct of the authority concerned.

**Wilkin Chapman LLP  
Investigating Solicitors**

**20<sup>th</sup> September 2018**

CONFIDENTIAL REPORT



**PRIVATE AND CONFIDENTIAL**

**Case reference: MC/08/1017**

Report of an investigation by Wilkin Chapman LLP, appointed by the Monitoring Officer for Sandwell Metropolitan Borough Council, into allegations made by Ms Carol Pilson concerning Councillor Simon King of Fenland District Council.

Dated: 20<sup>th</sup> September 2018

## VOLUME 2 SCHEDULE OF EVIDENCE

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## **Appendix A**

### **Schedule of evidence taken into account and list of unused material**

<b>Page</b>	<b>Number</b>	<b>Description</b>
3	WC1	Code of Conduct
11	WC2	Penn Report
26	WC3	Members Allowance Scheme
38	WC4	Complaint of Carol Pilson
111	WC5	Statement of Carol Pilson
117	WC6	Initial response of Councillor King 30.11.17
119	WC7	Further response of Councillor King 07.02.18
121	WC 8	Questions to and responses from Councillor King

## **Appendix B**

### **List of unused material**

**Investigator's notes, file correspondence and drafts.**

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

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

**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.**

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

### **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.**

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

**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**

## **APPENDIX E**

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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 Councillor 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'.*

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- 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 claim. 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

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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 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 o 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'*

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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 Office. 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

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*'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

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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

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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*

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*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**

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*'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

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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.'*

## PART 6

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

1. Introduction
2. Basic Allowance
3. Special Responsibility Allowance
4. (Deleted) 1(i)
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 2(i). At its meeting on 5 November 2015 2(ii), 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 2(ii) "Portfolio Holder" means a councillor appointed by the Leader as a member of the Cabinet in accordance with the Council's Constitution 2(ii)
- (g) Deleted 2(ii)
- (h) Deleted 2(ii)

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

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

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

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

(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. 2(iv)
- 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 2(iv) 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 2(v).

**4. Deleted 2(vi)**

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

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

2(vi) 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 Dependents**

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

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-OPTEES' 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

## **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.

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

## **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 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. Special Responsibility Allowances will not be reviewed or uplifted each year.<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 10**

<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

## **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**

## SCHEDULE OF ALLOWANCES

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

### 1. MEMBERS' ALLOWANCES

#### (i) Basic Allowance

Payable to all members £4,771 p.a\*.

#### (ii) Special Responsibility Allowance

Payable to the following post holders:

Leader of the Council £16,509\*p.a.

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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>

<sup>\*</sup>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

**(iii) Dependents' Carers' Allowance**

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	£3,900 p.a. (for 2018/19)*
*	Vice-Chairman of the Council	£1,000 p.a. (for 2018/19). <sup>7</sup>

**2. SUBSISTENCE ALLOWANCES**

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

(i)	Breakfast allowance (where away from normal place of residence between 6:30am and 10am)	£6.06
(ii)	Lunch allowance (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 (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

**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.

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

WC 4

# 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

<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>
<u>Date of Submission to Payroll</u>	<u>Number of Miles claimed (£)</u>	<u>Number of miles paid (£)</u>	<u>Difference (£)</u>	<u>Unchallenged Journeys (£)</u>
<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 (£353.50)</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>1020 (£461.70) (+ 226 Passenger)</b>	<b>756 (£340.20) (+ 200 Passenger)</b>	<b>270 (£121.50)</b> <b>(26 Passenger)</b>	<b>219 (£98.55)(32 P...)</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>2077 (£910.15)</b>	<b>2042 (£1124.90)</b>	<b>25 (-11.25)</b>	<b>985 (£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)

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>1098 (£413.10)</b>	<b>1098 (£413.10)</b>	<b>0</b>	<b>505 (£272.75)</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>
2015 - 2016				
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>1056 (£435.20)</b>	<b>204 (£91.80)</b>	<b>651 (£382.95)</b>
2016 - 2017				
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 (£1837.00)</b>	<b>3232 (£1454.40)</b>	<b>828 (£372.60)</b>	<b>597 (£268.65)</b>
2017				
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>TOTALS</b>	<b>13,789 (£6196.05)</b>	<b>12,032 (£5405.40)</b>	<b>1637 (£734.65)</b>	<b>4358 (£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.**

### **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**

## **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	Schion Ring	CLAIM FOR MONTH OF	February 2011
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Note in brackets which substance allowance is being claimed

**TOTAL** 129

106 - New Total

### 73) - Difference

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

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~~old~~ ~~claim~~ 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.

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

CLAIM FORM SUBMITTED NUMBER 401  
 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



ME Simon King CLAIM FOR MONTH OF April - November 2006

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
14/08/06	Buntingford	1:30	3:00	March	Phil Flugger	Woburn	4:30	Car	51
15/08/06	Woburn	3:30	4:00	"	Council	"	6:30	"	25
5/09/06	"	9:15	10:00	Woburn	Tourism	"	1:30	"	35
"	"	3:30	4:00	March	Council	"	6:30	Car	24
19/09/06	Woburn	3:30	4:00	March	Council	Woburn	6:30	"	25
11/10/06	Woburn	9:30	10:00	March	Tourism	"	1:00	"	30
MILEAGE VERIFIED USING GOOGLE MAPS									
Not from home. 11									
131 - New Total									
59 - Difference									

Note in brackets which subsistence allowance is being claimed

TOTAL 190/- ~~£142.00~~

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

**E** **P**  
 This claim must be completed fully and correctly up to the end of the calendar month in 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 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

ME | Simon King | CLAIM FOR MONTH OF | December 2011 / January 2012

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 caravan, motorcycle/ cycle)	(10) No.of Miles	(11) Passenger Allowance in miles	(12) Taxi, Public Transport,	(13) Subsistence *(B, L, T, EM,	
2 Cambridge	1.00	2.30	North	Corporate Governance Work	5.30	Car	49		Not from home	11		
2 Whittlesey	9.15	10.00	Whittlesey Town Council Meeting	"	1.30	"	40	32				
2 "	2.00	2.30	March	Planning	"	5.30	"	24	22			
1 "	9.30	10.00	"	Boundary Bus Group	"	1.00	"	25	22			
MILEAGE VERIFIED USING GOOGLE MAPS												

Note in brackets which subsistence allowance is being claimed

TOTAL 1384.87 New Total.

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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This claim must be completed fully and correctly up to the end of the calendar  
 to which it relates and must be submitted promptly to the Democratic Services Section.  
 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 (Is car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Taxi, Public	(13) Subsistence	
<u>MILEAGE VERIFIED USING GOOGLE MAPS</u>													
12	Woburn	11.30	12.00	March	Meeting with G. & C. at Woburn 3.00	Gt	25	22					
12	"	2.30	3.00	"	608 Skelby Brinsford	H	4.30	"	26				
12	"	2.00	2.30	"	Corporate Gathering	"	5.30	"	26				
12	"	9.30	10.00	"	Meeting with G. & C. at Gt	"	12.30	"	26				
13	"	3.30	4.00	"	Lonsdale	"	7.00	"	25				
12	"	9.15	10.50	Afternoon	Tourism Partnership	"	1.00	"	67 43 / 40				
13	Woburn	2.15	3.15	March	Meeting G. House	"	2.30	"	55				
14	Woburn	11.45	12.00	"	Meeting P. Black	"	2.00	"	26				
14	"	2.00	2.30	"	Planning	"	"	"	27				
150 - New Total.													
(21) - Difference													
TOTAL <u>171</u>													

Denote in brackets which subsistence allowance is being claimed

TOTAL

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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Please delay this claim must be completed fully and correctly up to the end of the calendar  
month in 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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## **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

Denote in brackets which subsistence allowance is being claimed

**TOTAL**

134

53

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

Page 6

~~any 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.~~

names of passengers and/or details of tolls, fares,  
Mrs Fox and Webb

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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**



**note in brackets which subsistence allowance is being claimed**

TOTAL 225 / 122

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

**Page** **void deny 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.**

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**

AME | Sinisa King

**CLAIM FOR MONTH OF**

~~August September, October~~

Note in brackets which subsistence allowance is being claimed.

**TOTAL** 58

44 NEW TOTAL  
12 DIFFERENCE

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

~~With details this claim must be completed fully and correctly up to the end of the calendar month in 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~~

~~or passengers actual details of tolls, fares, etc claimed in columns 11 and 12 above.~~  
Mr. Col. ~~John~~ <sup>26 miles</sup> ~~is~~ going to attend Council meeting.

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\* = 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



NAME Simon King

CLAIM FOR MONTH OF

October November, December, January  
2012-2013

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)	(12)	(13)
10	Widnes	2.00	3.30	March	Training Committee	Widnes	6.20	Car	28	PAID IN NOV		
11	"	9.00	9.30	"	Training (Planning)	"	5.00	"	28	PAID IN NOV		
11	"	9.30	10.30	"	" (Planning)	"	1.30	"	28	22		
11	"	2.00	2.30	"	Planning	"	6.00	"	28	ATTENDANCE NOT RECORDED		
11	"	2.30	2.00	"	Boundary Meeting	"	3.30	"	22	22		
12	"	4.30	5.00	"	"	"	6.30	"	28	22		
"	"	1.30	1.00	"	Planning Training	"	5.00	"	22	22		
"	"	2.30	9.00	"	Site Inspection	"	4.00	"	28	22		
1	"	2.00	2.30	"	Planning	"	6.00	"	29	22		
1	"	1.30	2.00	"	Planning Training	"	5.00	"	28	22		
1	"	1.30	2.30	Widnes	Planning	"	11.00	"	35	32		
1	"	2.30	3.00	March	Briefing Committee	"	6.30	"	28	22		

Note in brackets which subsistence allowance is being claimed

TOTAL 843  
259

208  
 51

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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 Please declare 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 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 Smith, King CLAIM FOR MONTH OF February, March 2013

Note in brackets which subsistence allowance is being claimed

**TOTAL**

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

**old 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.**

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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 (Is caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Tax, Public	(13) Subsistence
1/4	Wisbech	4.30	4.30	March	Alan Horn - Learning	10.50	11.00	Car	75	11	Did not return to Wisbech	
5/4	"	3.00	7.30	"	Ceremony Government	12.00	5.00	"	25	11	GAVE APOLOGIES.	
5/4	"	2.00	4.00	"	Council	12.00	9.00	"	73	11	Did not return to Wisbech	
5/5	Ringstead	12.00	2.00	"	Cabinet & Council	12.00	5.30	"	74	11	Not from Wisbech.	
6/5	Wisbech	12.30	12.30	"	Gary Gorford	"	2.00	"	25	22		
6/6	"	9.00	9.30	"	Fleet flying	"	12.30	"	24	22		
6/6	"	10.30	11.00	"	John Greg	"	12.30	"	24	22		
6/6	"	3.00	3.30	"	Martyn Kendall	"	5.00	"	25	22		
7/6	"	2.30	3.00	"	Cabinet	"	7.30	"	24	22		
7/6	"	10.30	11.00	"	Armed Forces	"	1.30	"	25	22		
7/6	"	2.30	3.00	"	Meeting - Legal	"	4.30	"	24	22		
7/6	"	10.30	12.30	"	Graham Head	"	12.30	"	25	22		
Denote in brackets which subsistence allowance is being claimed										TOTAL	242	
											418	

TOTAL

242  
418

209  
209

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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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.  
Name of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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 | Scunth 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)
17	Wansbeck	6.00	7.00	Whitby	Reception	Wansbeck	9.00	Car	43	16. Not From wansbeck
17	Wansbeck	3.30	4.00	March	Meeting Richard	"	8.00	"	25	22
17	"	12.30	1.00	Wansbeck	Cabinet Council	"	7.30	"	25	22
17	"	3.30	4.00	March	Alan Peirin	"	5.30	"	25	22
18	"	2.30	3.00	"	Alan Peirin	"	5.00	"	25	22
18	"	1.30	2.00	"	Gary Gafford	"	4.00	"	25	22
Deduct in brackets which subsistence allowance is being claimed										
TOTAL								168		

126 New Total.  
 (42) Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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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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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 Allowa (5p per per m Please by)	(12) Taxi, Public	(13) Subsistence
18/8	Wisbech	1.00	2.00	Wisebech	Green Flag (Bob Wiles)	Wisebech	2.00	Car	12	X Not from Wisbech.		
18/8	Wisbech	1.30	2.00	March	Hunting Buildings (Peter)	March	2.00	"	12	✓ Not back to Wisbech		
18/8	March	2.00	3.00	Chatteris	"	Wisebech	4.30	"	18	✓ 18 & 1/2 Journey?		
18/8	Wisebech	12.00	12.30	Whittington	Building Inspection	"	2.00	"	32	✓ 32.		
18/8	"	1.30	2.00	March	Briefing	"	5.30	"	25	22		
19/8	"	8.15	9.00	Chatteris	CMT	"	2.00	"	36	✓ 36		
19/8	"	9.30	1.00	March	Cabinet / Council	"	6.30	"	25	22		
19/8	"	2.00	2.30	"	ODS call in	"	5.00	"	25	22		
19/8	"	9.00	9.30	"	Mackmillan	"	10.15	"	25	22		
19/8	"	11.00	11.30	"	Briefing	"	3.30	"	25	22		
20/8	"	3.00	3.30	"	Suff Kefring (Aken)	"	8.00	"	27	22		
20/8	"	10.00	11.30	Cambridge	HLF (Gerry)	"	3.30	"	98	84		
TOTAL												366

Note in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

309 NEW TOTAL  
 57 DIFFERENCE

Paid by:

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

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 A (E) B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
10/10/13	Wishaw	8.45	9.30	Cllr King's P.C. during Training Watch	Wishaw	3.30	Car	36+	✓ 36		
10/10/13	"	1.30	2.00	Madh Meeting with Gary	"	4.30	"	26	22		
10/10/13	"	2.00	2.30	"	ODS	"	6.00	"	27	22	
10/10/13	"	5.30	6.00	"	Civic Society Meet	"	8.30	"	26	22	
10/10/13	"	9.00	9.30	"	Chmn & CMT	"	1.00	"	26	22	
10/10/13	"	6.30	7.30	Cllr King's Charters Society	"	10.00	"	39	36		
10/10/13	"	2.30	3.00	Moral Cabinet	"	6.00	"	27	22		
10/10/13	"	11.00	11.30	"	Meeting with Gary	"	3.00	"	29	22	
10/10/13	"	3.00	3.30	"	"	"	8.30	"	26	22	
11/10/13	"	11.00	12.00	Cllr King's Labour CMT	"	5.00	"	37+	36		
11/10/13	"	3.30	4.00	Moral Council	"	7.00	"	27	22		
"	"	12.30	2.00	Cllr King's English Heritage	"	7.00	"	95	80		
Denote in brackets which subsistence allowance is being claimed											
TOTAL											
421											

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

PAGE 7 OF 7

1. 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.

2. details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

188  
73  
160

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SP DIFFERENCE

364

**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	
24/3/11	Wisbech	2.30	3.00	March	Cab and	Wisbech	6.00	6+	27	22
6/4/11	"	9.00	3.30	"	Meeting with Gaty	"	5.00	"	26	22
7/4/11	"	5.30	6.00	"	Civic Societies	"	8.00	"	28	22
8/4/11	Wisbech	2.00	3.00	"	Meeting with Gaty	"	5.00	"	38	11 Not from Wisbech.
3/5/11	Wisbech	6.30	7.30	Chelmsford	Charities Society	"	10.30	"	26	✓ 26
12/5/11	"	9.30	10.00	March	Planning Meeting	"	2.00	"	27	22
12/5/11	"	9.00	9.30	"	Cabinet PGM	"	3.00	"	29	22
12/5/11	"	11.30	11.30	"	Meeting with Gaty	"	4.30	"	28	22

Denote in brackets which subsistence allowance is being claimed

**TOTAL** 279

169

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

60

Page 7

~~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

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)
<b>MILEAGE VERIFIED USING GOOGLE MAPS.</b>												
1/2/14	P'Boys	3.00	3.45	March	Richard Cassidy	Cambird	7.00	Car	53	X	Not from Wisbech	
1/2/14	Wisbech	12.30	1.00	March	Cabinet / Council Meeting	Wisbech	7.00	Car	26	22	Not back to Wisbech	
1/2/14	Kings Lynn	2.00	2.30	"	OSP	"	6.00	"	36	11	Not from Wisbech	
1/2/14	Wisbech	3.30	3.30	"	Briefing	"	5.30	"	25	22		
1/2/14	"	5.30	6.00	"	Civic Meeting	"	8.30	"	26	22		
1/2/14	"	9.30	1.30	P'Boys	Crown Court High St	"	5.45	"	44	44		
1/2/14	"	2.30	3.00	March	Cabinet	"	6.30	"	25	22		
1/2/14	"	6.30	7.30	Chafford	Civic Meeting	"	10.00	"	36	36		
1/2/14	"	2.30	3.00	March	Briefing	"	5.00	"	26	22		
1/2/14	"	8.15	9.00	Chelmsford	CMT / Cabinet	"	1.00	"	35	35		
1/2/14	"	3.30	4.00	March	Briefing (Kofis)	P'Boys	7.30	"	76	11	Not back to Wisbech	
1/2/14	"	10.15	11.00	Whittlesey	Civic Site Meeting	"	12.30	"	32	32		
TOTAL										440	279	New TOTAL

Note in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

161

DIFFERENCE

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Page 7  
 P20  
 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

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

**CLAIM FORM SUBMITTED APRIL 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**

April 2014

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 255

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

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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.

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CLAIM FORM SUBMITTED JULY 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

ME Smith Rivey CLAIM FOR MONTH OF May, June, July 2014

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)
5 Wishaw	3:30	4:00	March	Laptop Problem Wishaw	Cov	27	22				
7 " "	10:00	"	Staff	Training "	"	26	22				
7 "	2:00	4:00	"	Council	"	27	22				
note in brackets which subsistence allowance is being claimed											
TOTAL 80											

66 New Total  
 14 Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

Page 700  
 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 SEPTEMBER 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** | Sarah King

**CLAIM FOR MONTH OF**

August and September 2014

**Note in brackets which subsistence allowance is being claimed**

**TOTAL** 33

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

~~void-del~~ 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.

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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

Date	Departure From		Approved Duty			Return to		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
		12.30							
0	WILBECH	12.30	12.30	MARSH	IT re Laptop	WILBECH	1.30	CAR	26
0	"	4.00	4.30	"	Paul Mead	"	6.00	"	25
0	"	8.30	4.00	"	SE meeting	"	9.30	"	66
10	"	9.30	10.00	"	Southern	"	1.00	"	26
10	"	1.00	4.30	"	"	"	6.30	"	25
11	"	9.30	10.00	"	Staff Committee	"	12.30	"	25
11	"	3.30	4.00	"	Council	"	9.30	"	66
11	"	9.00	9.30	"	Training	"	1.30	"	26
11	"	1.00	1.30	"	Obs	"	4.00	"	43
11	"	4.00	4.30	"	SE meeting	"	6.00	"	26
									198 NEW TOTAL
						TOTAL	288	90	DIFFERENCE

Note in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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Please 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.  
is on passage passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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**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 KIRK

**CLAIM FOR MONTH OF**

DECEMBER 10 2011

MILEAGE VERIFIED  
USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 40

**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 2015/16**

**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, April

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 267

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

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• 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

amess of passengers and/or details of falls, fares, etc claimed in columns 11 and 12 above.

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of 125

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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, THREE, 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) Tax, Public	(13) Subsistence
1/5	Wisbech	2.30	4.00	March	Council	Wisbech	6.00	Car	26	22		
2/5	"	9.45	10.00	Tydd	John Foster	"	11.30	"	18	14		
3/6	(K)	9.00	9.30	March	Informal Layout	"	4.00	"	47	11 - NOT FROM WISBECH		
4/6	(K)	12.00	12.30	"	Gary & Wendy	"	4.00	"	48	11 - NOT FROM WISBECH		
5/6	(11)	10.30	11.00	Tydd	Steve Barclay	"	1.00	"	18	7 - NOT FROM WISBECH		
6/6	(11)	3.30	4.00	March	Seminar	"	6.00	"	26	11 - NOT FROM WISBECH		
7/6	Huntingdon	8.00	8.30	"	Cabinet	Huntingdon	9.00	"	72	X NOT FROM OR TO WISBECH		
8/6	(K)	11.30	6.00	Cambridge	Historic England	"	11.30	"	106	X NOT FROM OR TO WISBECH		
9/6	(K)	11.30	2.00	Wilton	Street pride	(P) Borought	15	"	62	X MEETING IN WISBECH		
10/6	Wisbech	8.30	9.00	March	Informal Cabinet	"	2.00	"	26	11 NOT BACK TO WISBECH		
11/6	(K)	8.00	2.30	March	Gary & Wendy	(P) Borought	5.30	"	135	X NOT FROM OR TO WISBECH		
12/6	Wisbech	2.00	2.30	"	OSD	Wisbech	4.50	"	26	22		
TOTAL										615	V	

Note in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

109 NEW TOTAL  
 (506) DIFFERENCE

Paid

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 28  
 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.

**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 KIRK CLAIM FOR MONTH OF July (cont.)

Denote in brackets which substance allowance is being claimed

**TOTAL** 101 ✓ 16 ✓

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

**Part II**  
Please 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.

**FOR OFFICE USE ONLY**

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

ULTIM 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 BURROW KING CLAIM FOR MONTH OF JULY (CONT.) AUGUST 2015 SEPT

(1) Date	Departure From		Approved Duty			Return to		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
7	10.00	8.30		WATERSIDE	INFORMAL MEETING	WATERSIDE	12.00	CAR	29
7	10.00	8.30		WATERSIDE	INFORMAL MEETING	WATERSIDE	12.00	CAR	29
7	10.00	11.30	MARCH	WATERSIDE	INFORMAL BRIEFING	WATERSIDE	12.00	CAR	26
8	"	9.00	9.30	"	INFORMAL COLLECT	"	12.30	"	27
8	"	9.30	10.00	"	CAROL PELSON	"	12.00	"	27
8	"	10.00	10.30	TYDD	PEPPR PROPERTY	"	12.00	"	10
8	"	10.00	10.30	MARCH	RAIL BIDDERS	"	11.30	"	26
9	"	0.45	9.00	LAWRENCE	SPOTLIGHTS	"	9.00	"	3
9	"	12.30	1.00	MARCH	F3P	"	5.30	"	27
9	"	2.00	2.30	"	SOMERSET	"	8.00	"	26
9	"	12.30	4.30	"	MEMBER ALLOWANCE	"	6.00	BHS	27
9	8.35	9.30	"	"	INFORMAL LUNCH	"	5.30	"	
Note in brackets which subsistence allowance is being claimed								TOTAL	172
								NEW TOTAL (27) DIFFERENCE	

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

E&P  
 I declare that 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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Paid by: \_\_\_\_\_

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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



(HART)

ME SIMON KING CLAIM FOR MONTH OF SEPT (CONT), OCT 2015

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 caravan, motorcycle/ cycle)	(10) No. of Miles	
WISBECH	12.30	1.00	MARCH	Council/Council	WISBECH	7.00	GTR	28	22
"	12.30	2.00	Cambridge	CFT	"	6.00	"	16	80
"	5.30	6.00	MARCH	CRP	"	8.30	"	27	22
OCK, WY	10.00	10.30	"	Rob Bridge	KLH	1.30	"	50	NOT FROM OR TO WISBECH

124 - NEW TOTAL  
 97 - DIFFERENCE



EXPIRY TIME  
 29/09/15 15:57



DEPART  
 29/09/15 15:57

Date Fee Paid Mc LD.  
 29/09/15 2.50 CASH/1  
 1317659

Fee Paid Mc LD.  
 2.50 CASH/1

TOTAL 221 28 2.50

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

TEAR OFF REMINDER

AND SIGN DECLARATION OVERLEAF

REMEMBER 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

Mr Cox

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

CLAIM FORM SUBMITTED DECEMBER 2015  
 LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1980/  
 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 caravan, motorcycle/ cycle)	(10) No.of Miles	(11) Passenger A.	(12) Tax, Public Subsistence
7/10	WISBECH	9.30	10.00	MARCH	TAG	DISBURY	100	CAR	26	22	
12/10	"	1.00	2.30	"	DSP	"	5.00	"	27	22	
16/10	"	9.30	10.00	"	CRP	"	1.00	"	26	22	
19/10	"	2.30	3.00	"	David Bailey	"	4.30	"	26	22	
22/10	"	1.30	2.00	"	Cabinet	"	6.00	"	27	22	
29/10	"	2.30	3.00	"	Cabinet/Seminar	"	8.30	"	27	22	
2/11	DOWNHAM	12.45	1.30	"	CRP MEETING DRAFTING	"	4.0	NOT FROM OR TO HOME.			
5/11	Downham	2.30	4.00	"	Cabinet	"	6.30	"	70	WAS NOT PAID.	
6/11	WISBECH	12.00	12.30	"	Informal Cabinet	"	2.30	"	27	22	
12/11	"	1.00	1.30	"	CRP	"	5.30	"	26	22	
17/11	"	7.30	10.30	Drafting Neighbourhood Plan	"	1.30	"	33	32		
18/11	"	12.30	1.00	March	CSR Seminar	"	3.30	"	26	22	
TOTAL											
311											
230.											

\* Denote in brackets which subsistence allowance is being claimed

TOTAL

311 230.

81

PAI

NOTE	P
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.	
125	338

**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 Steve 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	
17/11 WISBECHE	8.00	10.00	10.00	CERFONI	CSC 33	WISBECHE	10.00	CTR	13.8	110
19/11 March	5.30	3.00	3.00	March	Cabinet	WISBECHE	6.00	"	13	11
21/12 WISBECHE	4.15	4.45	4.45	March	Signing Letter (TBC)	WISBECHE	7.00	"	27	22

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 178

437

**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.

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# 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 (Act), 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		
11/11/15	Wibech	11.00	9.00	March Council	Wibech	8.30	CAR	70	
12	"	10.15	11.15	"	Wendy Offer	11.30	"	42	
12	"	9.30	10.00	K.L.	Planning Meeting	11.15	1.30	—	—
12	Wibech	12.00	4.00	March Seminar	Wibech	8.00	CAR	36	
1	"	9.00	9.30	"	Tour of sites	"	4.30	"	71
11	"	9.30	10.00	"	PAET	"	4.00	"	35

Denote in brackets which subsistence allowance is being claimed

TOTAL 305

51

44 New Total  
7 Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

Paid by:
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Please note this claim must be completed fully and correctly up to the end of the calendar  
month it relates and must be submitted promptly to the Democratic Services Section.  
See passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

## **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 Savan 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 pds per Mile)	MILEAGE VERIFIED USING GOOGLE MAPS
	Wester										
1	Huntingdon	7.00	2.00	March	CRP	Widnes	5.00	car	55	26	22
1	King's Lynn	10.00	2.00	CSR		"	1.00	"	55		
1	Wester	12.30	1.00	"	Seminar	"	6.30	"	27		22
1	"	9.00	9.30	"	FACT	"	1.00	"	26		22
1	"	2.00	2.30	"	DSP	"	5.30	"	26		22
1	Widnes	2.00	2.30	"	Cabinet	"	7.00	"	26		22
1	"	2.00	2.30	"	Billing	"	4.30	"	26		WAS NOT PAID
1	Huntingdon	10.00	1.00	Georgian A.E.		"	6.00	"	188	110	not from home 55
1	Wester	12.30	2.00	London	Total Transport	"	6.00	"	89		80
1	"	7.00	7.30	Bowes	High Street Lighting	"	10.00	"	35		35
2	Sutton	9.00	9.30	March	Nick Flaming	"	7.30	"	35	26	22
2	Wester	7.30	"	"	Cabinet	"	2.00	"	26		22
Note in brackets which subsistence allowance is being claimed										TOTAL	579
											324
											93
											New Total Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

Page 2 of 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 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 caravan, motorcycle/ cycle)	(10) No. of Miles	
1/2	Widford	4:30	March	Widford	Meet with	6:00	Cat	27	22	
1/2	"	7:00	4:00	"	Chairman	"	6:00	"	26	22
1/2	"	1:00	1:30	"	Chair / Council	"	7:00	"	28	22
1/2	"	12:30	1:00	2, Ley	Hatfield Rail Works	"	3:00	"	30	✓ 30
1/2	"	2:00	2:00	"	Total Journey	"	5:30	"	22	
3	"	11:00	11:30	March	FSP Pre Meet	"	1:00	"	26	1 APOLOGIES GIVEN - NOT PAID
3	"	11:00	11:30	"	A 47	"	2:30	"	26	22
3	"	1:30	3:00	"	Scumour	"	5:00	"	26	22
3	"	7:00	9:00	March	Xtension Rail	"	3:00	"	107	✓ 107
3	"	3:00	3:30	March	Rob Bridge	"	5:00	"	26	22
3	"	5:45	6:00	"	CRP	"	7:30	"	27	22
3	Adm	1:00	2:00	"	FSP	"	5:30	"	31	21 22
note in brackets which subsistence allowance is being claimed										TOTAL <u>409</u>
										<u>335</u> - NEW TOTAL
										(4) - DIFFERENCE

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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, no passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above.

Paid by

Simon King

CLAIM FORM SUBMITTED MAY 2016

**LOCAL GOVERNMENT ACT 1972/LOCAL GOVERNMENT AND HOUSING ACT 1989/  
MEMBERS' ALLOWANCES SCHEME (PART 8 OF THE CONSTITUTION REFERS)**

## **MEMBERS' CLAIM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES**



Note in brackets which subsistence allowance is being claimed.

TOTAL

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44 - New total  
10 - Difference

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

54

Page 4

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



ME Saxon King

CLAIM FOR MONTH OF

April (post), May (post) 2016

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) Prest Allowed (5p per ca per pass if less sta trip)	
Wistow	9.30	10.00	March	SAG		Wistow	12.30	Car	26	22	
"	10.30	11.00	"	Meeting R. Cassidy		"	12.30	"	27	22	
"	1.00	1.30	"	Meeting W. Offer		"	4.00	"	30	22	
"	8.30	9.00	"	Meeting N. Harding		"	11.00	"	26	22	
"	9.30	10.00	"	CRP		"	1.00	"	26	22	
"	9.00	9.30	"	FACT AGM		"	1.00	"	27	22	
KL	3.45	4.30	"	Meeting R. Bridge		"	5.30	"	42	WAS NOT PAID	
Wistow	2.00	3.00	Wistow	Cabinet		"	5.00	"	66	WAS NOT PAID	
Wistow	2.30	3.00	March	PFB		"	5.30	"	27	22	
Wistow	9.30	10.30	Wistow	Meeting W. Offer		"	11.30	"	60	WAS NOT PAID	
Wistow	6.45	7.30	Downes	Parish Council Meet.		Wistow	9.30	"	70	35	
"	1.00	2.30	Guildy	Total Transport		"	6.00	"	95	80	

(\*) In brackets which subsistence allowance is being claimed

TOTAL 492

269 - New total

55 - Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 32

Paid by:

Please note that this claim must be completed fully and correctly up to the end of the calendar month and must be submitted promptly to the Democratic Services Section.  
 of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

## 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 <u>Simon King</u>				CLAIM FOR MONTH OF <u>May (Part), June (Part) 2016</u>							
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 caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in (8p per mile; per passenger (Please also see box below)	(12)	(13)
<u>MILEAGE VERIFIED By GOOGLE MAPS</u>											
Woburn	9:00	9:30	Woburn	Meeting W. Offer	Woburn	12:00	Car	26	22		
"	2:30	3:00	"	Colchester	Colchester	7:00	"	27	15	22	
Woburn	1:30	2:00	"	R.H.P.	Woburn	5:00	"	83			Was not Paid
Woburn	2:45	9:30	Woburn	Meeting W. Offer	Woburn	1:30	"	40			v 40
Woburn	2:00	3:00	Woburn	Colchester	Woburn	7:00	"	50			Was not Paid
Woburn	1:00	2:00	Woburn	Colchester	Woburn	7:00	"	50			Was not Paid
Woburn	8:15	9:30	Woburn	Colchester	Woburn	10:30	"	64			Was not Paid
"	10:30	11:00	Woburn	Meeting W. Offer	Woburn	11:30	"	36			11
Woburn	3:00	3:00	"	Meeting G. Garforth	"	5:30	"	13			11
Woburn	9:30	10:00	"	Meeting W. Offer	Woburn	11:30	"	26			22
"	9:30	10:00	"	Meeting R. Lescley	"	12:00	"	27			22
A.B.	12:00	1:00	Woburn	Colchester	Woburn	6:00	"	28			Was not Paid.
(In brackets which subsistence allowance is being claimed)											
TOTAL <u>416</u> 15											
150 - New total											
(22) Difference.											

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 172

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.  
Passengers and/or details of miles, fares, etc claimed in columns 11 and 12 above.

BVR Carol lotk

FOR
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



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

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/aven, motorcycle/cycle	(10) No. of Miles	(11) Passenger Allowance in miles	(12) Tax, Public Transport	(13) Subsistence 'B I T EM'		
Office/Work	2.30	3.00	March PHB		Wellesbourne	6.00	Car	28	22				
Wellesbourne	12.00	12.30	"	Council	"	7.00	"	26	22				
Wellesbourne	1.00	2.00	"	Meeting W.OFF	Wellesbourne	3.45	"	48	Was not Paid				
F.A.B	5.30	6.30	"	F.A.M.S Meeting	Wellesbourne	8.00	"	32	Was not Paid				
									44 - New total				
									10 - Difference				
MILEAGE VERIFIED USING GOOGLE MAPS.													
Re in brackets which subsistence allowance is being claimed													
TOTAL £30 £2.60													

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 54

This claim must be completed fully and correctly up to the end of the calendar month relative and must be submitted promptly to the Democratic Services Section.  
 of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above  
 Being at March Station on 10/5

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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/han, motorcycle/ cycle)	(10) No. of Miles	
7/7	Wistoft	1:30	2:00	March	Meeting with Cllr Chal	Wistoft	5:00	Cab	26	MILEAGE VERIFIED USING GOOGLE MAPS.
7/7	"	6:30	7:00	Newton	Meeting re street lights	"	9:30	"	10	✓ 10
12/7	"	9:30	10:00	March	CRA	"	1:00	"	27	22
12/7	"	12:30	1:30	Poto	447 Allowances	"	6:00	"	55	45
14/7	"	2:30	4:00	March	Springer	"	8:00	"	26	22
21/7	"	12:30	2:00	"	Gabinet Round	"	6:30	"	27	22
21/7	"	6:45	7:15	Tydd	Meeting re street lights	"	10:00	"	28	14
22/7	"	12:30	1:00	Wistoft	2020 Circ Regon	"	4:30	"	10	2
25/7	"	9:00	9:30	March	FACT	"	1:00	"	26	22
25/7	"	1:00	1:30	"	Portfolio Briefing	"	5:00	"	27	22
26/7	"	6:30	7:00	Wistoft	Meeting re street lights	"	10:00	"	26	—
1/8	"	6:30	7:00	"	Meeting re street lights	"	10:00	"	26	—
Denote in brackets which subsistence allowance is being claimed										TOTAL 260
203										New total
57										Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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 totals, fares, etc claimed in columns 11 and 12 above.

Paid by:
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16f.3

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 | Saxon 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) Total Public Subsistence	(13) Subsistence
2/9	Widnes	9.00	9.30	March	Labour Cabinet Meeting	Widnes	10.00	Car	27		22	
6/9	"	10.00	3.30	"	Meeting with Gerty	"	5.30	"	26		22	
11/9	"	8.00	8.30	"	Cabinet	"	10.30	"	27		22	
16/9	"	8.30	9.00	K.L.	CWA Interview	"	4.30	"	35		30	
23/9	"	3.00	3.30	March	Pettolino Ricingup	"	6.00	"	26		22	
30/9	"	6.15	7.00	Widnes	Street lights	"	10.00	"	35		32	
1/10	"	6.30	7.00	Neary	Meeting re lights	"	"	"	10		10	
6/10	"	6.30	7.00	Widnes	"	"	10.00	"	10		10	
6/10	Cambridge	10.00	"	"	"	"	"	"				
12/10	Widnes	6.30	7.30	Chesterfield	"	"	Widnes 10.00	"	30		24	
27/9	"	10.30	11.00	March	A 47 Meeting	"	1.00	"	27		22	
5/10	"	12.30	2.00	"	Cabinet / Council	"	6.30	"	26		22	
										TOTAL	279	

\* Denote in brackets which subsistence allowance is being claimed

279

238

New Total.  
Difference  
41

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 in 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

125 49

Paid:

2d3

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 Bawou King

CLAIM FOR MONTH OF

Sept (Part), Oct (Part)

(1) Date	Departure From			Approved Duty		Return to		(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No.of Miles	TIR All (S) F P	MILEAGE VERIFIED USING GOOGLE MAPS
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time				
19/9	Woburn	5.30	6.00	Mosdn	CRP	Woburn	8.30	Car	20	22	
22/9	"	6.00	6.30	"	Station Corralford	"	7.30	"	27	22	
26/9	"	12.30	3.00	"	Perffice Briefing	"	5.30	"	27	22	
27/9	"	3.00	3.30	"	Meeting w/Randy	"	5.00	"	26	22	
3/10	"	2.00	2.30	"	02.5	"	4.00	"	27	22	
4/10	"	9.00	9.30	"	Unofficial Cabaret	"	1.00	"	26	22	
5/10	"	10.00	11.30	Cabaret Total Transport	"	3.00	"	96	80		
8/9	"	3.00	3.30	Mosdn	Wendy Otter	"	5.00	"	27	22	

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 284

234 New Total  
 50 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 in 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.

125 50

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

3A3

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 Buron 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 (e.g car/en, motorcycle/ cycle)	(10) No. of Miles	(11)	(12)	(13)
8/11	Widbeck	9.30	9.30	March	Abingdon - informal meeting	1.00	car	27	22			
10/11	n	2.30	2.00	n	Somerset	6.00	"	27	22			
12/11	n	2.00	2.30	n	Cowes & Calshot	6.00	"	27	22			
23/11	n	2.30	3.00	n	Somerset	6.00	"	27	22			
28/11	n	10.30	11.00	n	Parliamentary Briefing	1.30	"	15	22			
29/11	n	1.00	1.30	n	D&S	9.30	"	27	22			
29/11	n	6.30	7.00	n	Bury Gervford	11.00	"	27	22			
29/11	n	2.00	2.30	n	Informal meeting	2.20	"	20	4			
6/12	n	8.15	10.00	n	AG & Meeting	4.30	"	147	110			
9/12	n	9.00	9.30	March	Informal Abingdon	2.00	"	34	22			
2/12	n	11.00	12.00	Luton	Final Boardroom	5.00	"	80	80			
5/12	n	12.30	2.00	March	Abingdon / Cowes	5.30	"	27	22			
Denote in brackets which subsistence allowance is being claimed										TOTAL	27	

TOTAL

392 New total.  
 122 Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

Pak

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  
 125

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 <u>January Oct (Part), Nov (Part)</u>												
(1) Date	Departure From		Approved Duty			Return To		Travel and Subsistence			(11)	(12)	(13)
	(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				
10/10	Woburn	9.00	9.30	March Station	Meeting	March Station	10.30	Car	27	22			
10/10	"	3.30	4.00	"	Seminar	"	6.00	"	26	22			
13/10	"	9.00	10.00	Cabinet	E & E Committee	"	1.30	"	87	80			
14/10	"	9.30	10.00	March	TAG	"	12.30	"	27	22			
21/10	"	1.00	2.30	"	Dan How / ODS	"	5.30	"	26	22			
28/10	"	9.30	10.00	"	ERP	"	12.30	"	27	22			
30/10	"	11.00	11.30	"	Trevor Watson	"	1.00	"	27	22			
26/10	"	2.30	3.00	"	Collegiate	"	6.00	"	27	22			
27/10	"	9.00	9.30	"	RACE	"	12.00	"	24	22			
30/10	"	2.30	3.00	"	Parish Council	"	5.30	"	27	22			
3/11	"	1.15	2.00	Woburn	Street Party	"	3.30	"	10	2			
5/11	"	3.30	4.00	Woburn	Seminar	"	6.30	"	27	22			
										TOTAL	367	302 - New Total	

\* Denote in brackets which subsistence allowance is being claimed

**60** - 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

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 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) Tax, Public Transport	(13) Subsistence	
20/12	Wicken	130	2.00	March	Worley (T) 200T	Wicken	4.30	Car	27	27			
21/12	"	1.45	2.00	Worley	to Gt R Anglia	"	3.30	"	10	2			
4/1	"	10.30	11.30	Wicken	to Saffron CRP	"	2.00	"	45	33			
5/1	"	9.30	10.00	March	TAG	"	12.30	"	27	22			
5/1	"	3.30	4.00	"	Buntingford	"	6.30	"	27	22			
<hr/>													
* Denote in brackets which subsistence allowance is being claimed													
										TOTAL	136		

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

100 - New Total

36 - Difference

NOTE P  
 Please complete this claim 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

125

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## **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 April (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/en, motorcycl/ cycle	(10) No. of Miles	All Bp D Pm
10/1/17	Wibb&G-15	7.00		Leicester Beach Council	Wibb&G ai	Car	9		V 4	
11/17	"	6.45	7.00	Leicester	"	"	10.00	"	12.00	V 14
3/1/17	"	2.30	3.00	March	FACT Meeting	"	3.00	"	25	22
4/1/17	"	9.30	10.00	"	CBP	"	10.30	"	36	RELOCUPED 10 MILES
7/1	"	9.30	10.00	"	Meeting Manufacturing	"	10.00	"	26	22
7/1	"	3.30	4.00	"	Richard Gresley	"	5.30	"	26	22
9/1/17	"	2.30	3.00	"	Cabinet	"	5.30	"	26	22
3/1	"	10.15	10.45	"	FACT	"	12.00	"	23	22
4/1	"	8.30	9.30	"	Worthington	"	10.00	"	52	RELOCUPED 26 MILES
3/1/17	10	5.45	6.30	Welling	Cabinet Meeting	"	8.30	"	34	32
7/2/17	"	2.00	2.30	1.45pm	QSP	"	5.30	"	26	22
7/2/17	"	12.30	1.00	"	Cabinet & Council	"	6.00	"	26	22

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 218  
318

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

26 - DIFFERENCE

Paid by:

NOTE  
 Please 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

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



ME Simon King

CLAIM FOR MONTH OF

Feb (part), March (part)

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	
2 Woburn	2.00	3.00	March	Wendy Cllr	Woburn	5.00	Car	31	RECOLUPED 5 MILES
3 "	11.40	11.30	"	TIPVET Wilson	"	2.00	"	25	22
3 "	11.30	12.10	"	Cotol & Informal (cont)	"	6.00	"	26	22
3 "	9.30	10.00	"	FACT/A47/Garworth	"	7.00	"	24	155
2 Woburn	1.00	6.30	Speaker	Woburn Council	Woburn	19.00	"	14	10
3 Woburn	2.30	2.00	Gatting	Tatol Thaw Port	"	5.30	"	35	80
3 "	6.45	7.00	Scotfield	Sarah Cowell	"	9.00	"	9	✓ 9
3 "	6.20	7.00	Pearl Dog	"	"	7.00	"	12	✓ 14
3 "	3.00	4.00	Deburgh	A47	"	6.00	"	46	45
3 Woburn	1.30	3.00	Woburn Hwy	A47	"	5.00	"	26	8
3 Woburn	7.30	7.30	Tydd	Portishead	Woburn	9.00	"	24	14
3 "	6.45	7.00	Woburn	"	"	10.00	"	4	✓ 4
Total									
MILEAGE VERIFIED USING GOOGLE MAPS.									

Note in brackets which subsistence allowance is being claimed

TOTAL 403.5

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

69 - DIFFERENCE

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

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CLAM 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**



ME Simon King

**CLAIM FOR MONTH OF**

March (Part), April (Part)

**its in brackets which substance allowance is being claimed.**

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**TOTAL**

61

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

**10** ~~10~~ This claim must be completed fully and correctly up to the end of the calendar  
to which it relates and must be submitted promptly to the Democratic Services Section.  
of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

**FOR OFFICE USE ONLY**

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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 Suein 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 (e.g caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (6p per carried mile per passenger). (Please also complete box below)	MILEAGE VERIFIED USING GOOGLE MAPS	
4/4/17	Wistaston	9.30	10.00	March	TAG	Wistaston	10.00	Car	27	26 26 ✓	22	
4/4/17	"	8.45	8.30	"	G. Ross Aenghan Committee	"	5.00	"	26	26 26 ✓	22	
4/4/17	"	9.30	10.00	"	CRP	"	3.00	"	27	26 26 ✓	22	
4/4/17	"	10.00	10.40	March	Police Meeting	"	12.30	"	26	14	✓ 14	
4/4/17	"	6.45	7.00	"	Police Council	"	10.00	"	15	14	✓ 14	
4/4/17	"	9.30	10.00	March	Aenghan water	"	12.30	"	28	26	✓ 22	
4/4/17	"	6.45	7.00	March	Police Council	"	9.30	"	4	4	✓ 4	
4/4/17	"	7.45	8.00	March	Cabinet	"	5.30	"	2	2	✓ 2	
4/4/17	"	10.30	11.00	March	FACT AGM	"	1.00	"	26	26	✓ 22	
4/4/17	"	9.00	9.30	Doddington	Parish Council Meeting	"	4.00	"	57	30	✓ 30	
4/4/17	"	7.00	7.30	Brentwood	Police Council	"	10.00	"	15	14	✓ 14	
4/4/17	"	11.00	11.30	March	Don Horn Meeting	"	1.00	"	27	26	✓ 22	
Details in brackets which subsistence allowance is being claimed										TOTAL	274	230
											210	New total
										2	31	Difference

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

31/7/2017

31

FOR OFFICE

Paid by:

Page 16 of 20  
 Please note this claim must be completed fully and correctly up to the end of the calendar month in 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

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 Bunton 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 caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5p per carried mile per passenger) (Please also complete box below)	(12) <input type="checkbox"/> MILEAGE VERIFIED USING GOOGLE MAPS	(13)
15/7/17	Wibsey	6.45	7.00	Gosfield	Parish Council	Westerby	7.30	Car	101	8	✓ 8	
15/7	"	8.00	9.30	Wibsey	Parish Council	"	6.30	"	29	22	22	
15/7	"	2.30	3.00	"	Council	"	6.00	"	29	26	22	
15/7	"	6.45	7.00	Wibsey	Parish Council	"	9.30	"	4	4	✓ 4	
15/7	"	9.30	10.00	Wibsey	CBP	"	6.00	"	22	26	22	
15/7	"	6.45	7.00	Gosfield	Parish Meeting	"	9.15	"	10	8	✓ 8	
15/7	"	7.15	7.30	Tydd	Parish Council	"	9.00	"	16	14	✓ 14	
15/7	"	7.00	8.00	London	ACGP Conference	"	9.30	"	85	64	✓ 64	
16/7	"	12.30	1.00	Wibsey	Street lighting	"	3.00	"	29	26	22	
16/7	"	6.30	7.00	WAM	Parish Council	"	9.30	"	15	7	✓ 7	
16/7	"	6.30	7.00	Parsonage	"	"	6.00	"	15	14	✓ 14	
16/7	"	9.30	10.00	Wibsey	Cabinet	"	10.00	"	29	26	22	
Denote in brackets which subsistence allowance is being claimed										TOTAL	299	229 - NEW TOTAL
										288	288	59 - DIFFERENCE

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

FOR OFF

Paid by:

NOTE  
1. Only 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.  
2. List of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

**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 Silvia 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 (e.g. car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5¢ per claimed mile per passenger) (Please also complete box below)	
6/17	Worthington	1:30	2:00	Worthington	Whittlesea Station	Worthington	2:00	Car	28	26 <del>32</del> 26 ✓	22
6/17	"	8:30	9:00	"	Arena Station	"	1:00	"	32	26 <del>32</del> 26 ✓	22
6/17	"	3:30	4:00	"	Somerset	"	5:30	"	29	26 <del>32</del> 26 ✓	22
6/17	"	12:00	12:30	"	Brenton	"	1:30	"	29	26 <del>32</del> 26 ✓	22
6/17	"	3:00	10:00	Lovely	AT&T Allianz	"	5:00	"	185 <del>14</del> 174	174	174.
6/17	"	6:15	6:30	Personal	Library Bus Stop	"	8:00	"	15 <del>14</del> 14	14	14.
7/7	"	9:30	(10:00)	Worthington	Street lighting	"	2:00	"	31 <del>32</del> 26	22.	22.
7/17	"	2:00	3:00	Hudson	American Water	"	7:00	"	65 <del>55</del> 55 ✓	55 ✓	55. ✓
7/17	"	2:45	9:30	Worthington	Rental Housing	"	6:00	"	58 <del>49</del> 49. ✓	49. ✓	49

Deposits in bronchitis which contain iron often have a dark brownish color.

**TOTAL** 473

412 New total

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

444

## (32) Differenza

**FOR OFF**

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**Page** 60  
Please pay 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.  
Name of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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		(8) Mode and Class (ie caravan, motorcycle/ cycle)	(10) No. of Miles	Travel Allow (5p or per Mile)	MILEAGE VERIFIED USING GOOGLE MAPS
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(9) Time				
6/7/17	Wetherby	2:00	2:00	March	Gary	Wetherby	7:20	Car	29 26	22	
13/7/17	"	9:30	10:00	"	(CRP)	"	6:00	"	29 26	22	
14/7/17	"	7:00	9:30	"	Wendy after	Wetherby	11:00	"	29 26	22	
17/7	"	9:30	10:00	"	TAG	Wetherby	12:30	"	29 26	22	
18/7	"	8:20	10:30	Cardsby	Total Transport	"	2:00	"	112 84	80	
18/7	"	9:00	9:30	March	FAGT	"	12:00	"	29 26	20	
18/7	"	6:45	7:30	Berwick	Pedwith Council	"	9:00	"	40	35	
18/7	"	6:50	7:00	Leeds	"	"	9:00	"	17	14	
19/7	"	7:00	7:30	Christians	"	"	9:00	"	24	✓ 24	
19/7	"	6:45	7:00	Ely	"	"	9:00	"	6	✓ 6	
19/7	"	10:00	10:30	March	Dan from	"	12:30	"	29 26	22	
20/7	"	3:45	4:00	"	Skegness	"	6:00	"	29 26	22	

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 402

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

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 Brian King

CLAIM FOR MONTH OF

August (Part) September, Oct (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 (Is car/han/ motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in (5p per mile per passenger. Please also cir- box below)	(12) Tad. Public	(13) Subsistence
31/8	Woburn	9.30	10.00	March	2 County PTB	Woburn	12.00	Car - 29 26		22		
4/9	"	6.30	7.00	Newton Park Parish Council	"	"	9.00	"	3	✓ 8		
5/9	"	6.45	7.00	Leighton Buzzard	"	"	9.00	"	3 2	4		
11/9	"	5.30	6.00	March	CRP	"	9.30	"	29 26	22		
12/9	"	6.30	7.00	Woburn Parish Council	"	"	9.00	"	30	✓ 30		
13/9	"	6.45	7.00	Paratree	"	"	9.30	"	17	14		
14/9	"	12.30	1.00	March	Cabinet Council	"	8.00	"	29 26	22		
21/9	"	9.30	10.00	March	Wendy Offer	"	12.00	"	29 26	22		
2/10	"	7.00	7.30	Buntingford	Parish Council	"	9.00	"	40	35		
13/10	"	9.00	9.30	March	Informal Cabinet	"	12.00	"	8	✓ 8		
14/10	"	7.45	8.00									
TOTAL												
227												

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 227 215

187 - New total

28 - 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

Page 110 of 125  
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POD
Paid by: _____

WC 5

**STATEMENT  
FRONT COVER**

**Case Ref:**

**Name:** Carol Pilson

**Position Held:** Monitoring Officer

**wilkin chapman llp**  
solicitors

Cartergate House,  
26 Chantry Lane,  
Grimsby  
DN31 2LJ

a limited liability partnership registered in England number OC343261  
authorised and regulated by the Solicitors Regulation Authority

## Statement of: Carol Pilson

1. I am the Corporate Director and Monitoring Officer for Fenland District Council. I have been Monitoring Officer since February 2015.
2. On 24 November 2017 I raised a complaint concerning the conduct of Councillor Simon King in relation to the submission of mileage claims which appeared to have been overinflated as well as attempting 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 between April 2011 and October 2017.
3. The Members' Allowances scheme is agreed by Council following the receipt of recommendations from the Independent Remuneration Panel. It was last agreed on 5 November 2015. The scheme includes a range of provisions but those particularly relevant to this complaint are Section 6 Travelling and Subsistence Allowances.
4. Section 6.1 sets out the meetings that can be claimed for under the Members' Allowances Scheme. Section 6.2 makes clear that "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."
5. The background to the complaint is as follows:
6. Discrepancies in Councillor King's mileage claims were brought to my attention by the Member Services team who process claims for all Councillors. I was concerned by the fact that despite on numerous occasions Councillor King being advised of what was acceptable in terms of appropriate mileage claims, incorrect claims continued to be submitted. The details of this advice are provided at Document 3 of the original Conduct complaint. To my knowledge, I have not been informed of any occasions when Councillor King has sought advice on his mileage claim before submitting it for processing. No other Councillors have been brought to my attention as having a high number or repeated number of discrepancies within their claim forms.

7. To establish the seriousness of the issue I asked for an analysis of Councillor King's mileage claims from April 2011 up to the present (October 2017). This provided a whole term of office (2011-2015) amount of data and would allow any trends to be detected. This analysis showed a significant level of misclaiming since 2011/12 as per the table below:

Year	% of journeys misclaimed
2011/12	96%
2012/13	100%
2013/14	82%
2014/15	100%
2015/16	91%
2016/17	94%

8. The analysis showed that Councillor King had claimed for journeys that appeared inflated over and above what would be expected by comparison with Google Maps and journeys were claimed for that were 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 outlined that there were consistent claims for differing amounts of mileage from home in Wisbech to Fenland Hall, March. This generally consists of 26 miles or more for a journey Google Maps states could be achieved within 22 miles.
9. A summary of the analysis of mileage claims by financial year showed the following:

Financial Year	No of miles claimed	No of miles paid	Difference between miles claimed & miles paid	Miles on further analysis that could have been challenged or not paid as outside of the scheme
2011/12	808 (£363.60)	678 (£305.10)	130 (£58.50)	204 (£91.80)
2012/13	1026 (£461.70)	756 (£340.20)	270 (£121.50)	219 (£98.55)
2013/14	2067	2042	25	586

<b>Financial Year</b>	<b>No of miles claimed</b>	<b>No of miles paid</b>	<b>Difference between miles claimed &amp; miles paid</b>	<b>Miles on further analysis that could have been challenged or not paid as outside of the scheme</b>
	(£930.15)	(£918.90)	(£11.25)	(£263.70)
2014/15	1086 (488.70)	1086 (£488.70)	0	606 (£272.70)
2015/16	2180 (£981.00)	1856 (£835.20)	204 (£91.80)	851 (£382.95)
2016/17	4060 (£1827)	3232 (£1454.40)	828 (372.60)	597 (268.65)
2017	2542 (£1143.90)	2362 (£1062.90)	180 (£81)	295 (£132.75)
<b>Total</b>	<b>13,769 (£6196.05)</b>	<b>12,012 (£5405.40)</b>	<b>1637 (£736.65)</b>	<b>3358 (£1511.10)</b>

10. Journeys of note are outlined in the conduct complaint in section 3 Analysis of mileage claim by month however examples of very high mileage claims for the journey from Wisbech to Fenland Hall, March where a claim of 22 miles would be expected include:
- 56 miles claimed February 2011
  - 54 miles claimed February 2013
  - 66 miles claimed November 2014
  - 43 miles claimed November 2014
  - 35 miles claimed November 2016
  - 34 miles claimed December 2016
  - 52 miles claimed January 2017
  - 38 miles claimed June 2017 – Cllr King confirmed he returned via Peterborough.
11. The use of Google Maps in this analysis was to provide an objective tool by which the mileage claimed could be assessed. Google Maps is widely accepted as an accurate tool that in these circumstances many organisations would use for this

purpose. This was to assist those making a decision in relation to this conduct case to make an interpretation of the situation of how many miles that journey could be achieved within versus the mileage claimed.

12. Other examples from the analysis that were particularly concerning were:
  - a. April 2017 – claiming 57 miles instead of 30 miles
  - b. November 2016 – claiming 20 miles instead of 4 miles.
  - c. November 2016 & July 2016 – claiming 10 miles for meetings in Wisbech.
  - d. December 2015/January 2016 – 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. Cllr King confirmed he was travelling from personal business and this was not paid. This same claim was submitted again in January 2016 but the journey altered to read Wisbech to March to Wisbech (which would comply with the scheme) instead of Huntingdon to March to London. This claim was also refused.
  - e. January 2016 claimed 71 miles instead of 32 miles and it is understood to have attended a dentist appointment in Peterborough.
  - f. Numerous journeys claimed not from place of residence but from another place e.g. Rugby, Swaffham, Cambridge, Leicester etc.
13. No detailed explanation has been provided by Councillor King in regards to many of these journeys.
14. Based on the analysis found, I sought external legal advice and advice from the Deputy Monitoring Officer, Stephen Gerrard as to how this matter should be dealt with. After careful thought and considering the financial nature of the issue and the quantity of potential misclaiming, it was considered appropriate that a conduct complaint should be raised.
15. Due to this issue potentially being a criminal matter (potential fraud), I requested advice from the Police as to whether they wished to pursue the matter so that any conduct process would not fetter a police investigation. The police stated they wished to assess the information therefore the conduct process was paused whilst this occurred and resumed once the Police had completed their enquiries.

16. As Monitoring Officer, I have no formal decision making power in relation to resolving complaints; this is reserved for Councillors once the formal stage is reached therefore it was my role to collate the information found and put to the relevant part of the Council for assessment and determination.
17. Due to the potential seriousness of the complaint, it could not be resolved informally, therefore at that point I removed myself from the process and the Deputy Monitoring Officer, Fiona McMillan led on the process.
18. When the conduct complaint was raised with Councillor King in November 2017, as well as being provided with the details of the complaint, Councillor King was also given a list of journeys and the mileage that would be acceptable for those journeys in future. This was to support Councillor King in submitting accurate mileage claims in the future given the information found regarding the past accuracy of his mileage claims. Councillor King has not complied with those mileage limits for journeys from Wisbech to March return. In January 2018, Councillor King submitted a further incorrect mileage claim. Councillor King claimed for a total of 360 miles which on further analysis only equated to 290 miles, an over claim of 70 miles or £31.50.

I Carol Pilson declare that this statement is true and accurate to the best of my knowledge and belief.

Signed .....

*C.Pilson*

Date .....

1/6/2018

## Appendix C

# WC 6

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 C**  
**WC 7**

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 Member's 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 Councillor's 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 Councillor's normal place of residence..."* which is the phraseology used in the third sentence of Paragraph 6.2.

## Appendix C

**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 Member.

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.

Yours sincerely,



## Questions for Councillor King

1. On the 24<sup>th</sup> of November 2017 a complaint was made against you in relation to the submission of mileage claims which appeared to have been overinflated as well as attempting to claim for journeys which were outside the Members allowance scheme equating to £1511.10 (3358 miles) paid and £736.65 (1637) claimed but not paid by the council. This was for the period April 2011 to October 2017. Do you wish to make any comment on the allegations made?
2. What is your understanding of the members allowance scheme?
3. What is your understanding of what you can and can not claim?
4. An analysis of your claims by month April 2011 to October 2017 suggests that there are claims for differing amounts of mileage from your home in Wisbech to Fenland Hall, March. This generally consists of 26 miles or more, google maps would equate the journey to 22 miles. Our information suggests that no other routes could be found that would result in the additional mileage. Can you provide any explanation as to these claims?
5. Looking at the financial years in detail, can you provide any explanation with regards the following:-
  - 2011/12 an over claim of 334 miles?
  - 2012/13 an overclaim of 489 miles?
  - 2013/14 an overclaim of 611 miles?
  - 2014/15 an overclaim of 606 miles?
  - 2015/16 an overclaim of 1055 miles?
  - 2016/17 an overclaim of 1425 miles?
  - 2017/18 an overclaim of 475 miles?
6. Looking at some of the claims in more detail, why did you consider a train journey (5 November 2015) from personal business to a Council meeting would be paid as part of the members allowance scheme?
7. Why did you consider that a claim for a £30 taxi and £4.20 bus fare following your attendance on 7 December 2015 at the West Norfolk Planning Committee on behalf of a constituent, would be paid?
8. On 6 June 2017 you claimed for a journey from Wisbech to London return via Huntingdon station, a claim of 85 miles, google maps states 64 miles, can you explain this?
9. On 5 January 2016 you claimed 71 miles following using your car to follow a bus that had been provided to 'Tour the Assets'. It is suggested that the claim should have amounted to 32 miles. Can you explain this claim?
10. Finally, can you provide any explanation why you have made claims which clearly do not fall within the scheme and despite being advised with regards your claims by Council Officers, you continued to make claims in excess of what was allowed?

## Complaint Answers

### **1. Comments on allegations**

I used my phone to record council meetings and council business and any non-standard mileage, which I would measure using my car trip odometer. I would not record the mileage on every standard trip as I was familiar with them and had measured them and claimed them without any issue since 1999, when I became a councillor.

I attempted to record matters in a timely fashion, however that was not always possible, and I would, at the end of an expenses period, usually consult the record in my phone in order to complete the expenses form for the balance of the period.

For familiar trips I knew the mileages, having travelled them on innumerable occasions since 1999. I would have originally measured these mileages on the car odometer but ceased to do so having established the mileages.

In order to travel from my home to the Council Offices in March, I would usually take a route out of Wisbech via Wisbech St Mary and Guyhirn to join the March Road at Ring's End. This route was the most convenient, as it avoided Wisbech Town centre. This is a reasonable route to take. My route into and out of March would vary according to the time of day and year and the traffic conditions. There has never been any issue raised as to these mileages and they were accepted in claims and by emails as late as July 2017.

The challenging of expenses back to 2011 provides me with some considerable difficulties in dealing with the precise route used for any particular journey. There are often when travelling, traffic problems, accidents and road works that make it expedient to take an alternative route, which is not necessarily the shortest, but may well be the quickest, or even obligatory if directed by police.

I have never used Google Maps to establish the mileage for trips, using the trip odometer on my car, when required. I have no knowledge of the accuracy of Google Maps or of the odometer on any of my cars, although I now understand having looked into the matter, that odometers may provide as much as a 10% over-reading of mileages (consistent with a 10% over-reading of speed on the speedometer, to which it is connected).

It appears to me that the factors of alternative routes, odometer over-reading and inaccuracy in Google Maps would account for the vast majority of the differences in mileages.

The policy does not state that the geographically shortest route must be used or will be paid. Neither does the policy state that Google Maps has any status in relation to the implementation of the policy, including the route to be used.

I do not accept that the mileages that I have recorded are inaccurate or misleading or were submitted dishonestly. Further there was no attempt on my part to gain any advantage for myself, simply to claim for expenses incurred.

The expenses form requires that actual departure and destination locations and times are recorded. I have always recorded truthfully and accurately to the best of my ability the actual journeys completed.

## **2. Understanding of the scheme**

My understanding of the scheme is that expenses can be claimed for journeys completed on council business as set out in section 6.2. I understood that I could claim from home or another location from which I departed to a destination to conduct council business.

As I understand it, the amendment in 2011 to add Clause 6.2 was a permissive amendment to make it clear that mileage could be claimed from home (as well as from other locations) on council business, in contrast to the position for employees.

The claim form provides spaces for actual distances from actual departure points to actual destinations which I completed.

## **3. What can and cannot claim**

My understanding is as set out above

## **4. Home Route**

I have been making journeys from my home in Wisbech to the Council Offices in March since 1999, when I was elected a Councillor. At the outset of making those journeys I measured them using the car odometer. I have no knowledge of the accuracy of the odometer in the car I used to establish these mileages, although I now understand that odometers may provide as much as a 10% over-reading. Further I have no knowledge of the accuracy of mileage readings provided by Google Maps. This in itself may provide an explanation for much of the difference alleged in the report. Indeed, considering route 4 on document 4, which uses the start of the route I would usually use, the mileage is stated as 24.6 miles using Google Maps. Leaving aside the issue of accuracy of Google Maps, a 10% over-read on my car odometer would provide a distance of 27.06 miles, entirely consistent with the mileage I have recorded and claimed.

My usual route out of Wisbech is to take the Barton Road out of Wisbech, towards Guyhirn, joining the March Road at Rings End. This route, whilst not the shortest route I could take, is usually the most convenient as it avoids the centre of Wisbech, traffic lights and congestion. It is a reasonable route to take. There is no requirement in the policy that Councillors must travel by the shortest route available.

My route into March depends upon the time of day and year. Some routes are to be avoided, for example the route back from March along the Twenty Foot Road, turning right onto the A141 by Hobbs Lot Bridge as there is often a long delay waiting to make the turn onto the A141.

Depending on the routes I take into March the mileages I recorded were 26, 27 and 28 miles. I have used those mileages since I commenced as a Councillor. They have always been accepted.

##### **5. General Mileage allegations year by year**

I do not accept the suggestion that the amounts claimed are over-stated.

The route I took in relation to home together with errors in reading from my car odometer and Google Maps would provide an explanation for the vast majority of the alleged over-stating.

In respect of mileages which were disallowed due to departure location, I claimed them believing that I was entitled to claim them (see for example my email of 15<sup>th</sup> December 2015). I entered the actual departure locations in order that the claim could be processed. It is for the Council to determine the policy not officers. To my knowledge no additional clarification or guide to interpretation of the policy has been agreed by Councillors and issued.

##### **6. 5<sup>th</sup> November 2015 Train fare**

I was acting as a consultant and had arranged a number of meetings in London on business on that day. I had been recently appointed to the Cabinet. I was specifically asked to attend the Council meeting. As a result of that request, I cancelled two of my later meetings in London and attended Council Meeting. As a result of so doing, I had to travel again to London a few days later to attend the meetings that I had cancelled. As the policy and claim form are not clear as to whether I should have claimed for all or part or none of my journey on the day of the Council meeting, I decided that it was best to show the full journey so that member services could decide whether to pay all or part or none of the journey.

My understanding of the policy was as set out above.

## **7. 7<sup>th</sup> December 2015 West Norfolk Planning Meeting**

There was a planning application in West Norfolk affecting an area of land which bordered my constituency. Several of my constituents raised concerns in relation to the planning application and I attended the meeting to represent their interests, which I believed was official business. My car was not available as my wife had inadvertently taken my car keys which I only discovered as I was preparing to leave. The only way I could attend the meeting in time to make the representations I had promised was by taxi. I got a bus back after the meeting as the cheapest way of making the journey home.

I made the claim in accordance with my understanding of the policy as set out above.

## **8. 6<sup>th</sup> June 2017 Huntingdon Mileage**

I believe that due to traffic conditions I travelled back from Huntingdon via the A14, A1 and A47. This was a reasonable route in the circumstances.

I made the claim in accordance with my understanding of the policy as set out above.

## **9. 5<sup>th</sup> January 2016 Tour the Assets**

I had to travel from Wisbech to March to begin the tour. I cannot recall all the stops on the tour to confirm the accuracy of the mileages. I believe that the tour went to March, Manea, Elm, Leverington and Wisbech St Mary. I had to leave the tour early because of a personal commitment. As far as I can recall, there was an informal Cabinet meeting that day and I subsequently visited the locations that I had not been able to see.

I made the claim in accordance with my understanding of the policy as set out above.

## **10. Claims despite advice**

As I indicated when challenged about the matter I took the view that the officer's interpretation of the policy was wrong. There has never been any clarification, interpretation or guidance issued in relation to the making of claims that was agreed by Councillors. I always made it clear what my interpretation of the policy was and made the claims openly.

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Part 3 – Report to  
Conduct Committee  
dated 4th April 2018  
together with the  
information appended  
to that report.

Agenda Item No:	<b>5</b>	
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:

## Section 2

### Mileage Claims from April 2011 - Current

<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)
JUN 2014	80 (36)	80 (36.00)	0	14 (6.30)
SEPTEMBER 2014	53 (23.85)	53 (23.85)	0	9 (4.05)

				<b>Section 2</b>
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.

**PART 6**

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

1. Introduction
2. Basic Allowance
3. Special Responsibility Allowance
4. (Deleted) 1(i)
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 2(i). At its meeting on 5 November 2015 2(i), 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 2(ii) "Portfolio Holder" means a councillor appointed by the Leader as a member of the Cabinet in accordance with the Council's Constitution 2(ii)
- (g) Deleted 2(iii)
- (h) Deleted 2(iii)

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

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

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

2(iii) 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. 2(iv)
- 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 2(iv) 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 2(v).

4. Deleted 2(vi)

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

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

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

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

### **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 Dependents**

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-OPTEES' 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 6 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.

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

## **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.

## **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.*
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##### **(ii) Special Responsibility Allowance**

Payable to the following post holders:

Leader of the Council	£16,509*p.a.
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Cabinet Member	£8,500*p.a.
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Chairman of Overview and Scrutiny Panel	£8,000* p.a.
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Vice-Chairman of Overview and Scrutiny Panel	£0* p.a.
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Chairman of Planning Committee	£8,000* p.a.
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Vice-Chairman of Planning Committee	£0* p.a.
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Chairman of Licensing Committee	£3,274* p.a.
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Chairman of Conduct Committee <sup>3</sup>	£1,637* p.a.
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Chairman of Staff Committee	£1,637* p.a.
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Chairman of Corporate Governance Committee	£1,637* p.a.
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Chairman of Council **	£4,116* p.a.
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Leader of the Main Opposition Group	£5,706* p.a.
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Leader of other Opposition Groups	£2,000* p.a.
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\*\* 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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<sup>\*</sup>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 (where away from normal place of residence between 6:30am and 10am)	£6.06
(ii) Lunch allowance (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 (more than 4 hours away from normal place of residence ending after 7.30 pm)	£12.50

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

<sup>4(i)</sup>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

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

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

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## **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 be 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

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

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

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.**

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

4

### **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**

**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**

**JNAME** Scion Ring **CLAIM FOR MONTH OF** February 2011

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 170

106 - New Total

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

73) - Difference

17

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 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		
	(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	Swaffham	1.30	3.00	March	Phil Flugger	Wisbech	4.30	Car	51	Not from home. 11
7/5	Wisbech	13.30	1.00	"	Council	"	6.30	"	25	22
2/5	"	9.15	10.00	Whittlesey Town	sum	"	1.30	"	35	32
6/7	"	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
9/11	Wisbech	9.30	10.00	March	Tourism	Wisbech	1.00	"	30	22
										131 - New Total
										59 - Difference

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 190 ~~601 Pounds~~

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 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

Denote in brackets which subsistence allowance is being claimed

TOTAL 138/87 New Total.

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

59

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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
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(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
<u>MILEAGE VERIFIED USING GOOGLE MAPS</u>												
2/2	Woburn	11.30	12.00	March	Meeting with G. J. Woburn	3.00	Cor	25	22			
3/2	"	2.30	3.00	"	6.8 Safety Briefing	4.30	"	25	22			
14/2	"	2.00	2.30	"	Corporate Gathering	5.30	"	26	22			
15/2	"	9.30	10.00	"	Meeting with G. J. Woburn	12.30	"	25	22			
17/2	"	3.30	4.00	"	London	7.00	"	25	22			
13/3	"	9.15	10.00	Chelmsford	Tourism Partnership	1.00	"	67 43	✓ 40			
18/3	Chelmsford	2.15	3.15	March	Meeting G. House	1.30	"	55	Was not paid			
19/3	Woburn	11.45	12.00	"	Meeting B. Oliver	2.00	"	26	Was not paid			
20/3	"	2.00	2.30	"	Planning	"	"	27	Was not paid.			
150 - New Total.												
(21) - Difference												
TOTAL												
171												

\* Denote in brackets which subsistence allowance is being claimed

TOTAL

171

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

332

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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**

**COLLISION ALLOWANCES**

NAME	Simon King	CLAIM FOR MONTH OF	April, May 2012
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\* Denote in brackets which subsistence allowance is being claimed

TOTAL

13

3

105

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

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VOTE 

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 to the relevant office by the due date.

month to which it relates and must be submitted promptly to the Democratic Service.  
James or Passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above.

Miss Fox and Webb

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Passenger  
Ticket No. 2

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	May, June, July 2012
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\* Denote in brackets which subsistence allowance is being claimed

TOTAL 225 / 122

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

VOTE

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. Wragg, Mr D Hodgson, Cllr. Lord 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	Sunoh King	CLAIM FOR MONTH OF	August September October
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\* Denote in brackets which subsistence allowance is being claimed

TOTAL **150** ✓

44 NEW TOTAL  
12 DIFFERENCE

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

NOTE 8

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. Cox ~~I am unable~~ to attend Council meetings <sup>26 miles</sup>

**FOR OFFICE USE ONLY**

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



NAME Simon King

CLAIM FOR MONTH OF

October  
November, December, January.  
2012-2013

(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)	(12)	(13)
5/10	Whittlesey	2:00	2:30	March Training Committee	Whittlesey	6:30	Car	78		PAID IN NOV		
5/11	"	9:00	9:30	"	Training (planning)	"	6:00	"	28	PAID IN NOV		
3/11	"	9:30	10:30	"	" (Planning)	"	1:30	"	28	22		
14/11	"	2:00	2:30	"	Planning	"	6:00	"	28	ATTENDANCE NOT RECORDED		
13/11	"	1:30	2:00	"	Boundary Meeting	"	3:30	"	22	22		
10/12	"	4:30	5:00	"	"	"	6:30	"	28	22		
2/1	"	1:30	2:00	"	Planning Training	"	5:00	"	28	22		
11/1	"	2:30	9:00	"	Site Inspection	"	4:00	"	28	22		
16/1	"	2:00	2:30	"	Planning	"	6:00	"	28	22		
7/1	"	1:30	2:00	"	Planning & Training	"	5:00	"	28	22		
23/1	"	1:30	2:30	Whittlesey	Planning	"	11:00	"	35	32		
4/1	"	2:30	3:00	March	Breftug Council	"	6:30	"	28	22		

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 842

259

208

51

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	Smith King	CLAIM FOR MONTH OF	February, March 2013
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Denote in brackets which subsistence allowance is being claimed

TOTA

199

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

OTE

**o 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.**

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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
MILEAGE VERIFIED USING GOOGLE MAPS.												
9/4	Wisbech	4.00	4.30	March	then Horn-Licensing Office	11.00	Car	75				
10/4	"	2.00	2.30	"	Corporate Governance	12.00	Car	25				
9/6	"	2.00	4.00	"	Council	11.00	Car	73				
30/5	Prison	12.00	2.00	"	Cabinet & Council	12.00	Car	74				
10/6	Wisbech	12.00	12.30	"	Gary Garforth	12.30	Car	25				
11/6	"	9.00	9.30	"	Fred Thompson	12.30	Car	24				
12/6	"	10.30	11.00	"	John Greg	12.30	Car	24				
13/6	"	3.00	3.30	"	Martyn Kendall	5.00	Car	25				
20/6	"	2.30	3.00	"	Cabinet	7.30	Car	24				
24/6	"	10.30	11.00	"	Armed Forces	1.30	Car	25				
25/6	"	2.30	3.00	"	Meeting - Legal	4.30	Car	24				
27/6	"	10.30	12.30	"	Graham House	12.30	Car	25				

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

TOTAL

~~418~~  
418

209

P:

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

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	July 2013 (+ part August)
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\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 168

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

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**NOTE**

**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 Allowa (5p per per m (Please bx	(12) Taxi, Public	(13) Subsistence
7/8	March	1.00	2.00	Wisted Green Flag (Bob)	Wisted	2.00		Car	12			
10/8	Wisted	1.30	2.00	March <del>Whetley</del> Buildings Inspection	Wisted	3.00	"	Car	12*			
11/8	Cambridge	2.00	3.00	Chadwick	"	Wisted	4.30	"	18*			
22/8	Wisted	12.00	12.30	Whetley Buildings Inspection	"	2.00	"	Car	32			
24/8	"	1.30	2.00	March Briefing	"	5.30	"	25		X Not from Wisted.		
16/9	"	8.15	9.00	Chadwick CMC	"	2.00	"	36-		1/1 Not back to Wisted		
"	"	9.30	1.00	March Cabinet / Council	"	6.30	"	25		✓ 18 1/2 Journey?		
"	"	2.00	2.30	" DCS Call in	"	5.00	"	25		✓ 32.		
27/9	"	9.00	9.30	" Rockhill	"	10.15	"	25		22		
30/9	"	11.00	11.30	" Briefings	"	3.30	"	25		✓ 36		
3/10	"	3.00	3.30	" Site Meeting (Aeon)	"	8.00	"	27		22		
9/8	"	10.00	11.30	Cambridge HLF (Gerry)	"	3.30	"	98		22		
							TOTAL	366		80		

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:

57

309 NEW TOTAL  
DIFFERENCE

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) A (E) MILEAGE VERIFIED USING GOOGLE MAPS.	(12) B (F)
9/10	Wisted	8.45	9.30	Chatteris	Planning Training	Wisted	3.30	Car	36-	✓ 36	
10/10	"	1.30	2.00	Mash	Meeting with Gary	"	4.30	"	26	22	
14/10	"	2.00	2.30	"	DS	"	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	Mash	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	Mash	Council	"	7.00	"	27	22	
11/11	"	12.30	2.00	Cambridge	English Heritage	"	7.00	"	95	84	
TOTAL											421
* Denote in brackets which subsistence allowance is being claimed											364 NEW TOTAL
DIFFERENCE											57

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** Suzan King      **CLAIM FOR MONTH OF** November, December (part)

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 229 169

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

60

175  
54

Paid by

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**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

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)
10/1/2013	P'boro	3:00	3:45	March	Richard Cassidy Cabinet	7:00	6:45	53	X	Not from Wisbech		
12/1/2013	Wisbech	12:30	1:00	March	Cabinet / David Weston	7:00	Car	26	22	Not back to Wisbech		
13/1/2013	Kings Lynn	2:00	2:30	"	OSP	"	6:00	"	36	11 Not from Wisbech		
14/1/2013	Wisbech	3:30	3:30	"	Briefing	"	5:30	"	25	22		
15/1/2013	"	5:30	6:00	"	Civic Meeting	"	8:30	"	26	22		
16/1/2013	"	7:30	1:30	P'boro	Crown Court (Highway)	"	5:45	"	44	✓ 44		
17/1/2013	"	2:30	3:00	March	Cabinet	"	6:30	"	25	22		
21/1/2013	"	6:30	7:30	Chelmsford	Civic Meeting	"	10:00	"	36	✓ 36		
27/1/2013	"	2:30	3:00	March	Briefing	"	5:00	"	26	22		
28/1/2013	"	8:15	9:00	Chelmsford	CMT / Cabinet	"	1:00	"	35	✓ 35		
28/1/2013	"	3:30	4:00	March	Briefing (Kofiw) Telford	"	3:30	"	26	11 Not back to Wisbech		
29/1/2013	"	10:15	11:00	Whitby	Cabinet / Briefing	"	12:30	"	32	✓ 32		
TOTAL								440	279	New TOTAL		

\* 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

161	DIFFERENCE
Paid by	

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

**CLAIM FORM SUBMITTED APRIL 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**

April 2019

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 255

**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.

160

95

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**CLAIM FORM SUBMITTED JULY 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

# Snore River

**CLAIM FOR MONTH OF**

May, June, July 2014.

Denote in brackets which subsistence allowance is being claimed

**TOTAL** 80

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

Page 48

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.

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**CLAIM FORM SUBMITTED SEPTEMBER 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**

August and September 2014

Denote in brackets which subsistence allowance is being claimed

**TOTAL** 33

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

**OTE**  
Page No. \_\_\_\_\_  
► 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 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			
	(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
10/10	WPSBCH	12.30	12.30	MARSH	IT re Laptop	WPSBCH	1.30	CAR	26
10/10	"	1.00	4.30	"	Part Model	"	6.00	"	25
10/10	"	3.30	4.00	"	SE meeting	"	9.30	"	64
10/10	"	9.30	10.00	"	Seminar	"	1.00	"	28
10/10	"	1.00	4.30	"	"	"	6.30	"	25
10/10	"	9.30	10.00	"	Staff Committee	"	12.30	"	25
10/10	"	3.30	4.00	"	Council	"	9.30	"	66
10/10	"	9.00	9.30	"	Training	"	1.30	"	26
10/10	"	1.00	1.30	"	OHS	"	4.00	"	43
10/10	"	4.00	4.30	"	SE meeting	"	6.00	"	20
198 NEW TOTAL									
TOTAL 288 90 DIFFERENCE.									

Denote in brackets which subsistence allowance is being claimed

TOTAL 288 90

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.  
 mes of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

Pai

~~NOT TO BE SUBMITTED UNTIL 1st JANUARY 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 DECEMBER 2014

MILEAGE VERIFIED  
USING GOOGLE MAPS

(1) Date	Departure From		Approved Duty			Return to			
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time	(9) Mode and Class (i.e. car/van, motorcycle/ cycle)	(10) No. of Miles
4/12	WISBECH	4.00	4.30	Meols	Meeting with Rob Ridge	WISBECH	6.30	Car	38
15/12	(KL)	12.30	1.30	"	OFS	2. BRIDGE	"	"	43
18/12	(KL)	2.30	4.00	"	Council	"	6.30	"	68
5/1	(KL)	8.30	9.30	"	O & S	"	9.00	"	38
13/1	WISBECH	1.30	2.00	"	Rob Ridge	WISBECH	7.45	"	38
26/1	(KL)	9.00	10.00	"	Staff Committee	WISBECH	2.00	"	70
29/1	(KL)	3.30	4.30	"	SP Seminar	WISBECH	6.30	"	73
									74
									X NOT TO OR FROM WISBECH
									X NOT TO OR FROM WISBECH

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

TOTAL 410

55 NEW TOTAL  
355 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 2015/16**

**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, April

MILEAGE VERIFIED  
USING GOOGLE MAPS.

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 207

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

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**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**

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** SIMONE 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) Tax, Public	(13) Subsistence
21/5	Wisbech	2.30	4.00	March	Council	Wisbech	6.00	Car	26	22		
23/5	"	9.45	10.00	Tydd	John Foster	"	11.30	"	16	14		
21/6	(K)	9.00	9.30	March	Information Cabinet	"	4.00	"	47	11 - NOT FROM WISBECH		
3/6	(K)	12.00	12.30	"	Gary & Wendy	"	4.00	"	48	11 - NOT FROM WISBECH		
5/6	(1)	10.30	11.00	Tydd	Speed Parcel	"	1.00	"	18	7 - NOT FROM WISBECH		
"/6	"	3.30	4.00	March	Seminar	"	1.00	"	18	7 - NOT FROM WISBECH		
18/6	Huntingdon	8.00	8.30	"	Cabinet	"	6.00	"	26	11 - NOT FROM WISBECH		
22/6	(P)	4.30	6.00	Cambly	Historic England	Huntingdon	9.00	"	72	X NOT FROM OR TO WISBECH		
25/6	"	7.30	2.00	Wisbech	Speed Parcel	"	11.30	"	106	X NOT FROM OR TO WISBECH		
26/6	Wisbech	8.30	9.00	March	Information Cabinet	(P)	9.15	"	11	X MEETING IN WISBECH		
29/6	(Huntingdon)	8.00	2.30	March	Gary & Wendy	Daventry	2.00	"	26	11 NOT BACK TO WISBECH		
13/7	Wisbech	2.00	2.30	"	OSD	Wisbech	5.30	"	135	X NOT FROM OR TO WISBECH		
									26	22		
								TOTAL	615			

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 615 ✓

109 NEW TOTAL  
506 DIFFERENCE

NOTI

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.

57

8

1

**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 \_\_\_\_\_

SACRED KING

**CLAIM FOR MONTH OF**

Only Cont.

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

TOTAL 101 ✓ 16 ✓

**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. James of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above.**

James or passengers and/or details of tolls, fares,  
1115 Carol Cox (11)

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CUSTOM 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 BRIAN KING

CLAIM FOR MONTH OF

346 & (CONT.) AUGUST 2015 SEPT

(1) Date	Departure From		Approved Duty			Return to			
	(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
4/8/2015	WCSB	9.00	9.30	WCSB	Market Hall	WCSB	12.00	CAR	22
5/8/2015	"	1.20	10.00	"	Market Hall	"	12.00	CAR	26
7/8/2015	WCSB	11.00	11.30	MARCH	Colin & Bicefina	WCSB	12.00	CAR	26
8/8	"	9.00	9.30	"	Informal Cabinet	"	12.30	"	22
9/8	"	9.30	10.00	"	Carol Pitson	"	12.00	"	27
10/8	"	10.00	10.30	Tydd	Foster Property	"	12.00	"	22
11/8	"	10.00	10.30	MARCH	RAIL BIDDERS	"	12.30	"	10
12/8	"	6.45	7.00	"	Leverton Street lights	"	9.00	"	26
13/8	"	12.30	1.00	MARCH	FSP	"	5.30	"	22
14/8	"	2.00	2.30	"	Seminar	"	8.00	"	26
15/8	"	14.30	4.30	"	Member Allowance	"	6.00	BUS	22
16/8	"	8.35	9.30	"	Informal Cabinet	"	5.30	"	
TOTAL									172
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

95

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PAT

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



(PART)

SEPT (CONT), OCT 2015

NAME SIMON KING

CLAIM FOR MONTH OF

(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	
2/9	WISBECH	12.30	1.00	MARCH	Robins & COUNCIL	WISBECH	7.00	GAR	28	22
29/9	"	12.30	2.00	Cambridge	CFT	"	6.00	"	116	80
20/9	"	5.30	6.00	MARCH	CRP	"	8.30	"	27	22
1/10	K. W.	10.00	10.30	"	Rob Bridge	Kings	1.30	"	50	NOT FROM OR TO WISBECH

124 - NEW TOTAL  
 97 - DIFFERENCE

CAMBRIDGE  
CITY COUNCIL

EXPIRY TIME

29/09/15 15:57

CAMBRIDGE  
CITY COUNCIL

DEPART

29/09/15 15:57

Date Fee Paid Mc I.D.  
 29/09/15 2.50 CRSHIL1

Fee Paid Mc I.D.  
 2.50 CRSHIL1

1317659

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

TEAR OFF REMINDER

AND SIGN DECLARATION OVERLEAF

TOTAL 221 28 2-50

OTE

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

LLY FOX

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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				(6) Description of Meeting	Return to		Travel and Subsistence				
	(2) Place	(3) Time	(4) Start Time	(5) Place		(7) Place	(8) Time	(9) Mode and Class (ie caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Tax, 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	22		
16/10	"	9.30	10.00	"	CRP	"	1.00	"	26	22		
19/10	"	2.30	3.00	"	David Bealey	"	4.30	"	26	22		
22/10	"	1.30	2.00	"	Cabinet	"	6.00	"	27	22		
29/10	"	2.30	3.00	"	Cabinet / Seminar	"	8.30	"	27	22		
2/11	DOWRAHAN	12.45	1.30	"	CRP MEETING	DOWRAHAN	12.45	"	27	22		
5/11	HUNTINGDON	3.30	4.00	"	COUNCIL	HUNTINGDON	8.30	"	40	NOT FROM OR TO HOME.		
6/11	WISBECH	12.00	1.30	"	Informal Cabinet	WISBECH	12.00	"	27	22	WAS NOT PAID.	
12/11	"	1.00	1.30	"	CRP	"	5.30	"	26	22		
17/11	"	9.30	10.30	Whitlegg Neighbourhood Plan	"	"	1.30	"	33	32		
18/11	"	12.30	1.00	March	CRP Seminar	"	3.30	"	26	22		
TOTAL												881
311 230												81

\* 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.

Name of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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 \_\_\_\_\_

Sven King

**CLAIM FOR MONTH OF**

NOV(PART), DEC(PART)

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 179

4-37

**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  
Name of passenger and/or date of birth \_\_\_\_\_

**Name(s) of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above**

259

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**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** Silvia King

**CLAIM FOR MONTH OF**

Nov (Art), Dec (Part) Jan (Part)

- Attended on behalf of constituent.

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

**TOTAL** 305

5

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

44 New Total  
7 Difference

## NOTE

**⑤ 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**

260

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	Sueven King	CLAIM FOR MONTH OF	Ten (part), Feb (part)
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(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 caravan, motorcycle/ cycle)	(10) No.of Miles	P Allow. (5p pe per Mile) b
11/1	Wibbold	7.00	2.00	March	CRP	*	Wibbold	5.00	Car	55 26 22
12/1	Kings Lynn	1.00	2.00	"	CSR	*	"	1.00	"	55
14/1	Wibbold	12.30	1.00	"	Somerset	*	"	6.30	"	27 22
18/1	"	9.00	9.30	"	FACT	*	"	1.00	"	26 22
18/1	"	9.00	2.30	"	OSP	*	"	5.30	"	26 22
21/1	Wibbold	2.00	2.30	"	Cabinet	*	"	7.00	"	26 22
25/1	"	13.00	2.00	"	Briefing	*	"	4.30	"	26 WAS NOT PAID
26/1	Wibbold	8.00	1.00	Netwrd A & F	7	*	"	6.00	Car	158 110 not from home 55
29/1	Wibbold	12.30	2.00	Council Total Transport	✓	"	6.00	15	89	80
29/1	"	7.00	7.30	Bownd. 1st Street Lighting	✓	"	10.00	"	35	✓ 35
2/2	Bunting	9.00	9.30	March	Nick Hording	*	"	7.30	"	35 26 22
9/2	Wibbold	7.30	"	Cabinet	-	"	2.00	"	26	22
TOTAL										579
324										New Total
93										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. Details 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 caravan, motorcycle/ cycle)	(10) No. of Miles	A  (5)  (P)
11/2	Wibbeck	4.00	4.30	March	Wibbeck Meeting	Wibbeck	6.00	Cab	27	22
18/2	"	3.00	4.00	"	Scrumpt	"	6.00	"	26	22
25/2	"	1.00	1.30	"	Chair / Council	"	7.00	"	28	22
26/2	"	12.00	1.00	E by Notwork Rail Meeting	"	3.00	"	30	✓ 30	
27/2	"	12.00	2.00	Carols Tafel Transport	"	5.30	"	28		
2/3	"	11.00	11.30	March	FSP Pre Meet ✓	"	1.00	"	26	1 APOLOGIES GIVEN - NOT PAID
7/3	"	11.00	11.30	"	A47	"	2.50	"	27	22
9/3	"	1.30	3.00	"	Scrumpt	"	5.00	"	26	22
15/3	"	7.00	9.00	Notwork Rail	"	3.00	"	107	✓ 107	
16/3	"	3.00	3.30	March	Bob Bridge	"	5.00	"	26	22
17/3	"	5.45	6.00	"	CRP	"	7.30	"	27	22
		12.00	2.00	"	FSP	"	5.30	"	31	21 22
TOTAL										409
335 - NEW TOTAL										84
(41) - DIFFERENCE										

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

87

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 b

CCG Luton CTK

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**



MILEAGE VERIFIED  
USING GOOGLE MAPS.

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 128

44 - New total  
10 - Difference

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

30

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 *Dawn King*

CLAIM FOR MONTH OF

*April (post), May (Post) 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) Passe Allowance (5p per ca per pass Please inc box b)
14/4/16	Wilbach	9.30	10.00	March	TAG	Wilbach	12.30	Car	26	22
14/4/16	"	10.30	11.00	"	Meeting R. Cassidy	"	12.30	"	27	22
14/4/16	"	1.00	1.30	"	Meeting W. Offer	"	4.00	"	30	22
14/4/16	"	8.30	9.00	"	Meeting N. Hording	"	11.00	"	26	22
14/4/16	"	9.30	10.00	"	CRP	"	1.00	"	26	22
14/4/16	"	9.00	9.30	"	FACT AGM	"	1.00	"	27	22
14/4/16	KL	3.45	4.30	"	Meeting R. Bridge	"	5.30	"	42	WAS NOT PAID
14/4/16	Thurleigh	2.00	3.00	Wilbach	Cabinet	"	5.00	"	66	WAS NOT PAID
14/4/16	Wilbach	2.30	3.00	March	PFB	"	5.30	"	27	22
14/4/16	"	9.30	10.20	Wilbach	Meeting W. Offer	"	11.00	"	60	WAS NOT PAID
15/4/16	Wilbach	6.45	7.30	Downing Parish Council Meet.	Worcs	Wilbach	9.30	"	70	35
15/4/16	"	1.00	2.30	Cambridge	Total Transport	"	6.00	"	95	80
Denote in brackets which subsistence allowance is being claimed										TOTAL <i>£72</i>

PLEASE NOTE AND SIGN DECLARATION OVERLEAF *321*

*269 - New total*

*(55) - Difference*

TE  
 By 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

53

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 <u>Simon King</u>				CLAIM FOR MONTH OF <u>May (Part), June (Part) 2016</u>										
(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence					(12)	(13)
	(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) Passenge r Allowance in (5p per carrier per passenger (Please also co box below)				
1/5	Woburn	9.00	9.30 March	Meeting W. Offer	Woburn	12.00	Car	26						MILEAGE VERIFIED By GOOGLE MAPS
2/5	"	2.30	3.00 "	Cabinet Council	"	7.00	"	27	15	22				
3/5	Woburn	1.30	2.00 "	PHB	"	1.50	"	63						
4/5	Woburn	8.45	9.30 March	Meeting W. Offer	Woburn	1.30	"	40						WAS NOT PAID
5/5	K.L.	2.00	3.00 March	Cabinet	"	2.00	"	50						✓ 40
6/5	Woburn	1.00	2.00 March	Meeting	Woburn	1.00	"	30						WAS NOT PAID
7/5	Woburn	8.45	9.30 March	Regional Cabinet	Woburn	1.00	"	64						WAS NOT PAID
8/5	"	10.30	11.00 March	Meeting W. Offer	Woburn	5.30	"	13						WAS NOT PAID
9/5	Woburn	3.00	3.00 "	Meeting G. Garfurd	"	5.30	"	13						11
10/5	Woburn	9.30	10.00 "	Meeting W. Offer	Woburn	1.30	"	26						11
11/5	"	9.30	10.00 "	Meeting R. Lacey	"	12.00	"	27						22
12/5	A.B.	12.00	1.00 Woburn	Cabinet / General	"	6.00	"	28						22
							TOTAL	146	15					Was not paid.
														150 - New total
														22 Difference.

Note in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF 172

TE  
 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, giving details of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above.

*(for Carol lot)*

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**



May  
June (Part), July (Part) 2016

**NAME** Sandra Dina

**CLAIM FOR MONTH OF**

Denote in brackets which subsistence allowance is being claimed.

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TOTAL

132

~~✓260~~

**PLEASE NOTE AND SIGN DECLARATION OVERLEAF**

**TE**  
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  
of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above  
*posting at March Station on 10/5*

**FOR OFFICE USE ONLY**

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		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	
7/7	Wistback	1.30	2.00	March	Meeting with Cllr Ch. Wistback	Wistback	5.00	Car	26	22
11/7	"	6.30	7.00	Newton	Meeting re street lights	"	9.30	"	10	✓ 10
12/7	"	9.30	10.00	March	CRP	"	1.00	"	27	22
12/7	"	12.30	1.30	Pato	A47 A1100	"	6.00	"	55	45
14/7	"	2.30	4.00	March	Sprung	"	8.00	"	26	22
21/7	"	12.30	2.00	"	Cabinet Round	"	6.30	"	27	22
21/7	"	6.45	7.15	Tydd	Meeting re street lights	"	10.00	"	26	22
22/7	"	12.30	1.30	Kidder	2020 Civic Regen	"	4.30	"	10	2
25/7	"	9.00	9.30	March	F.A.C.T	"	1.00	"	24	22
25/7	"	1.00	1.30	"	Portfolio Briefing	"	5.00	"	27	22
26/7	"	6.30	7.00	Newton	Meeting re street lights	"	10.00	"	26	—
#3	"	6.30	7.30	Bromley	"	"	9.30	"	26	—
TOTAL										260

\* Denote in brackets which subsistence allowance is being claimed

TOTAL

203

New total  
Difference

(57)

Paid by:

10f3

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.

Name(s) of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

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				(6) Description of Meeting	Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place		(7) Place	(8) Time	(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger	(12) Taxi Public
2/8	Woburn	9.00	9.30	March	Reformed Cabinet	Woburn	10.00	Car	27	22	
4/8	"	8.00	3.30	"	Meeting with Gove	"	5.30	"	26	22	
11/8	"	8.00	8.30	"	Cabinet	"	10.30	"	27	22	
16/8	"	8.30	9.00	K.L.	LWA interview	"	11.30	"	35	30	
23/8	"	3.00	3.30	March	Pettfoss Ricewell	"	6.00	"	26	22	
31/8	"	6.15	7.00	Abberley	Street lights	"	10.00	"	35	32	
5/9	"	6.30	7.00	Nether	Meeting re lights	"					
6/9	"	6.30	7.00	Woburn	"	"	10.00	"	10	10	
6/9	Longfield	10.00	11.00	"	"	"	10.00	"	10	10	
12/9	Woburn	6.30	7.30	Cherwell	" " "	Woburn	10.00	"	30	24	
13/9	"	10.30	11.00	March	A 47 Meeting	"	11.00	"	27	22	
15/9	"	12.30	2.00	"	Cabinet / Council	"	6.30	"	26	22	
TOTAL											279

\* 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.

Name of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

260

Paid

238  
41

New Total  
Difference

2d3

**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**

Sept (Part), Oct (Part)

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 284.4

234 New total  
50 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.

Name of passengers and/or details of tolls, fares, etc claimed in columns 11 and 12 above

270

Paid by

343

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

Brian 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)
18/11	Wisted	9.30	9.30	March	Cabinet - informal meeting	Wisted	1.00	car	27	22		
19/11	n	2.30	4.00	n	Sovnarr	n	6.00	"	27	22		
20/11	"	2.00	2.30	"	Council & Cabinet	n	6.00	"	27	22		
21/11	"	2.30	3.00	"	Sovnarr	n	6.00	"	27	22		
20/11	n	10.30	11.00	"	Post Portfolio Briefing	n	1.30	"	35	22		
28/11	"	1.00	1.30	"	D&S	n	9.30	"	27	22		
29/11	"	6.30	9.00	n	Gary Garsford	n	11.00	"	27	22		
29/11	"	2.30	2.30	Council	Lighting Meeting	n	2.30	"	27	22		
6/12	"	8.15	10.00	Wisted	R&G Meeting	n	4.30	"	20	4		
9/12	n	9.00	9.50	March	Tutorial Cabinet	n	2.00	"	147	110		
12/12	n	1.00	1.00	Cabinet	Total Transport	n	3.00	"	34	22		
15/12	n	2.30	2.00	March	Cabinet / Council	n	5.30	"	39	80		
									27	22		
Denote in brackets which subsistence allowance is being claimed										TOTAL	314	

TOTAL 314

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

21

Pak

122

Difference

392 New total.

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

Early Oct (Part), Nov (Part)

(1) Date	Departure From		Approved Duty			Return to		Travel and Subsistence			(11) MILEAGE VERIFIED USING GOOGLE MAPS	(12)	(13)
	(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				
10/10	Woburn	9.00	9.30	March	Station Master/Car Woburn	10/10	6.00	Car	27	22			
10/10	"	3.30	4.00	"	Seminar	"	6.00	"	26	22			
13/10	"	9.00	10.00	Cavendish	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 Flora/ODS	"	5.30	"	26	22			
18/10	"	9.30	10.00	"	ZRP	"	12.30	"	27	22			
20/10	"	1.00	11.30	"	Trevor Watson	"	1.00	"	27	22			
20/10	"	2.20	3.00	"	Colin	"	6.00	"	27	22			
20/10	"	9.30	9.30	"	RAT	"	12.00	"	24	22			
30/10	"	2.30	3.00	"	Paddles Briefing	"	5.30	"	27	22			
3/11	"	1.15	2.00	Woburn	Street/Free Entry Show	"	3.30	"	10	2			
3/11	"	3.30	4.00	March	Seminar	"	6.30	"	27	22			

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 367 - New Total

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

60 - 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

**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** Sasha King

**CLAIM FOR MONTH OF**

Dec (part), Jan (Part)

\* Denote in brackets which subsistence allowance is being claimed

**TOTAL** 136

100 - New Total  
(35) - 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.

Pa

273

## **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				(6) Description of Meeting	Return to		Travel and Subsistence			
	(2) Place	(3) Time	(4) Start Time	(5) Place		(7) Place	(8) Time	(9) Mode and Class (ie car/avan, motorcycle/ cycle	(10) No.of Miles	Air (5p 0 Pis	
10/1/17	Wisbech	6.45	7.00	Clerking Parish Council	Wisbech	9.00	Car	4	✓ 4		
11/1/17	"	6.45	7.00	Parish Council	"	"	Car	12	✓ 14		
12/1/17	"	2.30	3.00	FACT Meeting	"	10.00	Car	25	22		
13/1/17	"	2.30	10.00	"	CRP	"	10.30	36	RELOCUPED 10 MILES		
14/1/17	"	9.30	10.00	"	Meeting Monday after	"	10.00	26	22		
15/1/17	"	3.30	4.00	"	Richard Cassley	"	5.30	26	22		
16/1/17	"	2.30	3.00	"	Cabinet	"	5.30	26	22		
17/1/17	"	10.15	10.45	"	FACT	"	12.00	23	22		
18/1/17	"	8.30	9.30	"	Wendy Allen	"	10.00	52	RELOCUPED 26 MILES		
19/1/17	10	5.45	6.30	Whitney Banks Review	"	8.30	"	34	32		
20/1/17	"	2.00	2.30	FACT	"	5.30	"	26	22		
21/1/17	"	12.30	1.00	"	OSP	"	6.00	26	22		
					Cabinet & Council						
TOTAL											
318.											

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

26 - DIFFERENCE

Paid by:

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

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



JAMES Simon King

CLAIM FOR MONTH OF

Apr (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 caravan, motorcycle/ cycle)	(10) No. of Miles	
7/2	Wickham	230	3:00	March	Wendy Etter	Wickham	00	Car	31	MILEAGE VERIFIED USING GOOGLE MAPS.
3	"	11:40	11:30	"	Trevor Wilson	"	3:00	"	25	RECOUPED 5 MILES.
3	"	11:30	12:00	"	Carol & Internal Audit	"	6:00	"	26	22
3	"	9:30	10:00	"	FACT/447/Government	"	16:00	"	14	155
3	Wickham	1400	6:30	Newton	Dotsch Council	Wickham	16:00	"	14	10
3	Wickham	12:30	2:00	Gibbings	Total Thru Post	"	5:30	"	35	80
3	"	6:45	7:00	Garfield	Karen Colwell	"	9:00	"	9	✓ 9
3	"	6:45	7:00	Pearson	Dotsch	"	7:00	"	14	✓ 14
3	"	3:00	4:00	Peterborough	A 47	"	5:00	"	46	45
3	Wickham	1:30	3:00	Wickham	Mary A 47	"	5:00	"	20	8
3	Wickham	7:30	7:30	Tydd	Peterborough Council	Wickham	9:00	"	24	14
3	"	6:45	7:00	Library	"	"	10:00	"	4	✓ 4
TOTAL										483

Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

69 - DIFFERENCE

TE  
 By 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

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 <u>Simon King</u>				CLAIM FOR MONTH OF		<u>March (Part), April (Part)</u>						
(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 caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowances in miles	(12) Taxi, Public Transport	(13) Subsistence MILEAGE VERIFIED USING GOOGLE MAPS
3/3/2017	Wistback	1:30	March	Cabinet & Council	Wistback	1:00	Car	26	22			
13	"	5:15	6:00	"	CRP	"	8:45	"	26	22		
14	"	6:45	7:00	"	Gatfield Parish Council	"	9:00	"	9	19		
Denote in brackets which subsistence allowance is being claimed												
TOTAL <u>61</u>												

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

TE  
 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

17

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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

Sarah King

CLAIM FOR MONTH OF

April (part)

(1) Date	Departure From				(6) Description of Meeting	Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place		(7) Place	(8) Time	(9) Mode and Class (ie caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in miles (5p per carried mile per passenger) <small>Please also complete box below</small>
6/4	Wibbey	9:30	10:00	March TAG	Wibbey	1:00	Car	27	26 26 ✓	22
7/4	"	8:00	8:30	"	Gateshead Council	"	5:00	"	26 26 ✓	22
10/4	"	9:30	10:00	"	CRP	"	3:00	"	27 26 ✓	22
12/4	"	10:00	10:50	Parsonage Parish Meeting	"	12:30	"	26 ✓	14	✓ 14
12/4	"	6:45	7:00	" "	Parish Council	"	10:00	"	15 ✓	✓ 14
18/4	"	9:30	10:00	March Arthington Water	"	12:30	"	28	26 26 ✓	22
19/4	"	6:45	7:00	Horringdon Parish Council	"	9:30	"	4	4 ✓	✓ 4
20/4	"	7:45	8:00	Reetham Cabinet	"	5:30	"	2	2 ✓	✓ 2
21/4	"	10:30	11:00	March FACT AGM	"	1:00	"	26	26 ✓	22
25/4	"	9:00	9:30	Doddington Parish Council Meeting	"	4:00	"	57	30 ✓	✓ 30
26/4	"	7:00	7:30	Parsonage Parish Council	"	10:00	"	15	14	✓ 14
27/4	"	11:00	11:30	March Dan Horn Meeting	"	1:00	"	27	26 26 ✓	22

\* Denote in brackets which subsistence allowance is being claimed

TOTAL

274

229

210

New total  
Difference

234

31

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

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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

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 *Steve King*

CLAIM FOR MONTH OF

*April (part), May, June (part)*

(1) Date	Departure From				(6) Description of Meeting	Approved Duty		Return to		Travel and Subsistence		
	(2) Place	(3) Time	(4) Start Time	(5) Place		(7) Place	(8) Time	(9) Mode and Class (ie caravan, 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	Gosfield Parish Council	Woburn	7.30	Car	10	8	✓ 8		
15/5/17	"	8.00	8.30	Melton Parochial School	"	4.30	"	28	229	✓ 22		
15/5/17	"	2.30	3.00	Council	"	6.00	"	29	229	✓ 22		
16/5/17	"	6.45	7.00	Barrington Parish Council	"	9.30	"	4	4	✓ 4		
17/5/17	"	9.30	10.00	March L.P.P.	"	6.00	"	28	229	✓ 22		
17/5/17	"	6.45	7.00	Gosfield Parish Meeting	"	9.15	"	10	8	✓ 8		
17/5/17	"	7.15	7.30	Tydd Parish Council	"	9.00	"	16	14	✓ 14		
18/5/17	"	7.00	10.00	London Acap Conference	"	9.30	"	85	664	✓ 64		
19/5/17	"	12.30	1.00	16th Street Ufford	"	3.30	"	29	229	✓ 22		
20/5/17	"	6.30	7.00	USM Parish Council	"	9.30	"	15	7	✓ 7		
21/5/17	"	6.30	7.00	Parsonage	"	10.00	"	15	14	✓ 14		
21/5/17	"	8.30	10.00	March Cabinet	"	11.00	"	29	229	✓ 22		

\* Denote in brackets which subsistence allowance is being claimed

PLEASE NOTE AND SIGN DECLARATION OVERLEAF

299 - NEW TOTAL  
229 - DIFFERENCE

288  
FOR OFFI

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59

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

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

Sue King

CLAIM FOR MONTH OF

June (Part), July (Part).

(1) Date	Departure From				(6) Description of Meeting	Return to		Travel and Subsistence			MILEAGE VERIFIED USING GOOGLE MAPS
	(2) Place	(3) Time	(4) Start Time	(5) Place		(7) Place	(8) Time	(9) Mode and Class (Is caravan, 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	Wibech	1.30	2.00	16.00	Whittlesea Station	Wibech	1.00	Car	28	26	22
22/6/17	"	8.30	9.00	n	Whittlesea Station	"	1.00	"	32	31	26
22/6/17	"	3.30	4.00	"	Seminar	"	6.30	"	29	26	22
26/6/17	"	12.00	12.30	"	Brendan	"	1.30	"	29	26	22
30/6/17	"	8.00	10.00	Lowestoft	A&P Atticaw	"	8.00	"	185	174	22.
30/6/17	"	6.15	6.30	Personals	Library Bus Launch	"	8.00	"	15	14	174.
3/7/17	"	9.30	10.00	16.00	Street Cleaning	"	2.00	"	31	26	22.
3/7/17	"	2.00	3.00	Hindringham	Anglian Water	"	7.00	"	65	55	65.
5/7/17	"	8.45	9.30	Worthy	Rental Housing	"			58	49	49

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 478 406.

412 New total

444

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

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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		(9) Mode and Class (ie car/van, motorcycle/ cycle)	(10) No.of Miles	Travel Allow (5p or per Mile Please !	MILEAGE VERIFIED USING GOOGLE MAPS
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting	(7) Place	(8) Time				
6/7/17	Wisbech	200	200	March	Govt	Wisbech	720	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	Wisbech	11.00	"	29 26	22	
17/7	"	9.30	10.00	"	TAG	Wisbech	12.30	"	29 26	22	
24/7	"	8.30	12.00	Cambridge	Total Transport	"	2.00	"	112 84	80	
7/8	"	9.00	9.30	March	FCT	"	12.00	"	29 26	20	
7/8	"	6.45	7.30	Bentwich	Post Parish Council	"	9.00	"	40	35	
9/8	"	6.30	7.00	Petwood	"	"	9.00	"	17	14	
14/8	"	7.00	7.30	Christchurch	"	"	9.00	"	24	✓ 24	
15/8	"	6.45	7.00	Ely	"	"	9.00	"	6	✓ 6	
17/8	"	10.00	10.30	March	Dan Pomm	"	12.30	"	29 26	22	
17/8	"	3.45	4.00	"	Spiralat	"	6.00	"	29 26	22	

\* Denote in brackets which subsistence allowance is being claimed

TOTAL

402

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

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

August (part) September 2017 (part)

(1) Date	Departure From		Approved Duty			(7) Place	(8) Time	Travel and Subsistence			(12) Tax. Public	(13) Subsistence
	(2) Place	(3) Time	(4) Start Time	(5) Place	(6) Description of Meeting			(9) Mode and Class (ie caravan, motorcycle/ cycle)	(10) No. of Miles	(11) Passenger Allowance in (5p per mile per passenger (Please also check box below)		
31/8	Wistow	9.30	10.00	March	Economy P+T+B	Wistow	12.00	Car - 29 26				
4/9	"	6.30	7.00	Benton	Dogs Parish Council	"	9.00	"	8		22	
5/9	"	6.45	7.00	Leyunting	Gindfield	"	9.00	"	8	✓ 8		
11/9	"	5.30	6.00	March	CRP	"	9.30	"	29 26		4	
12/9	"	6.30	7.00	Wimbleyton	Parish Council	"	9.00	"	30	✓ 30	22	
13/9	"	6.45	7.00	Personace	"	"	9.30	"	17		14	
14/9	<del>Wistow</del>	12.30	1.00	March	Cabinet Council	"	6.00	"	29 26		22	
21/9	"	9.30	10.00	March	Wendy Offer	"	12.00	"	29 26		22	
2/10	"	7.00	7.30	Bentley	Parish Council	"	9.00	"	40		22	
13/10	"	9.00	9.30	March	Tutorial Cabinet	"	12.00	"	8		35	
END	<del>Wistow</del>	<del>7.45</del>	<del>9.00</del>								✓ 8	

MILEAGE VERIFIED  
USING GOOGLE MAPS

\* Denote in brackets which subsistence allowance is being claimed

TOTAL 227.25

187 - New total

28 - 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

FOR
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.

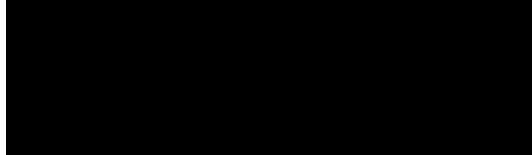
**Conclusion**

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 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.

Yours sincerely

A large black rectangular redaction box covering a signature.

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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2 The background to Councillor King's complaint	4
3 Councillor King's complaint	6
4 My findings in respect of the allegations by Councillor King about the actions of the Monitoring Officer	12

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Letter of complaint by Councillor King	15
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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 2108, 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 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 o 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*

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*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.'*

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