



Mr M McKee
Clerk to South Cerney with Cerney Wick
Parish Council
6 North Home Road
Cirencester
Gloucestershire
GL7 1DP

Your Ref:

Our Ref: NA

Contact: Nigel Adams
E-Mail: nigel.adams@cotswold.gov.uk

Direct Dial: 01285 623202

26th April 2012

Dear Mr McKee

**Information Request - Code of Conduct Complaints and Standards Committee
Hearing re Councillor Esmond Jenkins**

I refer to your information request regarding the cost of the Standards Committee investigation and hearing into the conduct of Councillor Esmond Jenkins. There were a number of outstanding costs at the time of your enquiry, and a response had therefore been held in the hope that these matters would be concluded quickly, although this did not prove to be the case. Accordingly, I apologise for the delay in providing this response, albeit that it is now complete with one exception (which I have identified below).

The breakdown of the costs incurred to date is as follows:-

1. The Hearing (excluding Officer costs)

The Chairman of the Hearing has submitted a claim in respect of mileage incurred in attending the four days of the Hearing, two pre-Hearing meetings and one post-Hearing meeting. The claim amounts to £158.75. The Chairman has confirmed that he will not be claiming any attendance allowance.

The other two non-Councillor representatives of the Committee at the Hearing have confirmed that they will not be claiming either attendance or mileage allowances.

The one Councillor representative (who is unable to claim attendance allowance) has confirmed that he will not be claiming any mileage allowance.

The only other costs incurred relate to food/refreshments for the Standards Committee and Independent Monitoring Officer - in a sum of £151.05.

2. Independent Monitoring Officer

The fee invoice has now been received, and paid, in a gross sum of £11,286.00 (£9,405.00 net of VAT).

3. Other Formal Meetings

As part of the process relating to the consideration of the complaints, two Sub-Committee Meetings were required, as follows:-

(i)	Assessment Sub-Committee (18th March 2011)	
	• Sub-Committee Members - Travel Costs	£24.65
	• Officer Time (Monitoring Officer and Committee Administrator)	£231.00
	TOTAL	£255.65
(ii)	Consideration and Hearing Sub-Committee (6th December 2011)	
	• Sub-Committee Members - Travel Costs	£24.65
	• Officer Time (Committee Administrator/Adviser)	£87.00
	TOTAL	£111.65
	OVERALL TOTAL	£367.30

4. Officer Time

Formal time records are not kept. As such, each Officer who has been involved in this matter has provided estimates of time spent.

For costing purposes, the hourly rates applied have been calculated on an officer by officer basis (rather than an average) and on figures which are inclusive of salary plus employer's National Insurance and superannuation contributions. The costs have been broken down into the four main components of the standards process, and an 'other' figure which includes an estimate of time spent by the various officers on things such as statement checking, media matters, meeting administration, Committee/administrative support, etc.

It should also be noted that the cost of officer time is not an additional cost to that already contained within the revenue budget of the Council.

Details are as follows:-

(i)	Preparing/Submitting Complaint	£257.00
(ii)	Interviews by Standards for England representatives	£450.50
(iii)	Hearing Preparation	£986.00
(iv)	Witness Evidence at Hearing	£259.50

(v) Other	£3,618.00
TOTAL	£5,571.00

In summary, therefore, the amounts paid to date, together with a cost estimate in respect of officer time, are as follows:-

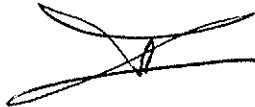
1. The Hearing	£309.80
2. Independent Monitoring Officer	£11,286.00
3. Other Formal Meetings	£367.30
4. Officer Time	£5,571.00
TOTAL	£17,534.10

In addition to the above, the Council is required to advertise the outcome of the hearing in the local Press (given that the Standards Committee decided that Councillor Jenkins had breached a number of aspects of the Code of Conduct). This was not undertaken until the time limit for any potential appeal had passed, but will now be pursued. I will let you know the cost of this within the next few weeks.

For the avoidance of doubt, please note that the costs incurred by Standards for England relating to this case do not fall to be met by Cotswold District Council.

If you require any clarification in respect of the above information, please let me know.

Yours sincerely



Nigel Adams
Head of Democratic Services