

**ST EDMUNDSBURY BOROUGH COUNCIL**

**INDEPENDENT REMUNERATION PANEL**

**Minutes of a Meeting held on Wednesday 7 September 2011 at 10.00 am  
in the Members' Room, First Floor, West Suffolk House, Bury St Edmunds**

PRESENT: Dr A D Lower (Chairman), Mr C Leach, Mr D M Refell and  
Mr K B Sturgeon

**1. Election of Chairman**

It was proposed, seconded and

RESOLVED:-

That Dr A D Lower be elected Chairman of the Panel.

**2. Apologies for Absence**

No apologies for absence were required.

**3. Minutes**

The minutes of the meeting held on 3 November 2010 were noted.

**4. Members' Allowances: Current Scheme**

The Panel received and noted Report C96 which provided details of the Borough Council's current Members' Allowance Scheme as follows:-

Appendix A: Members' Allowance Scheme;

Appendix B: The Report of the Independent Remuneration Panel that was presented and approved by full Council on 18 November 2003; and

Appendix C: Details of the actual cost of the Members' Allowance Scheme over the last five years, 2006/2007 to 2010/2011.

**5. Members' Allowances: Comparisons**

The Panel received and noted Report C97 (previously circulated) which contained a comparison of the Borough Council's Members' Allowance Scheme with other local authorities as follows:-

Appendix A: A comparison of the Borough Council's Members' Allowance Scheme over the last five years;

Appendix B: A comparison between the Borough Council's Scheme and other local authorities presented in monetary terms; and

Appendix C: Comparison with other local authorities presented as a factor of the basic allowance.

## **6. Decision Making Structure and Responsibilities**

The Panel received and noted Report C98 (previously circulated) which provided information on the decision making structure and responsibilities as follows:-

Appendix A: The Borough Council's Decision Making Structure;

Appendix B: An overview of the responsibilities of the Cabinet and main Committees;

Appendix C: Details of the frequency of meetings for the Cabinet and main Committees over a three year period; and

Appendix D: A copy of the Members' Job Descriptions.

## **7. Members' Attendance Statistics: 2010/2011**

The Panel received and noted Report C14 (previously circulated) which provided information on the Members' Attendance Statistics for 2010/2011.

## **8. Considerations for Review**

The Panel considered Report C99 (previously circulated) which provided an overview of elements of the scheme that may need to be reviewed. In addition, the following documents were forwarded to the Panel after the distribution of the agenda and supporting papers and prior to the meeting:-

- (1) representation from Councillor John Hale regarding the Special Responsibility Allowances for the Chairman and Vice-Chairman of the Performance and Audit Scrutiny Committee;
- (2) representation from Councillor Frank Warby regarding the Special Responsibilities Allowance for the Chairman and Vice-Chairman of the Licensing and Regulatory Committee;
- (3) e-mail from Councillor Ian Houlder regarding Travel Allowances;
- (4) e-mail from Councillor Tim Marks also regarding Travel Allowances; and
- (5) representation from Councillor Nettleton.

The Panel acknowledged the contents of the report of the previous Independent Remuneration Panel that was considered by Council on 14 December 2010, particularly that a full review of the scheme be undertaken following the elections in May 2011. Considering the review, the Panel concluded what had been indicated in the previous report, that it would be beneficial for all Members of the Council to maintain a diary of their Council related activities for a month. It was considered appropriate that preferably October or November be the month for which diaries were maintained. In addition, it was also considered appropriate that at the same time Members be asked whether or not the vehicle used on Council business was a private vehicle or one provided by a company or under the Disability Allowance Scheme. It was agreed that the Committee Services Manager draft a timetable with supporting notes and the Panel would be given an opportunity prior to it being distributed to Councillors.

The Panel considered Report C99 together with the five representations from the Councillors and agreed that these would be represented along with the data obtained from the diaries before any recommendations to amend to the Members' Allowance Scheme be made to full Council. The Committee Services Manager was asked to thank those Members that had provided information.

The Panel then considered other elements of the scheme and again concluded that no firm decisions could be reached until the diary data had been analysed.

RESOLVED:- That

- (1) all Members of the Council be requested to complete a diary of their Council activities for the month of October or November 2011; and
- (2) Members be requested to provide information in respect of vehicles used on Council business.

#### **9. Date of Next Meeting**

It was agreed that the Panel would next meet on Wednesday 23 November 2011 at 10.00 am.

The meeting concluded at 12.11 pm.

**A D LOWER  
CHAIRMAN**