



Independent Remuneration Panel 7 September 2011

Members' Allowances: Current Scheme

1. Definitions

1.1 Basic Allowance

1.1.1 A Local Authority must provide for the payment of an allowance in respect of each year to each member of an authority, and the amount of such an allowance **shall be the same for each such member ('basic allowance')**.

1.2 Special Responsibility Allowance (SRA)

1.2.1 S.R.A's should recognise where a Member has additional responsibilities above those included in the basic allowance. A Scheme can also recognise where a member of a committee etc. of the authority meets with exceptional frequency or for exceptionally long periods;

1.2.2 Examples of S.R.A's include:-

- (a) acting as a member of an executive (Cabinet) where the authority is operating executive arrangements;
- (b) presiding at meetings of a committee etc; and
- (c) acting as leader or deputy leader of a political group within the authority.

1.3 Travel and Subsistence

1.3.1 A scheme may provide for the payment to Members of an authority of an allowance in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme.

1.4 Dependent Carers' Allowance

1.4.1 A scheme may provide for the payment to Members of an authority of an allowance ('dependents' carers' allowance') in respect of such expenses of arranging for the care of their children or dependents.

2. Background Information

- 2.1 Attached as Appendix A is the Borough Council's current Members' Allowance Scheme as contained within the Councils' Constitution.
- 2.2 Attached as Appendix B is the report of the Independent Remuneration Panel that was presented and approved by full Council on 18 November 2003 and details the basic rationale behind the Allowance Scheme.
- 2.3 Attached as Appendix C are details of the actual costs of the Members' Allowance Scheme over the last 5 financial years.

For further information, please contact Steven Lincoln, Committee Services Manager, telephone: (01284) 757108 or e-mail steven.lincoln@stedsbc.gov.uk

W:\Democratic WP Services\Committee\Reports\Independent Remuneration Panel\2011\11.09.07\C96 Members Allowances - Current Scheme.doc

PART 6
MEMBERS' ALLOWANCES SCHEME

1. Background

- 1.1 St Edmundsbury Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2001 and the Local Authorities (Members' Allowances) Regulations 1991 made a new Scheme on 23 July 2002 after consideration of the advice and recommendations from the Independent Remuneration Panel.
- 1.2 The Scheme was based on the rates recommended by the Panel, which came into effect on 1 September 2002. The Scheme was subsequently been reviewed by the Panel to take into account the implications of the new modernised decision making structure to enable a revised Scheme to come into effect on 1 April 2003. The Scheme has been regularly reviewed by the Panel.
- 1.3 The Scheme may be cited as the St Edmundsbury Borough Council Members' Allowances Scheme and shall be reviewed annually by the Independent Remuneration Panel.

2. Basic Allowance

- 2.1 Subject to Sections 8 or 9, for each year a basic allowance is to be paid to each Councillor as set out in Schedule 1 to the Scheme. This is intended to cover a notional £350 a year (2011/2012) for telephone calls related to Council activity on the part of elected Members, and other incidental expenses, such as stationery and computer peripherals, such as print cartridges.
- 2.2 In accordance with the Council's resolution on 28 June 2005 (Minute 30 (1) refers) and subsequently regularly endorsed, including on 14 December 2010 (Minute 76 refers), it is still considered appropriate that these allowances continue to be updated each year in line with the annual Pay Award made to officers.
- 2.3 The basic allowance is paid in equal monthly instalments, payable on the 23 day of each month or if that day is a weekend/Bank Holiday, then the previous Friday.

3. Special Responsibility Allowances (SRA)

- 3.1 Subject to Sections 8 or 9, for each year, an SRA shall be paid to those Councillors who hold the special responsibilities that are set out in Schedule 1 to this Scheme.
- 3.2 A Councillor may hold more than one position, but only one SRA shall be paid to any Member.
- 3.3 SRA are also paid in equal monthly instalments, payable on the 23 day of each month or if that day is a weekend/Bank Holiday, then the previous Friday.

4. Travel and Subsistence Allowances

- 4.1 Members are able to claim travel and subsistence allowances in respect of their travel to and from:-
 - (a) meetings covered by the list of approved duties referred to in Schedule 2;
 - (b) meetings of outside bodies, organisations to which they have been appointed by the Council, as set out in Schedule 3;
 - (c) meetings with the Chief Executive, Directors and/or Service Managers, subject to such meetings having been pre-arranged and not relating specifically to a Member's ward work or activities.

4.2 Details of the rates for travel and subsistence allowances are set out in Schedule 4 to this Scheme.

4.3 In accordance with the Council's resolution on 28 June 2005 (Minute 30(2) refers) and regularly endorsed, it is still considered appropriate that the subsistence allowances be directly linked to the rates payable to the officers and, therefore, be amended as and when the officers scheme is amended.

5. Childcare and Dependant Carers' Allowance

5.1 This allowance is divided into two parts; namely childcare and elderly/disabled care.

5.2 For reimbursement of childcare costs, £5.93 an hour is the maximum rate payable for reimbursement of costs. If paying less than this rate then the rate actually paid should be claimed.

5.3 For elderly/disabled care, £12.10 an hour is the maximum rate payable for reimbursement of costs. If paying less than this rate then the rate actually paid should be claimed.

5.4 The care allowance is payable in respect of:-

- (a) children aged 14 or under;
- (b) elderly relatives requiring full time care; and
- (c) relatives with disabilities or nursing requirements who require either temporary or permanent full time care.

In each case the dependant must normally live with the claimant as part of the family and be unable to be left unsupervised.

5.5 A carer can be any responsible mature person who does not normally live with the claimant as part of the family. The allowance should not be payable in respect of carers who are members of the Councillor's immediate and close family, i.e. parents, children, spouses, cohabitees or members of the same household as the Councillor.

5.6 Schedule 5 provides full details on the operation of the Scheme.

6. Disability or Special Need

6.1 The Council will make necessary reasonable adjustments to allow a Councillor with a disability or a special need to carry out their role. The assessment of the adjustments will be on an individual basis.

6.2 Where appropriate, a Councillor's Carer costs will be eligible for reimbursement at the same rate as detailed in the Childcare and Dependent Carers' Allowance Scheme detailed in Schedule 5 of the Members' Allowance Scheme.

6.3 If a Councillor's disability prevents them from using a bicycle or private car then the Travel Allowance Scheme will allow for the use of taxis or specialised transport arrangements.

6.4 The Head of Legal and Democratic Services be authorised to approve the reimbursement of costs for Councillors with a disability or special need that are not specified within the Members' Allowance Scheme, to include items such as the provision of specialist IT equipment or the availability of a wheelchair for use in the Council's buildings.

7. Pensions

- 7.1 From 1 April 2004, Members have been eligible to join the Local Government Pension Scheme.

8. Absence

- 8.1 No Special Responsibility Allowance be paid to the absent Member when the responsibility is undertaken and the allowance is paid to another Member.
- 8.2 A Member should receive 100% of the Basic Allowance for the first six months of absence, from the date on which they last attended a meeting, and, subject to full Council granting dispensation, from six to twelve months absence 50% of the Basic Allowance. No allowance be payable after one year's absence.

9. Renunciation

- 9.1 A Councillor may by notice in writing given to the Proper Officer elect to forego any part of their entitlement to an allowance under this Scheme.
- 9.2 Any Councillor foregoing an allowance under these provisions may elect for all or part of their renounced gross entitlements to be transferred into the Mayor of St Edmundsbury's Official Charity Fund. Any such foregone entitlements must then be used for one-off grants to one or more of the chosen charities of the Mayor for the municipal year in which the renouncement is made.

10. Part-Year Entitlements

- 10.1 When the term of office of a Councillor begins or ends then the entitlement of that Councillor to the basic and/or special responsibility allowance will be in the same proportion as the number of days during the term of office to the number of days in that year.
- 10.2 When an amendment to this Scheme changes the amount to which a Councillor is entitled then the existing rates are payable ending with the day before the amendment takes effect.

11. Claims

- 11.1 Annual claims for allowances under this Scheme shall be made in writing, using the prescribed form, within two months of the commencement of the financial year or within two months of a revision to the Scheme.
- 11.2 The annual claim forms will include the details of mileage to attend meetings in Bury St Edmunds. A claim for travelling expenses will be initiated by a Member signing the relevant meeting attendance sheet.

12. Payments shall be made

- 12.1 The basic allowance and special responsibility allowances are paid in equal instalments, payable on the 23 day of each month or if that day is a weekend/Bank Holiday, then the previous Friday in which they are entitled to a basic or special responsibility allowance.
- 12.2 Expense claims should be made regularly throughout the year on the appropriate claim form, which will detail the mileage and expenses incurred, and claimed, by the Member. Any claim for expenses must be made by the person to whom they are payable, in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.

SCHEDULE 1

Set out below are details of the amounts of Members' Allowances payable under the Scheme with effect from the 1 January 2011.

Allowance	Amount £
(1) Basic Allowance	
All Councillors	5,184
(2) Special Responsibility Allowances: Additional to the Basic Allowance	
Leader of the Council	10,368
Deputy Leader	6,222
Deputy Leaders	5,964
Other Cabinet Members	5,706
Chairman of Overview and Scrutiny Committee	3,114
Vice-Chairman of Overview and Scrutiny Committee	1,557
Chairman of Performance and Audit Scrutiny Committee	2,076
Vice-Chairman of Performance and Audit Scrutiny Committee	1,041
Chairman of Development Control Committee	4,149
Vice-Chairmen of Development Control Committee	1,557
Chairman of Standards Committee	1,035
Chairman of Sustainable Development Panel	2,073
Group Leaders	
(a) Groups with 10 or more Members	3,114
(b) Groups of between 5 to 9 Members	1,557

The Allowances listed above relate to a full year

(3) Co-optees Allowance

Member of Standards Committee £204

(4) Exceptional Responsibility Allowance

A special meeting of the Independent Remuneration Panel be convened by the Head of Legal and Democratic Services to consider the payment of an exceptional responsibility allowance if considered necessary.

Allowance	Amount £
(5) Childcare and Dependant Carers' Allowance	
(a) Childcare Allowance	up to £5.93 an hour
(b) Dependant Carers' Allowance	up to £12.10 an hour

SCHEDULE 2

APPROVED DUTIES

The duties are specified in the Local Authorities (Members' Allowances) England Regulations 2003 as follows:-

- (a) a meeting of the executive;
- (b) a meeting of a committee of the executive;
- (c) a meeting of the authority;
- (d) a meeting of a committee or sub-committee of the authority;
- (e) a meeting of any other body to which the authority makes appointments or nominations;
- (f) a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations;
- (g) a meeting which has *both* been authorised by the authority, a committee or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more Councillors have been invited (if the authority is not divided into political groups);
- (h) a meeting of a local authority association of which the authority is a member;
- (i) duties undertaken on behalf of the authority in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (j) duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- (k) duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

SCHEDULE 3

REPRESENTATION ON OUTSIDE BODIES/ORGANISATIONS

SECTION 1 – GENERAL

Abbeycroft Leisure Trust Board
Association for Suffolk Museums Management Committee
Bid 4 Bury Board of Directors
Brecks Partnership – Core Management Group
Bury St Edmunds Art Gallery Trust
Bury St Edmunds and District Citizens' Advice Bureau Management Committee
Bury St Edmunds and District Volunteer Centre Management Committee
Bury St Edmunds YMCA Limited
Clare Country Park Joint Advisory Panel
Dedham Vale and Stour Valley Advisory Committee
East of England Local Government Association
George Savage Trust
Greater Cambridge/Greater Peterborough Local Enterprise Partnership
Guildhall Feoffment Trust
Haverhill Housing Partnership: Exercise of Borough Council's Voting Rights
Havebury Housing Partnership Management Board
Haverhill and District Citizens' Advice Bureau Management Committee
Haverhill Volunteer Centre Management Board
King Edward VI Grammar School Bury St Edmunds Foundation
Local Government Association
Local Government Association General Assembly
Local Government Association Rural Commission
New Anglia Local Enterprise Partnership
St John's Centre Trustees, Bury St Edmunds
Southgate Community Partnership
Stiff's Almshouses Charity Trustees, Rougham
Suffolk County Council: Health Overview & Scrutiny Committee (as required)
Suffolk County Council: Suffolk Flood Management Joint Scrutiny Committee
Suffolk Joint Emergency Planning Policy Panel
Suffolk Joint Municipal Waste Management Members' and Directors' Group
Suffolk Local Government Association
Suffolk Rail Policy Group
Suffolk Sport
Theatre Royal Board of Management
West Stow Anglo Saxon Village Trust
Western Suffolk Crime Reduction Partnership
Western Suffolk Local Strategic Partnership

SCHEDULE 4

TRAVEL AND SUBSISTENCE ALLOWANCES

1. Travel Allowance

- (a) Private Vehicle Allowance : 45.0 pence a mile
- (b) Train or Bus : actual fare incurred
- (c) Taxi : actual fare incurred plus gratuity
- (d) Motor Cycles : 24.0 pence a mile
- (e) Bicycle Allowance : 20.0 pence a mile
- (f) Car parking fees : actual expenditure incurred.

2. Subsistence Allowances

2.1 The subsistence rates listed below are with effect from 1 January 2010.

In the case of an absence from normal residence, other than an overnight absence from home, Subsistence Allowance is payable as follows:-

2.2 Day Subsistence – payable if absent for more than four hours

- (a) Breakfast Allowance (before 11.00 am) £6.88
- (b) Lunch Allowance
(including lunchtime between 12.00 noon and 2.00 pm) £9.50
- (c) Tea Allowance
(after 6.30 pm) £3.76
- (d) Evening Meal Allowance
(after 8.30 pm) £11.77

Receipts should be obtained where possible.

2.3 Overnight Subsistence (deemed to cover a 24 hour period)

Outside London £80.00

For such an absence in London, or for attending one of the conferences approved by the Secretary of State £100.00

2.4 **Meals provided free of charge**

The rate shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal for the period to which the allowance relates.

2.5 **Meals on Trains**

If Members are away for a period of over four hours and take a meal on a train they can claim the cost of the meal. If they do so the subsistence band is reduced by three hours for each meal taken.

If absent for 4-8 hours, Members may claim 1 main train meal.

If absent for 8-12 hours, Members may claim 2 main train meals.

If absent for over 12 hours, Members may claim 3 main train meals.

SCHEDULE 5

CHILDCARE AND DEPENDANT CARERS' ALLOWANCE

1. Full Council at its meeting on 23 July 2002 approved the principle of reimbursement of dependants care expenses which have actually been incurred, and are reviewed annually by the Independent Remuneration Panel.
2. **Persons Eligible to Claim and Duties for which they may claim**
- 2.1 Borough Councillors may claim reimbursement of care expenses in respect of any approved duty. The duties are specified in the Local Authorities (Members' Allowances) England Regulations 2001 as follows:-
 - (a) a meeting of the executive;
 - (b) a meeting of a committee of the executive;
 - (c) a meeting of the authority;
 - (d) a meeting of a committee or sub-committee of the authority;
 - (e) a meeting of any other body to which the authority makes appointments or nominations;
 - (f) a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations;
 - (g) a meeting which has *both* been authorised by the authority, a committee or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more Councillors have been invited (if the authority is not divided into political groups);
 - (h) a meeting of a local authority association of which the authority is a member;
 - (i) duties undertaken on behalf of the authority in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
 - (j) duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
 - (k) duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.
- 2.2 When travelling away from home to an approved duty (conference, seminar etc) which may involve an overnight stay, care expenses may be claimed in respect of the total duration of the duty less any period during which e.g. a child/children may be at school.

3. Maximum Rate Per Hour Payable and for how long payable

- 3.1 £5.93 an hour is the maximum rate payable for reimbursement of childcare costs and £12.10 an hour for dependant carers' allowance. If paying less than this rate you should claim the rate actually paid. If you have to pay more, you can only claim the maximum.
- 3.2 The time claimed for should normally equate to the period from leaving home to attend the meeting etc to returning home afterwards.

4. Definition of 'Dependant' and 'Carer'

4.1 The care allowance is payable in respect of:-

- (a) children aged 14 or under;
- (b) elderly relatives requiring full time care; and
- (c) relatives with disabilities or nursing requirements who require either temporary or permanent full time care.

in each case the dependant must normally live with the claimant as part of the family and be unable to be left unsupervised.

4.2 A carer can be any responsible mature person who does not normally live with the claimant as part of the family. The allowance should not be payable in respect of carers who are members of the Councillor's immediate and close family, i.e. parents, children, spouses, cohabitees or members of the same household as the Councillor.

5. Method of Claim

- 5.1 A receipt in the standard format should be obtained from the carer for each amount paid. A proper business paid invoice or receipt would be acceptable in place *of* the standard receipt if this is provided.
- 5.2 A reimbursement claim detailing the duties carried out and supported by the appropriate receipt(s) should be forwarded to the Committee Services Manager at the end of each month. Reimbursement will be included in the next payment of Councillors' allowances.

INDEPENDENT REMUNERATION PANEL
RECOMMENDATIONS FOR MEMBERS' ALLOWANCES
2003-2004 FINANCIAL YEAR

1. Purpose of Report

1.1 The purpose of this report is to recommend to full Council the allowances to be paid to Members for the financial year 2003/2004.

2. Background

2.1 The Local Authorities (Members' Allowances) (Miscellaneous Provisions) Regulations 2001, required Councils to establish and maintain an Independent Remuneration Panel which will broadly have the functions of providing the local authority with advice on its scheme, the amounts to be paid and the pensionability of allowances where relevant.

2.2 The 2001 Regulations have now been superseded by the Local Authorities (Members' Allowances) (England) Regulations 2003. However, as the Borough Council has already established an Independent Remuneration Panel and followed the guidance relating to the 2001 Regulations many of the requirements of the new regulations have already been addressed.

2.3 The terms of reference given to the Panel included:-

- (a) the amount of basic allowance that should be payable to all of the elected Members;
- (b) the roles and responsibilities for which a special responsibility allowance should be payable and the amount of each such allowance; and
- (c) whether the scheme should include allowances in respect of the expenses of arranging for the care of children and dependants and the level of this allowance.

2.4 The Panel produced a report in February 2003, on the allowances to be payable in 2003/2004. However, this was not forwarded to Council for consideration as the 2003 Regulations were imminent and it was known that the Panel would be required to make recommendations on pensions for Councillors and travel and subsistence rates.

2.5 As this is the Panel's second report to Council the recommendations have been expressed in a slightly briefer style than in the first report (Council 23 July 2002: Report T85 refers), especially where the recommendations confirm a previous decision.

2.6 The Panel took the view that as the original recommendations were based on a logical construct that was transparent, simple and capable of being easily understood by both Members and the public, they should follow a similar logic in reviewing those recommendations. Therefore, they only wished to part radically from the previous approach if there was clear evidence of a need for change.

3. The Panel

3.1 The Members of the Panel are:-

Dr Alan Lower (Chairman);
Mr Robert Hansen;
Dr John Hill; and
Mr Alan Jary.

4. Documentation and Evidence

4.1 In accordance with the resolution approved by Council on 23 July 2002 Councillors were requested to maintain a diary of their Council activities for the month of November 2002. It was considered that the information collected would help to determine the amount of time Councillors spent in undertaking their relevant roles. The Panel were very disappointed that only 27 of the 44 Councillors (61%) had returned the diaries, which compared to the 84% returns to the previous questionnaire.

4.2 The Panel were also disappointed that only one Councillor had taken up the offer of commenting on the current scheme.

4.3 The Panel took into account practice elsewhere, especially in the Audit Commission “family cluster” and other district authorities, both within Suffolk County and those of a similar size elsewhere.

4.4 Members of the Panel wished to place on record their appreciation to those Councillors who completed the diaries and to Steven Lincoln, Senior Committee Administrator.

5. Basic Allowance

5.1 Time Commitment

The current allowance was based on non-executive Members of the Borough Council putting in 14 hours a week on all non-executive duties. From the analysis of the diaries it was determined that just over 15 hours a week were being spent. However, the Panel concluded that 14 hours should remain the basis of the time commitment within the calculation of the basic allowance.

5.2 Public Service Ethos (Public Service Discount)

The Panel concluded that the current 60% public service discount should continue to be applied to the formula.

5.3 The Rate for the Job

The current allowance was based on the Local Government Association recommended rate, which was based on the New Earnings Survey (2001) for non-manual male average earnings. The New Earnings Survey (2002) for non-manual male average earnings had increased by a rate of 4.81%. Therefore, the Panel concluded that the basic allowance should increase by that percentage. This results in an hourly rate of £14.67, which equates to a rate of £5.87 an hour after applying the 60% public service discount.

5.4 “Out of Pocket” Expenses

The current allowance of £225 to cover out of pocket expenses such as postage, telephones, stationery, computer peripherals and other materials should continue to be included in the basic allowance and should not be subject to the public service discount.

5.5 Conclusion

The basic allowance is calculated as 14 hours a week x £14.67 an hour x 52 weeks = £10,679.76. Less 60% public service discount, which produces a basic allowance of £4,271.90 plus the £225 out of pocket expenses produces a total of £4,496.90.

5.6 Recommendation

The Panel, therefore, recommends a total basic allowance payable to all Members of the Council of £4,500 per full year.

6. Special Responsibility Allowances (SRA)

6.1 The Leader of the Council

(a) The Panel concluded that there was no overwhelming reason to change the current basis of calculating the allowance and, therefore, the Leader to receive an additional allowance of twice the basic allowance.

(b) Recommendation

The Panel, therefore, recommends that the Leader of the Council should be remunerated at £9,000 per annum.

6.2 Deputy Leader of the Council

(a) The Panel were unable to conclude whether the introduction of joint Deputy Leaders was necessitated by a ‘heavy’ workload or whether two deputies made the deputy role ‘easier’. Therefore, it was agreed to defer the decision until the next review when this issue would be specifically addressed. Therefore, the difference between the Deputy Leaders’ allowance (£5,400) and a Cabinet Member (£4,950) of £450 be divided equally between the joint Deputy Leaders, producing an allowance of £5,175.

(b) Recommendation

(1) **The Panel concluded that the Deputy Leader should continue to be remunerated at a rate of 60% of the Leader’s allowance and, therefore, this SRA would be £5,400 in a full year.**

(2) **The Joint Deputy Leaders’ allowance to be remunerated at a rate of £5,175 in a full year.**

6.3 Other Cabinet Members

(a) From the diaries received it was evident that there was some disparity between the workloads of the Cabinet Members. However, as not all diaries had been received and workloads could change over a period of time, the Panel concluded that it was not possible to recommend differing SRA and, therefore, the current

practice of remunerating all other Cabinet Members at the same level should continue.

- (b) From the analysis of the diaries received it was evident that the workload of Cabinet Members was greater than that originally allowed for in the current scheme and, therefore, should be increased from 50% to 55% of the Leader's allowance.
- (c) **The recommended SRA for Cabinet Members with portfolios be equal to 55% of that of the Leader's allowance, i.e. an additional £4,950 in a full year.**

6.4 Chairmen of Overview & Scrutiny, Policy Development and Development Control Committees

- (a) **The Panel recommends that these Committee Chairmen should be remunerated at a rate of 40% of that of the Leader's SRA, i.e. an additional £3,600 in a full year.**

6.5 Chairmen of the Licensing & Regulatory and Standards Committee

- (a) **The Panel recommends that these Chairmen to be remunerated at a rate of 10% of the Leader's SRA, i.e. an additional £900 in a full year.**

6.6 Vice-Chairmen of Committees

- (a) There was no evidence submitted to support the Panel making an allowance to Vice-Chairmen of any Committee.

6.7 Group Leaders

- (a) **The Panel recommends that for Groups with 10 or more Members, the Group Leader should receive 30% of the Leader of the Council's SRA i.e. an additional £2,700 in a full year. For Groups of between 5 to 9 Members, a Group Leader should receive 15% of the Council Leader's SRA, i.e. an additional £1,350 in a full year.**

6.8 Co-optees Allowance

- (a) The Panel agreed that an allowance should be payable to a person co-opted onto a Committee, Sub-Committee, Working Party or Panel on which would meet on a regular basis. The Panel recognised that this would almost certainly be an individual allowance that had to be calculated when the co-option was made to a particular body. The Panel concentrated on the allowance to be payable to a Member of the Standards Committee, and concluded that the allowance for a co-opted Member of the Standards Committee should be at the same public service discounted rate of £5.87 an hour, as recommended for Members, and based on 30 hours in a full year. This equates to £176.10, rounded down to £175 per annum.
- (b) **The Panel recommends that a co-opted Member of the Standards Committee receive an allowance of £175 in a full year.**

7. **Childcare and Dependant Carers' Allowance (DCA)**

- 7.1 The Panel recognised that this is an allowance that is explicitly designed to enable a wider range of candidates to stand for and remain on Council. Experience had shown

that it was not an allowance which was claimed by many Members but when it was claimed, it was often the difference between enabling a Member to continue servicing on the Council or being forced to step down.

7.2 The Panel also recognised that almost inevitably there were differential costs associated with the care of children from the specialist care requirements for other dependants.

7.3 **Therefore, the Panel concluded that:-**

- (1) **there should be a payment of a DCA up to a maximum rate of £5.50 an hour;**
- (2) **the Acting Head of Legal and Democratic Services be enabled to authorise payments in excess of the £5.50 an hour but not exceeding the Social Services full cost carers' rate of £11.50 an hour in appropriate circumstances; and**
- (3) **there should be no upper limit as to the amount to be claimed.**

8. Travelling and Subsistence Allowance

8.1 Travel Allowances

The Panel recommends the current rate of 39.9p a mile continue.

8.2 Bicycle Allowance

The Panel recommends a bicycle allowance be introduced at 20p a mile.

8.3 Subsistence Allowances

The Panel recommends that the subsistence rates for Members should be the same as that paid to officers, and linked to the rates payable to officers.

8.4 Overnight Subsistence Allowances (deemed to cover a 24 hours period)

The Panel recommends that for stays outside London the subsistence rate increases to £80 and for stays in London be increased to £100.

9. Pensions

9.1 The Panel concluded that the Borough Council's Members' Allowance Scheme should include that a Member of the Council should be entitled to membership of the Local Government Pension Scheme, and that the basic allowance and any special responsibility allowance should be made pensionable.

9.2 The Panel recognised that it was for individual Members to decide whether to opt into the Local Government Superannuation Scheme, and that this was a decision that required being provided with appropriate advice and then requiring due consideration. The Panel was aware that Suffolk County Council Pensions Department was intending to publish an explanatory leaflet but that was not yet available. Therefore, the Panel concluded that, given the time constraints, Members should be eligible to opt into the Local Government Pension Scheme from 1 April 2004.

9.3 **The Panel recommends that:-**

- (1) **the Members' Allowance Scheme include that a Member of the Council should be entitled to membership of the Local Government Pension Scheme;**
- (2) **the basic allowance and any special responsibility allowance should be made pensionable; and**
- (3) **Members become eligible to join the Scheme from 1 April 2004.**

10. **Indexation of Allowances**

10.1 The Panel considered it appropriate that certain allowances be indexed linked.

10.2 **The Panel recommends that:-**

- (1) **the basic allowance be updated each year in line with the New Earnings Survey for Non-Manual Male Average Earnings, and that this indexation be reviewed by the Panel every two years; and**
- (2) **the subsistence allowances, be directly linked to the rate payable to officers, and, therefore, be amended as and when the officer scheme is amended.**

11. **Accountability**

- (a) **The Panel recommends that the issue of accountability be explored further elsewhere. However they considered that it would be appropriate for a Councillors' attendance record to be published at the same time as the statutory requirement to publish the amounts of allowances actually received by each individual Member.**

12. **Special Responsibility Allowance**

- (a) **It is recommended that the current policy whereby only one special responsibility allowance should be payable to any Member continue.**

13. **Exceptional Responsibility Allowance**

- (a) **The Panel recommends that a special meeting of the Independent Remuneration Panel be convened by the Acting Head of Legal and Democratic Services to consider the payment of an exceptional responsibility allowance if considered necessary.**

14. **Withholding Allowances**

14.1 The Panel concurred with the view that, when a Councillor is fully or partially suspended from their duties then their allowance should be fully or partially withheld. However, it was considered that these would involve difficult circumstances and that the Acting Head of Legal and Democratic Services be involved in the implementation of the following recommendation.

- 14.2 (a) **The Panel recommends that when a Councillor is fully or partially suspended from duties the allowance(s) should be fully or partially withheld.**

- (b) **The Acting Head of Legal and Democratic Services consider the means of implementing recommendation (a).**

15. Payment to Members who hold Positions in more than one Authority

- (a) Arising from the discussion held at full Council on 23 July 2002 the Panel were requested to examine the payment of a Special Responsibility Allowance to Members who held positions in more than one authority.
- (b) **The Panel recommends that Borough Councillors who are also Members of other authorities should receive the full entitlement to the Borough Council's Special Responsibility Allowance.**

16. Conclusions

- (a) **The Panel's recommended scheme of allowances for a full year is attached and the budgetary implications shown in Appendix A.**
- (b) The Panel is unanimous in commending this report, and the recommendations contained within it, to the Council for acceptance as an appropriate scheme of allowances for the Members of St Edmundsbury Borough Council.

.....
Dr Alan Lower (Chairman)

.....
Mr Robert Hansen

.....
Dr John Hill

.....
Mr Alan Jary

Members' Allowance Scheme: Actual Costs

NOM	Description	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
2580	Car allowances	13,944.15	14,692.50	13,572.16	15,245.06	14,427.54
1125	Allowances	284,450.46	296,268.20	304,835.98	309,985.70	307,790.17
split:	Basic	216,991.67	222,979.81	230,417.42	233,955.00	233,280.00
	Special	65,389.21	71,289.94	72,206.31	74,036.10	72,535.78
	Standards	1,094.58	1,199.25	1,189.25	956.60	939.39
	Special	975.00	799.20	1,023.00	1,038.00	1,035.00
		<u>284,450.46</u>	<u>296,268.20</u>	<u>304,835.98</u>	<u>309,985.70</u>	<u>307,790.17</u>