



Independent Remuneration Panel 7 September 2011

Considerations for Review

1. Background

- 1.1 The Panel will need to consider what elements of the Members' Allowance Scheme it requires to review.
- 1.2 All Councillors (Members' Bulletin 29 July 2011) and the Management Team have been asked to comment on the current scheme. Section 3 onwards draws the Panel's attention to issues raised to date. Further comments received will be forwarded to the Panel.

2. Last Report of the Panel: Council 14 December 2010

- 2.1 The Panel's report to Council stated that:-
 - (a) *Following the forthcoming elections in May 2011 a full review of the scheme be undertaken. This review should include Councillors being requested to keep 'timesheets' for a specific period in order that an analysis of workloads can be undertaken. It is considered appropriate that timesheets be requested for a specified period in Autumn 2011. This will enable the results to be analysed and the financial implications can be included in the budget setting process. Furthermore, any proposed amendments to the scheme can be introduced in the 2011/2012 financial year.*
 - (b) *Once the scheme has been determined and approved by full Council then the scheme be retained for the remaining term of the Council, until May 2015, rather than be subject to a full annual review. However, it will be necessary to keep members of the Independent Remuneration Panel informed and it is suggested that this can be done in an annual update by email/post rather than a formal meeting, unless a topic(s) required detailed consideration.*
- 2.2 As a result of considering the Panel's report the Council resolved that:-
 - (a) *A detailed review be undertaken following the elections in May 2011; and*
 - (b) *consideration be given to the approved scheme being applicable for the remaining term of the Council, to May 2015, and subject to review only when required.*

2.3 The Panel is requested to consider the 'best' method of undertaking a detailed review, and at a later date whether the approved scheme continue for the remaining terms of this Council (to May 2015).

3. Scrutiny Committee Structure

3.1 On 14 December 2010 the Council disbanded the Policy Development Committee and reallocated its workload to the Overview and Scrutiny and Performance and Audit Scrutiny Committees (minute 73(B)(2) refers). The workload of the Policy Development Committee was transferred as follows:-

- (1) responsibility for ensuring a Member lead on Diversity across the Council was taken on by the Overview and Scrutiny Committee;
- (2) policy development and policy reviews will be carried out by 'task and finish groups' of a new Overview and Scrutiny Committee with an increased membership of 16 Members;
- (3) an additional meeting of the Overview and Scrutiny Committee has been set for November each year, bringing the total number of meetings each year to eight, in order to accommodate the management of these additional reviews;
- (4) the budget responsibilities of the Policy Development Committee (including Dynamic Review – Innovation Value and Enterprise (DR-IVE) and policy based budgeting have transferred to the Performance and Audit Scrutiny Committee; and
- (5) an additional meeting of the Performance and Audit Scrutiny Committee has been set for November each year to consider the budget reports which were previously the responsibility of the Policy Development Committee.

3.2 Special Responsibility Allowances payable prior to the Policy Development Committee being disbanded were as follows:-

	Overview and Scrutiny	Policy Development	Performance and Audit
Chairman	£3,114	£3,114	£2,076
Vice Chairman	£1,557	£1,557	£1,041

3.3 On 17 May 2007 the Council approved the formation of a Performance and Audit Scrutiny Committee in addition to the Overview and Scrutiny and Policy Development Committees. The responsibilities allowances paid were as follows:-

(a) **Prior to formation of Performance and Audit Scrutiny Committee**

	Overview and Scrutiny	Policy Development
Chairman	£3,900	£3,900
Vice Chairman	£1,950	£1,950

(b) **At the formation of the Performance and Audit Scrutiny Committee**

	Overview and Scrutiny	Policy Development	Performance and Audit
Chairman	£2,664	£2,664	£2,664
Vice Chairman	£1,332	£1,332	£1,332

(c) **Following a review**

	Overview and Scrutiny	Policy Development	Performance and Audit
Chairman	£3,075	£3,075	£2,049
Vice Chairman	£1,536	£1,536	£1,026

3.4 Following on from the restructuring of the Scrutiny Committees in December 2010 membership of the Overview and Scrutiny Committee has been increased from 13 to 16 Members but the Performance and Audit Scrutiny Committee remains at 10 Members. The Overview and Scrutiny Committee is now scheduled to meet eight times in the civic year instead of seven as before, and the Performance and Audit Scrutiny Committee is scheduled to meet six times a year.

3.5 In terms of additional responsibilities these can be accommodated within the six meetings of the Performance and Audit Scrutiny Committee. However, the increased number of reviews which will now be overseen by the Overview and Scrutiny Committee would not have been able to be accommodated in just one extra meeting, and the Committee has chosen to carry out the majority of the research and development aspects of its reviews in task and finish groups which will report back to the main Committee periodically and at the end of their work with their recommendations. Therefore, although the number of Committee meetings has only increased by one, the amount of scrutiny work actually being undertaken by Members has increased beyond that one meeting. At any one time there could be as many as five or more scrutiny reviews running under the authority of the main Committee.

4. Cabinet

4.1 The Members' Allowance Scheme includes the following Special Responsibility Allowances for Members of the Cabinet:-

(a)	Leader of the Council:	£10,368
(b)	Deputy Leader of the Council:	£6,222
(c)	'Other' Cabinet Members:	£5,706

4.2 On 22 September 2009 the Leader of the Council announced that he was increasing the size of the Cabinet from eight to nine Members. In October 2010 following a resignation the number of Cabinet members reverted back to eight Members, and the Leader of the Council held the Resources and Efficiency Portfolio in addition to his previous responsibilities to cover for the vacant post.

4.3 At the Annual Meeting of the Council on 19 May 2011, the Leader announced that he would initially appoint a further six Members to the Cabinet making a total of

seven Cabinet members. The Leader stated that there were a number of significant issues that required clarification before he was able to finalise the Membership of Cabinet. Items such as the Localism Bill, the current status of Suffolk County Council's New Strategic Direction and the shared services agenda with Forest Heath District Council required clarification. A consequence of this decision is that two Members of the Cabinet currently hold responsibilities for two portfolios.

- 4.4 Consideration should be given to a mechanism whereby allowances reflect the workload of Members of the Cabinet when the number of Cabinet members change.

5. Licensing and Regulatory Committee

- 5.1 The Borough Council took over additional licensing responsibilities with the Licensing Act 2003 and introduced a Special Responsibility Allowance for the Chairman of the Committee initially £975 per annum in 2006/2007 rising to £999 in 2007/2008. On 9 December 2008 the Independent Remuneration Panel's Report to Council recommended a change to the scheme concerning payment of the Special Responsibility Allowance to the Chairman of the Licensing and Regulatory Committee. It was recommended that the allowance for the Chairman be discontinued as the workload of both the Committee and Chairman resulting from the implications of the Licensing Act had now declined. As a result Council resolved (minute 66) that with effect from 1 January 2009 no Special Responsibility Allowance be payable to the Chairman of the Licensing and Regulatory Committee.
- 5.2 There are significant responsibilities for the Chairman of the Committee. It should be noted that when undertaking the comparison of the Borough Council's Members' Allowance Scheme with that of other local authorities (Report C97 Appendices B and C on this agenda) that the majority of other local authorities pay a Special Responsibility Allowance to the Chairman of Licensing and Appeals Committees and some also pay a Special Responsibility Allowance to the Vice Chairman.

6. Deputy Leaders' Allowance

- 6.1 The Borough Council's current scheme allows for a Special Responsibility Allowance in the eventuality that there is more than one Deputy Leader of the Council. However, the Local Government and Public Involvement in Health Act 2007 indicates that only one Member of the Council can act as a Deputy Leader and, therefore, the Panel does not now need to set the allowance for when there is more than one Deputy Leader.

7. Subsistence Allowances

- 7.1 Attached as Appendix A to the report is the current entry in the Scheme for the payment of Subsistence Allowances. Clarification has been sought in the interpretation of the payment of these allowances and attached as Appendix B is a proposed revision, with the amendments emboldened.

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

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
<i>(including lunchtime between 12.00 noon and 2.00 pm)</i> | £9.50 |
| (c) | Tea Allowance
<i>(after 6.30 pm)</i> | £3.76 |
| (d) | Evening Meal Allowance
<i>(after 8.30 pm)</i> | £11.77 |

Receipts should be obtained where possible.

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

Outside London	£80.00
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For such an absence in London, or for attending one of the conferences approved by the Secretary of State	£100.00
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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.

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- (f) Car parking fees : actual expenditure incurred.

2. Day Subsistence Allowances

2.1 The subsistence rates listed below are with effect from 1 January 2010, **and the allowance will be the same as, and linked to, the rates payable to officers.**

2.2 **Day subsistence expenses will be payable to a Member who is prevented by official duties from taking a meal at home or the place where they normally take their meals and thereby incurs additional expenditure.**

2.3 **The payment of subsistence allowances is subject to the principle that expenditure on meals has actually been incurred. Members will be reimbursed the actual expenditure incurred up to the maximum rates set out in the scheme. All claims must be supported by receipts or third party documentation.**

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

- (a) Breakfast Allowance
(More than 4 hours away from normal place of residence before 11.00 am) £6.88
- (b) Lunch Allowance
(More than 4 hours away from normal place of residence including lunchtime between 12.00 noon and 2.00 pm) £9.50
- (c) Tea Allowance
(More than 4 hours away from normal place of residence ending after 6.30 pm) £3.76
- (d) Evening Meal Allowance
(More than 4 hours away from normal place of residence ending after 8.30 pm) £11.77

2.5 **Either a tea or evening meal can be claimed but not both.**

2.6 **Overnight Accommodation and 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

2.7 **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.

2.8 **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.

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