



Independent Remuneration Panel 21 November 2011

Members' Allowances: Considerations for Review

1. Background

1.1 Diary of Councillors' activities in October 2011

1.1.1 On 7 September 2011 the Panel resolved that:-

'all Members of the Council be requested to complete a diary of their Council activities for the month of October or November 2011.'

1.1.2 Attached as Appendix A is the information relating to the compilation of diaries including:-

- (a) documentation issued to Councillors; covering letter and a copy of the 'timesheet';
- (b) analysis of the responses received; and
- (c) representations received on the diary exercise from Councillor Nettleton and a joint response from nine Councillors.

1.2 Considerations for Review

1.2.1 On 7 September 2011, the Panel also considered Report C99, Considerations for Review, (attached as Appendix B to this report) 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 and these are attached at Appendix C:-

- (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.

1.2.2 On 7 September 2011, 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.

1.3 **Ownership of Vehicles used on Council Business**

1.3.1 Also on 7 September 2011 the Panel resolved that:-

'Members be requested to provide information in respect of vehicles used on Council business.'

1.3.2 On the diary form, Councillors were asked:-

*'**VEHICLE OWNERSHIP:** If NOT PRIVATELY OWNED – Please state whether the vehicle you use on Council business is funded partly or wholly by a company or 'other' organisation.'*

1.4 **Current Scheme**

1.4.1 Attached as Appendix D is a copy of the current Members' Allowance Scheme.

2. **Considerations**

2.1 The Panel will need to review the information attached to review and determine whether the current Members' Allowance Scheme requires to be amended.

2.2 Attached as Appendix E is a **summary** of points for consideration based on the documentation presented to the Panel at its last meeting on 7 September 2011 and for this meeting.

2.3 It should be noted that two of the 24 Councillors who returned their diaries stated that they had 'company cars'. One of these has never claimed travel expenses.

2.4 Attached as Appendix F is background information on the calculation of the Basic Allowance.

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

Members' Diaries: October 2011

1. Background

- 1.1 Attached is a copy of the covering letter and the 'timesheet' sent to all Councillors.
- 1.2 Attached is a copy of a joint submission from nine Councillors and a representation from Councillor Nettleton.
- 1.3 Below is an analysis of the diaries returned.

2. Analysis of diaries received

- 2.1 A total of 24 diaries were returned out of a total of 45, which represents 53%.
- 2.2 Of the 16 Councillors who receive Special Responsibility Allowances, five (31%) did not respond.
- 2.3 An analysis of all 24 diaries shows that the average time spent on Council duties was 19.4 hours a week (travelling time has been excluded from all calculations). The time spent on Council duties ranged from 7.4 to 36.0 a week.
- 2.4 From an analysis of the diaries returned from the 14 Councillors not in receipt of a Special Responsibility Allowance, the average time spent on Council duties was 17.7 hours a week, and there was a range from 7.4 to 36 hours a week.
- 2.5 Those in receipt of a Special Responsibility Allowance spent 22.1 hours a week on Council duties, and the range was from 16.6 to 29.6 hours a week.
- 2.6 The following is an extract from the report of the Independent Remuneration Panel that was presented to full Council on 27 February 2003.

5. Basic Allowance

5.1 (a) 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.

To: All Members of the Council

Our reference SL/CM

(Copy to Chief Executive and Head of Legal and Democratic Services)

Contact Steven Lincoln
Direct Dial 01284 757108
Email steven.lincoln@stedsbc.gov.uk

8 September 2011

Dear Councillor

Members' Allowance Scheme

Those Members who attended the meeting of full Council on 14 December 2010 will recall that the report from the Independent Remuneration Panel stated that following the forthcoming elections in May 2011 a full review of the Members' Allowance Scheme should 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 this Autumn. 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.

The newly constituted Independent Remuneration Panel met on 7 September 2011 and concluded that it would be beneficial to undertake the exercise in which Members maintain a 'timesheet' for the month of October 2011. Therefore, I include four timesheets for weeks commencing 3, 10, 17 and 24 October 2011, together with some explanatory notes. Would you please return your completed timesheets as early in November as possible as the Panel wish to consider the results of this exercise at its meeting scheduled for 23 November 2011.

In response to representations received, the Panel wish to ascertain whether the vehicle used by a Councillor on Council business and, therefore, the subject of the travel claims submitted is a privately owned vehicle or one that is funded (wholly or partly) by a company or other organisation.

You will appreciate that the Panel will require that enough 'timesheets' are returned in order that any consideration of the issues raised and conclusions reached are based on statistically significant information. Therefore, the Panel would welcome your input into this exercise, which has not been undertaken for a number of years.

Joy Bowes BA Solicitor • Head of Legal and Democratic Services
West Suffolk House • Western Way
Bury St Edmunds • Suffolk • IP33 3YU
Phone 01284 763233 • **Fax** 01284 757110 • **TypeTalk** 18001 01284 757115
Departmental email democratic.services@stedsbc.gov.uk
Website www.stedmundsbury.gov.uk

Do not hesitate to contact me if you require any further information.

Yours sincerely

Steven Lincoln
Committee Services Manager
for Head of Legal and Democratic Services

St. Edmundsbury Borough Council

Members' Diary: October 2011

COUNCILLOR:..... **WEEK BEGINNING:**.....

OFFICE HELD:

Please complete a form for each week and return them in the envelope provided. Notes to explain how to fill in the form are set out on the reverse.

Date	Borough Council Meetings		Borough Council Other		Constituency work		Political Group		Outside Bodies		Parish Council		Other (please explain below)		Total
	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	
Mon															
Tues															
Wed															
Thurs															
Fri															
Sat															
Sun															

NOTE: If you consider that travel time is an important element in undertaking your Council activities then please record the time under "other".

VEHICLE OWNERSHIP: If NOT PRIVATELY OWNED – Please state whether the vehicle you use on Council business is funded partly or wholly by a company or 'other' organisation

Comments/Notes:

.....

Signed: Date:

Members' Diary: October 2011 **Explanatory Notes**

These notes help to explain how to fill in the record sheet. If you need clarification on any issues either record this on the Comment/Notes section of the form provided, or contact Steven Lincoln on (01284 757108)

1. Office Held

Please record the office that you hold, such as Cabinet Member, Chairman/Vice Chairman of a Committee, Working Party etc.

2. Time Spent

Please record, in hours and half hours, the approximate time you have spent on each activity. This relates only to St Edmundsbury Borough Council business. The activities are explained below.

3. Borough Council

This is the time you spend directly on Council business, whether that it is in meetings at West Suffolk House etc or at home reading papers and dealing with correspondence or on a site visit (e.g. for Development Control Committee).

4. Ward Business

This is the time you spend dealing with residents/organisations in your ward. It is any activity related to your ward that you attend or deal with because you are a Councillor.

5. Political Group

This is the time that you spend in political group meetings, whether formal or informal.

6. Outside Bodies

This is the time you spend on the 'business' of an organisation where you have been formally appointed as a representative of St Edmundsbury Borough Council. Please note in the comment column if you receive a payment from that organization.

7. Town/Parish Councils

If you are also a Town/Parish Councillor, then for the purpose of this exercise, time spent as a Town/Parish Councillor must be ignored. This section of the 'timesheet' relates only to when you attend Town/Parish Council meetings on behalf of St Edmundsbury Borough Council.

8. Other

Please only use this box if you really cannot find an appropriate section on the timesheet. Hopefully, you would only need to enter a very small amount of your total time in this box, if any. If you do use it, a brief note to explain what the time relates to would be helpful.

9. When Completed

When you have completed your forms, could you please return them as soon as possible.

10. Review

The information provided by you in this way will be very helpful in the review of the Members' Allowances system.

S M Lincoln, 22 September 2011

democratic.wp.services

From: Lincoln, Steven
Sent: 27 October 2011 12:51
To: democratic.wp.services
Subject: FW: Response to timesheets
Attachments: MINORITY SUBMISSION TO INDEPENDENT REMUNERATION COMMITTEE.doc

From: Farmer, Paul
Sent: 23 October 2011 18:11
To: Lincoln, Steven
Cc: Cockle, Bob; French, Phillip; Broughton, Sarah; Warby, Patricia; Warby, Frank; Richardson, Karen; Hale, John; Springett, Clive
Subject: Response to timesheets

Dear Steven,

Please would you pass the attached short report to each member of the Independent Remuneration Panel for their consideration in their current round of deliberations?

Thanks,

Paul

Councillor Paul Farmer on behalf of all the signatories
St Edmundsbury Borough Councillor for Abbeygate Ward

SUBMISSION TO INDEPENDENT REMUNERATION COMMITTEE

October 2011

1. Introduction

1.1 We very much appreciate both the efforts made by Steven Lincoln to devise a system of timesheets, and the Committee's attempt to establish a systematic assessment of our workload. However, whilst some of us have attempted to complete this documentation, we all feel that the timesheets have limitations in terms of their ease of completion and accuracy.

1.2 We are committed to the notion that being an elected member is to some extent a vocation, but believe that it should nevertheless be adequately remunerated to ensure it is not just a job for those who can afford to receive a low and taxable allowance.

2. Completing the timesheets

2.1 This may be easier for those who compartmentalise and restrict their council work.

2.2 Some of us are retired, and/or work from home, and choose to spend time with our laptops on, perhaps with another private PC and mobile device alongside the land line. Unless we devote fixed periods of time only to council business we may naturally find ourselves moving from one computer to the other whilst taking phone calls or messages about council and non-council matters. Differentiating between the two and noting down changes may not come naturally. For example we might go to a council email as it comes in, take a non-council phone call in the middle of answering the email, requiring four separate recordings of time.

2.3 It is possible to have quite long conversations about council business with electors we meet in the street during the course of everyday life. We might well forget to note that down, and away from home may not be able to record its length. Similarly we may go to inspect a problem but before returning home depart from council work, again needing a very good memory or note-taking on the hoof – more especially if we use mobile phones or devices.

2.3 There are particular problems for those of us who are also town/parish and/or county councillors with the same electorate as our borough wards, since identification of which body we are acting for (in order to record the action) may be artificial.

3. Reliability of timesheets

3.1 Most people, being human, are bound to forget to note some activities, or worse still estimate incorrectly after the event. There may be a temptation to overestimate.

3.2 What happens in October may not be typical. There are no ordinary council or cabinet meetings (nor about half of all committee meetings); yet one of us has two residents' association AGMs this month – 50% of his annual quota.

3.3 New councillors may not have yet acquired the mass of work that comes gradually as one's reputation spreads, and their timesheets may be thinner than they would be in a year's time.

3.4 This system does not measure the quality of our work. For example, time sitting in a meeting not contributing is treated on an equal footing with a cabinet member answering a set of tricky questions in full council.

3.5 This system does not record unsocial hours.

4. Conclusion

4.1 Being a councillor can involve us in work during any of our waking hours. We not only take our work home with us but are also available outside office hours. This commitment deserves remuneration at a level that is both fair and sufficient to attract new and younger candidates in the 2015 elections, and we hope that the Committee will not put too much reliance on the timesheets for the reasons outlined above.

4.2 It is not for us to decide on the level of our own allowance, but in order show that there are other methods we offer the following idea. It should be possible to find a local government officer grade commensurate with a councillor's level of skills. Although members' hours are often unsocial they may not amount to a full time job. One could weight the officer's salary up and down to take account of both these factors. A percentage of salary could then be applied which takes account of the notion that being a councillor is essentially a vocation.

Cllr Mrs Sarah Broughton

Cllr Bob Cockle (Former Mayor and current Labour Group Leader)*

Cllr Paul Farmer*

Cllr Phillip French (also Suffolk County Councillor)*

Cllr John Hale (Conservative Group secretary)

Cllr Mrs Karen Richardson

Cllr Clive Springett*

Cllr Frank Warby (Former Mayor)

Cllr Mrs Patricia Warby (Former Mayor)*

* also Town Councillor

TIMESHEETS

A covering letter written by David Nettleton

31 October 2011

Dear Panel Members

I have completed my four timesheets and returned them to Steven Lincoln. I hope every other Member of the Council has also filled in theirs but I am aware that one councillor tried to start a boycott in the first week by writing to all of us by email.

October was a good month to choose as the schedule of meetings is fairly typical for most other months; August and December being the exceptions due to holidays. I worked 114 hours during the four weeks of which 26.5 hours relate to my role as Chairman of Overview & Scrutiny for which I am currently paid a SRA of £3114. Given the greater complexity of the work attached to this role I think ratio of 0.6 is fairly accurate and I wouldn't advocate any change to that ratio.

I have slightly revised the formula for calculating which I proposed in August. I suggest instead that rather than assuming a base figure of 17.5 hours a week, this is increased to 18.5 hours as it is exactly half of the full-time week worked by officers of the council. Perhaps this could be graduated in over three years: 17.5: 18.0: 18.5; all this at the National Minimum Wage, currently £6.08 an hour. If the government alters this figure, the Members Allowance is amended accordingly. Basically, once you have set the criteria, your work is done, apart from an annual review meeting.

I haven't included travel times to meetings in my timesheets. Not many employers pay their staff the time it takes to get from home to work and SEBC officers don't receive this perk, so why should councillors? For the record, it takes me 24 minutes to walk from my home in Cannon Street to West Suffolk House via the Tayfen Meadows cycle and footpath. Neither do officers receive reimbursement of fuel costs at 45p a mile. Phasing out this payment at £1,500 a year from £15K to zero over 10 years might encourage councillors to think about hiring a mini-bus – one from the northern rural area and another from Haverhill – to transport councillors to meetings in Bury. The council already operates a mini-bus system for Development Control site visits so the principle is established. There might even be a sing-song on the way home with Robert Clifton-Brown leading the way with 'Swing Low, Sweet Chariot'.

In June I travelled to Mildenhall to meet the FHDC O&S chairman for a joint session. Because my bus left a few minutes before 09.30 I had to pay £3.10. I didn't try to claim back this fare because I would have felt unclean had I done so. In over 8 years as a councillor I have never claimed a penny in expenses even though I feel insulted by being paid an allowance below the National Minimum Wage. I hope the IRP will treat me and my fellow councillors with respect from now on.



St Edmundsbury
BOROUGH COUNCIL

C99

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@stedsb.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.

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. 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.

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.

Representation to the Independent Remuneration Panel: 7 September 2011

The following documents were initially presented to the Panel on 7 September 2011:-

- (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.

To the Independent Remuneration Panel Regarding Members Allowances

Performance and Audit Scrutiny Committee

Background

Until the end of 2010, there were 3 scrutiny committees:

- Overview and Scrutiny
- Policy Development
- Performance and Audit

The Chairman and Vice Chairman of Overview and Scrutiny and Policy Development each got the same Special Responsibility Allowance, whilst the Chairman and Vice Chairman of Performance and Audit got less, which remains the case now. The reason being that it was felt that their work load at the time was less, even though it increased as time went by.

At the end of 2010, the Policy Development Committee was deemed to be surplus to requirements and its workload was shared between Overview and Scrutiny and Performance and Audit.

New Scrutiny Situation

Their workload, apart from the considerable amount of required reading before meetings, is as follows:

- Overview and Scrutiny – 7 meeting per annum.
- Performance and Audit- 6 meetings per annum. In addition, there is a sub Committee to Performance and Audit, namely the Treasury Management Committee which has 3 members, two being the Chairman and Vice Chairman .The Committee meets 4 times a year.

The Special Responsibility Allowance for the Chairman and Vice Chairman of each Committee is as follows:

- Overview and Scrutiny- Chairman- £3114 pa, Vice - £1557 pa.
- Performance and Audit- Chairman- £2076 pa, Vice Chairman- £1041.

Request to the Independent Remuneration Panel

That the Chairman and Vice Chairman of both Committees be paid the same Responsibility Allowance. Bearing in mind the fact that the Council has saved Responsibility allowances following the demise of Policy Development

This submission is being made by the current Chairman of the Performance and Audit Scrutiny Committee, John Hale.

Lincoln, Steven

From: frankjwarby@aol.com
Sent: 25 August 2011 16:48
To: Lincoln, Steven
Subject: Fwd: Chairman of Licensing and Regulatory Committee.

-----Original Message-----

From: frankjwarby <frankjwarby@aol.com>
To: lincoln.steven <lincoln.steven@stedšbc.gov.uk>
Sent: Thu, 25 Aug 2011 16:39
Subject: Chairman of Licensing and Regulatory Committee.

Steven , would you please forward the representation below to the Independent Remuneration Panel.

Dear Panel

As part of your review into Members Allowances Scheme, I would ask you to examine the re-introduction of a special Responsibility Allowance for the Chairman of the Licensing and Regulatory Committee, which is mentioned in Report C99 in your papers.

The Committee has a very wide and technical remit, which includes all regulatory matters (except those dealt with by the "Planning Committee" and the hearing of certain appeals. The Committee's work includes dealing with making policy and considering license applications in respect of the Licensing Act 2003, the Gambling Act, Sex Entertainment, Animal Welfare and Taxi Drivers and an extra responsibility now of Film Categories. This work involves the Committee, and in particular myself as chairman , in undertaking initial and ongoing training. It also involves me liaising with officers on a regular basis. As part of enforcement I and other committee members undertake night time visits to town premises.

The Sub Committee's consider license applications and I need to ensure that there is a consistent approach across the sub committee's.

I note that your papers indicate that a significant number of other local authorities 'pay' a Special Responsibility Allowance for the Chairman of this Committee, which I consider to be justified because of the responsibilities involved in this wide ranging and technical area of the Council's work

I would also like the Panel to consider the Vice Chairman's. role in your deliberations.

Councillor Frank Warby
Chairman of Licensing and Regulatory Committee

Lincoln, Steven

From: Houlder, Ian
Sent: 11 August 2011 13:04
To: Lincoln, Steven
Cc: Bowes, Joy
Subject: Independent Remuneration Panel 7 Sept 2011

Dear Stephen,

I have been reading the papers and no doubt the Panel will carefully consider the information. I do note, however, that the Private Vehicle Allowance for all Members is shown as a flat £0.45 per mile. I would be grateful if the Panel would consider the items I note below.

I had a fully funded company car in the period May 2003 - March 2010 and although I was coded to pay tax on the private petrol usage, I felt the costs I may personally have incurred using the vehicle on 'Council Business' were too slight to make what would have been a fairly complicated and minimal claim.

I was probably unusual in this day and age to get a fully funded car including petrol and therefore wonder how Members who have company cars claim for their mileage. £0.45 per mile would be far too much as they should probably only claim their fuel usage which at 30 mpg @ 1.35 per gallon would only equate to £0.05 pm, perhaps rounded to £0.10 to cover ancillary costs. Perhaps the Panel could look at this and give a rate these users can fairly claim.

Similarly users of funded Disabled/Motability vehicles do not have anywhere near the same personal vehicle costs as those who have to provide their own vehicles or indeed those who have to fund some proportion of their company cars.

In the O&S Committee we are looking at all the aspects of the current Blue Badge scheme and this has concentrated my mind on those who drive and have disabilities.

I believe any Member who enjoys the benefits through Mobility schemes would not be eligible for the full allowance, possibly none, as some Mobility claimants can get state funding for up to 20,000 miles per annum not to mention:-

- Insurance, servicing and maintenance
- Full RAC breakdown assistance
- Annual tax disc
- Tyre and windscreen replacement
- Many adaptations at no extra cost

I would be grateful if the Panel would look at this aspect and set rates for the various classes of Motability users. The Members should be protected in this respect for to claim the full allowance where none is due could be considered at worst illegal and at best a misuse of public funds. This may also be a matter for the Standards Committee and/or the Overview & Scrutiny Committee.

The paper (Schedule 4) should also make it very clear that claimants should provide receipts or tickets for car parking and train/bus/taxi fares and accommodation. This fact has only been mentioned for the provision of receipts for subsistence.

Thanks & best wishes, Ian

Lincoln, Steven

From: Tim Marks [Tim.Marks@suffolk.gov.uk]
Sent: 11 August 2011 13:05
To: Lincoln, Steven
Subject: Independent Remuneration Panel (IRP)

Steve

I refer to your letter of 4 August and enclosed papers for the 7 September meeting of the IRP.

In the Travel and Subsistence Allowances listed in Appendix B of Paper C99 it states that a Travel Allowance of 45.0p per mile will be paid for use of private vehicles. In my opinion private vehicles should be more closely defined, e.g. a vehicle wholly owned and funded by the elected member.

Members who have the benefit of a vehicle provided in lieu of Disability Living Allowance are required only to fund the cost of fuel used by the vehicle with all other costs being met from the public purse and they cannot expect to receive the same allowance as members who have to meet all costs associated with running a motor vehicle. In my opinion it is incorrect to claim that such a vehicle is a private vehicle. Similar arguments also apply to members who have the benefit of employer provided vehicles although arrangements for private use of such vehicles will vary between employers.

I would be grateful if this matter was placed before the IRP for consideration.

Regards

Tim Marks
Borough Councillor
Haverhill North Ward
Tel: 01440 713443
Mob: 07545 423 844

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22/08/2011

INDEPENDENT REMUNERATION PANEL

A submission written by David Nettleton,

26 August 2011

Dear Panel Members

Exactly 100 years ago, in 1911, Members of Parliament were paid for the first time in history. The sum was £400 a year. I don't know what the rate of inflation has been since then but suspect that the current figure of over £65,000 is about in line with that original figure. Payment was in recognition that our parliament should be representative of the whole nation, not just the wealthy and the petty bourgeoisie. The proletariat, through the Labour Representation Committee and then the Labour Party, had arrived at the Palace of Westminster and they needed paying in order to give up the day job to concentrate on the full-time position of MP.

Local councillors are 'part-time' and payment should reflect that fact but this should not be given as an excuse for treating us as 'cheap labour'. The National Minimum Wage is due to rise on 01 October 2011 to £6.08 per hour and this should be the basis on which we are paid. Discriminating against part-timers is unlawful and flimsy excuses like the '60% public service discount' can easily be seen as a pay cut in disguise. Public service should be valued not diminished by reducing the amount paid below the National Minimum Wage. If we are providing a public service what are officers doing it for? Many of them are also part-timers of course, but no-one is suggesting a 60% reduction to their salaries. The unions would soon be on the case.

Officers have contracts of employment. They are represented at pay talks by union officials who they vote for. Councillors have no say in these negotiations and you should not attempt to bind us to them. For 11 years I worked in local government finance so I think I know the difference between an officer and an elected member; officers advise, councillors decide. Linking the two together through the pay structure blurs this distinction in an unhelpful way.

I regard 'councillor' as a 'job' and do it to the best of my ability. At the elections in May I was returned with a greatly increased majority. Of the 34 outgoing councillors who sought to return, 33 of us were re-elected. We are popular with all but a vociferous minority and why should they prevent us by proxy from being paid what we are worth? It doesn't happen anywhere else. When I shop at Marks & Spencer I don't tell the staff that the price of a product is too high or ask what they are paid. It may not be 'public money' but shoppers are the public, so the distinction is minimal.

Since the notice appeared in the Members' Bulletin on Friday 29 July 2011 I have been monitoring my hours and separating off my time spent in my new role as Chairman of Overview & Scrutiny plus the work I do as a town councillor, which is unpaid. August is a quiet month for meetings but I invested more time than I thought I would. From 01 September 2011 I intend to keep an electronic record in Word for 30 days and would be happy to give Mr Lincoln a copy of this in early October.

My pattern of work is three hours a day Monday to Friday, two hours on a Sunday and thirty minutes on Saturday morning. I'm a member of the borough council's Market Traders Forum so I tour the stalls talking to the traders on my way home from my full English breakfast at Baileys² in Whiting Street. They give me a lot of information (and opinion) about the vitally important street market in Bury. I take the rest of the day off. I fully expect that my September log will confirm all my assumptions.

My calculations are therefore:-

$\pounds 6.08 \times 17.5 \text{ hours} \times 52 \text{ weeks} = \pounds 5544$ (rounded). This would be an increase of $\pounds 30$ a month from $\pounds 432$ to $\pounds 462$. An increased budget provision of $\pounds 16,200$ a year would be required. County councillors receive $\pounds 9700$ a year and I don't think they work longer or harder than borough councillors.

Some councillors don't put in as many hours as some others but I am trying to use my position as a scrutiny chairman to encourage greater participation in the work of the council. I've yet to meet anyone who works harder because they are paid less. My eldest son, Richard, is a section manager at Waitrose in Sudbury. The pay structure, the partnership arrangements and the respectful way staff are treated by senior management, encourages commitment to the Company. There is little of the brooding resentment many councillors feel at the borough. All this boosts productivity. Richard has a law degree but prefers to work for the John Lewis Partnership.

I would restrict the Special Responsibility Allowance to the Cabinet and six committee chairs: Development Control: Overview & Scrutiny: Performance & Audit: Licensing: Sustainable Development and Standards. The fairest ratio would be:-

Leader 2.1 Deputy Leader 1.2 Other Cabinet 1.1 Development Control 0.8 O&S 0.6 P&A 0.5 Licensing 0.2 Sustainable Development 0.2 Standards 0.2.

Development Control meets monthly and there is an option for six site visits. These take the form of a coach trip to various application sites, then back to the ranch for a free lunch, followed by a short meeting to determine those applications. I would pay to go on them! Ordinary meetings do go on forever but whose fault is that? If I chaired the meetings they would start at 10.00 sharp, the four preliminary items would be completed in five minutes maximum and the business would be completed by 13.00 at the latest. Members and Officers would not be allowed to repeat themselves as happens at present. If you attend one you will see for yourself. Take a flask and sandwiches!

By scrapping the allowances for vice-chairs and group leaders – I'm a group leader but in reality Steven Lincoln does most of the work; he hares down the wing, crosses the ball into the box and all I have to do is nod it into the empty net – most if not all of the $\pounds 16200$ could be recouped. I've also been a vice-chairman.

The council operates a Business Mileage Reduction Programme (BMRP). Councillors approve of this but don't practice it themselves. It's about time they did. Bury town councillors cannot claim mileage for attending meetings in Bury so why should Bury

borough councillors claim within the town? Next year's budget should be set at £15,000 and reduced by £1500 over each of the following two years as the BMRP takes effect. This would help offset any increase in the National Minimum Wage. Details of the BMRP can be found on the Intranet.

Finally in this section, please scrap the Subsistence payments. The total claimed is less than £200 a year. It's more trouble than it's worth and I don't think the taxpayers should be paying to feed us. We have to eat anyway so what's the point? I would be too ashamed to claim for food.

The Members Attendance Statistics always make interesting reading but I see two areas of concern. Although I have missed only one meeting in three years I don't think this to be of vital importance. I know one former Member of the Council who hardly missed a meeting in eight years but never spoke – even to ask if we could have a window opened! He may have done valuable ward work but he was useless in committee.

The other area of concern is about councillors with full-time jobs and I give Adam Whittaker as an example. Adam has a young family and needs to work long hours to support them. This means that he is unable to attend as many meetings as he would like, but his contributions to our debates are thoughtful and clearly stated. He speaks from his perspective as a young man and this level of diversity is an asset to the borough council. Adam was re-elected in May by the voters of Haverhill West.

The statistics relating to payment made at other authorities are only meaningful if we know how pro-active and committed their members are. What are their committee structures? We are not told. Test Valley Borough Council may be wonderful with everyone fully deserving their £6200 annual allowance. Tewkesbury may be even better but I simply don't know - and neither do you!

Thank you for reading my submission.

End

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: 21 November 2011

Summary of Points for Consideration

1. **Appendix A: Members Diaries October 2011**

1.1 The Independent Remuneration Panel will need to reach conclusions from the completion of Members' 'timesheets' for October 2011.

1.2 **Joint response from nine Councillors**

The joint response identifies the following issues:-

- (1) limitation in terms of completion and accuracy of the 'timesheet' exercise;
- (2) it does not measure quality of work;
- (3) the system does not record unsocial hours;
- (4) Members' remuneration could be based on an appropriate local government officer grade.

1.3 **Representation from Councillor Nettleton**

1.3.1 Increase hours 'worked' used in the formula to 18.5 hours a week, which equates to half the hours worked by a full time officer and these hours to be paid at the National Minimum Wage (£6.08).

2. **Appendix B: Report C99, Considerations for Review**

2.1 **Scrutiny Committee Structure**

2.1.1 Review Special Responsibility Allowances Payable to Chairmen/Vice Chairmen of Overview and Scrutiny and Performance and Audit Scrutiny Committees to take account of the additional workload due to the Policy Development Committee being disbanded.

2.1.2 Representation from the Chairman of the Performance and Audit Scrutiny Committee, included in Appendix C, for the Special Responsibility Allowances for both the Chairman and Vice Chairman to be increased to take account of the Policy Development Committee being disbanded.

2.2 **Cabinet**

2.2.1 To review Special Responsibility Allowances due to reduced numbers of Members on the Cabinet.

2.3 **Licensing and Regulatory Committee**

- 2.3.1 Review Special Responsibility Allowances payable to Chairman and Vice Chairman.
- 2.3.2 Representation from the Chairman of the Licensing and Regulatory Committee that there should be a Special Responsibility Allowance paid for both the Chairman and Vice Chairman of this Committee (representation in Appendix C).

2.4 **Subsistence Allowances**

- 2.4.1 Clarification on interpretation of the current scheme is required.

3. Appendix C: Representation from Councillors (not covered in Section 2 above)

- 3.1 Representation from two Councillors that the reimbursement of mileage expenses should be amended to take into consideration where a vehicle used by the Councillor is not privately owned.
- 3.2 Representation from Councillor Nettleton indicates that the payment of basic allowance should be based on 17.5 hours a week and paid at the National Minimum Wage (currently £6.08 an hour). He also suggests ratios to be applicable for the Special Responsibility Allowances. He further suggests scrapping the allowances for Vice Chairmen and Group Leaders. Efforts should be made to encourage the reduction in mileage claims by Councillors and that subsistence payments be scrapped.

Independent Remuneration Panel: 21 November 2011

Members' Allowances: Basic Allowance

- (1) Current Basic Allowance: £5,184.
- (2) The Basic Allowance was originally calculated on 14 hours a week and a 60% Public Service Discount applied to the rate of pay.
- (3) The current rate of pay is £7.12 an hour (National Minimum Wage £6.08 an hour).
- (4) Adjust for 60% Public Service Discount equates to a full rate of pay of £17.80 an hour.
- (5) £17.80 is Spinal Column Point 41 (Scale 8) on the officers' pay structure. This equates to £34,549 per annum for a full time employee. Scale 8 is categorised as 'junior management' or someone with technical expertise.