

## Comparison of regional information

## APPENDIX 10

Authority	Population size (ONS 2017)	Mayor or Chairman	Average engagements per annum	Budgets per annum
Babergh District Council and Mid Suffolk District Council	90,800  101,500  <b>Rural Urban Classification (2011)</b>  Babergh – 94.6% rural  Mid Suffolk – 97.9% rural	Chairman	120	<b>Overall Civic Budget: £12,500</b> <ul style="list-style-type: none"> <li>- Chairman’s allowance: £5,000</li> <li>- Deputy Chairman’s allowance: £2,500</li> <li>- Staff costs of the civic office: One Civic Officer supports the Chair/Vice Chair of both councils working two days a week.</li> <li>- Car costs: They do not provide a Chairman’s car. The Chairman and Vice Chairman use their own vehicles and claim mileage. The civic mileage expenses for 2017/18 were: <ul style="list-style-type: none"> <li>- Mid Suffolk DC - £505.80</li> <li>- Babergh DC £449.10</li> </ul> </li> </ul> <p>The civic budget includes all civic expenses and engagements; i.e. annual civic dinner, travel, tickets, other civic events, remembrance services – wreaths, etc.</p>
Borough Council of King's Lynn & West Norfolk	151,900  <b>Rural Urban Classification (2011)</b>  66.2% rural	Mayor	300	<b>Overall Civic Budget: £80,420</b> <ul style="list-style-type: none"> <li>- Mayor’s allowance: £5,975</li> <li>- Deputy Mayor’s allowance: £2,030</li> <li>- Staff costs of the civic office: £45,820</li> <li>- Car costs: £100 (The council owns a civic car to transport the Mayor around the borough, which covers over 500 square miles)</li> </ul>
Braintree District Council	151,700  <b>Rural Urban Classification (2011)</b>	Chairman	2017 – 98 but has attended 150 + in previous years	<b>Overall Civic Budget: £14,340</b> <ul style="list-style-type: none"> <li>- Chairman’s allowance: £3,020</li> <li>- Deputy Chairman’s allowance: £820</li> <li>- Staff costs of the civic office - There are four members of staff that support the civic department; two are part time and two are full time. One member</li> </ul>

	63.6% rural			<p>of staff works with the Chief Executive and Leader so cover is spread across two departments.</p> <ul style="list-style-type: none"> <li>- Car costs: £4,000</li> </ul>
Breckland Council	<p>138,600</p> <p><b>Rural Urban Classification (2011)</b></p> <p>100% rural</p>	Chairman	57 (2016/17) and 67 (2017/18)	<p><b>Overall Civic Budget: £9,460</b></p> <ul style="list-style-type: none"> <li>- Chairman's allowance: £5,460</li> <li>- Deputy Chairman's allowance: 123.62 per meeting chaired</li> <li>- Staff costs of the civic office: Salary comes from the Democratic Services budget. A Democratic and Electoral Services Support Officer and Chairman's Secretary supports the Chairman.</li> <li>- Car costs: The Chairman does not have a civic car but does claim mileage expenses.</li> </ul>
Broadland District Council	<p>128,500</p> <p><b>Rural Urban Classification (2011)</b></p> <p>48.5% rural</p>	Chairman	70	<ul style="list-style-type: none"> <li>- <b>Overall Civic Budget: £4,500</b> Chairman's allowance: £1,486</li> <li>- Deputy Chairman's allowance: £742</li> <li>- Staff costs of the civic office: No separate budget for staffing – the Senior Committee Officer supports which takes up a fairly low proportion of their time. The only increase is when they organise the Chairman's Reception, but this is not a huge amount of time, and not costed out separately.</li> <li>- Car costs: Their civic profile is very low key. They do not have a car for the Chairman.</li> </ul>
Chelmsford City Council	<p>176,200</p> <p><b>Rural Urban Classification (2011)</b></p> <p>19.7%</p>	Mayor	350	<p><b>Overall Civic Budget: £114,600</b></p> <ul style="list-style-type: none"> <li>- Mayor's allowance: £12,100</li> <li>- Deputy Mayor's allowance: £4,400</li> <li>- Staff costs of the civic office: £39,700</li> <li>- Car costs: Mayor's Chauffeur charges - £30,500, Car maintenance - £2,200, Fuel - £400 and Insurance - £500.</li> </ul>

Dacorum Borough Council	153,300 <b>Rural Urban Classification (2011)</b> 36.5%	Mayor	300-400	<b>Overall Civic Budget: £139,230</b> <ul style="list-style-type: none"> <li>- Mayor's allowance/expenses: £24,120 (including £7,921 for salary and allowance)</li> <li>- Deputy Mayor's allowance: £1,483</li> <li>- Staff costs of the civic office: £114,110</li> <li>- Civic budget includes: £1,000 (catering and hospitality)</li> </ul>
East Cambridgeshire District Council	88,900 <b>Rural Urban Classification (2011)</b> 100% rural	Chairman	50	<b>Overall Civic Budget: £7,000</b> <ul style="list-style-type: none"> <li>- Chairman's allowance: £5,406</li> <li>- Deputy Chairman's allowance: £0</li> <li>- Staff costs of the civic office: They have 1 x Chairman's PA and the PA to the Director also deputises in cases of absence.</li> <li>- Car costs: These are not costed separately so are not possible to provide.</li> </ul>
Epping Forest District Council	130,600 <b>Rural Urban Classification (2011)</b> 26.6% rural	Chairman	170-200	<b>Overall Civic Budget: £30,460</b> <ul style="list-style-type: none"> <li>- Chairman's allowance: £8,600</li> <li>- Deputy Chairman's allowance: £2,150</li> <li>- Staff costs of the civic office: The Chairman only has one officer employed to work 21.5 hours per week.</li> <li>- Car costs: £2,000</li> </ul> <p>The civic budget includes, Civic hospitality - £2,620, Other expenses - £2,270, Chairman's Awards - £14,000, Print operations - £970</p> <p>The expectation is that the Chairman is required to fund a number of things from their allowance.</p>
Fenland District Council	100,800 <b>Rural Urban Classification (2011)</b> 69.8% rural	Chairman	65	<b>Overall Civic Budget: £15,000</b> <ul style="list-style-type: none"> <li>- Chairman's allowance: £8,016 (this includes an SRA of £4,116 and a Civic Dignitaries Allowance of £3,900)</li> <li>- Deputy Chairman's allowance: £0</li> <li>- Staff costs of the civic office: Member Services support the Chairman's civic diary with one officer taking responsibility as Chairman's secretary.</li> </ul>

				- Car costs: £0
Great Yarmouth Borough Council	99,400 <b>Rural Urban Classification (2011)</b> 34.8% rural	Mayor	500-600	<b>Overall Civic Budget: £33,000</b> - Mayor's allowance: £5,000 and £2,278 SRA - Deputy Mayor's allowance: £911 - Staff costs of the civic office: They have one officer (Events Manager) who supports the Mayor as a PA, however, this is not their only role within the local authority. - Car costs: £10,000 (The Mayor's car is provided to save having a driver and a car – this is operated by a private executive car hire company).
Harlow Council	86,200 <b>Rural Urban Classification (2011)</b> 0% rural	Chairman	100-200	<b>Overall Civic Budget: £9,680</b> - Chairman's allowance: £2,500 - Deputy Chairman's allowance: £500 - Staff costs of the civic office: One full time member of staff supports the Chairman. (£27,221) - Car costs: £0 (They do not have a car but pay for taxis and mileage if the Chairman uses their own vehicle)
Hertsmere Borough Council	104,000 <b>Rural Urban Classification (2011)</b> 15% rural	Mayor	200	<b>Overall Civic Budget: £98,646</b> - Mayor's allowance: £5,975 - Deputy Mayor's allowance: £0 - Staff costs of the civic office: £32,571 - Car costs: £16,000
Ipswich Borough Council	138,500 <b>Rural Urban Classification (2011)</b> 0% rural	Mayor	450-650	<b>Overall Civic Budget: £118,010</b> - Mayor's allowance: £3,726 - Deputy Mayor's allowance: £500 - Staff costs of the civic office: 2 x full time staff and 1 x part time staff = £59,510.00 - Car costs: £3,810 (Annual hire of Mayoral car) £1,200 (General transport running expenses)

Luton Borough Council	214,700 <b>Rural Urban Classification (2011)</b> 0% rural	Mayor	250	<b>Overall Civic Budget: £8,650</b> - Mayor's allowance: £3,500 - Deputy Mayor's allowance: £0  The civic budget includes £2,180 - Hospitality budget, £1,090 - Mayor Investiture, £1,880 - Remembrance Day Service
Maldon District Council	64,000 <b>Rural Urban Classification (2011)</b> 100% rural	Chairman	250-300	<b>Overall Civic Budget: £9,000</b> - Chairman's SRA: £4,800 - Deputy Chairman's allowance: £473.80 - Staff costs of the civic office: Maldon District Council has one member of staff whose role involves support to the Chairman and this support equates to approximately 20% of their time. - Car costs: The Chairman is encouraged to use his own vehicle and mileage is paid.
North Hertfordshire District Council	133,300 <b>Rural Urban Classification (2011)</b> 30.5% rural	Chairman	150	<b>Overall Civic Budget: £14,450</b> - Chairman's allowance: £5,500 - Deputy Chairman's allowance: £0 - Staff costs of the civic office: The Chairman's Secretary role is part of the Committee and Member Services role. Approximately 15 hours per week is spent on this task. - Car costs: £540 (this is used to hire a car as they do not own a civic car)
North Norfolk District Council	104,100 <b>Rural Urban Classification (2011)</b> 100% rural	Chairman	120	<b>Overall Civic Budget: £13,872</b> - Chairman's allowance: £6,312 - Deputy Chairman's allowance: £0 - Staff costs of the civic office: There is one member of staff who supports the chairman (PA to Chief Exec, Leader and Chairman). - Car costs: The Council do not have a car for the Chairman.
Norwich City Council	140,400	Mayor	300-350	<b>Overall Civic Budget: £54,000</b> - Mayor's allowance: £6,588

	<b>Rural Urban Classification (2011)</b>  0% rural			<ul style="list-style-type: none"> <li>- Deputy Mayor's allowance: £0</li> <li>- Staff costs of the civic office: The civic office is made up of one Civic Coordinator working full time and one working two days a week.</li> <li>- Car costs: £14,000 (driver) and £4,807 (cost for the lease car)</li> </ul>
Peterborough City Council	198,900  <b>Rural Urban Classification (2011)</b>  12.3% rural	Mayor	400	<b>Overall Civic Budget: £147,000</b> <ul style="list-style-type: none"> <li>- Mayor's allowance: £12,000</li> <li>- Deputy Mayor's allowance: £3,400 (50% of this is given per month to the Deputy Manager)</li> <li>- SRA (if applicable):</li> <li>- Staff costs of the civic office: £91,800 (1 x Mayoral Services Manager, 1 x Mayoral Services Officers and 2 x Mayoral Services Assistants – also act as chauffeurs and Mace bearers for Civic Events).</li> <li>- Car costs: (included in the overall civic budget figure) £40,000 of the Civic Budget covers the cost of the Mayoral Car and organisation of all civic events such as Remembrance, Holocaust Memorial Day, Fly the Flag events and civic receptions, together with the purchase of gifts.</li> </ul>
South Cambridgeshire District Council	156,700  <b>Rural Urban Classification (2011)</b>  76.5% rural	Chairman	70-100	<b>Overall Civic Budget: £8,298</b> <ul style="list-style-type: none"> <li>- Chairman's allowance: £3,700</li> <li>- Deputy Chairman's allowance: £1,698</li> <li>- Staff costs of the civic office: There is one member of staff who supports the chairman (PA to the Executive Director and Chairman). They provide administrative support and arrange events however, their main work is supporting the Senior Leadership team.</li> <li>- Car costs: The Chairman uses their own car and no funds are set aside for car costs.</li> </ul>
South Norfolk Council	135,500	Chairman	80-90	<b>Overall Civic Budget: £13,482</b> <ul style="list-style-type: none"> <li>- Chairman's allowance: £6,079</li> <li>- Deputy Chairman's allowance: £1,403</li> </ul>

	<b>Rural Urban Classification (2011)</b> 86.7% rural			<ul style="list-style-type: none"> <li>- Staff costs of the civic office: Allocation for Civic Office staffing is approximately 20% of one FTE post.</li> <li>- Car costs: They do not have a car. They reimburse the Chairman for petrol costs.</li> </ul>
St Albans City and District Council	147,100 <b>Rural Urban Classification (2011)</b> 9.4% rural	Mayor	600-800	<b>Overall Civic Budget: £31,890</b> <ul style="list-style-type: none"> <li>- Mayor's allowance: £10,770</li> <li>- Deputy Mayor's allowance: £3,430</li> <li>- Staff costs of the civic office: The Mayor has dedicated support in the form of: <ul style="list-style-type: none"> <li>- A part time diary officer (0.5 of post)</li> <li>A full time Civic Officer</li> <li>A Macebearer, who carries out duties when required</li> <li>A Member and Mayoral Team Leader (4 days per week)</li> </ul> </li> <li>- Car costs: £4,650</li> </ul> <p>Civic budget includes;</p> <ul style="list-style-type: none"> <li>• Transport allowance for events (£1,110)</li> <li>• Clothes/uniform (£170)</li> <li>• Insurance Civic Regalia (£2,830)</li> <li>• Refreshments (£260)</li> <li>• General civic expenses (£4,530)</li> <li>• Remembrance Service expenses (£870)</li> <li>• Carol Concert expenses (£160)</li> <li>• Wreaths (£350)</li> <li>• Regalia Engrave etc. (£420)</li> <li>• Mayor Ball (£1,570)</li> <li>• Civic Service (£770)</li> </ul>
Suffolk Coastal District Council	129,000 <b>Rural Urban Classification (2011)</b>	Chairman	85	<b>Overall Civic Budget: £13,966</b> <ul style="list-style-type: none"> <li>- Chairman's allowance: £7,325</li> <li>- Deputy Chairman's allowance: £2,441</li> <li>- Staff costs of the civic office: They employ one officer (Chairman's Secretary), however, the majority of their role involves supporting the Corporate Management</li> </ul>

	68.9% rural			<p>team. Approximately three hours a week is spent supporting the Chairman.</p> <ul style="list-style-type: none"> <li>- Car costs: £0 (They do not have a car for the Chairman)</li> </ul> <p>£4,200 of the civic budget which covers tickets, reception costs, engraving, flowers, poppy wreaths etc.</p>
Tendring District Council	144,700 <b>Rural Urban Classification (2011)</b> 63.4% rural	Chairman	100	<p><b>Overall Civic Budget: £13,460</b></p> <ul style="list-style-type: none"> <li>- Chairman's allowance: £6,329</li> <li>- Deputy Chairman's allowance: £2,231</li> <li>- Staff costs of the civic office: There are two members of staff that provide direct support to the Chairman, as well as support for the CEO, Leader, members and senior management. Staffing costs therefore come under the CEO general office.</li> <li>- Car costs: They do not have a car for the Chairman. (This was decided a number of years ago due to cutbacks. They pay mileage if claimed).</li> </ul>
Uttlesford District Council	87,000 <b>Rural Urban Classification (2011)</b> 100% rural	Chairman	60-70	<p><b>Overall Civic Budget: £7,000</b></p> <ul style="list-style-type: none"> <li>- Chairman's allowance: £4,080</li> <li>- Deputy Chairman's allowance: £2,040</li> <li>- Staff costs of the civic office: There is no dedicated officer supporting the Chairman however the executive team provide some support.</li> <li>- Car costs: £0 (They do not have a civic car but the Chairman submits mileage claims on an ad hoc basis)</li> </ul>
Waveney District Council	117,900 <b>Rural Urban Classification (2011)</b> 38.4% rural	Chairman	150	<p><b>Overall Civic Budget: £12,024</b></p> <ul style="list-style-type: none"> <li>- Chairman's allowance: £7,324</li> <li>- Deputy Chairman's allowance: £0</li> <li>- Staff costs of the civic office: The civic diary and administrative support are provided on a part time basis by Democratic Services – there is no full time officer at present. The chairman's civic diary, events and general administrative support are provided by a part time Democratic Services Officer. There is also a Civic Secretary who allocated 1-5 days per week to</li> </ul>



				<p>supporting the chairman. This is dependent on the number of events happening at the time. There is therefore no part time officer at this time however, with the formation of the new East Suffolk Council in May 2019, they are expecting there will be a full time Civic Secretary post.</p> <ul style="list-style-type: none"><li>- Car costs: £0</li></ul> <p>The Chairman does not appoint a charity for the year and does not hold fundraising events, unless there are exceptional circumstances.</p>
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