



**The report of the Independent Remuneration Panel
appointed to review the allowances paid to Councillors of
Waverley Borough Council**

December 2008

1. INTRODUCTION

- 1.1 The Local Government Act 2000 requires all local authorities to appoint an Independent Remuneration Panel (IRP) to advise on the terms and conditions of their scheme of Councillors' allowances. The last review was undertaken in December 2003.
- 1.2 The Council, at its meeting on 22nd July 2008, resolved that an IRP be appointed to undertake a review of Waverley's Members' Allowance Scheme. The IRP was appointed by Waverley Borough Council in September 2008 to undertake this process and make recommendations on its future scheme.
- 1.3 The composition of the Panel was as follows:-

Michael Clark (Chairman)
Vivienne Cameron and
David Williams

- 1.4 The IRP's terms of reference were in accordance with the requirements of The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the Department of Communities and Local Government (formerly the Office of the Deputy Prime Minister (ODPM)) and the Inland Revenue. Those requirements are:-

To make recommendations to the Council as to:-

- (a) the amount of basic allowance;
- (b) the responsibilities or duties in respect of which the following should be available:-
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance;
 - (iii) dependents' carers' allowance; and
 - (iv) co-optees' allowance; and
 - (v) the amount of such allowances;
- (c) whether payment of allowances may be backdated, in the event that the scheme is amended at any time, so as to affect an allowance payable for the year in which the amendment is made;
- (d) whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed;
- (e) which Members are to be entitled, if any, to pensions in accordance with a scheme made under Section 7 of the Superannuation Act 1972, and whether basic allowance or special responsibility allowance, or

both, should be treated as amounts in respect of which such pensions are payable in accordance with such a scheme.

2. BACKGROUND INFORMATION

2.1 The IRP's last review of Members Allowances took place in December 2003. In December 2004 and in June 2005, the Council decided not to undertake a further review by the Panel at that time. However, mindful that the Council must periodically consider whether it wishes for a review of the Scheme to be undertaken by the Independent Panel, it was resolved, on 22nd July 2008, that this be undertaken and any recommendations fed into the 2009/10 budget process.

2.2 In the last few years, the Council has agreed to only increase the levels of basic and special responsibility by an annual inflation uplift based on the local staff pay award from 1st April each year. However, since the IRP reviewed the Scheme in December 2003, there have been a number of changes made including:

- the levels of Special Responsibility allowances for the Licensing, Planning and Standards Committees to reflect the new responsibilities of the Chairmen and Vice-Chairmen; and
- the level of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Audit Committee.

2.3 These new allowances were agreed by the Council, as minor changes, without referring to the Independent Panel.

2.4 The budget for Members' basic and special responsibility allowances is £177,550 in 2008-09. The 2003 Independent Panel's report recommended a scheme which increased the total cost by £28,000. The Council rejected this on the basis of other pressures on the Council's budget.

3. CURRENT SCHEME

3.1 In 2008/09, Waverley Councillors are entitled to a total basic allowance of £2,370 per annum with the first £500 currently being paid tax-free to reflect the reimbursement of costs necessarily incurred. In addition, some Councillors receive special responsibility allowances for undertaking additional duties. The current Members Allowance Scheme is attached at **Annexe 1**.

3.2 Councillors may claim the cost of travel and subsistence expenses incurred on approved duties and Child Care and Dependents' Carers' Allowance up to certain amounts.

3.3 The Current Scheme also provides Members with facilities and IT support, which, are listed at **Annexe 2**.

4. PRINCIPLES

4.1 The following principles, which were established at the time of the IRPs first review in 2002, continue to underpin this review:-

- (i) The work of a Councillor is essentially voluntary in nature. This principle is recognised and supported by all Councillors interviewed during our reviews in 2002, 2003 and 2008. Government Guidance also recognises that some elements of this work should remain voluntary;
- (ii) Any scheme of allowances should be fair, transparent and logical;
- (iii) Allowances apply to roles within the Council, not individual Councillors;
- (iv) Allowances should represent reasonable *compensation* to Councillors for expenses they incur, and time they commit, in relation to their role, not *remuneration* for their work. Councillors are not paid employees of the Council and their allowances should not be treated as salary;
- (v) Allowances cannot be used to recognise individual performance. The legislation does not provide for “performance related” allowances.
- (vi) Special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not just the extra time required.

4.2 In making recommendations, the IRP have sought to maintain a balance between:-

- (i) The essentially voluntary nature of a Councillor’s role;
- (ii) The need for allowances to provide appropriate financial recognition for the expenses incurred and time spent by Councillors in fulfilling their roles;
- (iii) The need to ensure that the level of allowances is sufficient so as not to discourage anyone considering becoming a Councillor or to deter existing Councillors from fulfilling their role;
- (iv) The need for the allowance system to be as simple as possible, without this consideration becoming an undue constraint on the design of the scheme.

5. THE IRP’s INVESTIGATIONS

5.1 Evidence Gathering

5.1.1 The IRP recognised that different Members of the Council undertook different duties and responsibilities and that those differences covered a wide spectrum. Certain consultations and investigations were required to assist the Panel in reaching a conclusion.

5.1.2 The Panel's investigations involved the following:

- Six Face to face interviews with a representative selection of Councillors;
- A questionnaire (and its results) to all Councillors to obtain an estimate of time spent on Council duties and additional costs associated in being a councillor. Twenty five responses were received;
- A comparative study of the payments made in other similar Councils; and
- Information about the budget situation across the Council from the Head of Finance and Performance.

5.2 **Councillors' views on the level of allowances**

5.2.1 Six councillors were interviewed as part of the review, the Leader of the Council and five further members (including those not in receipt of an SRA). All Councillors interviewed accepted that much of their work was voluntary in nature and this was reflected in the written returns all councillors made to the IRP. However, many said that they were not aware of the heavy workload involved until they were elected. All accepted that the level of sacrifices made to be a Councillor was an individual decision albeit because of the number of meetings, it was difficult to maintain a good balance.

5.2.2 The majority agreed that whilst loss of earnings should not be made good through the Members Allowance, there should be a reasonable basic allowance to recognise the time commitment in normal backbench work, and to ensure that essential out of pocket expenses are reimbursed. However, with an increasing number of Members who worked, particularly those that were self employed, it was noted that those Members, in this position, would suffer loss of earnings for attending day time meetings.

5.2.3 All Councillors interviewed recognised that Members of the Executive took on significant responsibilities over and above those of backbenchers. They also recognised the commitment of Overview and Scrutiny Chairmen and the additional workload of the Planning Chairmen.

5.2.4 Councillors interviewed were asked about whether they felt that the allowances, particularly the basic allowance, were fair. Mindful of the current economic situation, Members agreed that, whilst they did not think it was fair compared to other district Councils, as a consequence of the large number of Members on the Council, it would be very difficult to increase Waverley's basic allowance to a fair amount unless the number of councillors on the Council were to be reduced. They all noted that despite receiving the lowest basic allowance of all district councils in the South East region, the budget spent on Members Allowances was one of the highest as a consequence of having nearly double the average number of Members.

5.3 **Compensation for time and responsibility**

5.3.1 Responses to the Panel's questionnaire showed that Councillors spent widely varying amounts of time on their councillor activities. Returns submitted by

Councillors showed the number of hours ranging from 10 to 70 a month, averaging around 20 hours on duties associated with their roles as councillors.

5.3.2 The responses and interviews showed that the Leader and the Members of the Executive had *significant* responsibilities and committed a considerable number of hours each month to the Council. There was also additional *significant* responsibility in the work of the Chairmen of committees.

5.4 **Councillor expenses**

5.4.1 Councillor expenses did vary significantly between Members. Of those Member interviewed they confirmed that they had to pay additional costs, such as postage and telephone calls to be able to fulfil their role. Some councillors also incurred additional expenditure through travelling to constituents which were not covered by Waverley's definition of official duties.

5.4.2 Some Members raised the fact that the Council's contribution to the monthly cost of line rental and broadband was not enough (£20.50), and that it should be set at a higher level.

5.5 **Travelling and Subsistence Allowance & Dependants' Carers' Allowance**

5.5.1 The 2003 Regulations provide that a scheme of allowances may also include the payment of:-

(a) a travelling and subsistence allowance to its Members and co-opted members (which may include provision for the payment of an allowance for those members who travel by bicycle or other non-motorised transport); and

(b) a dependents' carers' allowance to those councillors who incur expenditure for the care of children or other dependants

5.5.2 The majority of Councillors supported a payment of both of these allowances on the basis that knowing such costs could be claimed might be an encouragement to potential candidates. Equally, it might assist present Councillors to continue in office in spite of a change in their personal circumstances. Furthermore, most Members interviewed felt that the travel allowance was set at a reasonable level.

5.5.3 It was noted that the dependents allowance may not help support Councillors who had very young children. In this case professional day care may be required and the costs of this were beyond those covered in the allowance scheme.

5.6 **Co-optees' Allowance**

5.6.1 The 2003 Regulations also make provision for the payment of a co-optees' allowance to any co-opted members of a Council's committees or sub-committees for attendance at conferences and meetings. There is also

provision for the payment of an allowance to appointed Members of the Sub-Committee. Each co-opted or appointed Member is entitled to receive £200 per year as part of the existing scheme and the IRP has made no recommendation to increase this amount.

6. CONCLUSIONS

6.1 Basic Allowance

6.1.1 As stated earlier in this report, the Panel recognised that many Councillors devote significant amounts of time to their duties. The questionnaires indicated that Councillors spend, on average, 20 hours per month on their duties, of which half was spent on “constituency business”. Councillors with additional responsibilities worked substantially longer than this, predominantly, in attending meetings with officers outside of formal meetings and information obtained in this review confirms this.

6.1.2 There are 57 Councillors at Waverley, more per head of population than any other Surrey District with a population over 85,000. This inevitably makes the total cost of Waverley Councillor allowances relatively high compared with equivalent Boroughs. The IRP was advised that an increase of £82,000 to this year’s budget would amount to an increase of 1% to the council tax.

6.1.3 Accepting the comments raised by Councillors in regard to the allowances and together with the principles set out in paragraph 4 of this report, the IRP considers that the basic allowance should be set at a level which:-

- Recognises and compensates Waverley Councillors for the time they spend on their duties
- Reimburses them for the expenses they incur in the course of their duties
- Reflects the nature of the role that Councillors play in Waverley

6.1.4 The IRP repeat past recommendations that the basic allowance should be paid in two parts:-

- (i) The first part comprising of an allowance to compensate for out of pocket expenses for which it is considered that £500 per annum should be paid.
- (ii) The second part comprising of an allowance to recognise the responsibility and time involved in the role of Councillor and the IRP considers an allowance of £2,000 per annum is reasonable.

6.1.5 The IRP would like to express that, ideally, it would like to bring the basic allowance in line with the amount paid by the Council’s neighbouring authorities, but, bearing in mind the severe budget pressures faced by the council, as well as nationwide, and the large number of Members, the Panel considers that it is restricted in any increase it can recommend.

6.1.6 **The IRP RECOMMEND that the Basic Allowance payable to all Members of Waverley Borough Council should comprise of a tax free allowance of £500 per annum to compensate for out of pocket expenses, plus an allowance of £2,000 per annum to recognise time and effort.**

6.2 **Special Responsibility Allowances (SRAs)**

6.2.1 The IRP recommend applying a fair and straightforward multiplier to the time and effort component of the basic allowance to determine the SRAs to be paid to those Councillors with *significant* additional responsibilities and to reflect the differing levels of those responsibilities assumed in different roles. This was recommended in the previous review and is a method used by Guildford Borough Council.

6.2.2 Guidance advises that SRAs may be paid to those members of the Council who have *significant* additional responsibilities, over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority's functions and we have concluded that only those roles listed below merit such an allowance:-

- Leader of the Council
- Deputy Leader of the Council
- Opposition Leader
- Members of the Executive (Portfolio Holders)
- Chairmen of the Overview and Scrutiny Committees, Licensing and Planning Committees
- Chairman of the Standards Committee.
- Chairman of the Audit Committee

6.2.3 The IRP carefully considered information from Councillors regarding the allowances paid to Vice-Chairmen. And, although mindful of the time commitment and the responsibility these roles held, the IRP felt that an SRA should only be paid to the Chairmen, and that these, in themselves, should be increased slightly because of the responsibility these roles held. The IRP agreed that the payment to Vice-Chairmen was relatively nominal and, considering the tight budget, felt this was better cut in favour of increasing the basic allowance

6.2.4 The IRP weighted the time commitment and responsibility of all the Chairmen who were in receipt of an SRA. And, mindful that the workload of Licensing had decreased considerably following the implementation of the Licensing Act 2003, propose that the allowances to Chairmen of Planning and Licensing Committees should be of equal value.

- 6.2.5 The IRP recognised the additional responsibility of the Executive Members but did not feel that their workload had substantially increased since the last review. Therefore, only a small increase has been proposed to these allowances.
- 6.2.6 The IRP has treated the allowance to the opposition leader as one allowance on the understanding that this is currently divided equally between the two opposition group leaders.
- 6.2.7 As noted in paragraph 6.1.5, the IRP would, ideally, like to be in the position to recommend a higher increase to the SRA's but considers that it is in a very difficult position imposed by budget pressures.
- 6.2.8 **The IRP RECOMMEND that a multiplier (set out in the table in paragraph 7 below) should continue to be attached to each role recorded in paragraph 6.2.2**
- 6.2.9 **The IRP RECOMMEND that an SRA for Vice-Chairmen no longer be paid.**

6.3 **Pensions**

- 6.3.1 The IRP did not consider or make any recommendations in relation to pensions for Councillors.

6.4 **Travelling and Subsistence Allowance and Broadband**

- 6.4.1 The IRP propose that no changes be made to the existing arrangements for travelling, subsistence and broadband allowances.

6.5 **Dependants' Carers' Allowance**

- 6.5.1 The IRP recognise that the costs to Councillors of providing care for their children or dependants whilst on approved Council business can be considerable and that current arrangements can be restrictive, especially if using professional services. Therefore, the IRP propose that a carer's and childcare allowance is payable of up to a maximum of £125 per month.

- 6.5.2 **The IRP RECOMMEND that a carers and childcare allowance is payable up to a maximum of £125 per month to support the expenses of those Members who may care for dependents, whether children, elderly persons or people with disabilities, whilst the Member is on Council business which attracts travelling and subsistence allowances as listed in Schedule 2.**

6.6 **Co-Optees' Allowance**

- 6.6.1 The IRP propose that no changes be made to the existing arrangements for co-opties or appointed Members of the Standards Committee allowances.

6.7 **Town/Parish Allowances**

6.7.1 The IRP do not propose to make any recommendations in relation to allowances for Town or Parish Councillors.

7. The IRP, therefore, RECOMMEND that

- 1. The basic allowance, and each of the SRAs, be increased annually in line with the percentage increase in Waverley's Staff salaries until September 2011, at which time the scheme shall be reviewed again by the IRP; and**
- 2. the following scheme of allowances be approved for Members of Waverley Borough Council for the financial year 2009/10:**

MEMBERS ALLOWANCE SCHEME – 2009/10

		Factor x £2,000	Amount	No.	Total (£)
Basic Allowance	Out of pocket expenses		£500	57	28,500
	Compensation for time & responsibility	1.0	£2,000	57	114,000
Total Basic			£2,500	57	142,500
Special Responsibility	Leader of the Council	3.5	£7,000	1	7,000
	Deputy Leader	0.8	£1,600	1	1,600
	Opposition Leader (Allowance split between the two Opposition Leaders)	2.4	£4,800	1	4,800
	Members of the Executive	1.1	£2,200	10	22,000
	Overview and Scrutiny Chairmen (Corporate, Community and Environment)	1.0	£2,000	3	£6,000
	Licensing and Regulatory Committee Chairman	0.5	£1,000	1	1,000
	Joint Planning Committee Chairman	0.5	£1,000	1	1,000
	Area Planning Committee (Western	0.5	£1,000	1	1,000

		Factor x £2,000	Amount	No.	Total (£)
	Group)				
	Area Planning Committee (Eastern Group)	0.5	£1,000	1	1,000
	Standards Committee Chairman	0.3	£600	1	600
	Audit Committee Chairman	0.3	£600	1	600
Total Special Responsibility					46,600
Co-optees'	Community Overview and Scrutiny co-opted Member Standards Committee Co-opted and Appointed Members		£200	8	£1,600
Total Basic + Special Resp + Co-optees'					190,700

Signed:
Michael Clark (Chairman)

Signed: Signed:
Vivienne Cameron David Williams

ANNEXE 1

WAVERLEY BOROUGH COUNCIL MEMBERS' ALLOWANCES SCHEME

(1st April 2008 to 31st March 2009)

The Waverley Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances)(England) Regulations 2003, hereby makes the following scheme:

1. This scheme may be cited as the Waverley Borough Council Members' Allowances Scheme, and shall have effect from 1st April 2008.
2. In this scheme,

"councillor" means a member of the Waverley Borough Council who is a councillor.

Flat-rate Allowance

3. Subject to paragraphs 6 and 7, for each year a flat-rate allowance of £2,370 shall be paid to each councillor.

Special Responsibility Allowance

4. (1) For each year, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

(2) Subject to paragraphs 6 and 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Co-opted and Appointed Members' Allowances

5. For each year, an allowance of £200 shall be paid to each co-opted and appointed Member of the Standards Committee. If any such Member is also the Chairman or Vice-Chairman of the Standards Committee, the appropriate Special Responsibility Allowance will be paid in addition to this amount.

Carer's and Childcare Allowances

6. A carer's and childcare allowance of up to £6.60 per hour up to a maximum of £100 per month is payable to support the expenses of those Members who may care for dependants, whether children, elderly persons or people with disabilities, whilst the Member is on Council business which attracts travelling & subsistence allowances as listed in Schedule 2.
7. The allowance is not payable for the employment of a member of the claimant's own household.

Renunciation

8. A councillor may by notice in writing given to the Director of Finance elect to forego any part of his or her entitlement to an allowance under this scheme.

Part-year Entitlements

9.
 - (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to the flat-rate allowance and a special responsibility allowance where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
 - (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of the flat-rate allowance or a special responsibility allowance, then in relation to each of the periods
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such allowances shall be to the payment of such part of the amount of the allowances under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to the flat-rate allowance shall be to the payment to such part of the flat-rate allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to the flat-rate allowance shall be to the payment of such part of the flat-rate allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which

he or she has such special responsibilities bears to the number of days in that year.

- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

Claims and Payments

9.

- (1) A claim for carer's and childcare allowance under this scheme shall be made in writing within three months of the date of the meeting in respect of which the entitlement to the allowance arises.
- (2) A claim for carer's and childcare allowance shall include, or be accompanied by, a statement by the councillor claiming the allowance that he or she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the Council's scheme.
- (3) All claims for mileage and subsistence must be made on the official form and submitted within 3 months of the end of the period claimed.

10.

- (1) Payments shall be made
 - (a) in respect of the flat-rate allowance and special responsibility allowance, subject to sub-paragraph (2), in instalments one-twelfth of the amount specified in this scheme on the 15th day of each month;
 - (b) in respect of the carer's & childcare allowance, on the 15th day of each month in respect of claims received up to the day 14 days before that date.
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of the flat-rate allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraphs 6 and 7, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Annual review of allowance rates

11. The rates of allowance for:

- (a) the annual flat-rate allowance;
- (b) the allowance for co-opted and appointed members of the Standards Committee;
- (c) the annual unit rate of allowance for special responsibility allowances;
- (d) the carer's & childcare allowance.

shall be increased with effect from 1st April each year in line with the annual pay award for staff for the same year.

Pension Scheme

- 12. No allowances will be eligible for pensions.

Travel and Subsistence Allowances

- 13. The Council's motor mileage rates and subsistence rates will be aligned with the National Joint Council rates, as notified each year. The current rates are specified at Schedule 2 and the approved duties for the purpose of travelling and subsistence allowances are specified at Schedule 3.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

Special Responsibility Allowances		
	Chairmen etc	Vice-Chairmen
	£	£
Leaders/Executive:		
Leader of the Council	6,063.00	-
Deputy Leader of the Council	516.00	-
Leader of the Principal Opposition Group	4,038.00	-
Members of the Executive (9 Portfolio Holders at £2,052.00 each)	18,468.00	-
Chairmen/Vice-Chairmen:		
<i>Overview and Scrutiny Committees:</i>		
Corporate	2,052.00	516.00
Environment	2,052.00	516.00
Community	2,052.00	516.00
<i>Regulatory Committees:</i>		
Standards Committee	516.00	258.00
Licensing and Regulatory Committee	1,539.00	771.00
Audit Committee	516.00	258.00
Joint Planning Committee	771.00	516.00
Eastern & Central Area Planning Committees	771.00	516.00
Western & Southern Area Planning Committees	771.00	516.00
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	£40,125.00	£4,383.00
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SUMMARY OF SPECIAL RESPONSIBILITY ALLOWANCES:

	£
Leaders/Executive/Chairmen	40,125.00
Vice-Chairmen	4,383.00
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	£44,508.00
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SCHEDULE 2

Employment*)being the distance between Godalming and the furthest Borough boundary.

* In respect of employment, each Political group can spend up to £500 above this (based on normal allowances for actual travel) in any one year for exceptional circumstances, subject to the approval of the group leader

SCHEDULE 3

SCHEDULE OF APPROVED DUTIES FOR THE PURPOSES OF CARER'S, CHILDCARE, TRAVELLING AND SUBSISTENCE ALLOWANCES

The following meetings are approved for the payment of carer's, childcare, travelling and subsistence allowances:

1. a meeting of the Council or Executive or any other Committee or Sub-Committee of the Council, or of the following:-
 - Special Interest Groups (comprising Members of Waverley only)
 - Panels
 - Chairman's agenda meetings
 - Opening of tenders (Executive Portfolio Holder, Chairman or Vice-Chairman)
 - Attendance at site meetings of the relevant Development Management Committees (such site meetings being identified by the Director of Planning and Development and approved at the meeting of the relevant Sub-Committee)
 - Employers' Negotiating Team (including Joint Negotiating Committee for Pay and Conditions)
 - Housing Benefits Review Panel - meetings
- initial training courses only
 - Computer appreciation and computer training courses approved by the Council
 - Seminars, training courses, presentations or visits for Members of the Council as identified by the Executive or other Committee or a Sub-Committee, unless formally extended to others with the agreement of the Executive
 - Meetings convened by the Chief Executive
 - Pre-arranged meetings between Portfolio Holders and officers which are necessary for the business of the portfolio
 - Meeting with All Parishes) Waverley members attending as
 - SCC Waverley Local Committee) representatives of Waverley only
 - Meetings with the Audit Commission
 - Staff appointments (including staff appraisals)

- Overview and Scrutiny Committee meeting attendances by portfolio holders and Executive meeting attendances by Chairman and Vice Chairman of Overview and Scrutiny Committees.
 - Attendance by Councillors at Waverley meetings of which they are not Members when exercising their rights under new Council Procedure Rule 24.
2. a meeting of any of the following associations of authorities of which the Council is a member:-
 - Local Government Association
 - Surrey Local Government Association
 3. a meeting of a body where the appointment thereto is made by the Local Government Association
 4. a meeting of a body where the appointment thereto is made by the Surrey Local Government Association, e.g., Surrey Historic Buildings Trust
 5. Attendances by all Member representatives appointed by Waverley at meetings of outside bodies (as listed in Section 4 of the Members' Handbook)
 6. Attendance by appropriate Executive Members at meetings of Outside Organisations where this is necessary to protect Waverley's interests, as approved by the Chief Executive, after consultation with the Leader.

ANNEXE 2

Listed are the services, equipment and materials offered to the Councillors by Waverley.

- PC or Laptop and wireless router
- Software (Microsoft Office and Lotus Notes)
- Printer
- Toners/Cartridges
- Printer paper
- Backup IT service
- Mobile Phone to the Leader

- Headed paper
- Business cards
- Compliment slips

- Parking permit
- Diary