



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



August 2021

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1. INTRODUCTION AND BACKGROUND

- 1.1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.
- 1.1.2 Waverley Borough Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Dennis Frost– Surrey resident and former Local government Officer
Gordon Manickam- Surrey resident and Civil Servant
Mark Palmer – Development Director, South East Employers (Chair)

- 1.1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

- (a) the amount of basic allowance to be payable to all councillors;
- (b) the level of allowances and whether allowances should be payable for:
 - (i) special responsibility allowances;
 - (ii) travelling and subsistence allowance;
 - (iii) dependants' carers' allowance;
 - (iv) parental leave and.
 - (v) co-optees' allowance.and the amount of such allowances.
- (c) whether payment of allowances may be backdated if the scheme is amended at any time 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.

2. CURRENT SCHEME

- 2.1.1 The last review of councillors' allowances was undertaken by the IRP in 2017 and the current scheme came in to effect from April 2017.
- 2.1.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £5,014 per annum, with effect from April 2021. In addition, some councillors receive special responsibility allowances for undertaking additional duties.
- 2.1.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3. PRINCIPLES UNDERPINNING OUR REVIEW

3.1 The Public Service Principle

- 3.1.1 This is the principle that an important part of being a councillor is the desire to serve the public and, therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by all of the councillors we interviewed and in the responses to the questionnaire completed by councillors as part of our review.
- 3.1.2 The principle of public service had not been formally recognised in the last review. However, to provide transparency and increase an understanding of the Panel's work, we will recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor. Further explanation of the PSD to be applied is given below in section 4.

3.2 The Fair Remuneration Principle

- 3.2.1 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 continues to subscribe to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.²

- 3.2.2 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.2.3 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors;
 - (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
 - (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.
- 3.2.4 In making our recommendations, we have therefore sought to maintain a balance between:
- (i) the voluntary quality of a councillor's role;

¹ The former Office of Deputy Prime Minister – now the Department for Communities, Housing and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
- (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor.

3.2.5 The Panel is also keen to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings and differentials of the allowances are as transparent as possible.

3.2.6 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor’s performance in the role.

4. CONSIDERATIONS AND RECOMMENDATIONS

4.1 Basic Allowance

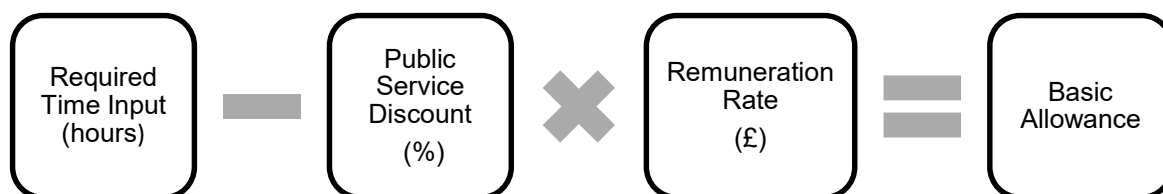
4.1.1 A Council’s scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, “Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.”³

4.1.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors may operate. Many councillors are also appointed by the Council to a number of external organisations.

4.1.3 We recognise that councillors are responsible to their electorate as:

- Representatives of a particular ward;
- Community leaders;
- Decision makers for the whole Council area;
- Policy makers for future activities of the Council;
- Scrutineers and auditors of the work of the Council; and
- Regulators of planning, licensing and other matters required by Government.

4.1.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



³ The former Office of Deputy Prime Minister – now the Department for Housing, Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

⁴ The former Office of Deputy Prime Minister – now the Department for Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.

4.1.5 Each of the variables is explained below.

Required Time Input

- 4.1.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant Councillor Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.⁵
- 4.1.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is 12 hours per week.

Public Service Discount (PSD)

- 4.1.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 50 per cent to the calculation of the basic allowance. This percentage sits within the top range of PSDs applied to basic allowances by councils in the region.

Remuneration Rate

- 4.1.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. We came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.
- 4.1.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour for the South East region £16.24⁷

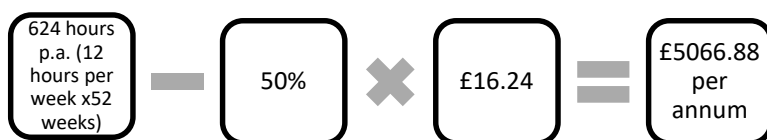
Calculating the basic allowance

- 4.1.11 After determining the amount of time required each week to fulfil the role (12 hours), the level of PSD to be applied (50%) and the hourly rate to be used (£16.24), we calculated the basic allowance as follows:

⁵ The summary responses to the questionnaires are available on request.

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2020.



4.1.12 The gross Basic Allowance before the PSD is applied is **£10,133.76**. Following the application of the PSD this leads to a basic allowance of **£5066.88** per annum.

4.1.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, and ward work and attendance on external bodies.

4.1.14 We did also note the levels of basic allowance currently allocated by other Surrey district/borough councils (see table below and Appendix 3).

Council	Surrey district/borough Councils: Basic Allowances (£) 2020 ⁸
Elmbridge Borough Council	5,313
Epsom and Ewell Borough Council	3,770
Guildford Borough Council	7,405
Mole Valley District Council	4,591
Reigate and Banstead Borough Council	5,670
Runnymede Borough Council	4,086
Spelthorne Borough Council	6,355
Surrey Heath Borough Council	5,288
Tandridge District Council	4,317
Waverley Borough Council	4,989
Woking Borough Council	7,200
Average	5,362

4.1.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as councillors and was also mindful of the Council's financial constraints. The Panel was of the view that this review has begun to make recommendations to ensure that the current basic is in accordance with the principle of fair remuneration.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Waverley Borough Council be £5,067 per annum.

⁸ Figures drawn from the South East Employers, Members' Allowances Survey 2020 (October 2020).

4.2 Special Responsibility Allowances (SRAs)

4.2.1 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.

4.2.2 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive an SRA, the local electorate may rightly question the justification for this.⁹

4.2.3 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

- Leader of the Council
- Deputy Leader of the Council
- Executive Members (8)
- Chairman of Council
- Leader of the Principal Opposition Group
- Chairmen of Overview and Scrutiny Committees (2)
- Vice Chairmen of Overview and Scrutiny Committees (2)
- Chairman of Standards and General Purposes
- Vice Chairman of Standards and General Purposes Committee
- Chairman of Licensing and Regulatory Committee
- Vice Chairman of Licensing and Regulatory Committee
- Chairman of Audit Committee
- Vice Chairman of Audit Committee
- Chairman of Eastern Planning Committee
- Vice Chairman of Eastern Planning Committee
- Chairman of Western Planning Committee
- Vice Chairman of Western Planning Committee

One SRA Only Rule

4.2.4 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor can receive more than one SRA, then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.

4.2.5 Moreover, the One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.

⁹ The former Office of Deputy Prime Minister – now the Department for Housing Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

The Maximum Number of SRA's Payable

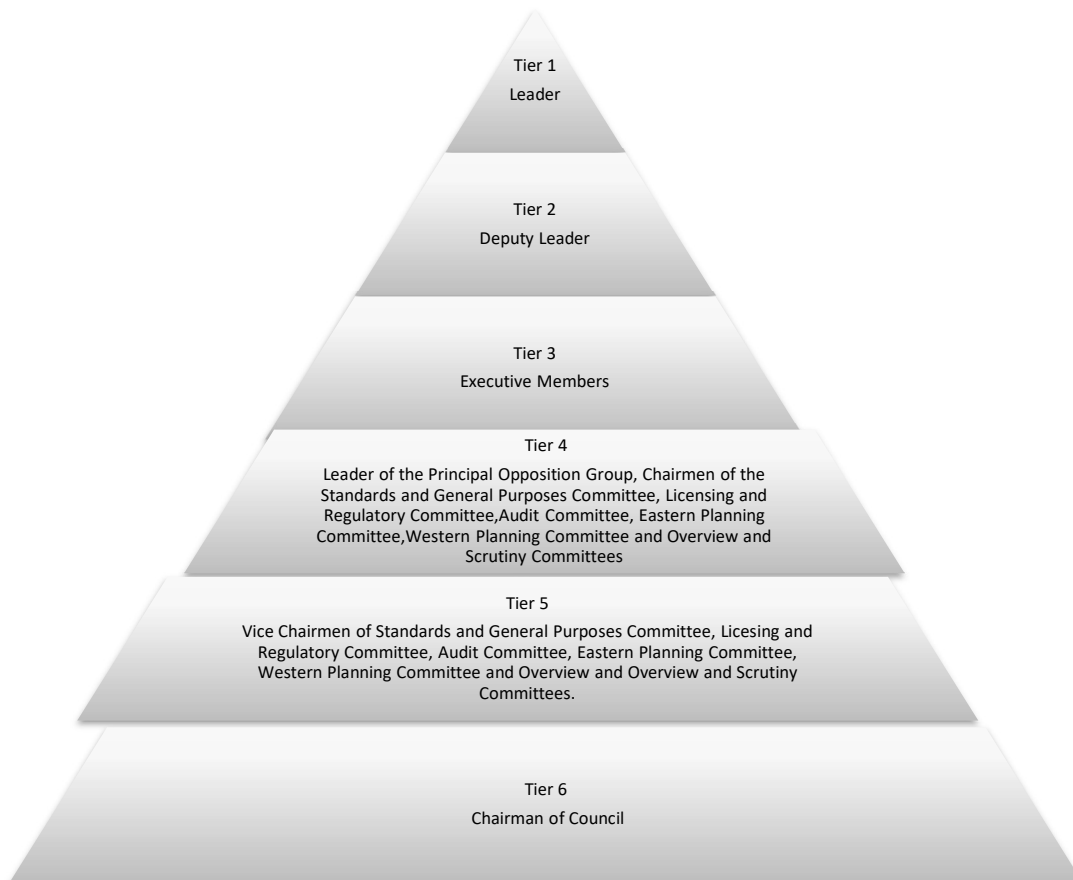
- 4.2.6 In accordance with the 2006 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should adhere to the principal that no more than 50% of Council Members () should receive an SRA at any one time.

WE THEREFORE RECOMMEND that the Council should adhere to a maximum number of SRA's payable at any one time that does not exceed 50% of Council Members (28 Members).

Calculating SRAs

- 4.2.7 The Panel supported a criteria and formula for calculating the Leader of the Council allowance based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities and is the most time consuming.
- 4.2.8 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



4.24 The rationale for these six tiers of responsibility is discussed below.

Leader (Tier One)

4.2.9 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Executive. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.

4.2.10 The multiplier we applied to calculate the Leader's SRA is 300% (3 x times) the basic allowance. If the recommended option of a basic allowance with a PSD of 50% is adopted, this results in a Leader's Allowance of £15,201.

WE RECOMMEND that the Leader of the Council continue to receive a Special Responsibility Allowance of 300% of the basic allowance, £15,201.

Deputy Leader (Tier Two)

4.2.11 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's SRA be set at 70% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £10,640.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 70% of the Leader's Allowance, £10,640.

Executive Members (Tier Three)

4.2.12 From the evidence gathered, including questionnaire response and the face to face interviews, we consider the members of the Executive should receive an allowance of £6,840, 45% of the Leader's Allowance.

4.2.13 Evidence from the interviews we undertook with councillors, underlines the responsibility of the members of the Executive for many of the Council's functions. Members of the Executive hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be both significant and growing.

WE RECOMMEND that the Executive Committee Members receive a Special Responsibility Allowance of 45% of the Leader, £6,840.

Chairmen of the Standards and General Purposes Committee, Licensing and Regulatory Committee, Audit Committee, Eastern and Western Planning Committee, Overview and Scrutiny Committees and Leader of the Principal Opposition Group (Tier Four)

4.2.14 The Panel was of the view that the Chairman's role across all the committees continued to be of a similar size in terms of workload and complexity. The Panel was aware that the number of Overview and Scrutiny Committees was reduced from four to two and this may have an impact on the future workload of the Chairmen of the two Overview and Scrutiny Committees. The Panel would therefore wish to further review the Special Responsibility Allowance for the roles of Chairmen of Overview and

Scrutiny in '18 months' time once the new structure and roles have been sufficiently embedded.

4.2.15 The Panel was of the view that the roles of Chairmen of the Committees continue to have a high impact and profile across the Council. We therefore recommend that they be recognised at Tier Four and receive an allowance of £3,800, 25% of the Leader's Allowance.

4.2.16 The Panel was also of the view that although the Scrutiny Committees do not have formal decision-making powers they are influential and recent Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of the Chairmen of the two Scrutiny Committees and feel it is a significant function that has a statutory legal requirement. We consider this role should also receive a Tier Four allowance of £3,800, 25% of the Leader's Allowance

WE RECOMMEND that the Chairmen of the Standards and General Purposes Committee, the Licensing and Regulatory Committee, the Audit Committee and the Eastern and Western Planning Committees should receive an allowance of 25% of the Leader's allowance, £3,800. WE RECOMMEND that the Chairmen of the two Overview and Scrutiny Committees should receive an allowance of 25% of the Leader's allowance, £3,800. WE ALSO RECOMMEND that the Special Responsibility Allowance for the roles of the Overview and Scrutiny Committee Chairmen should be further reviewed in '18 months' once the new overview and scrutiny structure has been embedded.

4.2.17 The Leader of the Principal Opposition Group continues to be a role of significant importance and the Panel was therefore of the view that the Leader of the Principal Opposition Group should receive a Tier Four allowance, 25% of the Leader's Allowance, £3,800.

WE RECOMMEND that the Leaders of the Principal Opposition Group should receive an allowance of 25% of the Leader's Allowance, £3,800.

Vice Chairmen of the Standards and General Purposes Committee, Licensing and Regulatory Committee, Audit Committee, Eastern and Western Planning Committee and Overview and Scrutiny Committees (Tier Five).

4.2.18 The Panel was of the view that like the role of the Chairmen the role of the Vice Chairmen were of a similar size in terms of workload and complexity. The Panel was also of the view that as result of the reduction in the number of Overview and Scrutiny Committees from four to two the workload of these committees may increase. The Panel therefore recommends that the Special Responsibility Allowance role of the Vice Chairmen of the two Overview and Scrutiny Committees alongside the Chairmen of the Overview and Scrutiny Committees be reviewed in '18 months' once the new overview and scrutiny structure has been sufficiently embedded.

4.2.19 The Panel recommend that the Vice Chairmen of the Standards and General Purposes Committee, the Licensing and Regulatory Committee, the Audit Committee, the Eastern and Western Planning Committee and the two Overview and Scrutiny Committees should receive a Tier Five allowance, 50% of the Chairman's Allowance, £1,900.

WE RECOMMEND that the Vice Chairmen of the Standards and General Purposes Committee, the Licensing and Regulatory Committee, the Audit Committee, the Eastern and Western Planning Committee and the two Overview and Scrutiny Committees should receive a Tier Five allowance, 50% of the Chairman's Allowance, £1,900. **WE ALSO RECOMMEND** that the Special Responsibility Allowance for the roles of Overview and Scrutiny Committee Vice Chairmen should be further reviewed in '18 months' once the new overview and scrutiny structure has been embedded.

Chairman of Council (Tier Six)

- 4.2.20 The Panel recommend that the role of Chairman of Council should continue to receive a Special Responsibility Allowance of 5% of the Leader's Allowance, £760.

WE RECOMMEND that the Chairman of Council receive a Special Responsibility Allowance of 5% of the Leader's Allowance, £760.

4.3 Travelling and Subsistence Allowance

- 4.3.1 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be paid to co-opted/Independent Persons of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

WE RECOMMEND that travelling and subsistence allowance should be payable to councillors and co-opted/Independent Persons in connection with any approved duties. We propose no changes to the current travel and subsistence allowances.

4.4 Child and Dependant Carers' Allowance

- 4.4.1 The child and dependant carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current councillors to continue despite any change in their personal circumstances. The current scheme awards reimbursement of actual reasonable costs incurred in using childminders, babysitters or other sitters for dependants while carrying out Approved duties. The scheme also allows for specialist Dependent Relative Care to be reimbursed at the actual cost upon production of receipts.
- 4.4.2 The Panel therefore is of the view that the Child and Dependant Carers' Allowance should continue to be reimbursed for the actual cost incurred by the councillor upon production of receipts. In respect of specialist care provision medical evidence that this type of care provision is required should also be provided and approved by an appropriate officer of the Council.

WE THEREFORE RECOMMEND that the Child and Dependant Carers' Allowance should continue as outlined in the current Scheme of Allowances and be based at cost upon production of receipts and in the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no monthly maximum claim when undertaking Approved duties.

WE ALSO RECOMMEND that the Council should also actively promote the allowance to prospective and new councillors both before and following an election. This may assist in supporting greater diversity of councillor representation.

4.5 Parental Leave

- 4.5.1 There is no uniform national policy to support councillors who require parental leave for maternity, paternity, or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a *'lack of maternity, paternity provision or support'* is a real barrier for women aged 18-44 to fulfil their role as a councillor.
- 4.5.2 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure. The Panel is aware that the Government Association (Labour Group) has developed a model policy that has been adopted by a growing number of councils across Surrey and the south east region.
- 4.5.3 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors, the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:
- All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
 - Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence
 - Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
 - If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.
 - If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance any Special Responsibility Allowance will cease from the date they leave office.
- 4.5.4 The Panel is conscious that these provisions do not replicate the LGA policy, but that policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can expect. Borough Councillors however

may wish to further develop the above recommendations so that they reflect the LGA policy.

WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for councillors. Should a policy on Parental Leave for Councillors be approved it should be actively promoted to prospective and current Councillors alongside the Dependants' Carers Allowance. This should form part of a wider 'Be A Councillor' (LGA led initiative) programme led by the Council and supported by political groups; to enhance and increase the diversity of councillor representation.

4.6 Indexing of Allowances

- 4.6.1 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance, the special responsibility allowances and Co-Optees/ Independent Persons allowance to be adjusted annually in line with staff salaries.

WE RECOMMEND that the basic allowance, each of the SRAs and the Co-Optees' /Independent Persons Allowance be increased annually in line with the percentage increase in staff salaries from April 2022 for a period of up to three years. After this period, the Scheme should be reviewed again by an independent remuneration panel.

4.7 Revocation of current Scheme of Allowances / Implementation of new Scheme

- 4.7.1 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2022-23 financial year, at which time the current scheme of allowances will be revoked.

5. OUR INVESTIGATION

5.1 Background

- 5.1.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 24 of the 57 current councillors (42% response). The information obtained was helpful in informing our deliberations.
- 5.1.2 We interviewed eleven current councillors using a structured questioning process. We are grateful to all our interviewees for their assistance.
- 5.1.3 We should also thank Fiona Cameron, Senior Governance Officer, for her assistance and support during the review.

5.2 Councillors' views on the level of allowances

- 5.2.1 A summary of the councillors' responses to the questionnaire are attached as Appendix 2.

6. APPROVED COUNCILLOR DUTIES

- 6.1.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

WE THEREFORE RECOMMEND: That no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.

**Mark Palmer (Chair of the Independent Remuneration Panel)
Development Director, South East Employers
August 2021**

Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2020-21	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
Basic (BA)				
Total Basic:	£5,014	57	£5,067	

Special Responsibility:				
Leader of the Council	£14,729	1	£15,201	300% of BA
Deputy Leader	£10,197	1	£10,640	70% of Leader's Allowance
Executive Members	£6,798	8	£6,840	45% of Leader's Allowance
Leader of the Principal Opposition Group	£3,399	1	£3,800	25% of Leader's Allowance
Chairman of Overview and Scrutiny	£3,399	2	£3,800	25% of Leader's Allowance
Chairman of Standards and General Purposes Committee	£3,399	1	£3,800	25% of Leader's Allowance
Chairman of Licensing and Regulatory Committee	£3,399	1	£3,800	25% of Leader's Allowance
Chairman of Audit Committee	£3,399	1	£3,800	25% of Leader's Allowance
Chairman of Eastern Planning Committee	£3,399	1	£3,800	25% of Leader's Allowance
Chairman of Western Planning Committee	£3,399	1	£3,800	25% of Leader's Allowance
Vice Chairman of Overview and Scrutiny Committee	£1,701	2	£1,900	50% of the Chairman's Allowance
Vice Chairman of the Standards and General Purposes Committee	£1,701	1	£1,900	50% of the Chairman's Allowance
Vice Chairman of Licensing and Regulatory Committee	£1,701	1	£1,900	50% of the Chair's Allowance
Vice Chairman of Audit Committee	£1,701	1	£1,900	50% of the Chairman's Allowance
Vice Chairman of Eastern Planning Committee	£1,701	1	£1,900	50% of the Chairman's Allowance
Vice Chairman of the Western Planning Committee	£1,701	1	£1,900	50% of the Chairman's Allowance
Chairman of Council	£594	1	£760	5% of the Leader's Allowance