



REPORT OF:	DIRECTOR OF FINANCE AND ORGANISATION
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TO:	COUNCIL
DATE:	13 DECEMBER 2018

AGENDA ITEM NO:	10	WARD(S) AFFECTED:	N/A
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SUBJECT:	THE NINETEENTH REPORT OF THE COUNCIL'S INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES FOR 2019/20
PURPOSE OF THE REPORT:	To submit the report of the Independent Remuneration Panel on Members' Allowances for 2019/20 to Council; report on the financial implications of the Panel's Recommendations and, based on these, seek approval to a Members' Allowances Scheme for 2019/20.
RECOMMENDATIONS: <ol style="list-style-type: none"> 1. That Recommendations (i) to (xiii) of the Independent Remuneration Panel (IRP) be adopted; 2. That Council determine its response to Recommendation (xii) that asks Council to consider whether it would like the Panel to undertake any further work for their 2019/20 review; 3. That the Chief Executive be authorised to make any necessary changes to the Members' Allowances Scheme for 2019/20 (approved under Recommendation 1 above) arising from any amendment or non-adoption of the IRP's recommendations on Allowances; 4. That the financial implications arising from the adoption of the Panel's recommendations be noted and built into the Council's 2019/20 Budget Proposal and future years projections; 5. That the IRP be thanked for its report; 6. That the payment to IRP members for producing this report be increased, in line with the general principle of adopting the October 2018 CPI (2.4%), from £550 to £563.20, and that the general principle of this approach be applied annually. 7. For reasons set out in paragraphs 6-9 of this report, it is recommended that: 	

(a) Mr Colin Woods continues as an IRP Member until 2020;

(b) Mrs Tracey Jessup be re-appointed as an IRP Member, for an extra one year term, until 2020 to ensure consistency and transfer of knowledge;

(c) Mr Paul Whitehouse be re-appointed as an IRP Member, for an extra one year term, until 2020 to ensure consistency and transfer of knowledge; and

(d) The Council agree to recruit a fourth IRP Member, for the 2019/20 Review, for a period of three years, to help build resilience and transfer of knowledge for future IRP Members once Mrs Jessup, Mr Whitehouse and Mr Woods have retired.

SUMMARY

This report sets out proposals on the Members Allowances Scheme for 2019/20 following a review by the Council's Independent Remuneration Panel (IRP). The IRP's report contains 13 recommendations for Council to consider as detailed in paragraph 3 of this report. Arising from the Recommendations the report sets out the budgetary requirement for 2019/20 and a Members' Allowances Scheme to apply from 1 April 2019.

Introduction

1. In accordance with the *Local Government Act 2000* and guidance from the government, the Council is required to have a Members Allowances Scheme recommended by its Independent Remuneration Panel (IRP). The IRP has accordingly undertaken a review of the Authority's Members' Allowances and its report is attached at **Annex 1**.
2. The IRP's report on the outcome of its review was presented to the Chief Executive and Leader of the Council on 3 December 2018 and is now before the Council to consider. Members will be aware that under the Constitution this issue is reserved for full Council. This means that it has not previously been the subject of debate by any other decision-making body.

Report of the IRP

3. The IRP's report on Members' Allowances for 2019/20 contains 13 recommendations. These relate to the following issues:

Issues	Recommendations
General Principles	Recommendation (i) Sections 15 - 18
The role of elected members	Recommendation (ii) Sections 19- 26
Recruitment of councillors	Recommendation (iii) Sections 27 – 32
The Basic Allowance	Recommendation (iv) Sections 33 – 42
Special Responsibility Allowances (SRAs)	Recommendations (v), (vi) and (viii) Sections 45 – 89

Travel and Subsistence	Recommendation (ix) Section 90 – 93
Carers' Allowance	Recommendation (x) Section 94 – 98
Future IRP Reviews – including impact of Boundary Changes	Recommendations (xi) and (xii) Sections 101 – 107
Members' Allowances Scheme for 2019/20	Recommendation (xiii) Section 108

Consumer Price Index (CPI)

- The Panel continued to strongly advocate that Members' Allowances should be based on an external benchmark, and recommended that the general principle of adopting the October CPI as this benchmark be continued. The October 2018 CPI was 2.4%.

Members' Allowances Scheme for 2019/20

- Based on the recommendations of the IRP, Officers have prepared a Members' Allowances Scheme for 2019/20 and this is set out in **Annex D** to the IRP report (in track changes). Should Council amend or not adopt any of the IRP's recommendations, then the proposed scheme will need to be suitably amended. Delegation on this matter to the Chief Executive is proposed (Recommendation 3).

Appointments to IRP for the 2019/20 Period

- The Council's IRP must comprise at least three members and Council is requested to consider appointments for the 2019/20 period. The membership for 2018/19 was:

IRP Member	First Appointed	Current Term of Office
Mrs Tracey Jessup (Chairman)	July 2013	Expires 2019
Mr Paul Whitehouse	May 2015	Expires 2019
Mr Colin Woods	November 2017	Until 2020

- Between them, Mrs Jessup, Mr Whitehouse and Mr Woods, have significant experience across central and local government, parliamentary procedures, the wider public sector, human resources, management, professional services and charity work. They are independent of any political party, have no connections with the Council and have all indicated they are willing to continue for the 2019/20 period.
- Due to their experiences serving on the IRP, these members also have considerable knowledge (local and national) of member allowances and related issues. This understanding will be particularly useful next year especially as the 2019/20 review will consider the impact of [ward boundary changes](#) which come into effect at the local elections in May 2019.
- In order to support an effective and legally compliant Members' Allowances review, training will be made available to Panel during the summer. In addition, it is recommended that Council agree to recruit a fourth IRP Member, for the 2019/20 review, for a period of three years, to help build resilience and transfer of knowledge for future IRP Members once Mrs Jessup, Mr Whitehouse and Mr Woods have retired.

Financial Implications

10. The cost of the proposed scheme cannot be stated with complete certainty. Some Members, for personal reasons, choose not to claim allowances to which they are entitled.
11. Service and Financial Planning proposals for 2019/20 include projected savings of £40,000 to allow for the reduction in Council size from 51 to 45 Councillors following the Local Government Boundary Commission's Review of electoral arrangements for Reigate and Banstead. As a result, the budget proposal for 2019/20 for the Members' Allowances scheme is £406,600 (including NI).
12. The maximum potential cost for the Members' Allowance scheme in 2019/20 is £422,400, this figure is based on the revised allowances suggested by the IRP. In the scenario of 100% occupancy and take up of full member allowances this could produce an adverse variance to budget of £15,800. Based on prior years we have found that this is unlikely. In the case of an adverse variance, adjustments to right size the budget would be made in 2020/21 through the savings and growth process.
13. These figures relate to Basic; Special Responsibility Allowances and Mayoral Allowances and do not take account of some Members who, as indicated in paragraph 10 above, choose not to take all or part of their entitled Allowances. The Travel and Subsistence budget forecast for 2019/20 is £3,000 which could be accommodated from the existing budget.

Payment to IRP Members

14. When the Council first established its IRP it was agreed that its members should be paid £500 per report produced for the Authority. This was increased to £550 in 2009/10 and it is now considered this sum should be uplifted again to maintain the general level of remuneration originally intended.
15. A revised payment of £563.20 (an increase of £13.20) is recommended for 2018/19. This is in line with the general principle of adopting the October 2018 CPI (2.4%) to ensure Allowances are maintained at a level appropriate to the wider economic landscape.

Legal Implications

16. The Local Government Act 2000 requires each local authority to establish and maintain an Independent Remuneration Panel for the purpose of considering a scheme for the payment of Members' Allowances.

Communication Implications

17. The Local Authorities' (Members' Allowances) (Miscellaneous Provisions) Regulations place certain duties on local authorities in connection with publicising the recommendations made by their Independent Remuneration Panel, their scheme of allowances and the actual allowances paid to Members in any given year.

18. The Regulations require that as soon as reasonably practicable after receiving a report, setting out the IRP's recommendations, local authorities must ensure copies of the report are available for inspection at their principal office. Local authorities must also publish a notice giving details of the availability of the report and the Panel's recommendations. Local authorities are also required to repeat this process as soon as reasonably practicable after determining a scheme of allowances.
19. The Guidance states that all of these publicity requirements are statutory minimum requirements, and that local authorities should publicise more widely the report from their Panel, their scheme of allowances and the sums paid to each Member.

Risk Management Considerations

20. The determination of allowances is a sensitive subject both from the perspective of Councillors themselves and the public who elect them. In view of this it is important that any scheme adopted is objectively reasonable and based upon a logical and fair mechanism.

Equalities Implications

21. The Council is asked to have regard to their duties under the Equality Act 2010. This requires the Council to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not;
 - Foster good relations between people who share a protected characteristic and those who do not.
22. The Panel considered these duties in relation to the nine protected characteristics (age; disability; gender reassignment; marriage/civil partnership status; pregnancy and maternity; race; religion; sex; and sexual orientation).
23. During the review, it was highlighted that the role of a Councillor was not a salaried one. However, the payment of allowances is generally expected to allow and encourage people from the widest possible range of backgrounds to serve as councillors. The Panel paid particular attention to the issue of encouraging diversity and how the allowance scheme may assist this objective.
24. These issues are dealt with in more detail in sections 29 – 32 of the IRP's report. However, by building on the recent ["Be a Councillor"](#) campaign, the Panel would welcome any steps the Council could take to promote the idea of becoming a councillor and importantly providing information on the support that someone could expect should they be successful at election. For example, the Panel believe that the "Be a Councillor" campaign should include upfront that allowances exist and are payable.

25. From comments made by councillors it appears a key motivating factor for standing for election is an individual's desire to serve their community. It was also recognised that increasing the basic allowance significantly was not a realistic option given the present economic position. With this in mind, the enhancements to the scheme recommended by the Panel are limited, at this stage, to changes to child care and dependants' carers' allowances (see sections 94 - 98 of the IRP's report for details).

Consultation

26. As set out in sections 9 - 14 of the IRP Report, all Members were given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2018/19 and 29 Councillors (57%) chose to do so. Members were also given opportunities to either meet with or submit comments to the Panel on the current Members' Allowances Scheme.
27. No written representations were submitted this year. However, the Panel met with the following Members and Officers to explore any issues regarding Allowances: John Jory, Chief Executive; Chris Phelan, Democratic Services Manager; Councillor R.H. Ashford, Executive Member for Leisure and Wellbeing; Councillor M.S. Blacker, Vice-Chairman, Planning Committee; Councillor M.A. Brunt, Leader of the Council; Councillor J.C.S. Essex, Leader of the Green Group; Councillor J.P. King, Vice-Chairman, Overview and Scrutiny Committee; and Councillor G.J. Knight, Deputy Leader, Executive Member for Housing & Benefits.
28. In addition, the Panel met with Mark Palmer, Development Director at South East Employers, who chairs and supports a number of Independent Remuneration Panels in respect of members' allowances across the South East of England.
29. The Panel was also provided with the following information: A breakdown of Members' allowances claimed for during previous years; Committee Attendance Records for 2017/18; The number and duration of Council and Committee meetings from 2009/10 to 2017/18; Planning site visit information for 2017/18; Comparative data from Surrey Districts (Members' Allowances 2018/19); and Data from the South East Employers Allowances Survey (2017).

Background Papers: None.

**NINETEENTH REPORT OF THE
INDEPENDENT REMUNERATION PANEL
ON
MEMBERS' ALLOWANCES
FOR
REIGATE AND BANSTEAD BOROUGH COUNCIL**

December 2018

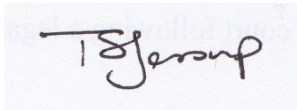
FOREWORD

This report has been produced for Reigate & Banstead Borough Council as part of the Council's requirement to receive independent advice from its statutory advisory panel on Members' Allowances.


The Council's Independent Remuneration Panel ("the Panel") comprises Mrs. Tracey Jessup (Chairman), Mr. Paul Whitehouse and Mr Colin Woods. The Members of the Panel have between them considerable experience in the areas of central and local government, parliamentary procedures, the wider public sector, human resources, management, professional services and charity work, and have no connections with the Council and are independent of any political party.

The Panel would like to thank the Members who attended for interview and all those who completed the Members' Allowances Survey 2018-19. The return of completed surveys was very helpful and a key piece of information. The Panel welcomes representations and comments of Councillors and considers this an integral part of the review process. The important role of Members both individually and on a Group basis in providing evidence cannot be over emphasised.

The Panel is grateful for the support and co-operation it has received from Councillors and also for the assistance of Council Officers in support of the Panel's work.



Tracey Jessup
(Chairman)



Paul Whitehouse



Colin Woods

INTRODUCTION AND TERMS OF REFERENCE

1. A review of the Reigate & Banstead Borough Council Members' Allowances Scheme was conducted by the Independent Remuneration Panel at the request of the Council as part of an annual review of Members' Allowances.
2. This report has been prepared in accordance with the *Local Government Act 1972*, and the *Local Authorities (Members' Allowances) (England) Regulations 2003* and the *Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations*, both of which came into force on 1st May, 2003.
3. The Panel's review has been conducted having regard to guidance issued by the then Office of the Deputy Prime Minister (in conjunction with the Inland Revenue at that time) on the *Local Authorities (Members' Allowances) (England) Regulations 2003*.

EXECUTIVE SUMMARY

4. This report contains 13 recommendations covering a range of issues, including:
 - Adopting the general principle of adopting the October CPI for the purposes of uplifting Members' Allowances for 2019/20;
 - The importance of providing clarity on the role of elected members;
 - Encouraging people from the widest possible range of backgrounds to serve as councillors and how the allowances scheme could assist with this objective;
 - The Basic Allowance;
 - Special Responsibility Allowances (SRAs), including a proposed reduction to the SRA for Chairmen of Licensing and Regulatory Sub Committees;
 - Travel and Subsistence;
 - Updating the Carers' Allowance to ensure the allowance payable reflects the actual costs of a carer; and
 - Matters for future IRP reviews, including the importance of assessing the impact of recommendations made by the Local Government Boundary Commission for England, concerning new ward boundaries, once these had been implemented.
5. In developing these recommendations the Panel considered various sources of information. In addition, the Panel was informed that since their last review the Council had appointed a new Leader and that the number of Executive Members had reduced from 10, to 9, following this appointment. The Panel was also made aware of a recent officer restructure which had been designed to strengthen the management structure to ensure the Council was well placed to deliver its current priorities and to meet future challenges. These changes were considered as part of the review.
6. The Panel also noted that work was taking place via a Commercial Governance Review Task Group. However, it was highlighted findings from this review would not be available until early 2019. As a result, the Panel agreed, in view of their previous work in relation to council owned companies, that this was something they would consider, as appropriate, next year.

RECOMMENDATIONS

7. The Panel recommends:

(i)	That the principle of adopting the October 2018 CPI (2.4%) as the external benchmark for the purposes of uplifting Members' Allowances be adopted for 2019/20.
(ii)	That the Council review all role profiles, ahead of the local elections in May 2019, to ensure Councillors understand the different roles and how responsibilities relate to allowances, particularly when newly elected to the Council.
(iii)	The "Be a Councillor" campaign was supported by the Panel who welcome any additional steps the Council could take to promote the idea of becoming a councillor and to provide information on the support, including allowances available, that someone could expect should they be successful at election.
(iv)	That there should be an increase in the Basic Allowance for 2019/20 of 2.4%, in line with the principles set out in recommendation (i).
(v)	Moving forward, for the purpose of reviewing SRAs and to better understand the values associated with each Executive position, the Council is recommended to: (a) Review all role profiles on a regular basis; and (b) Develop separate role profiles for the positions of Leader and Deputy Leader.
(vi)	That the Council put in place further clarity on the role of Planning Vice Chairman, including a Role Profile, so the IRP could give this matter further consideration in 2019.
(vii)	That for 2019/20: (a) The SRAs for the: Leader; Deputy Leader; Executive Members; Full Council Chairman; Planning Committee Chairman; Planning Committee Members; Overview and Scrutiny Committee Chairman; Budget Scrutiny Review Panel Chairman; Licensing & Regulatory Committee Chairman; and Leaders of Political Groups be increased by 2.4%, in line with the principles set out in recommendation (i). (b) SRAs for Licensing & Regulatory Sub Committee Chairmen be decreased by 30% to £303 to reflect the reduction in workloads. (c) That the suggestion of reducing the number of Licensing and Regulatory Sub-Committee Chairmen, currently 5, be considered by the parent Committee when approving Sub Committee Chairmen for the Municipal Year 2019/20. (d) No new SRAs be introduced.
(viii)	That the Mayor and Deputy Mayor's Allowances be increased by 2.4%, in line with the principles set out in recommendation (i).
(ix)	That for 2019/20 all travel and subsistence allowances be retained at 2018/19 levels.
(x)	That the Carers' Allowance within the Members' Allowance Scheme be revised, as set out in Annex D to this report, and be adopted with effect from 1st April 2019.
(xi)	That the timeframe for the 2019/20 IRP Review, as set out in section 102 of this report, be noted.

(xii)	That the Council indicate whether it would like the Panel to undertake any further work for their 2019/20 review.
(xiii)	That the Members' Allowances Scheme 2019/20 as set out at Annex D be adopted with effect from 1st April 2019 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis).

METHODOLOGY

8. All Members were given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2018/19 and 29 Councillors (57%) chose to do so. This information was helpful and was used as a significant element of the evidence upon which the Panel has based its report and recommendations.
9. A full analysis of the questionnaire responses is set out at **Annex A** to this report. With regard to those Members who did not submit a completed questionnaire, the Panel took this to be an indication that those Members had no concerns with the current Members' Allowances Scheme (and associated methodology) and considered it to be fair and reasonable.
10. All Members were also given the opportunity to either meet with or submit comments to the Panel on the current Members' Allowances Scheme. No written representations were submitted this year. However, the Panel met with the following Members and Officers in order to explore any issues regarding Allowances.
 - John Jory, Chief Executive
 - Chris Phelan, Democratic Services Manager
 - Councillor R.H. Ashford, Executive Member for Leisure and Wellbeing
 - Councillor M.S. Blacker, Vice-Chairman, Planning Committee
 - Councillor M.A. Brunt, Leader of the Council
 - Councillor J.C.S. Essex, Leader of the Green Group
 - Councillor J.P. King, Vice-Chairman, Overview and Scrutiny Committee
 - Councillor G.J. Knight, Deputy Leader, Executive Member for Housing & Benefits
11. **Note:** The Panel took the low number of Members wishing to meet with them as a general indication of satisfaction
12. The Panel also met with Mark Palmer, Development Director at South East Employers, who chairs and supports a number of Independent Remuneration Panels in respect of members' allowances across the South East of England.
13. The Panel was additionally provided with the following information for consideration:
 - A breakdown of Members' allowances claimed for during previous years
 - Committee Attendance Records for 2017/18
 - The number and duration of Council and Committee meetings from 2009/10 to 2017/18;
 - Planning site visit information for 2017/18;
 - Comparative data from Surrey Districts (Members' Allowances 2018/19); and
 - Data from the South East Employers (SEE) Allowances Survey (2017)
14. The Panel also had regard to the previous year's report and recommendations.

GENERAL PRINCIPLES

15. The Panel continued to advocate that Members' Allowances should be based on an external benchmark, as this ensures Allowances are maintained at a level appropriate to the wider economic landscape. The consistent use of one external benchmark also allows for decisions to be removed from the political arena and local pressures.
16. The external benchmark historically used by the Panel has been the Consumer Price Index (CPI). This is the rate at which the prices of goods and services bought by households rise or fall and is estimated by using price indices.
17. During discussions it was highlighted that this benchmark was used by many local authorities and the Panel continued to advocate that increases in Member Allowances should be based on the rate of October's CPI. It was noted the Consumer Prices Index (CPI) 12-month rate was 2.4% in October 2018, unchanged from September 2018.
18. **The Panel therefore recommends (i) that the principle of adopting the October 2018 CPI (2.4%) as the external benchmark for the purposes of uplifting Members' Allowances be adopted for 2019/20.**

THE ROLE OF ELECTED MEMBERS

"It's an ever-growing job description."

"Think of a network with the councillor at the centre... There's a whole web of activity out there... and councillors are the fisherman who look after the net."

(Kirklees Democracy Commission)

19. In previous reports the Panel reflected on the importance of the role of elected members and during this review a number of phrases were used to describe the role, reflecting findings from the recent [Kirklees Democracy Commission](#) and the [Voice of the Councillor Report](#), published by De Montfort University's Local Governance Research Unit in 2017.
20. The Kirklees Democracy Commission states a councillor is a...
"Steward of place, Advocate, Buffer, Sense maker, Catalyst, Entrepreneur, Orchestrator, First line of triage, Enabler, Conduit, Facilitator, Broker, Change maker, Problem solver, Influencer, Negotiator, Connector, Networked leader, Civic educator, Talent spotter, Mentor, Service co-designer and Civic builder."
21. Meanwhile, the "Voice of a Councillor" acknowledges councillors are overseeing million-pound budgets, balancing complex financial pressures at a time of severe cutbacks in local authority spending, making decisions which will affect their areas for decades to come.
22. Evidence received by the Panel highlighted that workloads and responsibilities for Reigate and Banstead Borough Councillors have increased and that their roles have become more complex over recent years. Responses to the Members' Allowances Survey (**Annex A**), indicates Councillors are spending more time on Council business (see sections 36-37). This was backed up during interviews and the Panel was informed there had been an increase in informal meetings, such as working groups, forums and community gatherings as well as formal meetings relating to companies owned, or part-owned, by the Council.

23. In addition, the expectations of the public continue to rise and while valuable to democracy, the use of social media adds to the pressure on councillors by increasing demands from their constituents in several ways. Communication with councillors is not only easier but immediate. The public expects a speedy response, so that it is now more difficult for councillors in employment to deal with concerns as quickly as voters expect. Not only do social media make it easier for their constituents to get hold of councillors, but they also enable an isolated concern to become an organised campaign.
24. With these matters in mind, the Panel was made aware that the Council's Constitution included Articles about the different Member roles, procedure rules for meetings and a Member Code of Conduct. These are in line with statutory requirements, however in order to provide further support for Members and guidance for member development, [role profiles were developed in March 2011](#) for: All elected Members; The Leader and Deputy Leader; Executive Members; The Chair of the Overview and Scrutiny Committee; and the Chair of a Regulatory Committee.
25. These profiles, considered by the IRP, outline areas of responsibility and include a set of suggested skillsets required by role. However, it was noted that these had not been updated for over 7 years and the Panel highlighted that these were perceived to be now out of pace with current roles and responsibilities.
26. Therefore, and in line with comments set out in sections 49–54 and 61–71 concerning the Leader, Deputy Leader, and Planning Committee, **the Panel recommends (ii) that the Council review all role profiles, ahead of the local elections in May 2019, to ensure Councillors understand the different roles and how responsibilities relate to allowances, particularly when newly elected to the Council.**

RECRUITMENT OF COUNCILLORS

27. Nationally, as set out in [The Remuneration of Councillors in London 2018](#), it is becoming increasingly difficult to recruit people who are prepared to stand for office as councillors.
28. A major disincentive is the time commitment required of a councillor. This commitment can make it difficult to combine the role with a job and a family. This was highlighted during interviews and although the level of allowances was mentioned by some as a barrier the majority of councillors said that the allowances scheme had played no part in their decision to stand for election. In fact, many stated they had little or no awareness of the allowances scheme before becoming councillors.
29. The payment of allowances is generally expected to allow and encourage people from the widest possible range of backgrounds to serve as councillors. With this in mind, the Panel has paid particular attention to the issue of encouraging diversity and Councillors were questioned on potential measures that might promote greater diversity with a view to the Council's composition more closely matching that of the borough as a whole. In particular, how to encourage younger people and those from ethnic and other minority groups to stand for election. It was highlighted that these categories were not well represented on the Council at present.
30. From comments made by councillors it appears a key motivating factor for standing for election is an individual's desire to serve the local community. At the same time, difficulties faced by those of working age with young families, especially those with primary or sole caring responsibilities, were highlighted. Councillors questioned said it would probably be unrealistic for the allowances scheme to address these issues on its own, especially as increasing the basic allowance significantly was not a

realistic option given the present economic position. However, the Panel explored other enhancements, in relation to increases in child care and dependents' carers' allowances, and these findings are set out in sections 94-98. Although limited in scope, the Panel hope these enhancements will help address barriers for people who want to stand for office.

31. The Panel was also made aware throughout the review, of the cross-party "[Be a Councillor](#)" campaign that was taking place across Reigate and Banstead ahead of local elections in May 2019. This campaign was supported but the Panel agreed it should make clearer that allowances exist and are payable.
32. **The "Be a Councillor" campaign was supported by the Panel who (iii) welcome any additional steps the Council could take to promote the idea of becoming a councillor and to provide information on the support, including allowances available, that someone could expect should they be successful at election.**

BASIC ALLOWANCE

33. The Panel considered the general principle behind the establishment of Member Allowances, recognising that the role of a Councillor is not a salaried one.
34. As highlighted in section 29 above, the levels of remuneration available should be sufficient to allow most people to consider becoming an elected Member without risk of undue financial hardship, and to allow existing councillors to fulfil their role to the best of their ability.
35. In previous years the Panel provided commentary on what the Basic Allowance should cover and in 2017, to help administer the Scheme and avoid any uncertainty, the Panel recommended the following definition:
"The Basic Allowance is provided to recognise and compensate the time commitment of Councillors including such inevitable calls on their time as attending Council and other formal meetings, training/briefings, civic events, undertaking general constituency work and to cover incidental costs such as the use of their homes, stationery, telephone usage, purchase of I.T. equipment, room/hall rental for community meetings, travel within their ward and the provision of general consumables."
36. This recommendation was adopted and was subsequently included in the Member's Allowances Scheme and it was noted that the Panel had not received any requests to review this as part of its activities for 2018/19. However, the Panel did note the survey responses, set out below, regarding hours worked per week.

Weekly hours	Up to 10		Between 10 and 20		Between 20 and 30		Above 30	
Survey Date	2017	2018	2017	2018	2017	2018	2017	2018
Ward Work – all Members	54%	62%	33%	34%	12.5%	3.45%	0%	0%
General Council Work – all Members	54%	78%	41%	11%	4%	11%	0%	0%

37. A full breakdown of the hours spent by Members carrying out ward work and general Council work is set out in **Annex A**, in response to question 9. In response to question 10, the survey shows 50% of respondents indicated an increase in their hours worked (compared to 47% last year), while 43% indicated there had been "not much change".
38. The Panel noted, based on the comparison of Members' Allowances across Surrey Districts, that the level of Basic Allowance paid to Reigate and Banstead Councillors remained above average compared to neighbouring authorities in Surrey.

Surrey Districts – 2018/19 Basic Allowances

Average	Maximum	Minimum	Reigate and Banstead
£5,092	£7,200	£3,523	£5,599

Further information on the comparison with other Surrey Districts is set out in **Annex C**.

39. The 2018 Members' Survey shows, in response to question 3, that the majority of Councillors (83%) believe that the current Basic Allowance is "about right" with a much reduced number (14%) considering this allowance to be "too low", while 3% feel it is "too high". In addition, feedback from all interviews indicated that the Basic Allowance was at a fair rate for what it was meant to cover.
40. Having regard to all of the above, the Panel did not consider that there was a case to change the base level of the Basic Allowance at this time. However, moving forward, the Panel agreed the Basic Allowance should be reviewed once recommendations made by the Local Government Boundary Commission for England, concerning new ward boundaries, came in to effect. It was noted that from May 2019 Reigate and Banstead would have 15 wards, four fewer than there are now, and be represented by 45 councillors, six fewer than there are now.
41. In view of evidence received from other local authorities, who had recently experienced boundary changes, the Panel agreed they should delay the start of next year's IRP review by 6 months to ensure a better understanding of how these changes would affect workloads. Further information concerning future IRP reviews is set out in sections 101-107 of this report.
42. **The Panel recommends (iv) that there should be an increase in the Basic Allowance for 2019/20 of 2.4%, in line with the principles set out in recommendation (i).**

Voluntary Element Discount

43. The Statutory Guidance on Members Allowances requires a discount to be applied which varies between different authorities. For Reigate and Banstead this was set at 40% when the Members' Allowance Scheme was first introduced.
44. The Panel noted that the Council has previously agreed the continuation of the "voluntary element discount" of 40% as a standing arrangement of the Members' Allowance Scheme, to be reviewed only if specifically required by the Council at any time. As the Panel had not received a request to review this as part of its activities for 2018/19 the standing arrangement of 40% would continue until such time as the Council requested a review of this area.

SPECIAL RESPONSIBILITY ALLOWANCES

45. The *Local Authorities (Members' Allowances) (England) Regulations 2003* do not limit the number of SRAs which may be paid, nor do the Regulations prohibit the payment of more than one SRA allowance to any one Member. However, guidance

that supports the Regulations indicates that there are important considerations for Local Authorities in relation to SRAs.

46. The guidance states that *"If the majority of Members of a Council receive an SRA the local electorate may rightly question whether this was justified. Local Authorities will wish to consider very carefully the additional roles of Members and the significance of these roles both in terms of responsibility and real time commitment before deciding which will warrant the payment of the SRA."* The Panel has had regard to this advice in recommending the Members' Allowance Scheme for 2019/20.
47. Details of payments to Councillors during 2017/18 are set out in **Annex B** to this report. These figures indicate that, for the period 1 April 2017 – 31 March 2018, 41 Councillors (80%) were in receipt of an SRA, including an allowance for each of the 19 Planning Committee Members. In contrast the National Census of Councillors 2013 showed that nationally 53% of Councillors received an SRA.
48. With this mind, the Panel considered the base level of Special Responsibility Allowances in respect of each position for which an SRA is currently given.

Leader, Deputy Leader and Executive Members

49. Following last year's review the Panel was informed that the Council had appointed a new Leader and that the number of Executive Members had reduced from 10, to 9, following this appointment. The Panel was also informed of a recent officer restructure which had been designed to strengthen the management structure to ensure the Council was well placed to deliver its current priorities and to meet future challenges.
50. It was noted that these operational changes to how the Council manages its activities had required Executive Members to work in different ways with some highlighting an increased workload as a result.
51. As reported last year, the Council continues to have a number of commercial entities in place. As of November 2018, these consist of Greensand Holdings Ltd, Horley Business Park Development LLP, Pathway for Care Ltd and RBBC Ltd. These entities have involved additional work for the Members directly involved with them and it is envisaged that this will continue. In response to questions about governance, it was highlighted that a Commercial Governance Review Member Task Group had been established to undertake a review of the commercial activities the Council had established in recent years. The Panel suggested that, once published, this should be considered by next year's IRP.
52. As set out in **Annex C**, the Panel noted that the SRAs for the Leader, Deputy Leader and other Executive Members were higher than the average level for Surrey districts and boroughs. The Panel also noted the responses to the Member survey, as set out below:

	Too low	About right	Too high
Leader	25%	68%	7%
Deputy Leader	3%	65%	31%
Executive Members	14%	71%	14%

53. The Panel heard oral representations about the different SRAs for the Leader (£13,901), the Deputy Leader (£11,353) and Executive Members (£9,266). In response, role profiles for these positions, [adopted by the Council in 2011](#), were considered. As set out in sections 24-26, the Panel perceived that these were now out of pace with current roles and responsibilities, and importantly current ways of working. In addition, it was highlighted that the Leader and Deputy Leader currently shared a role profile and that this had made it difficult to distinguish between

responsibilities for each position. **Moving forward, for the purpose of reviewing SRAs and to better understand the values associated with each Executive position, the Council is (v) recommended to: (a) Review all role profiles on a regular basis; and (b) Develop separate role profiles for the positions of Leader and Deputy Leader.**

54. The Panel therefore concluded that the status quo should be held to allow for the positions of Leader, Deputy Leader and Executive Members to be further reviewed in 2019.

Chairman of Full Council

55. The Panel noted an SRA for the Mayor had been introduced in 2014 to recognise the responsibility of chairing meetings of Full Council.
56. In survey responses, 69% of Members felt this was about right, 10% that it was too high and 14% that it was too low. The Panel therefore did not consider that there was a need to review the base level of this SRA.

Chairman of the Overview and Scrutiny Committee

57. The Panel received no representations relating directly to this SRA and noted that 79% of Members had responded to the survey to the effect that it was about right. Of the remaining Members, 10% felt that it was too low, 7% that it was too high, while one Member (3%) suggested the SRA should be removed.
58. The Panel therefore considered that there was no strong case for a review of the base level of this SRA.

Chairman of the Budget Scrutiny Review Panel

59. The Panel considered the volume and duration of meetings for the Budget Scrutiny Review Panel over the past 10 years. During the review it was indicated that the workload for 2018/19 and 2019/20 was expected to remain at a similar level to 2017/18.
60. The Panel noted that 76% of Members completing the questionnaire had indicated that the current level of allowance was 'about right'. The Panel therefore considered that there was no strong case for a review of the base level of this SRA.

Chairman of the Planning Committee and Members of the Planning Committee

61. The Panel reviewed the Planning Committee meeting and attendance information to determine if the volume of work had increased. The Panel considered various data sets and concluded workloads had been of a similar level in recent years.
62. The comparison of Member survey responses regarding hours per week spent on activities as a Planning Committee Member indicated a slightly downwards trend for the majority, as demonstrated by the table below.

Survey	Up to 10	10-12	20-30	30+
2018/19	90%	10%	0%	0%
2017/18	83%	16%	0%	0%
2016/17	75%	25%	0%	0%
2015/16	50%	50%	0%	0%
2014/15	85%	15%	0%	0%
2013/14	92%	0%	8%	0%
2012/13	61%	23%	8%	8%

63. The Panel noted that in responding to the survey, 90% of Councillors felt that the SRA for Members of the Planning Committee was about right, 7% that it was too high, and 3% that it was too low. No one indicated that it should be removed.

64. With regard to the Chairman of the Planning Committee, the Panel noted that 76% of Councillors had responded to the survey to the effect that the related SRA was about right, 17% that it was too low, and 7% that it was too high.
65. During interviews the Panel was informed that in June the Committee had appointed a new Chairman, following Councillor M.A. Brunt's appointment as Leader of the Council, and a new Vice-Chairman. It was highlighted that Councillor Brunt had served as Planning Committee Chairman since 2011/12 and while these changes had been smooth it had resulted in some alterations to how the Committee managed its business.
66. During interviews the Panel also heard casual observations from Members, including the Vice Chairman of the Planning Committee that suggested the Vice Chairman position should be considered for payment of a Special Responsibility Allowance.
67. With this in mind, the Panel asked for further information so comparisons could be made across Surrey, and further afield, for allowances paid to Planning Chairmen, Vice Chairman and Committee Members.

Position	Councils paying an allowance	Percentage of Councils paying an allowance
Planning Chair	74	100%
Planning Deputy Chair	43	58%
Planning Committee Member	14	19%
<i>South East Employers Report (2017) on Members Allowances (Number of Borough/ District Councils in Survey: 74)</i>		

Surrey Districts Comparison 2018	Planning Allowances (£)		
	Chairman	Vice Chairman	Committee Member
Elmbridge	5,699	1,425	0
Epsom and Ewell	3,631	1,089	363
Guildford	5,293	0	0
Mole Valley	2,560	350	0
Reigate and Banstead	5,346	0	790
Runnymede	6,440	4,293	2,147
Spelthorne	5,428	0	0
Surrey Health	4,283	2,120	0
Tandridge	2,987	747	577
Waverley	3,225	1,614	0
Woking	750	0	0
Average Value	4,149	1,058	352
Average Value when an allowance is paid	4,149	1,663	969

68. This information was also presented to the Panel in graph format and is attached as part of **Annex C** to this report.
69. Overall, the Panel agreed there was a high volume of complex work for this Committee but felt there was no clear evidence to support an increase in the Committee Members' SRAs and noted that across the South East of England only 19% of Councils paid an allowance to Committee Members. It was also agreed that

there was no need to review of the base level of the Chairman's SRA. In making these conclusions the Panel made reference to the in-depth work they had carried out on various Planning Committee matters in previous years.

70. The Panel also considered that although a case had been made to add an SRA for the Vice Chairman position it was noted that there was no role profile associated with the position. As a result, more clarity about the role was required before it could offer a qualified recommendation on this suggestion.
71. **The Panel therefore recommends that (vi) the Council put in place further clarity on the role of Planning Vice Chairman, including a Role Profile, so the IRP could give this matter further consideration in 2019.**

Chairman of the Licensing and Regulatory Committee

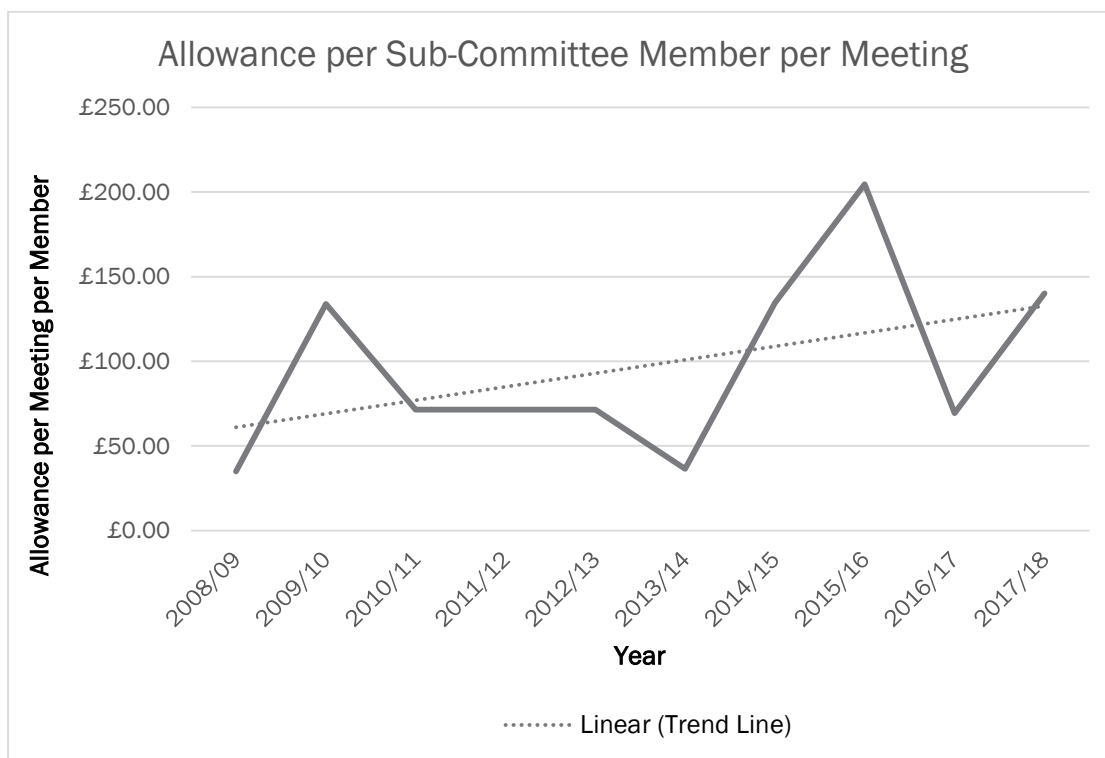
72. The Panel received evidence that demonstrated workloads for the Licensing and Regulatory Committee had remained relatively stable for the period 2008/09 – 2017/18. It was highlighted that workloads for this Committee were driven by demand and it was noted that 86% of survey respondents felt the SRA was about right. The Panel concluded that no review of the base level of this SRA was necessary.

Sub-Committee Chairman of the Licensing and Regulatory Committee

“One specific role where I question the need for an SRA is the chairmen of licensing sub-committees, where workload has diminished (either the level of the SRA could be reduced or a recommendation could be made that the number of chairmen, currently 5, be reduced).”
(Members' Survey 2018)

73. Despite 79% of survey respondents stating this SRA was about right, the Panel received evidence throughout the review that demonstrated a pattern of decline in the workloads for the Licensing and Regulatory Sub-Committee.

Year	No. of Meetings	SRA per Member	Allowance per Meeting per Member
2008/09	14	£488	£34.86
2009/10	7	£937	£133.86
2010/11	7	£500	£71.43
2011/12	7	£500	£71.43
2012/13	7	£500	£71.43
2013/14	11	£400	£36.36
2014/15	3	£404	£134.67
2015/16	2	£409	£204.50
2016/17	6	£416	£69.33
2017/18	3	£420	£140



74. The Panel agreed it was important to ensure the level of Special Responsibility Allowance was proportionate to workloads and responsibilities associated with other SRAs within the Members Allowances Scheme. It was noted that the allowance for 2018/19 was £433 per Sub-Committee Chairman.
75. Various sources of information were considered, including the trend line above, and the Panel agreed, in recognition of the reduced workloads, there should be a reduction in the SRA attributable to this position.
76. The Panel also highlighted the number of Members appointed as Sub-Committee Chairmen, currently 5, had exceeded the number of Sub-Committee meetings in 2017/18 (3 meetings). With this in mind, the Panel supported a suggestion, put forward in response to Members' Survey, that the number of Sub-Committee Chairman should be reduced.
77. In conclusion, and in view of the trend line indicating an increase in SRA from just over £50 in 2008/09 to just under £150 in 2017/18 per meeting per member, the Panel agreed the SRA for this position, currently £433, should be reduced by 30% to £303 per Sub-Committee Chairman. The Panel also agreed this should be reviewed further in 2019/20 especially if there continued to be a decline in the level of work undertaken by Councillors in these positions.

Group Leaders

78. The Panel noted that the role of the Conservative Group Leader (39 Members) had been combined with that of Leader of the Council. The other Group Leaders, supported the Residents' Association (7 Members) and Green Party (3 Members).
79. The Panel recognised that the workloads for this SRA varied depending upon the number of Members within each group. The Scheme had catered for this by allowing for a payment of £57 for each Member of the Group in addition to the payment of £144 received by Group Leaders. The Panel acknowledged that whilst this role could

be substantial for the larger Groups a significant proportion (81%) of Members completing the questionnaire had indicated that the current level of allowance was 'about right'.

New Special Responsibility Allowances

80. A couple of comments were made in response to the Member survey suggesting new SRAs should be introduced for the Vice Chairman of Planning and Members of Surrey County Council's Local Committee (Reigate and Banstead). The Local Committee consists of 10 County Councillors and 10 co-opted Borough Councillors, and meets 4 times a year.
81. The Panel acknowledged these comments and addressed various issues in relation to Planning in sections 61-71 (above). However, the Panel agreed time spent on Local Committee matters was compensated by way of the Basic Allowance.
82. **In the light of all of the above, the Panel (vii) recommends that for 2019/20:**
 - a. **the SRAs for the:**
 - **Leader**
 - **Deputy Leader**
 - **Executive Members**
 - **Full Council Chairman**
 - **Planning Committee Chairman**
 - **Planning Committee Members**
 - **Overview and Scrutiny Committee Chairman**
 - **Budget Scrutiny Review Panel Chairman**
 - **Licensing & Regulatory Committee Chairman**
 - **Leaders of Political Groups**

be increased by 2.4%, in line with the principles set out in recommendation (i).

- b. **the SRAs for Licensing & Regulatory Sub Committee Chairmen be decreased by 30% to £303 to reflect the reduction in workloads.**
- c. **That the suggestion of reducing the number of Licensing and Regulatory Sub-Committee Chairmen, currently 5, be considered by the parent Committee when approving Sub Committee Chairmen for the Municipal Year 2019/20.**
- d. **that no new SRAs be introduced.**

Mayoral and Deputy Mayoral Allowances

83. Mayoral or Civic Allowances are legislated for under the Local Government Act 1972. The Act states that "a principal council may pay the Chairman for the purpose of enabling him to meet the expenses of this office". The same applies to the Vice-Chairman of the Council. For Reigate and Banstead this equates to our Mayor and Deputy Mayor for legal purposes of interpretation.
84. In 2014, following advice received from HM Revenue & Customs (HMRC) that these Allowances needed to be processed through PAYE and a full review by the Panel of the Council's arrangements for paying Mayoral Allowances, the Council resolved to bring these within the confines of the Members' Allowances Scheme. As such the level of the Mayoral Allowance and Deputy Mayoral Allowance are now routinely reviewed as part of the IRP process.

85. In accordance with this, and building on evidence received in 2014, 2015, 2016 and 2017, the Panel acknowledged the high volume of, and level of responsibility associated with, Mayoral duties. The Panel considered it to be vital that those undertaking these roles should not be financially disadvantaged.
86. The Panel noted that in survey responses 72% of Councillors had felt that the Mayoral Allowance was about right (17% felt that it was too low, and 10% that it was too high).
87. A greater number of Councillors (41%) felt that the Deputy Mayoral Allowance was too low with just 3% stating it was too high, but the Panel noted that the majority (55%) still viewed this as about right.
88. Overall, and in view of the work that had been carried out in previous years, the Panel did not feel that there was strong evidence at this time to suggest the base level of the Mayoral or Deputy Mayoral Allowances should be reviewed again for 2019/20. However, as noted above, these Allowances now form part of the annual review of the IRP and will be kept under consideration in future years with any emerging issues investigated as appropriate.
89. **The Panel recommends that (viii) the Mayor and Deputy Mayor's Allowances be increased by 2.4%, in line with the principles set out in recommendation (i).**

TRAVEL AND SUBSISTENCE ALLOWANCES

90. In 2006, the Panel through its seventh report linked travel allowances to the Inland Revenue's Approved Mileage Allowance Payments (AMAP). The Panel recommends the travel allowance (for cars) under the Members Allowances scheme for 2019/20 should remain at 45 pence per mile for cars and vans, 24 pence per mile for motorcycles and 20 pence per mile for cycles. This is in line with the current HMRC rates.
91. In addition, it was previously recommended (and accepted by the Council) that, in relation to travel between a Member's home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance should only apply for mileage from and to the Borough boundary. This restriction did not apply to travel on official duties outside the Borough. A similar approach is recommended in respect of the Members' Allowances Scheme for 2019/20.
92. No representations were received on the level of travel and subsistence Allowances and the Panel agreed that the Allowances should be frozen at 2015/16 levels, which reflect current HMRC rates for AMAP.
93. **On this basis, the Panel recommends (ix) that for 2019/20 all travel and subsistence allowances be retained at 2018/19 levels.**

CARERS' ALLOWANCE

94. The Panel noted no Members had claimed for this allowance during the last three Municipal Years (2015/16, 2016/17 and 2017/18). Despite this, during interviews the Panel was made aware that the level of allowance did not match the actual costs to reimburse childcare/dependant carers' expenses. In view of issues already highlighted, concerning time commitments in section 28, this was a concern especially as this had been cited as a barrier for being able to combine fully the councillor role with a job and a family.
95. There was also some confusion about the process for claiming this allowance and what the allowance covered. For example, a Councillor asked whether payments to an au pair, working additional hours to allow a Member to attend approved duties, would be covered by the scheme. The Democratic Services Manager confirmed that under the current scheme, this would be covered. It was also highlighted that any

queries as to whether an allowance was payable should be directed to the Democratic Services Manager.

96. During the Panel's discussion it was noted that Government guidance is that local authorities should consider whether the Allowance should be subject to a maximum cap, and this cap is currently set at £3,000. As stated in last year's report, this compares favourably with those of other Councils, and no representations were made on the cap.
97. With this in mind, to ensure the allowance payable reflects the actual costs for a carer the Panel agreed that Section 6 of the Members' Allowances Scheme should be updated, using the suggested wording below and set out in **Annex D** to this report.

Current Scheme for 2018/19	Suggested Scheme for 2019/20
<p>A Carer's Allowance is payable at the rate of £ 8.52 per hour per carer which is the equivalent of the first spine point from the Officer pay scales. For 2017/18 this is spine point 19. The carer must be over 16 years of age and cannot be a member of the claimant's household.</p> <p>The Scheme covers Members with responsibility for:</p> <p>(i) one or more children under 16 years of age; and</p> <p>(ii) a relative or household member who, by virtue of physical / mental incapacity, requires constant care and attendance.</p> <p>A maximum of £3,000 can be paid to an individual Member in any one Municipal Year.</p> <p>Carer's Allowance is payable in respect of the approved duties set out in schedule 1 to this scheme apart from attendance at meetings of Outside Bodies.</p>	<p>An allowance can be claimed to reimburse childcare/dependant carers' expenses in respect of the approved duties set out in schedule 1 to this scheme.</p> <p>The carer must be over 16 years of age.</p> <p>A maximum of £3,000 can be paid to an individual Member in any one Municipal Year.</p> <p>The Scheme covers Members with responsibility for:</p> <p>(i) one or more children under 16 years of age; and</p> <p>(ii) a relative or household member who, by virtue of physical / mental incapacity, requires constant care and attendance.</p> <p>Provided that they normally reside with the claimant and the paid carer is not a member of the claimant's immediate family or household.</p> <p>The allowance payable shall be the actual fee by hour of the carer, with no figure for the number of hours, subject to the general reasonableness of the claim. As a guide for reasonableness, this allowance may be claimed for the duration of the meeting, together with up to one hour travelling time to and from the meeting, plus a short period for instruction/hand over with the carer.</p>

98. **The Panel recommends (x) that the Carers' Allowance within the Members' Allowance Scheme be revised, as set out in Annex D to this report, and be adopted with effect from 1st April 2019.**

ADMINISTRATION OF INCIDENTAL EXPENSES

99. The Panel had not received a request to review the administration of incidental expenses. However, it was highlighted that this had been reviewed in 2017 and it was noted a small adjustment had been made to the wording of the Members' Allowances Scheme as a result.

APPROVED DUTIES

100. The list of Approved Duties was reviewed in 2017 and the Panel had not received a request to review this again as part of its activities for 2018/19.

FUTURE REVIEWS

101. As highlighted above, the Panel agreed next year's review should consider the impact of recommendations made by the Local Government Boundary Commission for England, concerning new ward boundaries, once these had come into effect in May 2019. In order to do this effectively the need for robust evidence, over a period of at least 6 months, was highlighted by Mark Palmer, Development Director at South East Employers, who chairs and supports a number of IRP's in respect of Members' Allowances across the South East of England.
102. With this in mind, the Panel agreed interviews would need to take place during February and March and the Members' Survey would be delayed by 6 months to ensure changes to workloads, as a result of boundary changes, were realistically captured.
103. In addition, following a request from a Member this year, it was agreed that this should include consideration of any changes to committee sizes as a result of the Council being represented by 45 councillors, six fewer than there are now. The Panel agreed they would look for evidence of any change to workloads and would review information that was considered by Council in December 2017 in relation to [Reigate and Banstead's Boundary Review Submission \(Council Size and Electoral Arrangements\)](#).¹
104. It is acknowledged that delaying activities by 6 months will change the timetable for publishing next year's IRP report. This may require retrospective consideration of the implications before introducing the Members' Allowances Scheme for 2020/21.
105. Next year's review would also consider, if appropriate, findings from the Commercial Governance Review Task Group, especially in view of the IRP's previous work in relation to council owned companies and allowances. It was noted that this review was anticipated to conclude by the end of 2018 with a final report expected in early 2019.
106. **The Panel recommends (xi) that the timeframe for the 2019/20 IRP Review, as set out in section 102 of this report, be noted.**
107. **The Panel recommends (xii) that the Council indicate whether it would like the Panel to undertake any further work for their 2019/20 review.**

MEMBERS' ALLOWANCES SCHEME 2019/20

108. Based upon the recommendations in this report, **the Panel recommends (xiii) that the Members' Allowances Scheme 2019/20 as set out at Annex D be adopted with effect from 1st April 2019 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis).**

Annex A: Analysis of Members Survey Responses September 2018

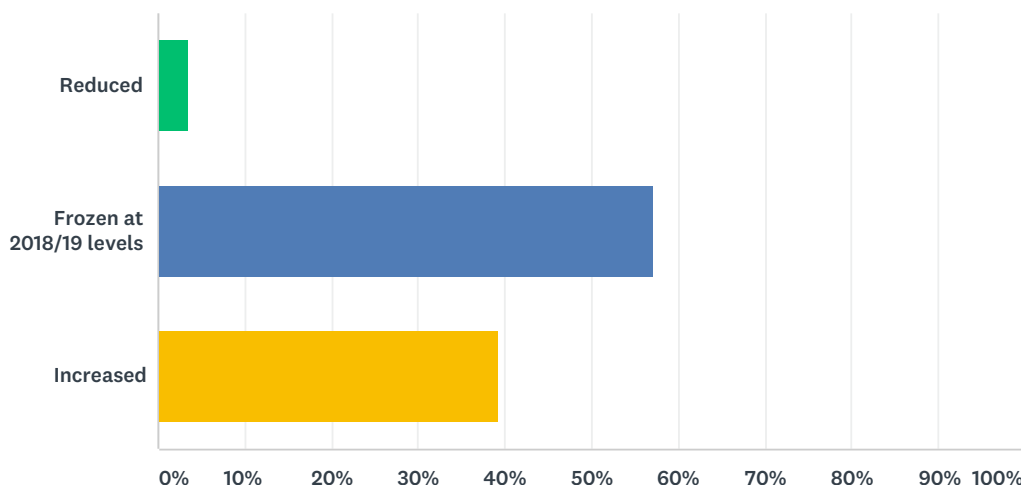
Annex B: Members' Allowances Claimed 2017/18

Annex C: Members' Allowances 2018/19 – Comparison with Surrey Districts, with graphs

Annex D: Members' Allowances Scheme for 2019/20

Q2 Allowances: (General) In 2017/18 expenditure on Member Allowances totalled £416,552.85. For 2018/19 Allowances were increased by 3%, based on the level of CPI, as per the IRP's economic benchmark. Do you consider that the Allowances should be:

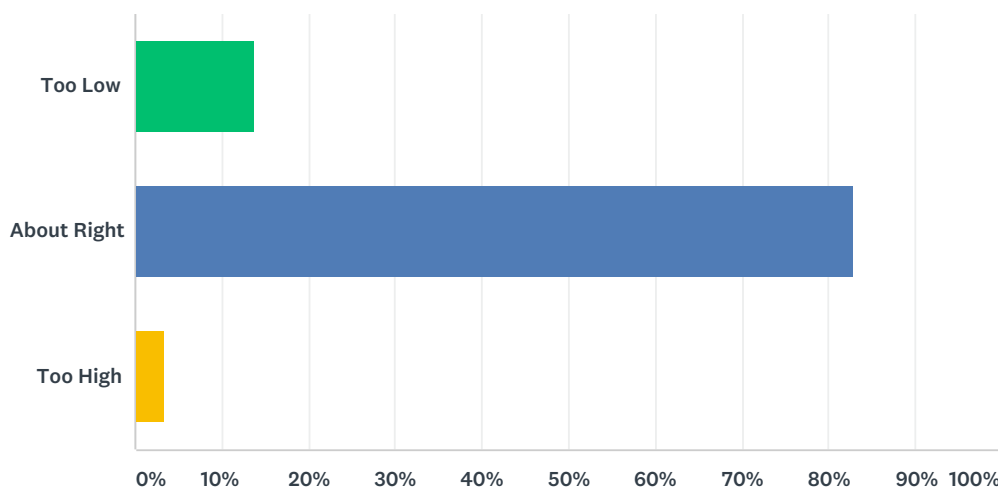
Answered: 28 Skipped: 1



ANSWER CHOICES		RESPONSES	
Reduced		3.57%	1
Frozen at 2018/19 levels		57.14%	16
Increased		39.29%	11
TOTAL			28

Q3 Basic Allowance: The allowance is to cover time on Ward and council activities. This includes the use of your own home, stationery, printer, postage, telephone line and mobile (plus calls), the provision and use of your computer and IT equipment, and travel for which you are not entitled to claim mileage. Do you consider the current Basic Allowance (£5,599) is:

Answered: 29 Skipped: 0



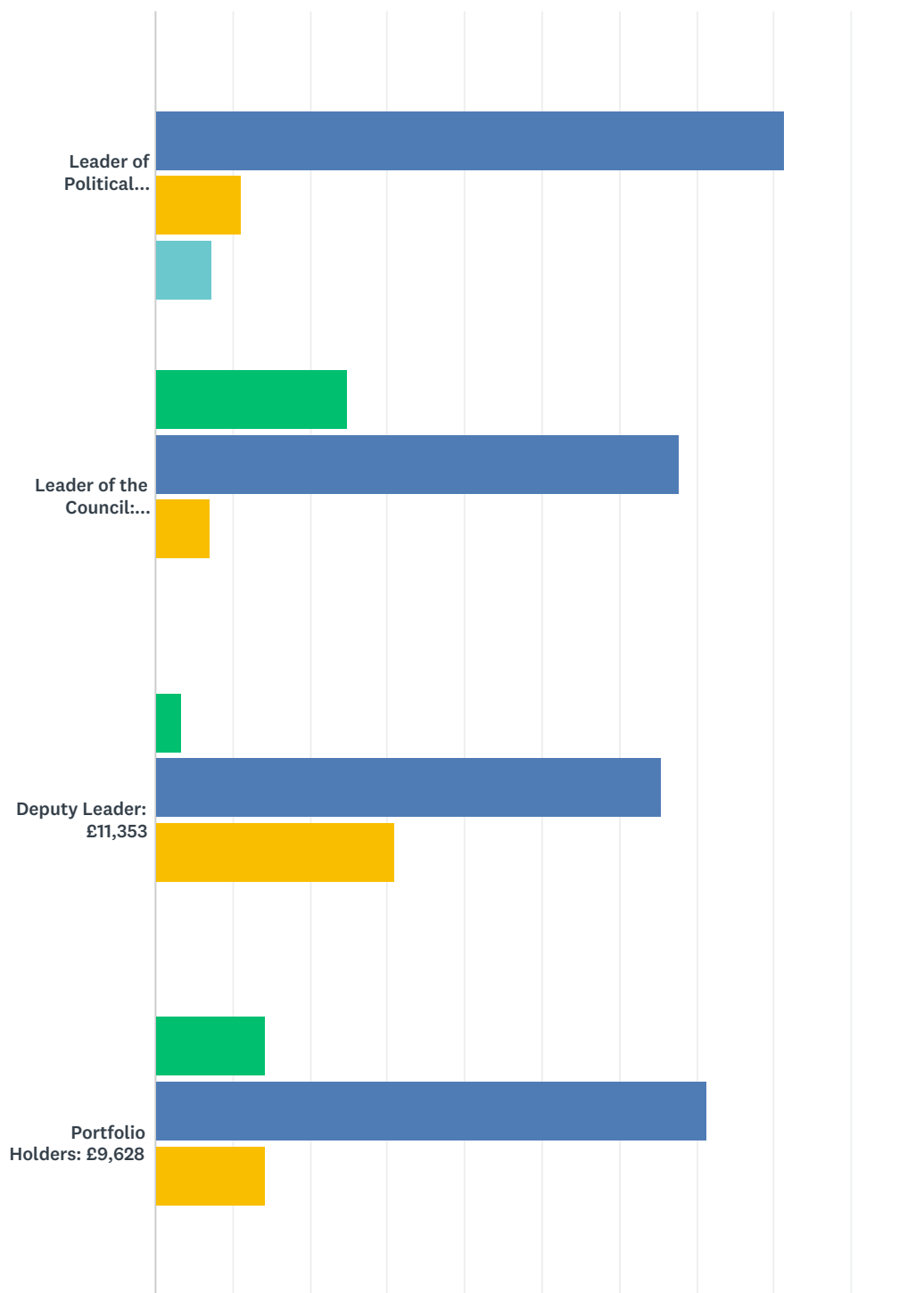
ANSWER CHOICES	RESPONSES
Too Low	13.79% 4
About Right	82.76% 24
Too High	3.45% 1
TOTAL	29

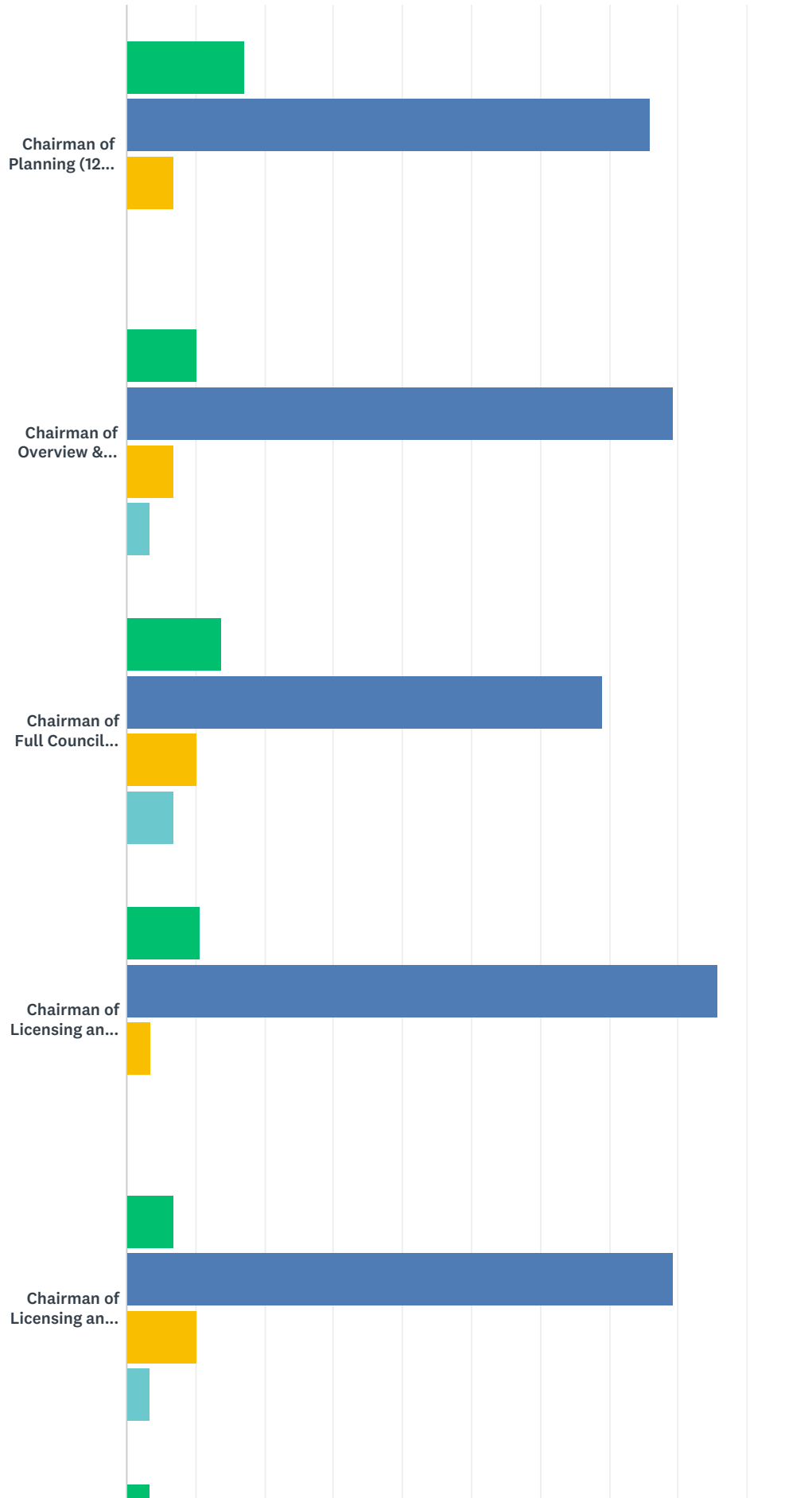
#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	I have responded "About right", as that is my personal view, but I do think the IRP should specifically reconsider the appropriateness of the Basic Allowance in light of the Boundary Review and resulting increase (for most members) in the number of residents they will represent from May 2019 onwards.	9/4/2018 9:58 PM
2	Acting efficiently as a councillor takes time. Attending local events, Residents Associations and dealing with serious issues to ward residents is time consuming and naturally incurs outgoing expense.	8/23/2018 2:08 PM
3	I don't believe the role should cost people anything as that could prohibit some from feeling able to stand, however it is difficult to calculate if this is enough for everyone and what else some of the money could be better spent on.	8/14/2018 7:59 PM
4	This is a voluntary role. Expenses should be recoverable but no one should become a councillor expecting to make money out of it.	8/9/2018 2:44 PM
5	increase in line with inflation	8/9/2018 1:15 PM
6	If we are to attract younger councillors (most of whom work), we must try to recompence them properly for their time otherwise the Council Chamber will always just be full of retired individuals who do not correctly reflect the demographic of the Reigate and Banstead area. In addition, younger people are generally poorer as they are only just starting out in life so we need to encourage them financially to be politically active.	8/9/2018 10:47 AM

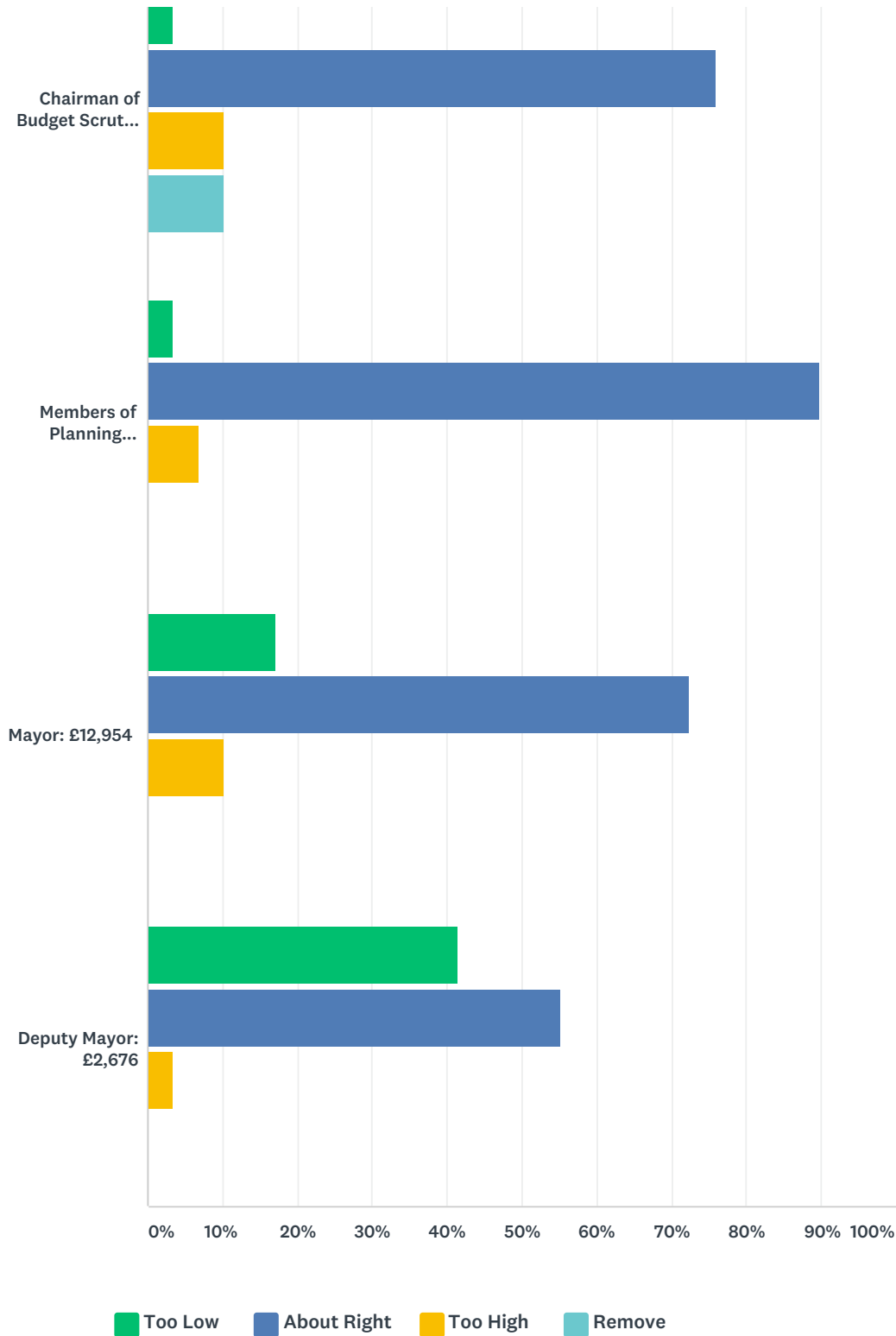
7	We need to be careful as if the allowances fall behind the average a big increase will bring bad publicity. As next year the number of Councillors perhaps that is the right time to make an increase.	8/9/2018 10:06 AM
8	I do think it should stay I line with inflation as future members shouldn't be relatively disadvantaged.	8/8/2018 9:43 PM

Q4 Special Responsibility Allowances:Councils may make provision in the allowances scheme for the payment of Special Responsibility Allowances for those Councillors who have significant responsibilities. Reigate and Banstead pays Special Responsibility Allowances for a number of Council positions. Please indicate whether, in your opinion, the following SRAs are too low, about right, too high, or should be removed:

Answered: 29 Skipped: 0







	TOO LOW	ABOUT RIGHT	TOO HIGH	REMOVE	TOTAL
Leader of Political group: £144 basic allowance, plus £57 for each Member of the Group	0.00% 0	81.48% 22	11.11% 3	7.41% 2	27
Leader of the Council: £13,901	25.00% 7	67.86% 19	7.14% 2	0.00% 0	28
Deputy Leader: £11,353	3.45% 1	65.52% 19	31.03% 9	0.00% 0	29

Portfolio Holders: £9,628	14.29% 4	71.43% 20	14.29% 4	0.00% 0	28
Chairman of Planning (12 Meetings): £5,346	17.24% 5	75.86% 22	6.90% 2	0.00% 0	29
Chairman of Overview & Scrutiny (8 Meetings): £3,106	10.34% 3	79.31% 23	6.90% 2	3.45% 1	29
Chairman of Full Council (Mayor) (7 Meetings): £2,620	13.79% 4	68.97% 20	10.34% 3	6.90% 2	29
Chairman of Licensing and Regulatory: £433	10.71% 3	85.71% 24	3.57% 1	0.00% 0	28
Chairman of Licensing and Regulatory Sub-Committees: £433	6.90% 2	79.31% 23	10.34% 3	3.45% 1	29
Chairman of Budget Scrutiny Review Panel: £433	3.45% 1	75.86% 22	10.34% 3	10.34% 3	29
Members of Planning Committee: £790	3.45% 1	89.66% 26	6.90% 2	0.00% 0	29
Mayor: £12,954	17.24% 5	72.41% 21	10.34% 3	0.00% 0	29
Deputy Mayor: £2,676	41.38% 12	55.17% 16	3.45% 1	0.00% 0	29

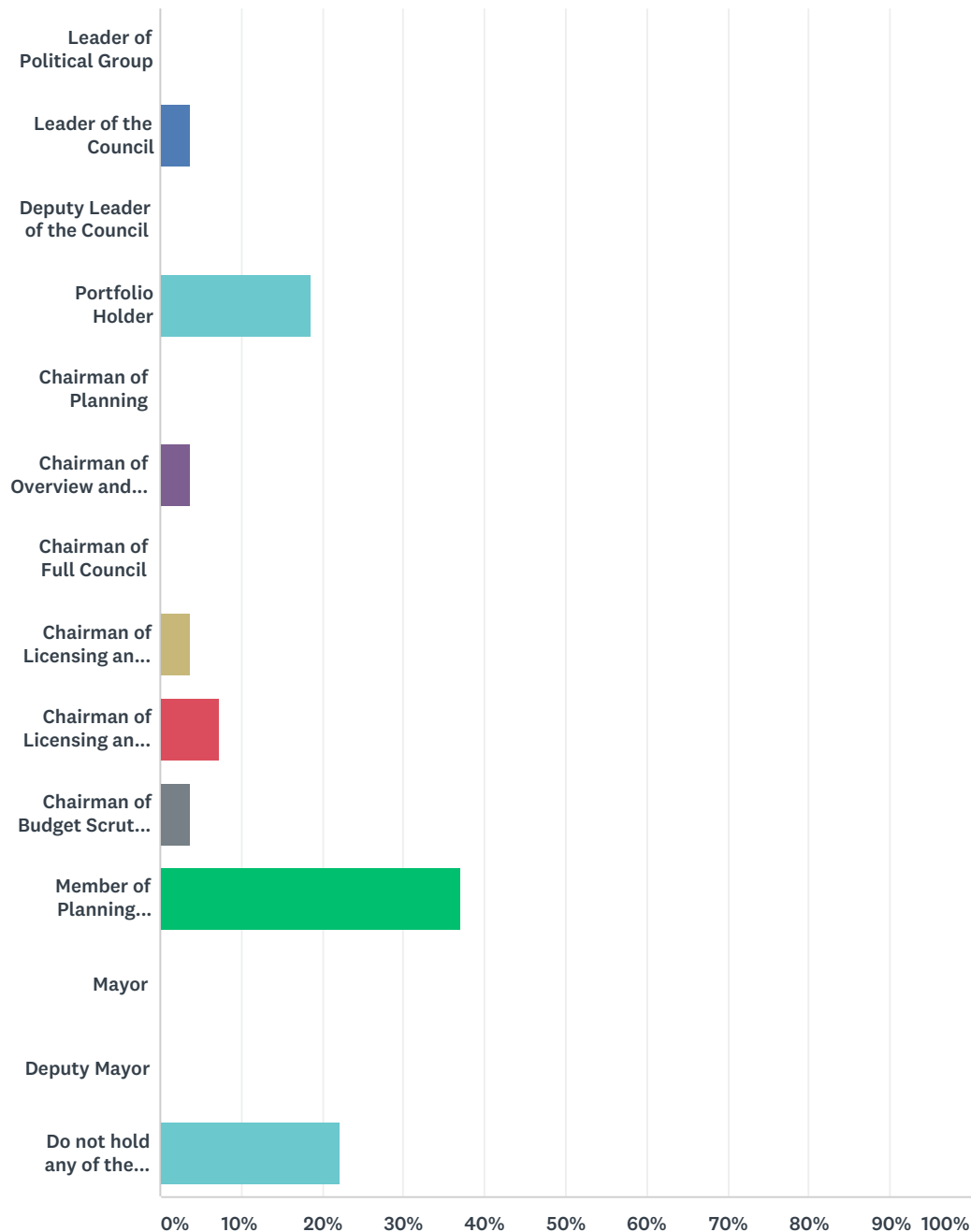
Q5 Are there any other positions that you would like the IRP to consider for an SRA?

Answered: 10 Skipped: 19

#	RESPONSES	DATE
1	No.	9/4/2018 9:58 PM
2	Deputy Chairman Planning	9/1/2018 9:38 AM
3	Members of the Borough Local Committee meet 8 times per year and should attract a small allowance	8/23/2018 2:08 PM
4	Planning subs should receive a pro rata payment at the expense of the absent member approx. £100 per meeting pa.	8/21/2018 10:16 PM
5	None	8/14/2018 7:59 PM
6	none	8/9/2018 2:44 PM
7	no	8/9/2018 1:15 PM
8	None	8/9/2018 10:47 AM
9	Mostly about right. I am aware that the portfolio holders spend a great deal of time which will mean they are losing work money. This needs to be taken into account.	8/9/2018 10:06 AM
10	No	8/8/2018 5:58 PM

Q6 If you hold a position or positions that attract a Special Responsibility Allowance, which SRA(s) do you receive?

Answered: 27 Skipped: 2

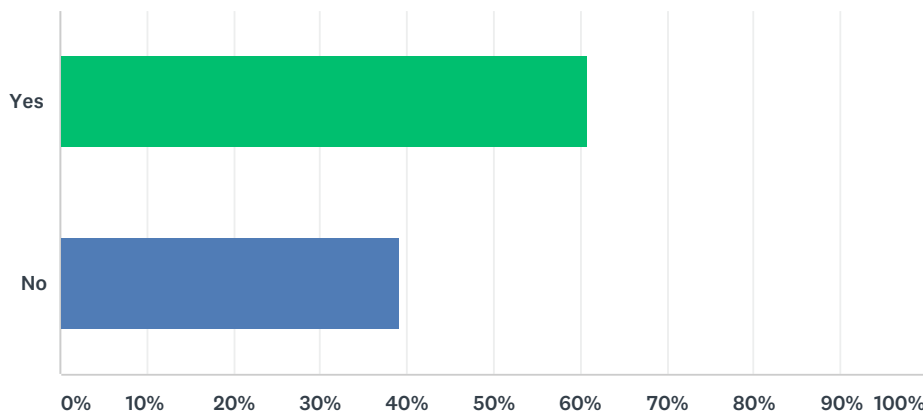


ANSWER CHOICES	RESPONSES	
Leader of Political Group	0.00%	0
Leader of the Council	3.70%	1
Deputy Leader of the Council	0.00%	0
Portfolio Holder	18.52%	5

Chairman of Planning	0.00%	0
Chairman of Overview and Scrutiny	3.70%	1
Chairman of Full Council	0.00%	0
Chairman of Licensing and Regulatory Committee	3.70%	1
Chairman of Licensing and Regulatory Sub-Committees	7.41%	2
Chairman of Budget Scrutiny Review Panel	3.70%	1
Member of Planning Committee	37.04%	10
Mayor	0.00%	0
Deputy Mayor	0.00%	0
Do not hold any of the positions listed	22.22%	6
TOTAL		27

Q7 Do you think that the Special Responsibility Allowance for your role(s) fairly reflects your responsibilities, role and workload?

Answered: 23 Skipped: 6



ANSWER CHOICES	RESPONSES
Yes	60.87% 14
No	39.13% 9
TOTAL	23

#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	Deputy chairman of committees should get an SRA.	9/3/2018 11:07 AM
2	To be an effective portfolio holder requires a lot of time. The role also carries a big responsibility for advising on and making the decision making process.	8/23/2018 2:08 PM
3	n/a	8/14/2018 7:59 PM
4	Certain portfolios take up a lot more time than others which is acknowledged. Under the new Leader we are expected to lead the department and also attend many more meetings in the evening.	8/9/2018 5:54 PM
5	n/a	8/9/2018 2:44 PM
6	increased workload necessitating significant additional interactions with officers and other members	8/9/2018 1:15 PM
7	Just in terms of the number of Planning documents to read and attendance at site visits - the workload is quite onerous.	8/9/2018 10:47 AM
8	As the vice chairman of the planning committee I am spending a surprising number of extra hours each month.	8/9/2018 10:06 AM
9	The role is increasingly becoming more like a full time managers job which is ok, I think the allowance reflects fairly at the moment for what is primarily a voluntary position, however much more workload would justify and increase I believe.	8/8/2018 9:43 PM
10	To question 6 you can only put in 1 answer?	8/8/2018 4:14 PM
11	It could be lower.	8/8/2018 4:09 PM

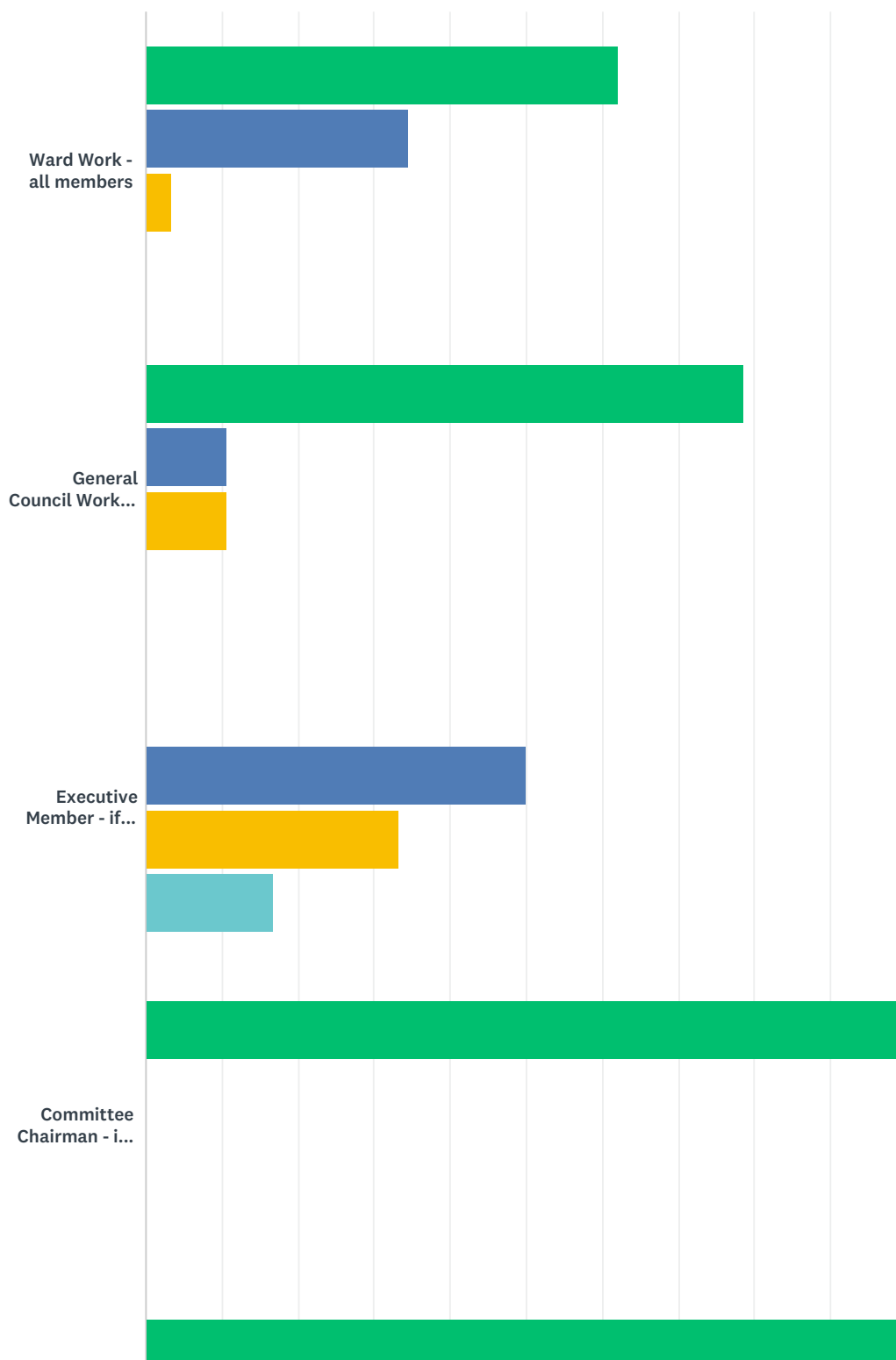
Q8 If you wish to make any general comment on the Special Responsibility Allowances, please set these out below. The IRP would specifically welcome the views of Members on whether any SRAs should be the subject of review:

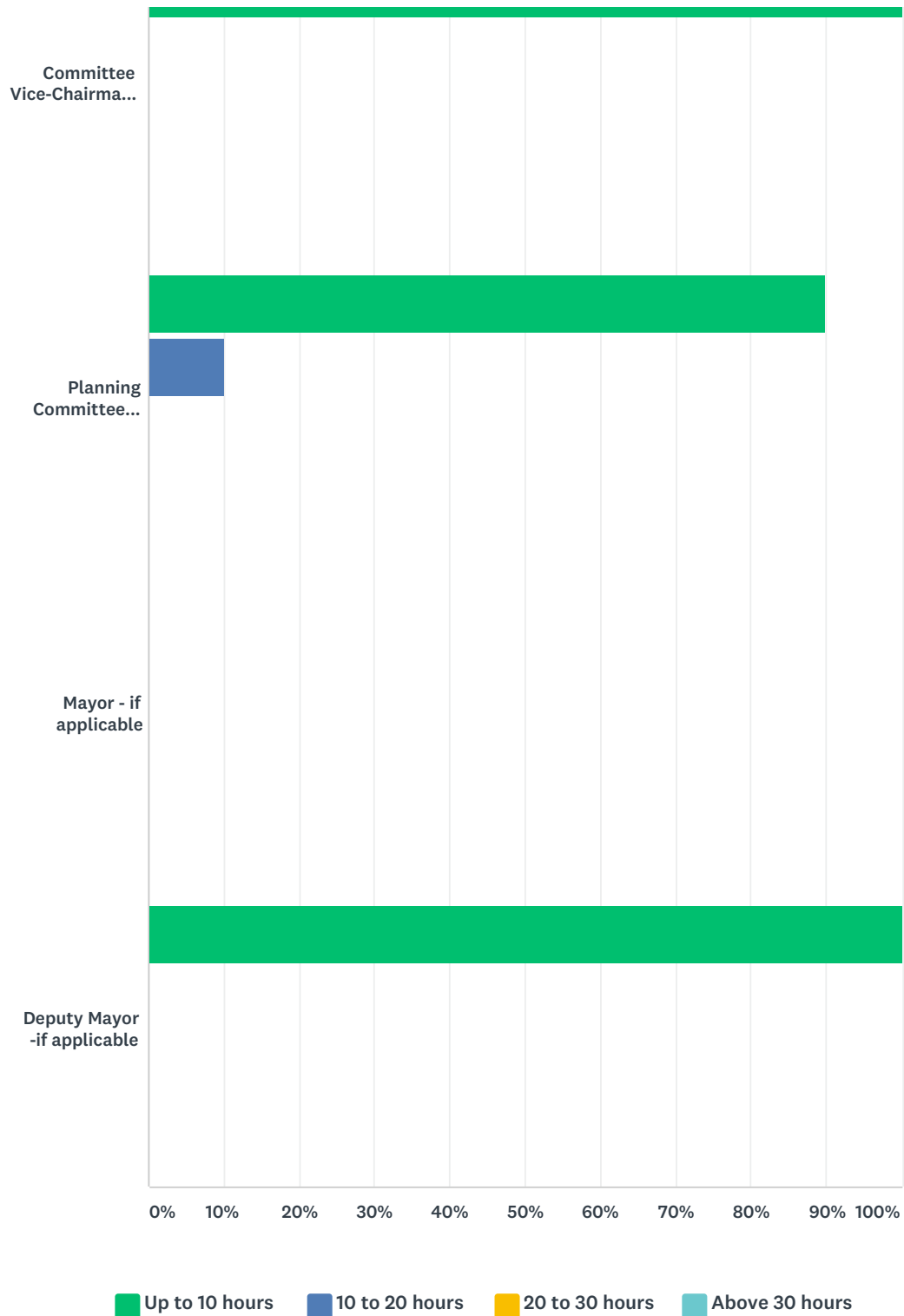
Answered: 6 Skipped: 23

#	RESPONSES	DATE
1	It was notable from the IRP's last report that 74% of members received an SRA compared to 53% in the national census of councillors. I believe this is a strong signal that RBBC is out of line, in the "wrong" direction, and action should be taken to bring the proportion of members receiving an SRA down, closer to the national average. I ask that the IRP looks at other councils to identify those roles where there is a discrepancy between RBBC paying an SRA and others not paying an SRA, and then reviews the appropriateness of SRAs for these roles specifically. One specific role where I question the need for an SRA is the chairmen of licensing sub-committees, where workload has diminished (either the level of the SRA could be reduced or a recommendation could be made that the number of chairmen, currently 5, be reduced).	9/4/2018 9:58 PM
2	Again they should be to ensure no one is out of pocket but not paid higher than that amount.	8/14/2018 7:59 PM
3	The boxes above do not allow someone to hold more than one	8/11/2018 10:53 AM
4	An SRA for chairing council meetings is nonsense. This was always part of the Mayors allowance. it involves an hours preparation before each meeting and about £35/40 worth of refreshments for councillors at the end.	8/9/2018 2:44 PM
5	At present I would not review them. The time for a review will be in 2019, after the elections, when our numbers reduce to 45. (something with which I disagree).	8/9/2018 10:06 AM
6	Members of Planning really needs to be looked at in terms of attendance. With substitutes frequently doing as much prep and site visiting as full members, they are just as much disadvantaged, therefore if they sit on a committee they should be paid for it. The actual level of allowance for the sra is probably about right	8/8/2018 9:43 PM

Q9 How many hours (per week) do you spend on Council Duties (including preparation time, meetings / discussion / responding to matters, follow-up and travel if it is not a journey for which you are entitled to claim mileage)? Please tick all appropriate boxes:

Answered: 29 Skipped: 0





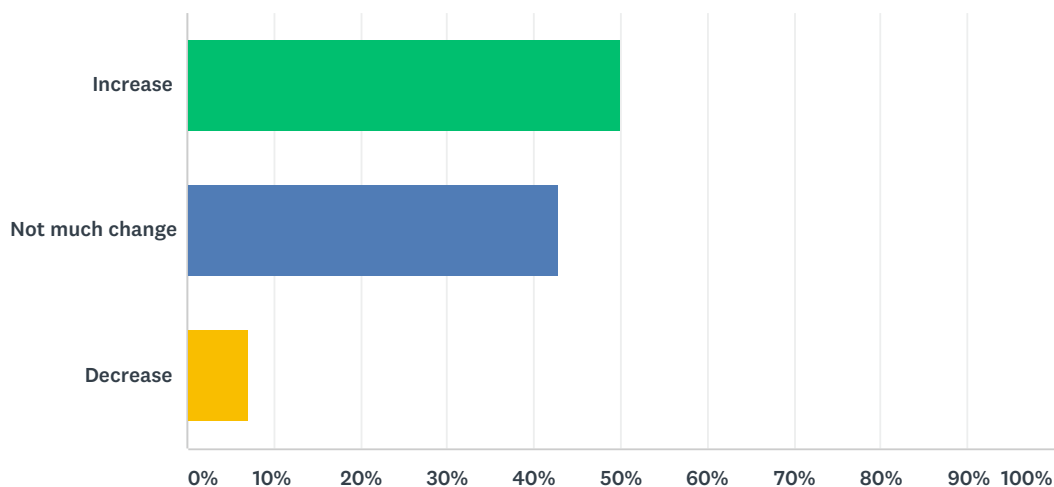
	UP TO 10 HOURS	10 TO 20 HOURS	20 TO 30 HOURS	ABOVE 30 HOURS	TOTAL
Ward Work - all members	62.07% 18	34.48% 10	3.45% 1	0.00% 0	29
General Council Work - all members	78.57% 22	10.71% 3	10.71% 3	0.00% 0	28
Executive Member - if applicable	0.00% 0	50.00% 3	33.33% 2	16.67% 1	6

Members' Allowances Survey - 2018

Committee Chairman - if applicable	100.00%	0.00%	0.00%	0.00%	2
	2	0	0	0	
Committee Vice-Chairman - if applicable	100.00%	0.00%	0.00%	0.00%	3
	3	0	0	0	
Planning Committee Member - if applicable	90.00%	10.00%	0.00%	0.00%	10
	9	1	0	0	
Mayor - if applicable	0.00%	0.00%	0.00%	0.00%	0
	0	0	0	0	
Deputy Mayor -if applicable	100.00%	0.00%	0.00%	0.00%	1
	1	0	0	0	

Q10 In the last year, has there been a significant increase or decrease in your hours worked as a Councillor?

Answered: 28 Skipped: 1



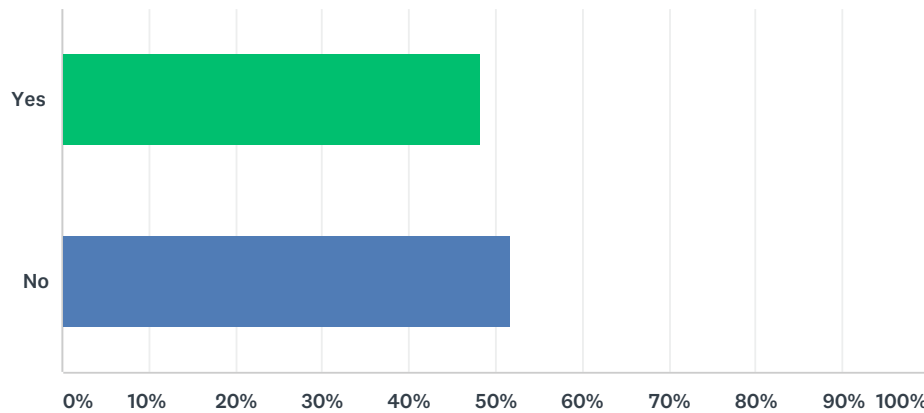
ANSWER CHOICES	RESPONSES
Increase	50.00% 14
Not much change	42.86% 12
Decrease	7.14% 2
TOTAL	28

#	IF SO, IN WHAT AREAS OF WORK?	DATE
1	As a result of becoming Deputy Mayor.	9/4/2018 9:58 PM
2	Vice chairman of committee	9/3/2018 11:07 AM
3	Planning	9/1/2018 9:38 AM
4	Became leader of the council	8/30/2018 10:27 PM
5	As Health and Mental Health Champion, attending far more meetings due to the proposed restructuring of our Hospital Trust	8/27/2018 12:33 PM
6	Since appointment to the executive my work load has significantly increased. PH briefings with officers at all levels, visiting outside bodies and external partners. Also special responsibilities tasked by the new leader.	8/23/2018 2:08 PM
7	DIRECT CONTACT. MEETING RESIDENTS AND ATTENDING EVENTS	8/19/2018 7:32 AM
8	All - as I am the only Lib Dem now on the council so anyone wanting a lib dem comes to me!!	8/14/2018 7:59 PM
9	Not applicable as elected 2018	8/10/2018 11:34 AM
10	As outlined above, I attend many meetings during the day and now many of these meetings have been moved to the evening, sometimes I attend the town hall 3 times a day. Sometimes all day and evening.	8/9/2018 5:54 PM
11	I was Mayor last year and am now a humble backbencher.	8/9/2018 2:44 PM
12	some increase in ward work. More detailed involvement in portfolio.	8/9/2018 1:15 PM
13	The number of residents complaining about various ward issues has increased substantially. Residents seem to be demanding a greater level of service from their ward councillors.	8/9/2018 10:47 AM

14	A slight increase especially as I am vice-chairman of the planning committee.	8/9/2018 10:06 AM
15	Function management mostly, residents communications	8/8/2018 9:43 PM
16	The amount of applications that come in.	8/8/2018 4:14 PM

Q11 Other Factors: Before seeking election, were you aware that Councillors received a financial allowance?

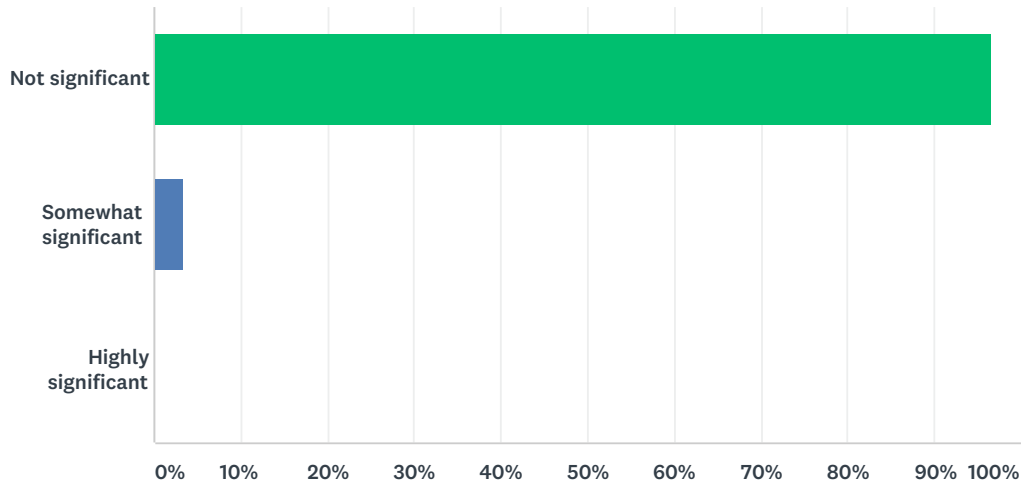
Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	48.28%	14
No	51.72%	15
TOTAL		29

Q12 Was the level of allowances a factor in your decision to stand for election?

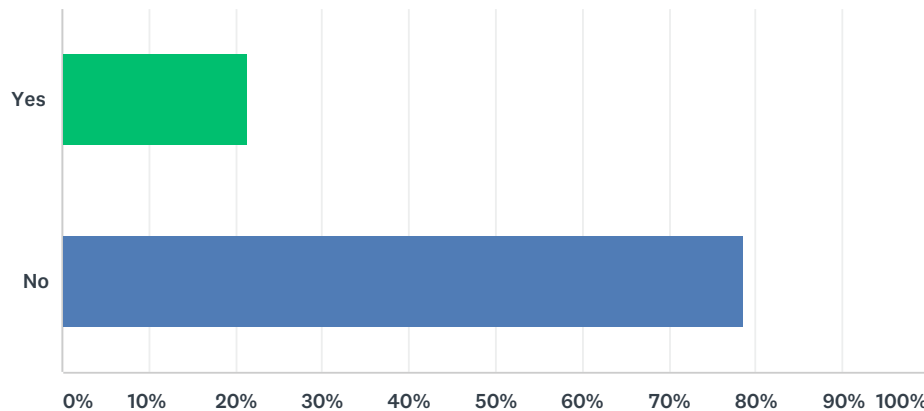
Answered: 29 Skipped: 0



ANSWER CHOICES		RESPONSES	
Not significant		96.55%	28
Somewhat significant		3.45%	1
Highly significant		0.00%	0
TOTAL			29

Q13 Do you consider yourself to be financially disadvantaged as a result of your role as a Councillor?

Answered: 28 Skipped: 1

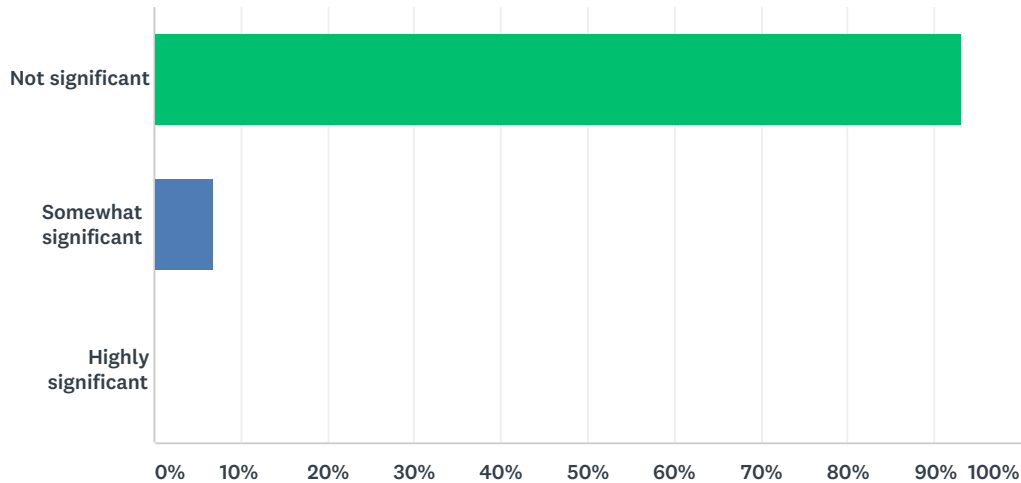


ANSWER CHOICES	RESPONSES
Yes	21.43% 6
No	78.57% 22
TOTAL	28

#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	Inevitably some of the time I spend doing Council work is at the expense of work, and hence my career progression.	9/4/2018 9:58 PM
2	When I became a Cllr had to reduce my working hours, no way could I balance a full time job and a busy Cllr responsible,	8/27/2018 12:33 PM
3	Difficult to answer	8/23/2018 2:08 PM
4	no one forces you to be a councillor. The degree to which you will go to be one is an indication of your commitment.	8/9/2018 2:44 PM
5	I was not aware there was an allowance when I first stood for election. I would still stand if there was not an allowance.	8/9/2018 10:06 AM
6	My duties as a councillor have meant I've had to turn down promotions at work to still be able to represent residents as best as I can. Equally I've turned down significant salary increases for other roles I've been asked to apply for as they would make timely travel to and from the council impossible	8/8/2018 9:43 PM
7	Time taken out of the working day.	8/8/2018 4:14 PM

Q14 Is the level of allowances a factor for you in deciding whether to stand for re-election?

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not significant	93.10%	27
Somewhat significant	6.90%	2
Highly significant	0.00%	0
TOTAL		29

#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	In as much as I feel what I receive covers what the role costs.	8/14/2018 7:59 PM
2	As above I would still stand if there was not an allowance.	8/9/2018 10:06 AM
3	My decision not to restand was based on time needed to be a good councillor, not money.	8/8/2018 9:43 PM

Q15 What do you think is stopping other people from standing for election and is there anything the IRP can do to address barriers?

Answered: 17 Skipped: 12

#	RESPONSES	DATE
1	Key issue which discourages people is their time and conflicts with jobs/careers and family life. Members who do work often do not contribute more than the minimum, leaving the workload to others.	9/5/2018 4:37 PM
2	I think the main barrier is awareness of the role, ie not related to allowances. However I think the IRP could review the points made in the recent Fawcett Society report regarding female participation as councillors, which made suggestions for overcoming some specific barriers.	9/4/2018 9:58 PM
3	Make clear that the allowances exist.	9/3/2018 11:07 AM
4	Lack of interest	9/1/2018 9:38 AM
5	If you want some home life, as a single parent priority had to be my children, very difficult to have a full time job and look after a active ward. Became a Cllr when children were growing up, could afford to reduce my working hours.	8/27/2018 12:33 PM
6	I think that for anyone in full time employment acting efficiently as a councillor is difficult - same with exec members. Those members who have young families also have less time to devote to duties with little remuneration - especially for child care. To be an efficient and forward looking council requires a good balance of age groups and people with life experience. The financial aspects should reflect this. It may also be that a higher level of remuneration would attract more people to the role and allow voters a greater choice.	8/23/2018 2:08 PM
7	Residents want to represent their communities but do not want to be labelled as a politician.	8/21/2018 10:16 PM
8	I imagine there are indeed some people who can't afford to stand as a councillor / give the time to it as they need higher paid work. Maybe worth the time looking at the implications with people for whom this could be an issue.	8/14/2018 7:59 PM
9	There is a general lack of interest in volunteering. People are too tied up with work and home	8/11/2018 10:53 AM
10	They do not like the party political element	8/9/2018 2:44 PM
11	general apathy with politics plus lack of understanding of the role and responsibilities of a councillor. Not sure there is anything IRP can do to influence this situation.	8/9/2018 1:15 PM
12	As I said previously, young people cannot afford to stand as a councillor as they need to put their full time jobs first in order to pay their everyday household bills.	8/9/2018 10:47 AM
13	I do not consider the allowance is part of the decision to stand for election. If it is that is the wrong person. The amount of time being a Councillor has increased markedly over the past 6 years.	8/9/2018 10:06 AM
14	Time is a huge barrier for anyone of working age. Addit malt if you're raising a family, the time and salary you lose out on is not sufficiently covered by the allowance. Money isn't the reason for standing but financial disadvantage may be a balancing factor.	8/8/2018 9:43 PM
15	recognising having the empathy for residents, the necessary skills, and time commitment	8/8/2018 5:58 PM
16	Time commitment is the main reason for not standing.	8/8/2018 4:14 PM
17	many people work away from home and they spend anything up to 3 hour travelling to work and with work hours there is little time for Cllr duties.	8/8/2018 3:51 PM

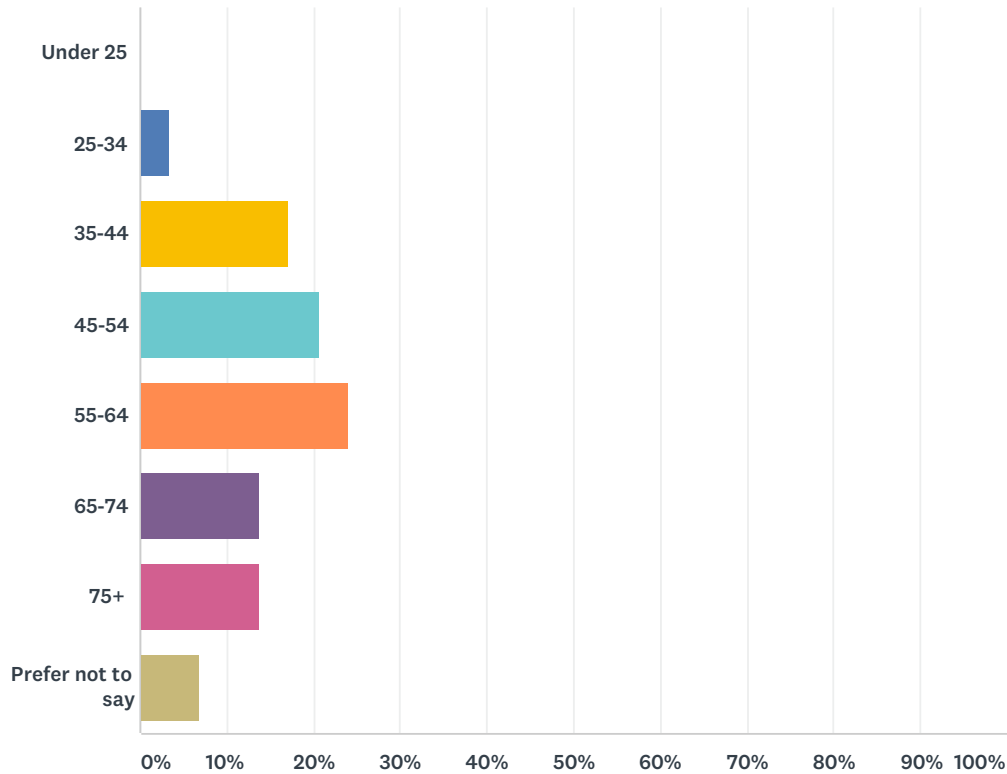
Q16 General Comment Please set out below any general comments / views you wish brought to the attention of the IRP, including any difficulties you have in performing Council duties or matters that could enable you to be more effective:

Answered: 6 Skipped: 23

#	RESPONSES	DATE
1	Communication with backbenchers and opposition is extremely poor and has declined substantially in recent months. We do not know the officers' management structure or "who does what". More communication with key managers and the people who actually do the work would be helpful (planning officers excepted).	9/5/2018 4:37 PM
2	The current system of a Leader and cabinet results in two councils--those with power--the leader and his chosen team--and the backbenchers who have very little influence on decision taking and are really voting fodder. In a council like ours the opposition members have very little influence, even on the O&S committee. In councils where the political balance is closer it leads to all sorts of behaviour which brings politicians into disrepute and disenchants the electorate. I believe that councillors, including the opposition, were better informed and better able to express their views under the old committee system, whereby you were allocated to a committee and could develop some expertise in the subject.	8/9/2018 2:44 PM
3	An allowance should not make any difference. The amount of time it takes has increased and this will put some good people off from standing for election.	8/9/2018 10:06 AM
4	Some will argue that a reduction in councillors should see an increased allowance. However, I strongly disagree with this view.	8/9/2018 8:27 AM
5	Please refer to previous issues re time. I suspect this may get worse with the decrease in ward members	8/8/2018 9:43 PM
6	If Councillors were paid a living wage I believe that we would be more effective as Councillors instead of trying to fit it around the working day?	8/8/2018 4:14 PM

Q17 Age:

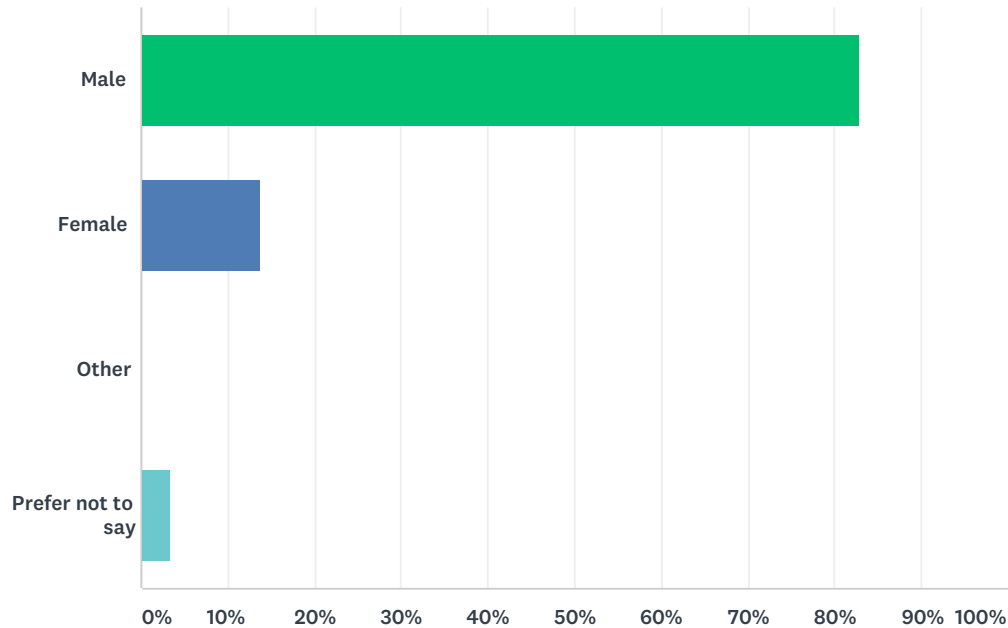
Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 25	0.00%	0
25-34	3.45%	1
35-44	17.24%	5
45-54	20.69%	6
55-64	24.14%	7
65-74	13.79%	4
75+	13.79%	4
Prefer not to say	6.90%	2
TOTAL		29

Q18 Gender:

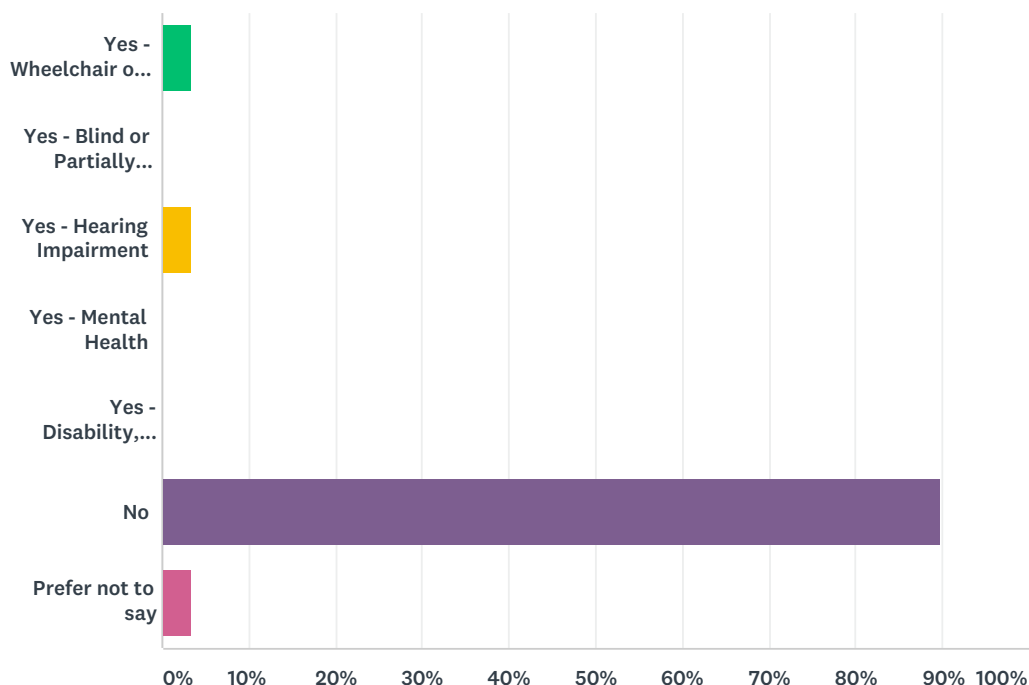
Answered: 29 Skipped: 0



ANSWER CHOICES		RESPONSES	
Male		82.76%	24
Female		13.79%	4
Other		0.00%	0
Prefer not to say		3.45%	1
TOTAL			29

Q19 Do you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities?

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes - Wheelchair or Mobility	3.45%	1
Yes - Blind or Partially Sighted	0.00%	0
Yes - Hearing Impairment	3.45%	1
Yes - Mental Health	0.00%	0
Yes - Disability, Special Need or Medical Condition not listed	0.00%	0
No	89.66%	26
Prefer not to say	3.45%	1
TOTAL		29

Member Payments 2017/18

(1 April 2017 – 31 March 2018)

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Absalom, Rosemary	5,436.00	116.46	0.00	5,552.46
Allcard, Derek	5,436.00	767.04	0.00	6,203.04
Ashford, Rod	5,436.00	0.00	67.50	5,503.50
Ascough, Liam	5,436.00	420.00	0.00	5,856.00
Blacker, Michael	5,436.00	767.04	0.00	6,203.04
Bramhall, Natalie	5,436.00	9417.96	0.00	14,853.96
Bray, Jill	5,138.04	651.81	0.00	5,789.85
Broad, Victor	5,436.00	15599.90	727.65	21,763.55
Brunt, Mark	5,436.00	7273.86	0.00	12,709.86
Coad, Richard	5,436.00	0.00	0.00	5,436.00

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Crome, Graeme	5,436.00	767.04	0.00	6,203.04
Curry, George	4,947.01	0.00	0.00	4,947.01
Durrant, James	5,436.00	1316.82	0.00	6,752.82
Ellacott, Julian	5,164.20	886.05	0.00	6,050.25
Essex, Jonathan	5,436.00	249.96	0.00	5,685.96
Foreman, Keith	5,436.00	8626.43	396.90	14,459.33
Godden, John	5,436.00	0.00	0.00	5,436.00
Grant-Duff, Zully	5,436.00	651.81	0.00	6,087.81
Hack, Lynne	5,436.00	11022.00	1064.80	17,522.80
Harper, Robert	5,436.00	116.46	18.90	5,571.36
Harrison, Nicholas	5,436.00	420.00	255.60	6,111.60
Horwood, Alexander	5,436.00	7811.98	0.00	13,247.98

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Humphreys, Eddy	5,436.00	8997.96	637.05	15,071.01
Jackson, David	44.68	6.30	0.00	50.98
Kelly, Frank	5,436.00	2634.82	175.05	8,245.87
King, James	5,436.00	767.04	0.00	6,203.04
Knight, Graham	5,436.00	7695.52	0.00	13,131.52
Kulka, Stephen	5,436.00	1017.00	0.00	6,453.00
Lynch, Andrew	5,436.00	840.00	0.00	6,276.00
Mantle, Richard	5,436.00	0.00	0.00	5,436.00
McKenna, Stephen	5,436.00	767.04	0.00	6,203.04
Mill, Ros	5,436.00	8997.96	0.00	14,433.96
Newstead, Roger	5,436.00	12890.79	0.00	18,326.79
Parnall, Simon	5,436.00	767.04	287.55	6,490.59

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Paul, Jamie	5,436.00	767.04	0.00	6,203.04
Pay, David	5,436.00	767.04	0.00	6,203.04
Powell, David	5,436.00	2949.68	0.00	8,385.68
Renton, Rita	5,436.00	8997.96	0.00	14,433.96
Rickman, Simon	3,624.00	0.00	0.00	3,624.00
Ross-Tomlin, Dorothy	5,436.00	0.00	0.00	5,436.00
Schofield, Tony	5,436.00	8997.96	0.00	14,433.96
Selby, Michael	5,436.00	767.04	328.95	6,531.99
Stead, Brian	5,436.00	3540.96	138.60	9,115.56
Stephenson, John	5,436.00	653.91	0.00	6,089.91
Stevens, Christian	5,298.00	653.91	0.00	5,951.91
Tarrant, Anna	5,436.00	0.00	0.00	5,436.00

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Thomson, Barbara	5,436.00	767.04	0.00	6,203.04
Turner, Rachel	5,436.00	1995.39	389.25	7,820.64
Walsh, Sam	5,436.00	0.00	0.00	5,436.00
Whinney, Christopher	5,436.00	0.00	0.00	5,436.00
White, Jonathan	5,436.00	0.00	107.10	5,543.10
Total	268,835.93	143,122.02	4594.90	416,552.85

Members' Allowances 2018/19 - Comparison with other Surrey Districts

	Highest	Lowest	Average	Reigate and Banstead	Elmbridge	Epsom and Ewell*	Guildford**	Mole Valley***	Runnymede*	Spelthorne*** *	Surrey Heath	Tandridge *	Waverley*****	Woking
Population (as at 2011 Census)	137,835	75,102	102,945	137,835	130,875	75,102	137,183	85,375	80,510	95,598	86,144	82,998	121,572	99,198
Basic	£7,200.00	£3,524.77	£5,092.17	£5,599.00	£5,066.00	£3,524.77	£6,616.00	£4,370.00	£3,680.00	£5,901.00	£5,087.08	£4,212.00	£4,758.00	£7,200.00
Leader SRA	£13,977.00	£3,374.77	£10,190.89	£13,901.00	£12,665.00	£3,374.77	£7,939.00	£7,500.00	£7,360.00	£13,572.00	£13,864.00	£5,947.00	£13,977.00	£12,000.00
Deputy Leader SRA	£11,353.00	£1,323.00	£5,508.89	£11,353.00			£1,323.00	£4,250.00	£1,840.00	£8,958.00	£8,686.00	£1,494.00	£9,676.00	£2,000.00
Portfolio Holder SRA	£9,268.00	£750.00	£4,544.18	£9,268.00	£6,332.50	£1,012.43	£5,293.00	£2,800.00	£3,680.00	£6,786.00	£4,626.00	£2,987.00	£6,451.00	£750.00
Planning Committee Chair SRA	£6,440.00	£750.00	£4,126.00	£5,346.00	£5,699.25	£3,374.77	£5,293.00	£2,560.00	£6,440.00	£5,428.00	£4,283.00	£2,987.00	£3,225.00	£750.00
Overview and Scrutiny Committee Chair SRA	£6,332.50	£500.00	£3,460.99	£3,106.00	£6,332.50	£2,362.34	£5,293.00	£2,135.00	£3,680.00	£4,750.00	£3,700.00	£2,987.00	£3,225.00	£500.00
Group Leader SRA	N/A	N/A	N/A	£144+£57 per Group Member*	Principle Opposition Group: £2533 Opposition Groups with 10%+ of total Members: £1266.50 Other Opposition Groups: None	Majority Group Leader: £2703 Minority Group Leaders: £200 + £50 per Group Member	£66 per Group Member	£3,735 to Leader of the Opposition; £535 to other Group Leaders (but not Leader of the Council)	£2580 to Leader of Opposition Group	£3162 to Leader of Opposition Group	£4,626.00	Not specified, marked as under review.	£3225 to Leader of Opposition Group	£1000 to Leader of Opposition Group

	Above average			Current RBBC Group Leader Allowances	Conservative: £144 + (39*£57) = £2376	Residents Association: £144 + (7*£57) = £543	Green Association: £144 + (3*£57) = £315	Total £3234
	Below average							
	Higher than Reigate and Banstead							

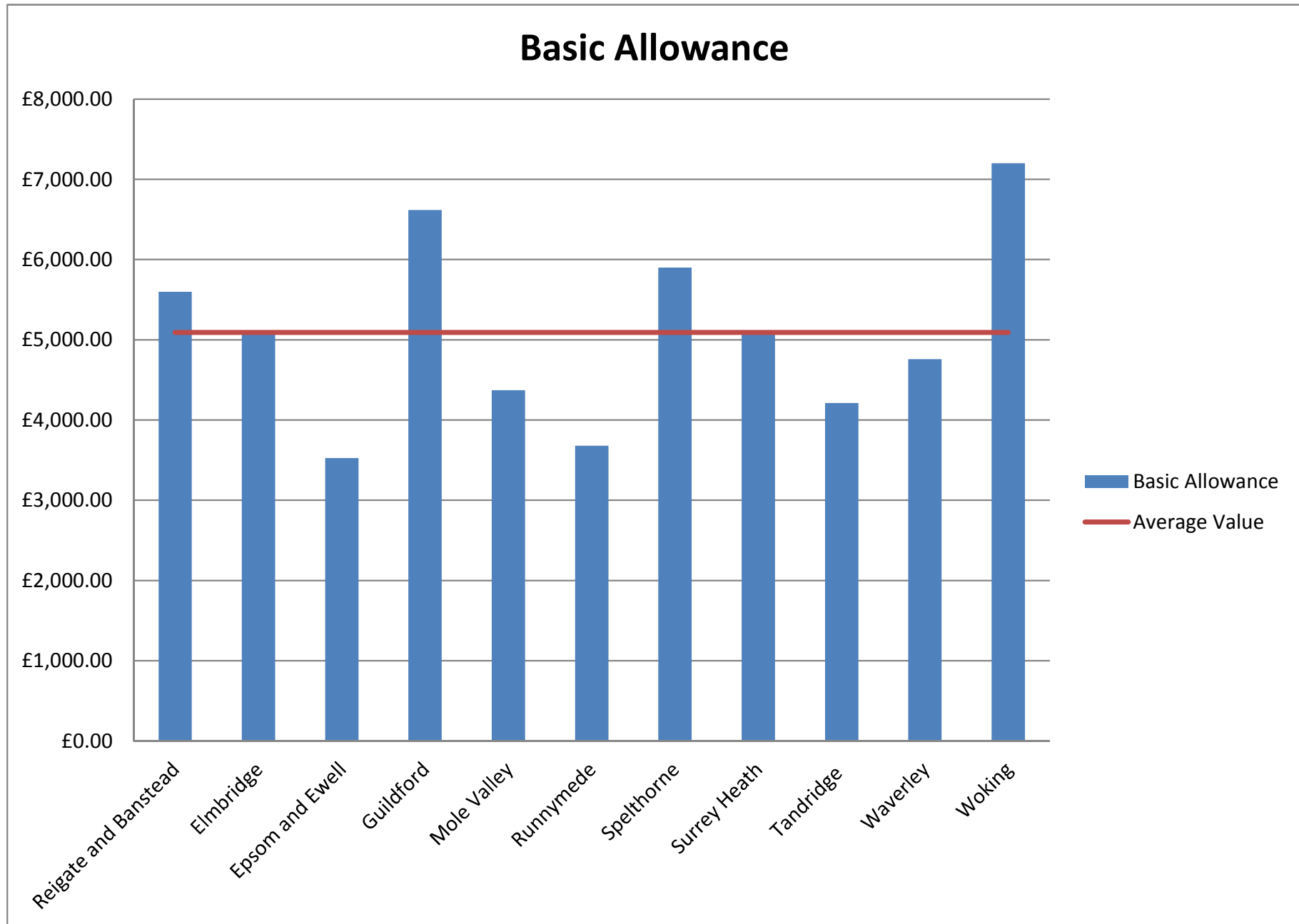
* The Council operates on a Committee model so is only indirectly comparable. Most common rate for committee chairs used for portfolio holder comparison.

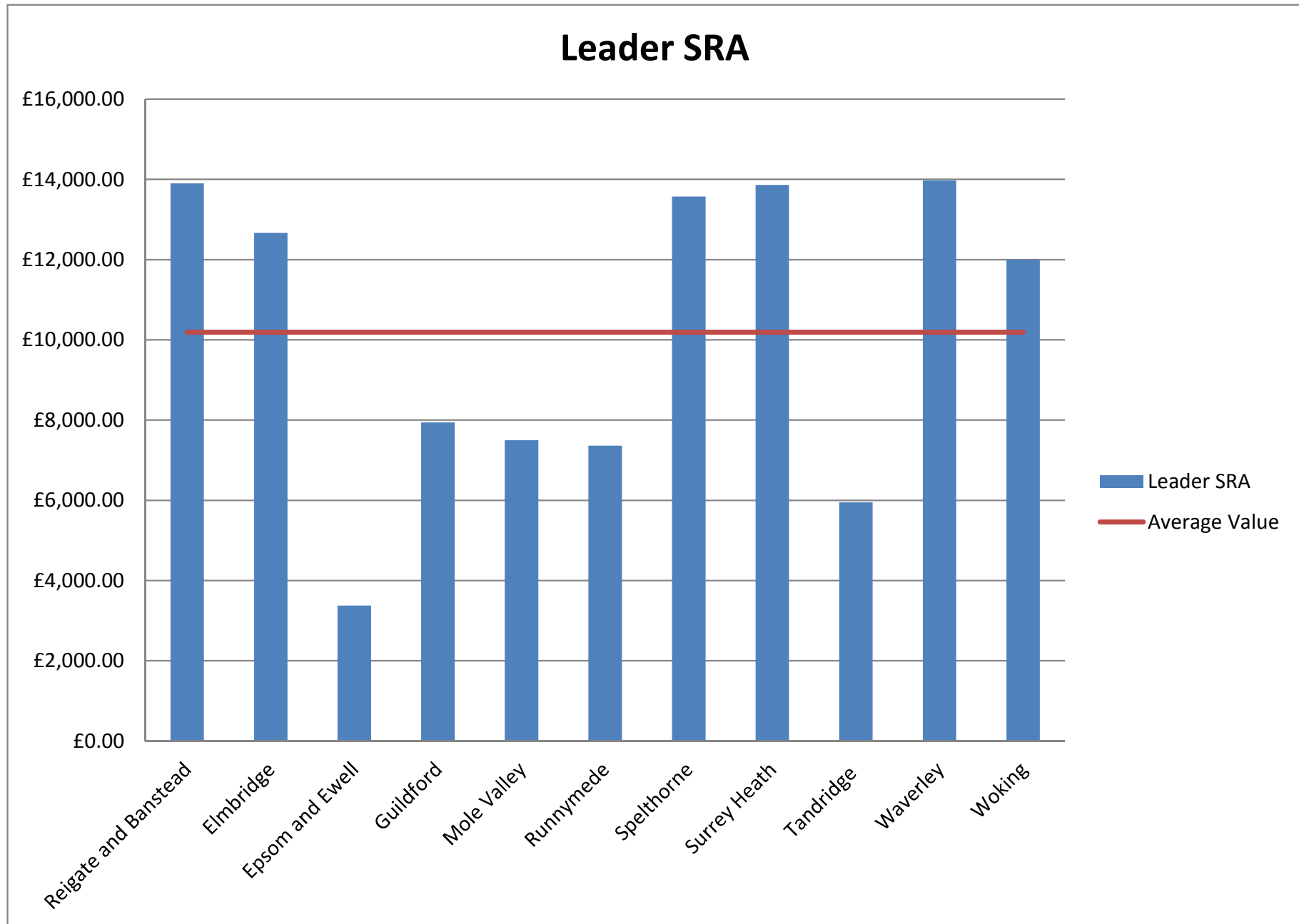
** Information for 2016/17 as no newer information is available.

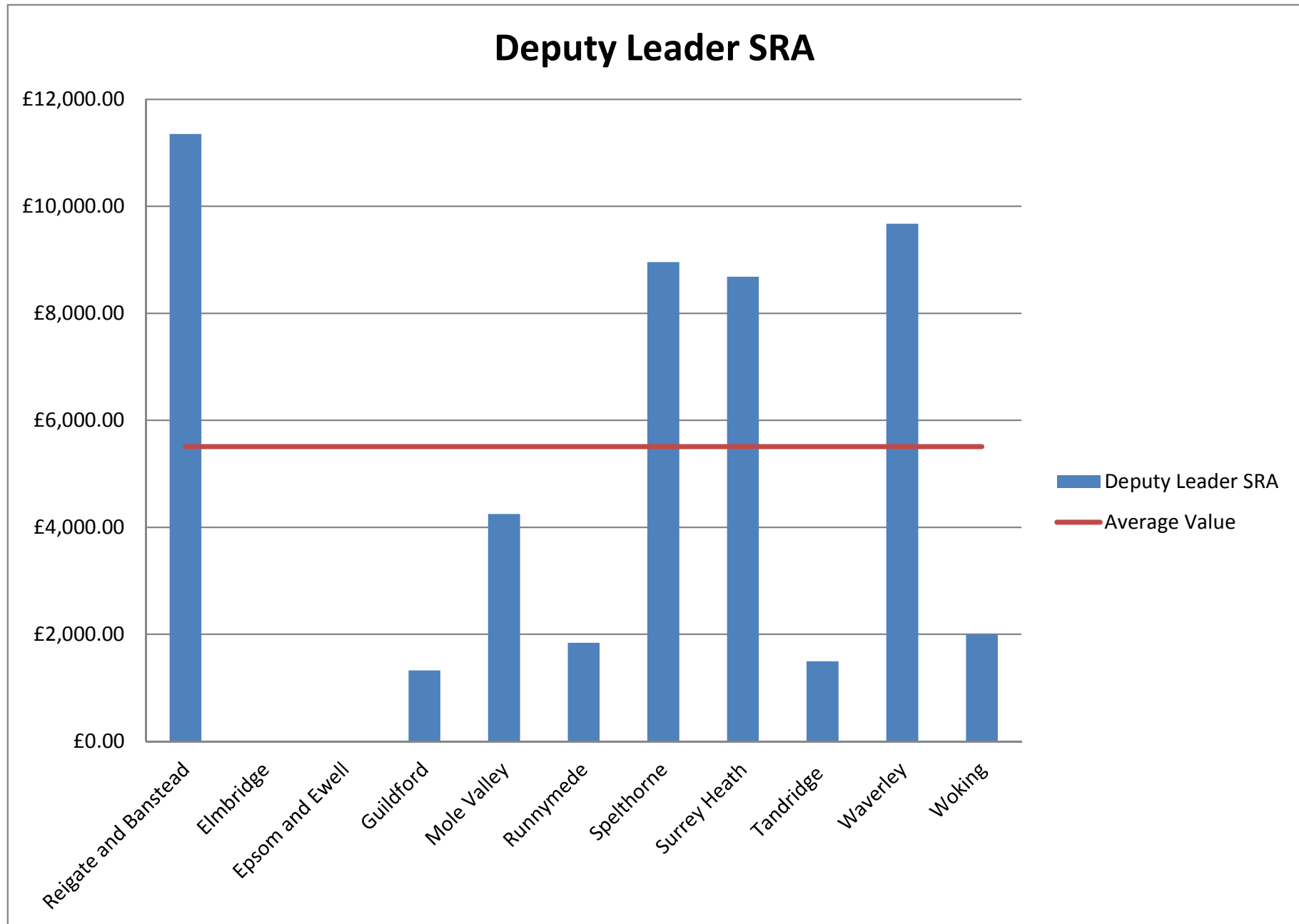
*** Portfolio Holders rates vary according to the number appointed. Figure included based on current number of 8 (+Leader)

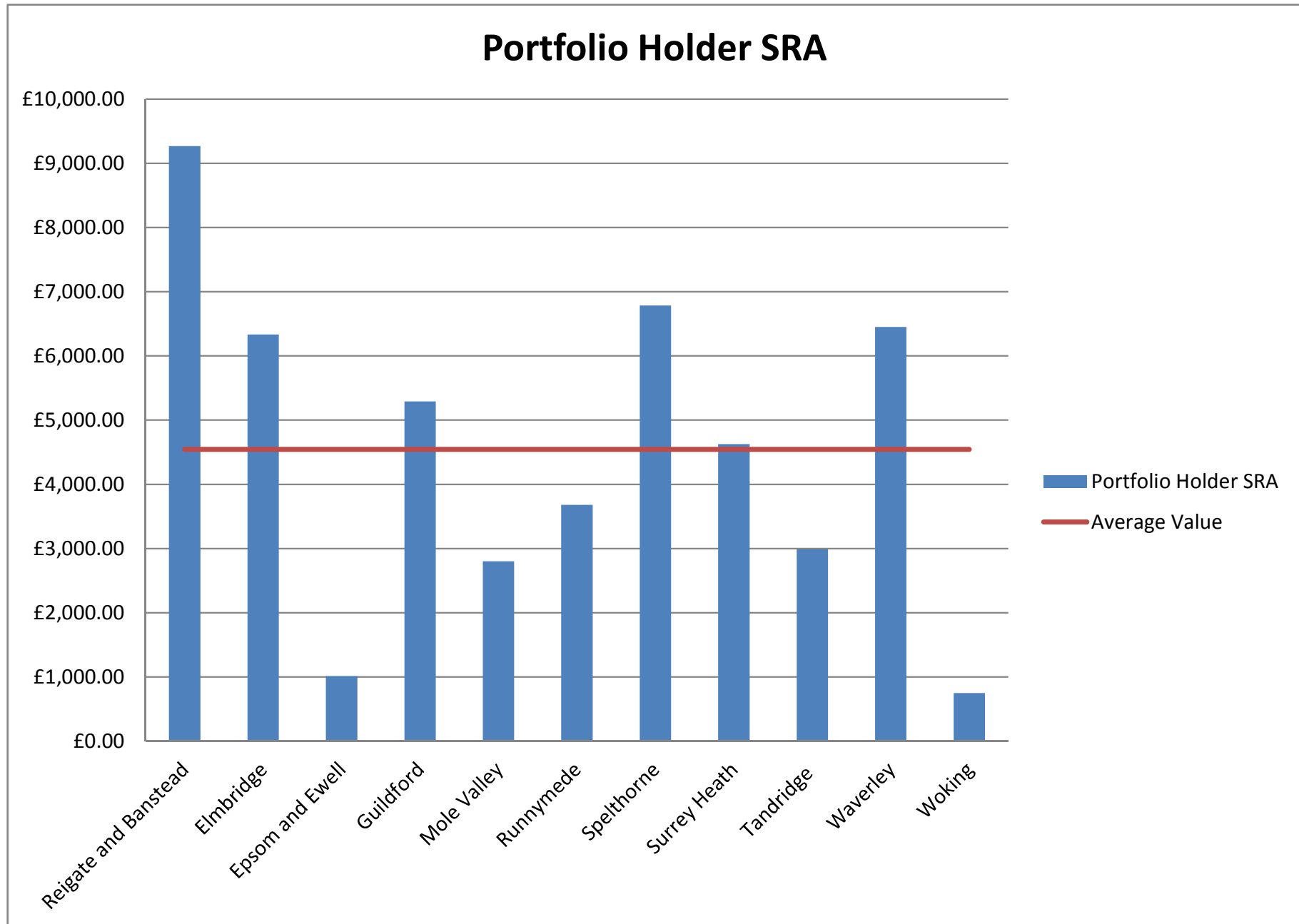
**** Information for 2017/18 as no newer information is available.

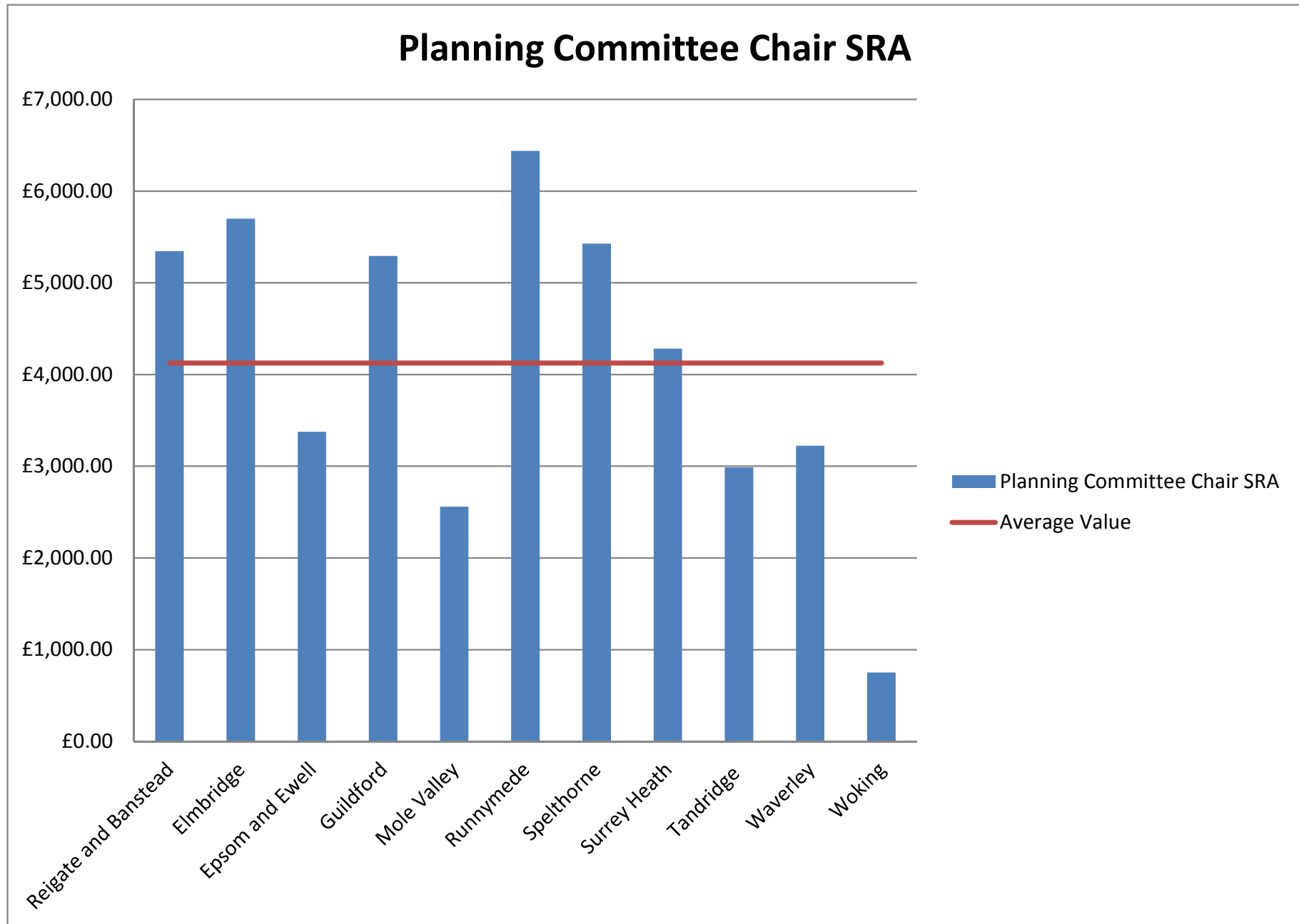
***** Most comparable committee to RBBC's Overview and Scrutiny Committee is the audit committee, which is therefore used for comparison



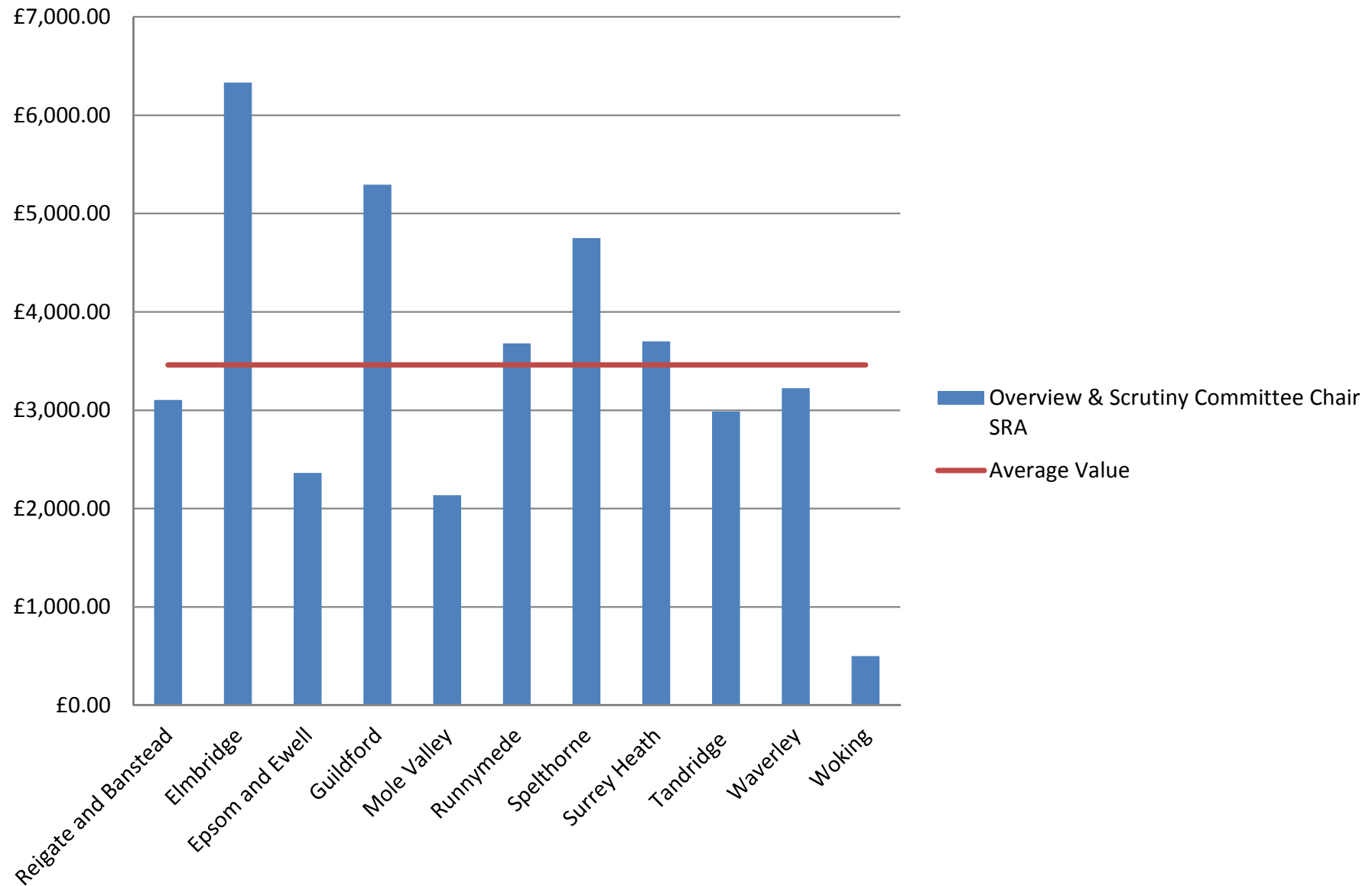








Overview & Scrutiny Committee Chair SRA



Planning Committee Allowances - Surrey Districts

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Planning Committee Chair Allowance	Deputy Chair Planning Committee Allowance	Members of Planning Committee Allowance
Elmbridge Borough Council	District/Borough	130,900	5,699	1,425	0
Epsom & Ewell	District/Borough	78,950 (ONS mid-year estimate 2015)	3,631	1,089	363
Guildford Borough Council	District/Borough	143,000	5,293	0	0
Mole Valley District Council	District/Borough	85000 (Approx)	2,560	350	0
Reigate and Banstead	District/Borough	137,800	5,346	0	790
Runnymede Borough Council	District/Borough	80, 510 (2011 Census)	6,440	4,293	2,147
Spelthorne	District/Borough	98,469	5,428	0	0
Surrey Heath Borough Council	District/Borough	85,000	4,283	2,120	0
Tandridge District Council	District/Borough	85,400	2,987	747	577
Waverley Borough Council	Borough	121,574	3,225	1,614	0
Woking Borough Council	District/Borough	99,198	750	0	0
Average value			4,149	1,058	352
Average value where an allowance is paid			4,149	1,663	969

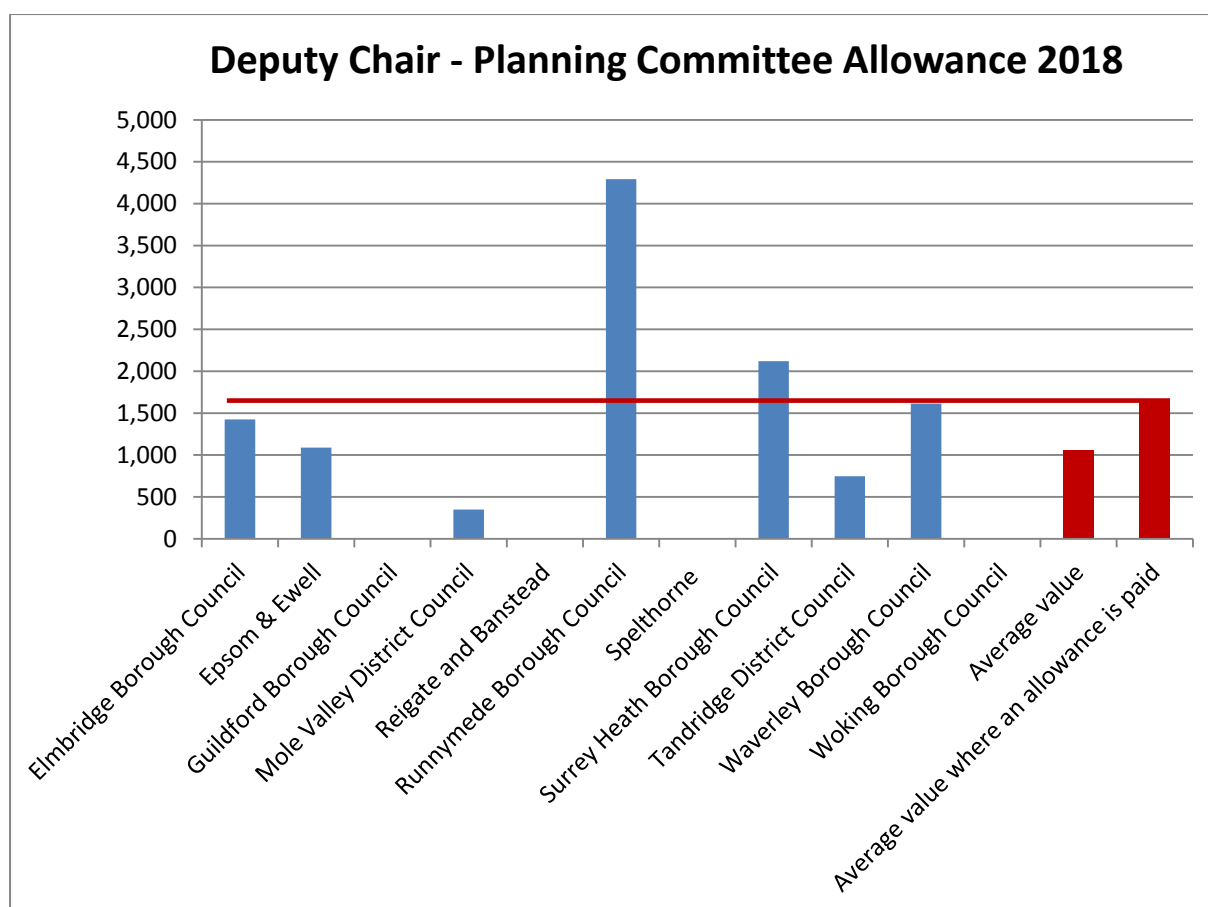
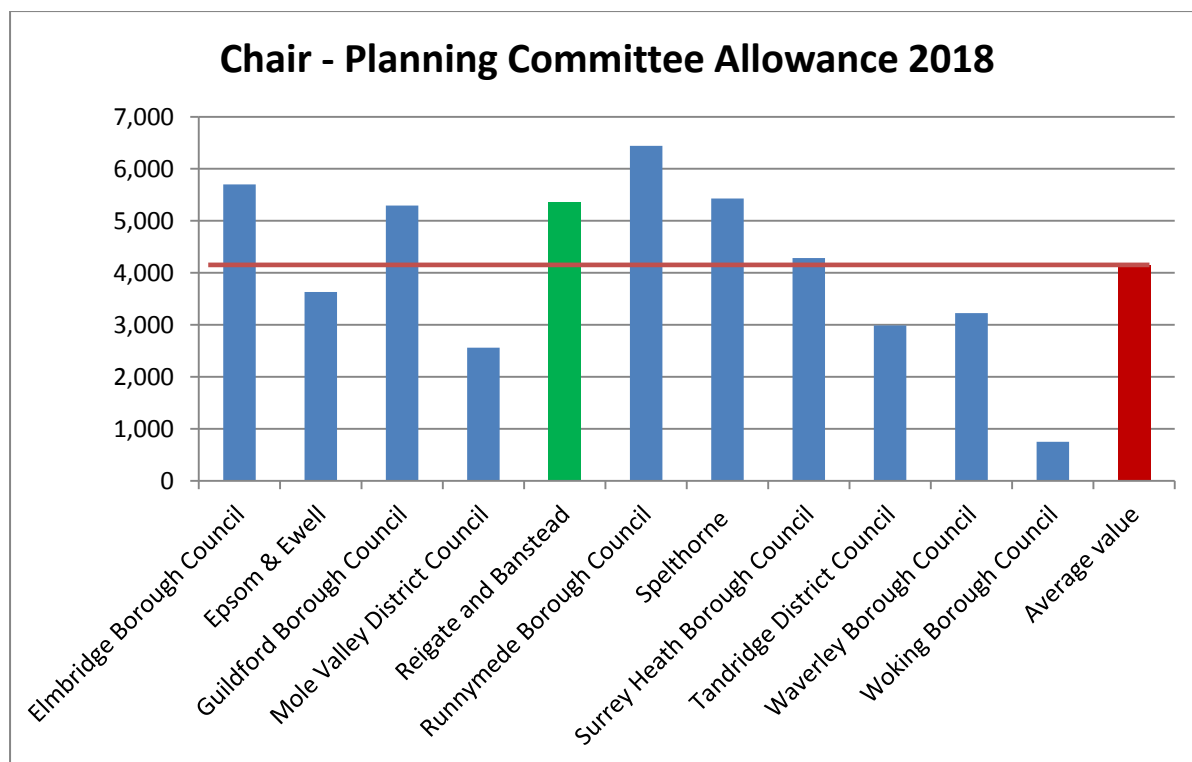
Planning Committee Members' Allowances

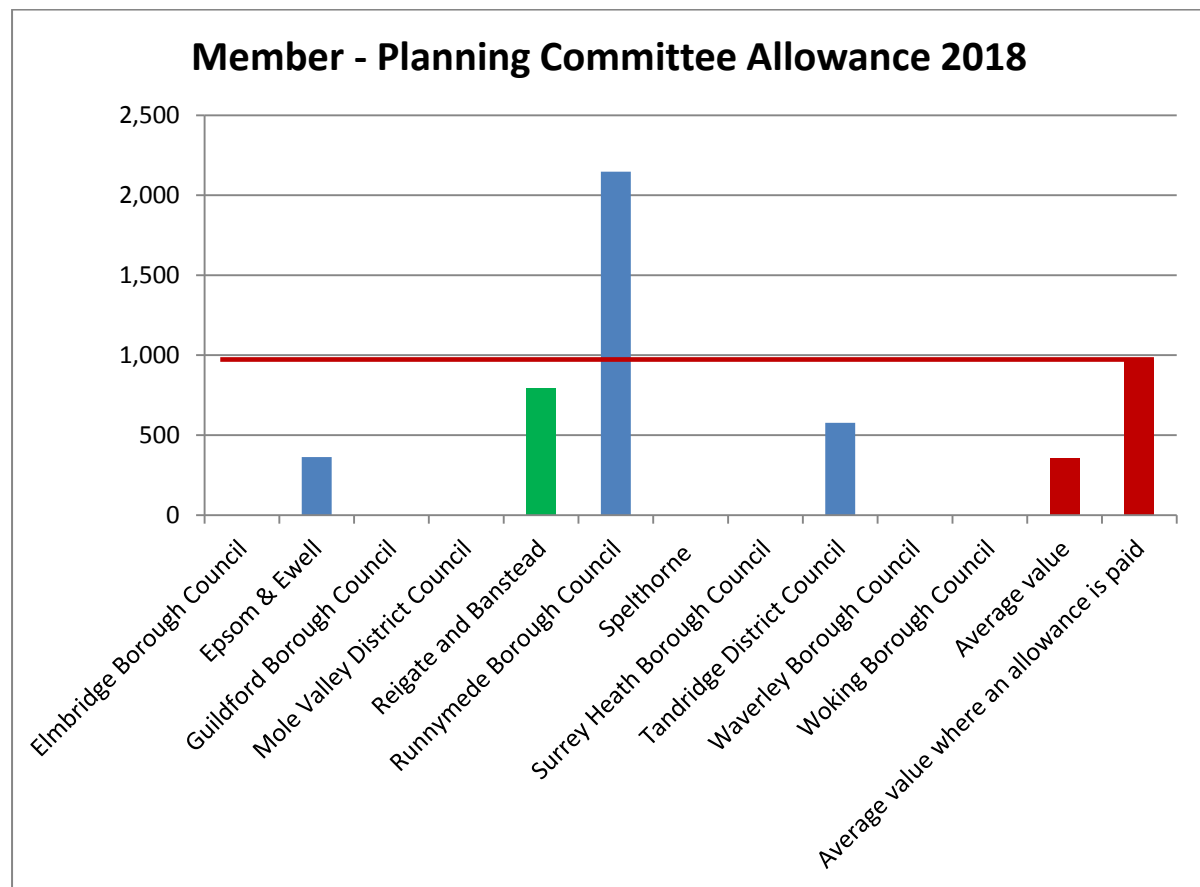
South East Councils paying an allowance

Data taken from 'SEE 2017 Report – RAW DATA AND WEB REPORT – Final Members Allowances Survey'

Number of Borough/ District Councils in Survey: 74

Position	Number of SE Councils paying an allowance	Percentage of SE Councils paying an allowance
Planning Chair	74	100%
Planning Deputy Chair	43	58%
Planning Committee Member	14	19%





MEMBERS' ALLOWANCES SCHEME – ~~2019/20~~

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The Members' Allowances Scheme operating from 1st April, 201~~9~~, provides for the following:

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1. Payment of a **Basic Allowance** of ~~£5733~~ to every Councillor for the year.

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The Basic Allowance is provided to recognise and compensate the time commitment of Councillors including such inevitable calls on their time as attending Council and other formal meetings, training/briefings, civic events, undertaking general constituency work and to cover incidental costs such as the use of their homes, stationery, telephone usage, purchase of I.T. equipment, room/hall rental for community meetings, travel within their ward and the provision of general consumables.

2. Payment of **Special Responsibility Allowances** to:-

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Leaders of Political Groups ~~£148~~, basic allowance, plus
~~£58~~ for each Member of the Group

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Executive Members

Leader of the Council ~~£ 14235~~,
Deputy Leader of the Council ~~£ 11626~~,
Other Portfolio Holders ~~£ 9490~~,

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Chairmen of Committees/Panels

Full Council ~~£ 2683~~,
Planning ~~£ 5474~~,
Overview & Scrutiny ~~£ 3181~~,
Budget Scrutiny Review Panel ~~£ 443~~,
Licensing and Regulatory ~~£ 443~~,
Licensing and Regulatory Sub ~~£ 303 per Chairman~~

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Planning Committee Members ~~£ 809~~,

Mayoral Allowance ~~£ 13265~~ (to be paid on a Municipal Year basis)
Deputy Mayoral Allowance ~~£ 2740~~ (to be paid on a Municipal Year basis)

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Payment will be made in monthly instalments and apportioned during the year, where appropriate. Members wishing to elect not to receive any Special Responsibility and/or Basic Allowance to which they are entitled, should write to Karen Mullett in Human Resources (Payroll) as soon as possible.

3. **Travelling expenses** will be paid for attendance at approved meetings.

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The list of approved duties is set out in Schedule 1 of the scheme.

When traveling by train there be flexibility on train ticket options. Although standard fare is the normal ticket to be reimbursed a first class fare may also be reimbursed where it is shown to be the cheapest ticket available.

4. Where the requirements of paragraph 3 are met a travelling allowance for use of a private car will be paid at the following rates:

Car	-	45 pence per mile
Motorcycle	-	24 pence per mile

The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable.

In relation to travel between a Member's home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance can only be claimed and paid for mileage from and to the Borough boundary. This restriction should not apply to travel on official duties outside of the Borough.

The current bicycle allowance is 20p per mile.

5. **Subsistence** is generally only payable when a Member is not able to take a meal at his/her usual place of residence and has not been provided with refreshments at the Council's expense. Prior approval by the Chief Executive is required. The rates of Subsistence Allowance are currently as follows:

- (i) in the case of an absence, not involving an absence overnight from the usual place of residence:-

(a)	Breakfast	-	<u>up to</u> £6.36
(b)	Lunch	-	<u>up to</u> £8.78
(c)	Tea	-	<u>up to</u> £3.47
(d)	Evening Meal	-	<u>up to</u> £10.87

- (ii) in the case of an absence overnight from the usual place of residence:-

Standard Rate	-	<u>up to</u> £93.43
Absence in London or at an approved Conference	-	<u>up to</u> £106.61

The rate specified in (ii) above is deemed to cover a continuous period of absence of 24 hours. It should be reduced by an appropriate amount in respect of any meal provided free of charge by an Authority or Body during the period to which the allowance relates.

Subsistence cannot be claimed where expenses are already paid, for example as part of a course/conference fee. Prior approval to claim should be sought from the Chief Executive.

6. **Dependants' Carers' Allowance**

An allowance can be claimed to reimburse childcare/dependant carers' expenses in respect of the approved duties set out in schedule 1 to this scheme.

The carer must be over 16 years of age.

A maximum of £3,000 can be paid to an individual Member in any one Municipal Year.

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¶ The Scheme covers Members with responsibility for:¶ one or more children under 16 years of age; and¶ a relative or household member who, by virtue of physical / mental incapacity, requires constant care and attendance (as defined by Attendance Allowance).¶ A maximum of £3,000 can be paid to an individual Member in any one Municipal Year.¶

¶ Carer's Allowance is payable in respect of the approved duties set out in schedule 1 to this scheme apart from attendance at meetings of Outside Bodies.

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The scheme covers Members with responsibility for:

- (i) one or more children under 16 years of age; and
- (ii) a relative or household member who, by virtue of physical / mental incapacity, requires constant care and attendance.

Provided that they normally reside with the claimant and the paid carer is not a member of the claimant's immediate family or household.

The allowance payable shall be the actual fee by hour of the carer, with no figure for the number of hours, subject to the general reasonableness of the claim. As a guide for reasonableness, this allowance may be claimed for the duration of the meeting, together with up to one hour travelling time to and from the meeting, plus a short period for instruction/hand over with the carer.

Incidental expenses

Incidental validated expenses such as reimbursement for postage due on incoming post (due to underpayment by sender), letters or similar eligible payments, be reclaimable through the Members Allowances Scheme to ease the administration of the process.

ADMINISTRATION

All payments will be made on a monthly basis through the payroll by direct transfer to your bank account. Basic and Special Responsibility Allowances will attract income tax and National Insurance deductions where appropriate. Travelling Allowances being reimbursements are not subject to National Insurance deductions. Any mileage expenses, above the HMRC's Approved Mileage Allowance Payments (AMAP) are taxable. The AMAP for a car is 45p and 24p for a motorcycle. Payments above £702 a month will be subject to National Insurance contributions. You do not pay National Insurance after you reach State Pension Age. The Council, as employing authority, will still be subject to the Employer's contribution of National Insurance. Karen Mullett, Payroll Manager (Human Resources), will need to have sight of either a passport or birth certificate in order to update the National Insurance category.

Where a Member is currently paying the maximum National Insurance contribution relating to his/her normal employment he/she is advised to apply for deferment from the local Department for Work and Pensions. In these circumstances, the Department will almost certainly advise the Council not to deduct National Insurance contributions from that Member's gross pay.

Members' claims for travel and subsistence where payable should be sent to Chris Phelan, Democratic Services Manager, by the 6th of each month and within 30 days of the expense being incurred.

Details of payments made by bank transfer will be despatched to Members on the 21st of each month. Blank forms relating to Travelling and Subsistence Allowance claims are available from eMembers: www.reigate-banstead.gov.uk/members

Queries as to whether an allowance is payable should be directed to Chris Phelan in Democratic Services (Tel: 01737 276114). Queries relating to payments received should be directed to Karen Mullett in Human Resources (Payroll) (Tel: 01737 276581).

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Deleted: To avoid National Insurance deductions, the payment of allowances must not reach **£490** per month during 2018/19.

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Deleted: On receipt of such a card by the recipient, it should be handed over to the Payroll Manager who will then ensure that the card is utilised when the gross allowances in any month reaches the National Insurance figure of **£490** per month.

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SCHEDULE 1

APPROVED DUTIES

The following meetings are specified as an approved duty for the purpose of determining eligibility for travel and subsistence allowances:

- (a) Council, Executive and Council Committees, Sub-Committees, Task Groups, Policy Development Groups, Overview and Scrutiny Panels, Informal Local Committee meetings, Meetings attended in the Assistant Portfolio Holder role; Working Groups, Area Planning Panels, Local Joint Forum, Health and Safety Forum, Chairman's Previews, Agenda Planning Meetings, Portfolio Panels/Committees and Housing Appeals Panel which Members attend;
- (b) Local Authority Associations of which the Council is a Member;
- (c) Formal Site Visits and other meetings authorised in advance by a Committee or Sub-Committee;
- (d) Seminars, Workshops/Away Days or similarly labelled events held by the Council for Members;
- (e) Outside organisations (including associated attendances) to which the Member has been appointed by the Executive or a Committee or Sub-Committee of the Council.
- (f) The opening of tenders in accordance with the Council's Contract Procedure Rules.
- (g) Meetings in relation to the discharge of Executive functions by Executive Members, including:
 - the Executive;
 - Leader's meetings;
 - meetings with the Chief Executive or Heads of Service; and
 - meetings with other local authorities, outside organisations and individuals.
- (h) Meetings with Portfolio Holders/Officers;
- (i) Portfolio Briefings;
- (j) Member champion activities (including meetings attended on behalf of the Council (excluding those attended for personal interest));
- (k) Mayoral and Deputy Mayoral engagements;
- (l) Ad hoc attendances approved by the Chief Executive.