

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

November 2011

INTRODUCTION

1. This report has been prepared in accordance with the *Local Authorities (Members' Allowances) (England) Regulations 2003* and the *Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations*. Both came into force on 1st May, 2003.

THE INDEPENDENT REMUNERATION PANEL

2. The Council's Independent Remuneration Panel comprises Mr. David Seymour CB (Chairman); Mrs. Susie Jackson and Mr. Paul Sherar OBE.
3. The Members of the Panel have between them considerable experience in the areas of central and local government, human resources, management, legal services, the travel industry and charity work.
4. They have no connections with the Council and are independent of any political party. This is the IRP's twelfth report on Members' Allowances prepared for the Council.

TERMS OF REFERENCE

5. 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) on the 2003 Regulations for Local Authority Allowances referred to above.

EXECUTIVE SUMMARY OF RECOMMENDATIONS

6. **The Panel is recommending that:**
 - (i) **the principle of adopting the CPI as the external benchmark for the purposes of uplifting Members' Allowances be confirmed for future reviews but, for reasons documented in the report, this approach be suspended in respect of the current review; (paragraphs 13, 14 and 23)**
 - (ii) **the methodology for the current review of Members Allowances be to assume that they are frozen at 2011/12 levels unless (a) compelling evidence/representation to justify an increase or decrease is put forward as part of the current review or (b) the allowance is clearly out of step with similar Allowances awarded by like Authorities; (paragraphs 15 to 23)**
 - (iii) **there should be no increase in the Basic Allowance for 2012/13; (paragraphs 31 to 40)**
 - (iv) **for 2012/13 there should be no increase in the Special Responsibility Allowances (SRA's) for the:**
 - Executive
 - Overview and Scrutiny Committee
 - Budget Scrutiny Review Panel
 - Licensing Sub-Committees
 - Planning Committee
 - Regulatory Committee
 - Standards Committee (Co-optees Allowance)
 - Planning Committee Members
 - Group Leaders**(paragraphs 41 to 45)**

- (v) for 2012/13 no new SRA's be introduced; (Paragraph 41 to 45)
- (vi) for 2012/13 the travel allowance for use of a car be increased from 40 pence per mile to 45 pence per mile; all other travel and subsistence allowances be frozen at 2011/12 levels; (paragraphs 47 to 50)
- (vii) the Council should retain a Carers' Allowance within the Members' Allowance Scheme, with a maximum rate paid per hour to a carer capped at the Reigate and Banstead minimum wage of £7.35 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000; (paragraphs 51 and 52)
- (viii) no Member should be entitled at this time to a pension in accordance with a scheme made under Section 7 of the Superannuation Act 1972; (paragraphs 53 to 57)
- (ix) the Members' Allowances Scheme (set out at Annex 5 and based on the recommendations in this report) be adopted with effect from 1st April 2012. (Paragraph 58 and Annex 5)

SOURCES OF INFORMATION

7. The information considered in relation to the Panel's eleventh report (issued in November 2010) is still relevant. The Panel has also taken into account the South East Employers Members' Allowances survey 2010-2011 published in March 2011. Data from this survey is referred to and set out throughout this report. It is set out in full at Annex 3.
8. To supplement this information all Members were given the opportunity to either meet with or submit comments to the Panel on the current Members' Allowances Scheme. No written representations were submitted but the Panel met with the Leader of the Council (Councillor Mrs. J.M.A. Spiers), Councillor J.M. Ellacott the Executive Member for Better for Less and Councillor M.J. Selby.
9. All Members were also given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2011/12 and 38 Councillors (74.5%) chose to do so. The Panel was very pleased with this level of return. As in previous year's, the information obtained was very helpful to the Panel as part of its review. Reference to the questionnaire results is made throughout this report with previous year's figures shown in brackets. The Panel also took account of the various comments made by Members as part of the questionnaire.
10. An analysis of the returned questionnaires (including those received after the deadline for submission) is set out at Annex 1 to this report. With regard to the 13 Members who did not submit a completed questionnaire, the Panel has again taken this as an indication that those Members had no concerns over the current Members' Allowances Scheme (and associated methodology) and considered it to be fair and reasonable.
11. The latest South East Employer data does not show any significant upward drift in Allowances and those given by Reigate and Banstead under its Members' Allowances scheme still compare favourably with the Allowances given by similar Authorities. The analysis of the questionnaire returns also confirms that, as far as Members are concerned, the Basic Allowance, Special Responsibility Allowances and Voluntary Element Discount are, in the main, about right.

12. In terms of other information, the Panel has been supplied with details of Councillor payments 2010/11(Annex 4), attendance records for the Council 2010/11, and an analysis of Council and Committee Meetings etc. with total and average duration times (Annex 2).

METHODOLOGY

External Benchmark

13. The Panel continues to advocate that Members' Allowances should be based on an external benchmark as this ensures that the level of allowances is removed from the political arena and local pressures. An external benchmark also ensures that allowances are maintained at an appropriate level.
14. The current external benchmark is the CPI which for October 2011 was 5.0% and during the last 12 months fluctuated between 3.2% and 5.2%.

Suspension of the Benchmark for 2012/13

15. Members will recall that the application of the external benchmark was, as an exception, suspended for 2010/11 and 2011/12. Since then, the economy has not recovered and the full extent of required cuts in public expenditure has become known.
16. Economic and financial considerations should not normally play a part in the level of recommended allowances and in better circumstances, the Panel would be recommending a general uplift in Allowances of 5.0% (in line with the October CPI). However, the country continues to experience unprecedented economic times and challenges and it would again be irresponsible of the Panel to ignore this situation.
17. The Panel continues to believe that public perception and the credibility of the Council (and Panel) would clearly be damaged if Allowances were automatically recommended for increase at a time when public services were undergoing increasing financial pressure and facing cuts.
18. The Panel also recognises that the overwhelming view of Members through the questionnaire is that Allowances for 2012/13 should be frozen at 2011/12 levels. In answer to the question put on reduction, a freeze or increase in Allowances Members responded as follows:

Reduce	Freeze at 2011/12 levels	Increase
1 (0)	27 (26)	8 (4)

19. The Panel recognises that there has been a slight increase in the number of Members feeling that an increase in Allowances is appropriate and this was considered in the context of an increase in the number of Members who now feel that they are financially disadvantaged as a result of being a Councillor. The questionnaire result on being financially disadvantaged was:

Yes	24 (14)	No	14 (15)
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20. In considering the above issues the Panel noted that:
- the Council’s Allowances, in the main, compare favourably with those given by like local authorities as shown in the SEE survey – this is the most current regionally collected data available to the Panel.
 - overwhelmingly, Councillors remain of the view that Allowances are of no significance in deciding whether to stand for election to the Council and the questionnaire result on this issue was:

No significance	29 (28)
Fairly significant	5 (3)
Highly significant	0 (0)

21. After giving this important issue very careful consideration, the Panel continues to advocate that, in principle, increases in Member Allowances should be based on the current external benchmark (the CPI).

22. However, the Panel has again concluded that for 2012/13 an automatic uplift in allowances in line with the October 2011 CPI should not be applied and they should be frozen at 2011/12 levels unless:

- compelling evidence to justify an increase or decrease is put forward as part of the current review; or
- the allowance is clearly out of step with similar allowances awarded by like Authorities.

23. The above criteria has accordingly been applied to all allowances and the outcome is set out in paragraphs 31 to 46.

Voluntary Element Discount

24. In relation to Councillor duties, the Panel continues to support the view always (and understandably) expressed by Members that their positions are not “salaried” and there are strong community service motives for election to the Council.

25. For this reason, the Panel will continue to apply a “voluntary element discount” to the calculations on Allowances and this has in the past been set at 40%. This approach is supported by Government Guidance.

26. Based on the Member questionnaire the substantial majority of Members support the retention of the 40% voluntary element discount level and the Panel, therefore, considers that the discount level should be retained at its current level. The questionnaire result on the voluntary discount level was:

Too High	About Right
5 (6)	28 (23)

27. **The Panel therefore recommends that:**
- (i) the principle of adopting the CPI as the external benchmark for the purposes of uplifting Members’ Allowances be confirmed for future reviews but, for reasons documented above, this approach be suspended in respect of the current review;**
 - (ii) the methodology for the current review of Members Allowances be to assume that they are frozen at 2011/12 levels unless (a) compelling evidence/representation to justify an increase or decrease is put forward as part of the current review or (b) the allowance is clearly out of step with similar Allowances awarded by like Authorities.**

SPECIAL RESPONSIBILITY ALLOWANCES - GENERAL

28. The Local Authorities (Members' Allowances) (England) Regulations 2003 do not limit the number of SRA's 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 SRA's.
29. 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 2012/13.
30. Details of payments to Councillors during the financial year 2010/11 are set out in Annex 4 to this report. This indicates that of the listed 55 Council Members 34 (61.8%) were in receipt of an SRA. In contrast the National Census of Councillors 2010 showed that 47.9% of Councillors in shire districts received an SRA.

BASIC ALLOWANCE AND TIME SPENT ON COUNCIL DUTIES

31. Basic Allowance is intended to recognise the time commitment of all Councillors including such inevitable calls on their time in attending Council and other formal meetings, training/briefings, civic events and political group meetings and undertaking general constituency work. It is also intended to cover incidental costs such as the use of their homes, telephone usage, purchase of I.T. equipment and the provision of general consumables.
32. Based on evidence, information and representations considered by the Panel, as part of its 2005 review of Members' Allowances, the estimate of time required for Councillors to fulfil their duties was revised with effect from May 2006 from 4 days a month to 4.5 a month; a 12.5% increase. Since then the issue has been kept under year on year review.
33. In its tenth report the Panel noted that the results of the 2009/10 Members Questionnaire suggested that the figure of 4.5 days a month may be low. However, the local responses to the 2010 National Census of Councillors indicated that the time spent on council duties (17.5 hours per week) was slightly below the national average of 18.2 for shire districts and 23 hours per week for all authorities. This was considered in the context of Reigate and Banstead Allowances comparing favourably with those given by similar Authorities in the South East region – see paragraph 36.
34. The questionnaire information on weekly hours worked (in comparison with that for the previous year shown in brackets) was:

Weekly hours	Up to 10	Between 10 and 20	Between 20 and 30	Above 30
Ward Work - all Members	19 (20)	12 (9)	2 (0)	1 (2)
General Council Work - all Members	15 (19)	14 (11)	4 (0)	0 (0)

35. There did not appear to be any significant upward or downward drift in weekly hours worked on Ward and general Council duties.

36. Irrespective of the time/duty issue however, the Panel notes that the level of Basic Allowance paid to Reigate and Banstead Councillors is above average compared to neighbouring authorities in Surrey and the South East region generally.

Surrey

Average	Maximum	Minimum	Reigate and Banstead
£4152	£7115*	£2046	£5072

South East Region

Average	Maximum	Minimum	Reigate and Banstead
£4426	£7115*	£2046	£5072

* this Authority does not pay any special responsibility allowances

(Source: South East Employers- March 2011)

37. In addition, through the Member Questionnaire, it is clear that a majority of Members still consider the current Basic Allowance is “about right”. The number of Members that feel the Basic Allowance is too low has increased slightly and this is consistent with the view expressed by more Councillors than in the past on an increase in Allowances and financial disadvantage through serving as a Councillor. The Panel will keep these issues under review.

38. The questionnaire result on the level of Basic Allowance was:

Too Low	7 (4)	Too High	2 (0)	About Right	28 (27)
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39. The Panel was pleased to note, through records presented to it, that attendance at meetings by individual Councillors was generally good. However, it was noted that a very small minority of Councillors had a disappointing attendance record (sometimes with no apologies for absence) but this was not a factor the Panel could take into account when recommending allowances. Under Regulations, it was not permissible to pay individual [Attendance] Allowances in recognition of attendance at meetings. The attendance records continue to be published on the Council’s web site.
40. **Having regard to evidence previously referred to, the Panel recommends that there should be no increase in the Basic Allowance for 2012/13.**

SPECIAL RESPONSIBILITY ALLOWANCES

- **Executive**
- **Overview and Scrutiny Committee**
- **Budget Scrutiny Review Panel**
- **Licensing Sub-Committees**
- **Planning Committee**
- **Regulatory Committee**
- **Standards Committee (Co-optees Allowance)**
- **Budget Scrutiny Review Panel**
- **Planning Committee Members**

41. The Panel has considered the level of Special Responsibility Allowances in respect of the above and has concluded that for 2012/13, in line with the criteria set out in paragraph 22, “there is no compelling evidence/representation to justify an increase or decrease ...” and, where applicable “the allowance is clearly [not] out of step with similar Allowances awarded by like Authorities”.

42. Additionally, the Panel did not receive evidence that any new SRA’s should be introduced. In this respect, Members were asked through the questionnaire whether there were any other positions that they thought should attract a Special Responsibility Allowance and the response was:

Yes 3 (7) No 28 (21)

43. In reaching conclusions the Panel also took account of comparative Surrey and South East region data as set out below:

Surrey

	Leader	Deputy Leader	Portfolio Holder	Licensing Chairman	Planning Chairman	Planning Member	Standards Co-optee	O & S Chairman	Group Leader
Average	£8007	£3687	£4894	£2763	£3765	£861	£733	£3707	£2575
Maximum	£12948	£10282	£8394	£6629	£6629	£1361	£1728	£6629	£4320
Minimum	£2789	£525	£2085	£500	£783	539	£291	£1654	£1654
Reigate and Banstead	£12590	£10282	£8394	£500 x 5 To Sub-Ctte Chairmen	£4824	£715	£500	£2813	£134 basic plus £52 for each Group Member

South East Region

	Leader	Deputy Leader	Portfolio Holder	Licensing Chairman	Planning Chairman	Planning Member	Standards Co-optee	O & S Chairman	Group Leader
Average	£13195	£6745	£6682	£2729	£4393	£786	£657	£4156	£5237
Maximum	£23326	£14668	£11663	£6735	£9698	£1361	£2980	£7543	£16750
Minimum	£2789	£525	£2085	£500	£783	£282	£56	£1278	£219
Reigate and Banstead	£12590	£10282	£8394	£500 x 5 Sub-Ctte Chairmen	£4824	£715	£500	£2813	£134 basic plus £52 for each Group Member

(Source: South East Employers- March 2011)

44. In relation to weekly hours worked and SRA’s, based on the questionnaire returns, there does not appear to have been any significant upward or downward drift apart

for the Executive. Based on the evidence submitted it appears to the Panel that the hours worked by Executive Members has increased over the last twelve months and this may well reflect the introduction of the new "Strong Leader" model of governance under the Local Government and Public Involvement in Health Act 2009 from May 2011. At this stage the Panel considers that the situation should be noted and reviewed next year to ascertain whether there is any underlying trend.

Weekly Hours (previous year's figures shown in brackets)	Up to 10 hours	Between 10 and 20 hours	Between 20 and 30 hours	Above 30 hours
Executive Member - if applicable	0 (4)	2 (3)	3 (1)	2 (0)
Committee Chairman - if applicable	3 (5)	0 (2)	0 (0)	0 (0)
Committee Vice-Chairman - if applicable	3 (0)	0 (0)	0 (0)	0 (0)
Planning Committee Member - if applicable	11 (6)	2 (1)	1 (1)	0 (0)

45. **In the light of the above, the Panel recommends that for 2012/13:**

(i) there should be no increase in SRA's for the:

- Executive
- Overview and Scrutiny Committee
- Budget Scrutiny Review Panel
- Licensing Sub-Committees
- Planning Committee
- Regulatory Committee
- Standards Committee (Co-optees Allowance)
- Planning Committee Members
- Group Leaders

(ii) no new SRA's should be introduced.

46. In summary, and based on the recommendations set out above, the following Basic and Special Responsibility Allowances for 2012/13 would apply:

	£
Basic Allowance	5,072
<i>Special Responsibility Allowances</i>	
Political Group Leaders	£134 basic allowance Plus £52 for each Member of the Group
Leader of the Council	12,590
Deputy Leader of the Council	10,282

	£
Executive Member	8,394
Chairman – Planning Committee	4,842
Chairman – Overview and Scrutiny Committee	2,813
Chairman – Budget Scrutiny Review Panel	500
Chairman – Regulatory Committee	500
Chairmen – Licensing Sub-Committees	500
Planning Committee Membership	715
Independent Members – Standards Committee	500

TRAVEL AND SUBSISTENCE ALLOWANCES

47. The Panel through its seventh report linked travel allowances to the Inland Revenue's Approved Mileage Allowance Payments (AMAP). With effect from 6 April 2011 the AMAP increased from 40 pence per mile to 45 pence per mile and the Panel recommends that the travel allowance (for cars) under the Members Allowances scheme for 2012/13 should be similarly increased. The AMAP for motorcycles remains 24 pence per mile.
48. In addition, it was 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 2012/13.
49. For 2011/12, the Panel recommended (and the Council agreed) to increase the enhanced travel allowances for shared vehicle use. Apart from this, the general travel Allowance has remained as set by the Panel's seventh report and subsistence Allowances have remained frozen for the last two years. In this connection, no representations have been received on the level of travel and subsistence Allowances and for 2012/13 the Panel considers that the Allowances should again be frozen at 2011/12 levels.
50. **On this basis the Panel recommends that:**
- (i) subject to the restriction referred to in note (ii) below, the following travel Allowances be adopted for 2012/13:**
- | | | |
|-----------------|---|--------------|
| Car | - | 45p per mile |
| Motorcycle | - | 24p per mile |
| Cycle Allowance | - | 25p per mile |

(Notes: (i) enhanced travel allowances for shared vehicle use of 10p per mile for the first passenger and 6p per mile for the second and subsequent passengers; and

(ii) 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 should not apply to travel on official duties outside of the Borough.)

(ii) the following Subsistence rates be adopted for 2012/13:

- | | | |
|---|---|----------------|
| (a) Breakfast | - | £6.36 |
| (b) Lunch | - | £8.78 |
| (c) Tea | - | £3.47 |
| (d) Evening Meal | - | £10.87 |
| (e) Overnight stay - reasonable expenses up to a maximum of the following rates: | | |
| Standard Rate | - | £93.43 |
| Absence in London | - | £106.61 |

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

CARERS' ALLOWANCE

51. No representations have been made on the payment of the Carers' Allowance. This Allowance is linked to Reigate and Banstead's minimum hourly rate, which is currently £7.35. The Panel notes that (a) during 2010/11 only one Member claimed the Carers' Allowance (b) payment can be made in respect of the approved duties set out in the Members' Allowances Scheme and (c) Government guidance is that local authorities should consider whether the Allowance should be subject to a maximum cap. This Allowance is in line with those of other Councils and no representations were made on its current level.
52. **The Panel recommends that the Council should retain a Carers' Allowance within the Members' Allowance Scheme, with a maximum rate paid per hour to a carer capped at the Reigate and Banstead minimum wage £7.35 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000.**

PENSIONS

53. *The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations* provide for all Members to be eligible to join the Local Government Pension Scheme but in order to qualify for a benefit, a Member must have at least two years membership in the Scheme. Additionally there is a retirement age of 70. The Regulations provide for both Basic and Special Responsibility Allowances to be pensionable and for backdating to 1st May, 2003. It is for the Panel to recommend which Members of the Authority are to be entitled to pensions.
54. The last national survey in 2009 showed that an increasing number of local authorities (52.2%) now allowed Members to join the Local Government Pension Scheme (LGPS). For the South East region, the SEE data (see Annex 3) shows that of the 31 responding shire authorities, 18 do not allow access by Members to the LGPS and 13 do (in one case only for the Leader).

55. In considering this matter the Panel has taken particular account of the views expressed by Members. The general consensus is that the status quo should be maintained and that Members of the Council should not be eligible to a pension – see below. The Panel agrees, particularly in view of current sensitivities over public sector pensions.

Yes 8 (4) No 28 (26)

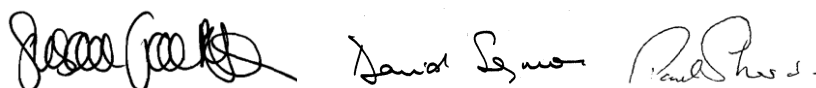
56. However, the Panel believes that the matter should be reconsidered as part of the next review of Members' Allowances.
57. **In the light of the foregoing, the Panel recommends that no Member should be entitled at this time to a pension in accordance with a scheme made under Section 7 of the Superannuation Act 1972.**

MEMBERS' ALLOWANCES SCHEME 2012/13

58. **The Panel recommends that the Members' Allowances Scheme (set out at Annex 5 and based on the recommendations in this report) be adopted with effect from 1st April 2012.**

CONCLUSIONS

59. The Panel reiterates previous advice that all allowances should be regarded as a cushion to ensure that persons serving on the Council are not seriously out of pocket. Reference has been made in this report to an increasing number of Councillors who do feel financially disadvantaged through serving on the Council and this situation will be carefully monitored as part of future reviews.
60. The recommendations of the Panel are based on information and evidence submitted and result in Allowances that are broadly in line with those paid by comparable local authorities in the South East.
61. The important role of Members both individually and on a Group basis in providing evidence cannot be over emphasised. The Panel is grateful to the Members who attended for interview (see paragraph 8) and those who completed the questionnaire. The return of completed questionnaires was very helpful and a key piece of information. The Panel will always welcome the representations and comments of Councillors and considers this to be an important and integral part of the review process.
62. The Panel is grateful for the co-operation it has received from Councillors.



Susie Jackson

David Seymour CB

Paul Sherar OBE



MEMBERS' ALLOWANCES SCHEME 2011/12

REVIEW BY THE INDEPENDENT REMUNERATION PANEL

MEMBERS' QUESTIONNAIRE

The Council's Independent Remuneration Panel (IRP) is currently reviewing the 2011/12 Members' Allowances Scheme. As part of this work, the IRP would appreciate if Members could spend a few minutes completing this questionnaire.

The information is essential to ensure that recommended Allowances adequately reflect the role, responsibilities and workload of Councillors and the expenses they incur in undertaking Council duties.

Completed questionnaires should be returned to Chris Cook, Democratic Services, by **28th October 2011**.

Non-return will be taken as an indication that Members are satisfied with the current mix and level of allowances and have no further comments to add.

No responses or comments from individual Members will be personally identified in the report to be produced by the IRP. The name on each questionnaire is simply to enable Democratic Services to monitor responses.

Analysis of returned questionnaires: previous year's figures are shown in ().

1. Allowances: General

In 2010/11 expenditure on Member Allowances totalled £366,211. In the light of this and the current economic climate do you consider that for 2012/13 Allowances should be:

Reduced	Frozen at 2011/12 levels	Increased
1 (0)	27 (26)	8 (4)

2. Basic Allowance

The allowance is to cover time on Ward and Council activities, use for these duties of your own home, computer, stationery, printer, postage, telephone line and mobile,

plus calls Internet connection and travel for which you are not entitled to claim mileage.

Do you consider the current Basic Allowance (£5,072) is:-

Too Low	7 (4)	Too High	2 (0)	About Right	28 (27)
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What Expenses do you think should be met as part of the Basic Allowance?

3. Special Responsibility Allowances

Could you please indicate whether, in your opinion, the following Special Responsibility Allowances are either too low, too high or about right; or should be removed:

		Too Low	Too High	About Right
Leader of Political Group	£134 basic allowance, plus £ 52 for each Member of the Group	4 (3)	5 (2)	28 (22)
Executive (2010/11 - 12 meetings)				
Leader of the Council	£12,590	5 (5)	3 (4)	29 (21)
Deputy Leader of the Council	£10,282	5 (3)	11 (10)	20 (16)
Portfolio Holders	£8,394	5 (0)	6 (6)	25 (20)
Chairmen of:				
Planning (2010/11 - 13 meetings)	£4,842	7 (3)	7 (3)	23 (23)
Overview & Scrutiny (2010/11 - 10 meetings)	£2,813	8 (10)	6 (3)	23 (15)
Licensing (2010/11 - 2 meetings)	£ 0	3 (3)	0 (0)	28 (16)
Licensing Sub-Committees	£ 500	3 (2)	6 (9)	28 (19)
Regulatory (2010/11 - 4 meetings)	£ 500	2 (0)	9 (12)	26 (17)
Employment (2010/11 - 1 meeting)	£ 0	0 (3)	0 (0)	33 (17)
Budget Scrutiny Review Panel (2010/11 - 5 meetings)	£ 500	4 (-)	8 (-)	25 (-)
Independent Members				
Standards (2010/11 - 4 meetings)	£ 500	1 (1)	10 (6)	25 (21)

		Too Low	Too High	About Right
Vice-Chairmen of:				
Planning	£ 0	7 (3)	0 (0)	25 (20)
Overview & Scrutiny	£ 0	1 (1)	0 (0)	31 (19)
Licensing	£ 0	1 (0)	0 (0)	31 (20)
Regulatory	£ 0	1 (1)	0 (0)	31 (19)
Employment	£ 0	1 (0)	0 (0)	31 (20)
Members of the Planning Committee	£ 715	6 (2)	5 (3)	26 (23)

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 SRA's should be discontinued or be the subject of review:

4. Do you hold a position that attracts a Special Responsibility Allowance?

Yes 24 (19)
No 9 (11)

If yes, please indicate which of the following Special Responsibility Allowances you receive?

Leader 1 (1)
Executive Member 7 (6)
Committee/Sub-Committee Chairman 5 (7)
Group Leader 2 (1)
Planning Committee Member 11 (8)
Scrutiny Review Panel 1 (-)

5. Hours spent on Council Duties: (all these include 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 appropriate boxes.

	Up to 10 hours	Between 10 and 20 hours	Between 20 and 30 hours	Above 30 hours
Ward Work - all Members	19 (20)	12 (9)	2 (0)	1 (2)
General Council Work - all Members	15 (19)	14 (11)	4 (0)	0 (0)
Executive Member - if applicable	0 (4)	2 (3)	3 (1)	2 (0)

	Up to 10 hours	Between 10 and 20 hours	Between 20 and 30 hours	Above 30 hours
Committee Chairman - if applicable	3 (5)	0 (2)	0 (0)	0 (0)
Committee Vice-Chairman - if applicable	3 (0)	0 (0)	0 (0)	0 (0)
Planning Committee Member - if applicable	11 (6)	2 (1)	1 (1)	0 (0)

6. Has there been a significant increase or decrease in your hours worked as a Councillor since the last review of Members' Allowances in October 2010?

Increase	Decrease	Not much Change
15 (12)	1 (0)	18 (17)

If so, in what areas of work:

	Too High	About Right
7. The law requires that allowances are discounted by between 25% and 40% in recognition that part of the time spent on Councillor duties is for voluntary/community reasons and is not therefore remunerated. The current discount used is 40% and all allowances are shown net of the discount. Is this current voluntary discount level:	5 (6)	28 (23)
8. Do you think that the Special Responsibility Allowance you receive fairly reflects your responsibilities, role and workload?		
Yes	19 (19)	
No	10 (4)	

If No, please comment:

Could Executive Members and Committee Chairmen please comment on how they see their role and responsibilities.

9. Are there any other positions you think ought to attract a Special Responsibility Allowance that do not at present?

Yes 3 (7)

No 28 (21)

If Yes, please specify:

10. Do you need to put in more hours on Council business than you do at the moment?

Yes 13 (4)

No 22 (26)

If yes, would you do this if the allowances were more generous?

Yes 7 (4)

No 12 (10)

Other Factors

11. Do you consider you are financially disadvantaged as a result of your role as a Councillor?

Yes 24 (14)

No 14 (15)

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

No significance 29 (28)

Fairly significant 5 (3)

Highly significant 0 (0)

13. Member Allowances are not pensionable. Should they be?






Yes 8 (4)

No 29 (26)

14. **General Comment**

Please set out below any general comment/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:-

REIGATE AND BANSTEAD BOROUGH COUNCIL
COUNCIL AND COMMITTEE MEETING DURATION

Council or Committee	Number of Meetings				Total Duration of Meetings				Average Duration of Meetings			
	Mun Year 2008/09	Mun Year 2009/10	Mun Year 2010/11	12 Months to 30/09/11	Mun Year 2008/09	Mun Year 2009/10	Mun Year 2010/11	12 Months to 30/09/11	Mun Year 2008/09	Mun Year 2009/10	Mun Year 2010/11	12 Months to 30/09/11
Council	9	7	8 	6	9hrs 51mins	9hrs 3mins	8hrs 11mins	8.07	1hr 6mins	1hrs 18mins	1hr 01mins	1hr 21mins
Employment	7	4	1 	0	15hrs 25mins	12hrs 30mins	0hrs 52mins	0	2hrs 12mins	3hrs 7mins	0hr 52mins	0
Executive	12	10	12 	12	10hrs 34mins	8hrs 46mins	11hrs 58mins	11hrs 37mins	0hr 53mins	0hr 53mins	1hr 0mins	0hr 58mins
Leaders	17	13#	13# 	13	37hrs 15mins	25hrs 44mins	29hrs 45mins	29hrs 14 mins	2hrs 12mins	1hr 59mins	2hrs 17mins	2hrs 15mins
Licensing	2	1	2 	2	0hr 18mins	0hr 6mins	1hr 12mins	0hr 19mins	0hr 9mins	0hr 6mins	0hr 24 mins	0hr 09mins

Council or Committee	Number of Meetings				Total Duration of Meetings				Average Duration of Meetings			
	Mun Year 2008/09	Mun Year 2009/10	Mun Year 2010/11	12 Months to 30/09/11	Mun Year 2008/09	Mun Year 2009/10	Mun Year 2010/11	12 Months to 30/09/11	Mun Year 2008/09	Mun Year 2009/10	Mun Year 2010/11	12 Months to 30/09/11
Licensing Sub	14	7+	7+ ↓	8	23hrs 56mins	10hrs 37mins	17hrs 44mins	14hrs 45mins	1hr 43mins	1hr 31mins	2hrs 32mins	1hr 50mins
Overview & Scrutiny	8	8	10 ↑	10	15hrs 3mins	14hrs 24mins	18hrs 13mins	17hrs 32mins	1hr 53mins	1hr 48mins	1hr 49mins	1hr 45mins
Planning	15	12	13 ↑	12	34hrs 58mins	28hrs 50mins	33hrs 17mins	26hrs 47mins	2hrs 20mins	2hrs 24mins	2hrs 36mins	1hr 44mins
Regulatory	10	3	4 ↑	4	16hrs 31mins	2hrs 15mins	4hrs 57mins	2hrs 19mins	1hr 39mins	0hr 45mins	1hr 14mins	0hr 35mins
Standards	4	4	4 =	2	6hrs 20mins	4hrs 20mins	4hrs 29mins	2hrs 19mins	1hr 35mins	1hr 5mins	1hr 07mins	1hr 09mins
Budget Scrutiny Review Panel	5	5	5 =	2	12hrs	11hrs 11mins	11hrs 45mins	4hrs 10mins	2hrs 24mins	2hrs 14mins	2hrs 21mins	2hrs 5mins

there is now a corporate plan steering group that meets approximately 11 times a year

+ includes ** meetings that involved "mediated cases" and only lasted an average of two minutes

ANNEX 3

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	Population	Basic Allowance for 2010/11	Comments on Basic Allowance
Adur District Council	District/ Borough	60,000	£3,270	
Arun District Council	District/ Borough	149,901	£4,870	This level of Basic Allowance was agreed by Full Council on 2 September 2009 where it was also agreed that in the future in be index linked to staff pay increases.
Ashford Borough Council	District/ Borough	113,500	£4,271	
Basingstoke and Deane Borough Council	District/ Borough	163,300	£6,603	
Chichester District Council	District/ Borough	110,000	£3,900	Has been frozen for 2 years.
Eastbourne Borough Council	District/ Borough	98,500	£2,559	Includes travel for activities undertaken within the borough which are not claimable separately. Also intended to cover telephone costs.
Eastleigh Borough Council	District/ Borough	120,000	£5,685	
Elmbridge Borough Council	District/ Borough	121,936	£4,245	
Epsom and Ewell Borough Council	District/ Borough	72,700	£3,308	Allowances currently under review.
Fareham Borough Council	District/ Borough	111,105	£6,466	Payable to all councillors.
Gosport Borough Council	District/ Borough	91,341	£5,220	All 34 Members receive this allowance, regardless of whether they have a special allowance or not.
Gravesham Borough Council	District/ Borough	98,900	£3,411	The proposed increases totalling £3,300 to members allowances was vired to charities.
Guildford Borough Council	District/ Borough	130,717	£4,655	Comprises £4,080 for compensation for time and responsibility and £575 for out of pocket expenses.
Hart District Council	District/ Borough	83,505	£3,735	
Havant Borough Council	District/ Borough	116,849	£5,350	
Horsham District Council	District/ Borough	129,800	£4,665	
Lewes District Council	District/ Borough	96,429	£2,975	
Maidstone Borough Council	District/ Borough	114,998	£4,666	Frozen

ANNEX 3

Council Name	Type of Council	Population	Basic Allowance for 2010/11	Comments on Basic Allowance
Mid Sussex District Council	District/ Borough	131,000	£4,738	
New Forest District Council	District/ Borough	173,362	£5,316	
Reigate and Banstead Borough Council	District/ Borough	136,100	£5,072	
Rother District Council	District/ Borough	89,500	£4,237	
Runnymede Borough Council	District/ Borough	61,106	£2,335	
Rushmoor Borough Council	District/ Borough	96,900	£4,950	
South Bucks District Council	District/ Borough	66,000	£4,100	
South Oxfordshire District Council	District/ Borough	130,000	£2,900	Has not increased since 2007
Surrey Heath Borough Council	District/ Borough	83,000	£4,752	
Swale Borough Council	District/ Borough	130,300	£3,343	
Tandridge District Council	District/ Borough	79,300	£3,840	
Test Valley Borough Council	District/ Borough	113,013	£6,238	
Tonbridge & Malling Borough Council	District/ Borough	112,400	£5,076	Deferral of the transitional increase recommended by the IRP
Tunbridge Wells Borough Council	District/ Borough	107,600	£4,730	
Vale of White Horse District Council	District/ Borough	116,000	£3,829	Increased from £3,791 in 2009/10
Waverley Borough Council	District/ Borough	116,000	£2,046	
Wealden District Council	District/ Borough	144,000	£4,215	
West Oxfordshire District Council	District/ Borough	98,000	£4,350	
Winchester City Council	District/ Borough	112,700	£5,580	For 2010/11, the Council decided that reduction of 5% be applied from 1 April 2010 to all allowances.
Woking Borough Council	District/ Borough	92,400	£7,115	No SRA's are paid in addition to the Basic Allowance.
Worthing Borough Council	District/ Borough	100,000	£3,897	
Wycombe District Council	District/ Borough	161,417	£4,515	
Average		111,312	£4,426	
Maximum		173,362	£7,115	
Minimum		60,000	£2,046	

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Standards Committee Chair	Standards Committee Co-optee	Standards Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Chair / Civic Mayor	Deputy Chair / Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Others	
Adur District Council	District/Borough	£4,905	£2,453	£3,270		£818	£1,635	£818		£1,635	£818														
Arun District Council	District/Borough																								
Ashford Borough Council	District/Borough	£13,971	£9,314	£6,985		£4,656	£1,397			£5,588	£1,863		£1,397		£5,588	£1,863					£219		£219	£2794/ £932 (Ch/VCh of Policy Advisory Group/ Community Partnership Group)	
Basingstoke and Deane Borough Council	District/Borough	£22,018	£14,668	£11,009	£11,009	£7,330	£3,302	£825		£7,330	£1,832		£2,204	£400	£7,330	£1,832			£4,397	£1,262	£7,330		£3,299		
Chichester District Council	District/Borough	£12,724	£5,091	£4,452		£4,452	£4,452			£4,452			£608		£4,452				£4,452		£5,091				
Eastbourne Borough Council	District/Borough	£3,840	£2,559	£2,559			£1,278			£1,920	£1,278	£1,278	£3,604	£2,980	£1,278				£2,559	£1,278	£1,920	£1,278		Chair of Licensing Sub-committee £85, Member of Licensing Sub-committee £56, Reserve member of Planning Committee £639	
Eastleigh Borough Council	District/Borough	£19,145	£8,853	£7,588		£2,529	£1,581			£3,162	£790		£1,581	£633	£2,529	£633			£5,000		£5,059				
Elmbridge Borough Council	District/Borough	£12,000		£6,000		£3,590	£4,075	£930		£5,000	£1,140				£6,000	£3,000			£11,840	£2,320				Chairmen of East / North / West Area Planning Sub-Committees = £3,590 Vice-Chairmen of East / North / West Area Planning Sub-Committees = £800	
Epsom and Ewell Borough Council	District/Borough						£1,654			£1,654	£414	£827	£827	£414	£1,654						£827	£827	£1,654	£827	
Fareham Borough Council	District/Borough	£19,397		£10,776		£4,041	£6,735	£539		£9,698	£808		£3,233		£7,543	£808					£6,466				
Gosport Borough Council	District/Borough	£12,126					£4,188			£4,188					£2,094				£9,720	£2,180				All Service Board Chairmen receive a special allowance of £4,188	

Council Name	Type of Council	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Standards Committee Chair	Standards Committee Co-optee	Standards Committee Chair	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Chair / Civic Mayor	Deputy Chair / Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Others	
Gravesham Borough Council	District/Borough	£20,508	£3,411	£3,411		£3,411	£3,411	£852		£3,411	£852				£3,411	£1,194		£10,790	£3,140	£3,411				Policy Overview Committee Chairmen receive £1,707
Guildford Borough Council	District/Borough	£4,896	£1,224	£3,672			£3,060			£3,672			£765		£3,060			£8,000	£1,100	£3,672				
Hart District Council	District/Borough	£15,153	£6,019	£5,465		£1,668	£1,668	£756		£3,031	£1,010		£1,136	£219	£1,981	£756		£2,952	£1,018	£1,981			£15,153	
Havant Borough Council	District/Borough	£14,800	£8,880	£8,140			£2,960	£978		£5,920	£1,973		£1,480	£321	£5,920	£1,973				£1,200			£600	
Horsham District Council	District/Borough	£11,475	£7,460	£7,460		£795	£3,575			£3,575	£1,195		£3,575		£4,975	£1,660		£4,755		£3,825				Chairman of the Personnel Committee - £795; Independent Representatives on the Standards Committee - £1,195; Parish Council Representatives on the Standards Committee - £935.
Lewes District Council	District/Borough	£13,799		£5,519	£3,311	£4,140				£4,140	£690	£497			£3,311			£1,035		£4,140				Chair of Employment Cttee - £1,035, Chair of Scrutiny Panels - £46 per meeting, Members of Scrutiny Panels - 0-12 meetings - zero, 13-26 meetings - 497 per annum, 27-40 meetings - 743 per annum, 41+ meetings - 992 per annum
Maidstone Borough Council	District/Borough	£23,326		£11,663		£1,166	£2,332			£5,831			£1,166	£331	£5,831			£2,000	£1,014					Chair of LDDAG - £1,166
Mid Sussex District Council	District/Borough	£21,680		£8,672		£2,032	£1,028	£343		£4,738	£1,579		£500	£750	£5,422	£1,807		£7,107	£2,369					Advisory Group Chairman (4), 3 have an allowance of £4,065 for Chairmen and £1355 for Vice-Chairmen. The remaining one doesn't have any SRAs.
New Forest District Council	District/Borough	£18,608		£9,304			£1,316			£5,163			£1,316	£255	£4,652			£10,020	£2,450	£9,304				Shadow Portfolio Holders £562

Council Name	Type of Council	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Standards Committee Chair	Standards Committee Co-optee	Standards Committee	Overview and Scrutiny Committee Chair	Overview and Scrutiny Committee	Deputy Chair Overview and Scrutiny Co-optee	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Others
Reigate and Banstead Borough Council	District/Borough	£12,590	£10,282	£8,394			£500			£4,842		£715		£500		£2,813			£12,100	£1,500				Regulatory Committee Chairman - £937
Rother District Council	District/Borough	£12,376	£3,455	£2,692			£1,969			£2,692			£1,969	£786		£2,692							£422	Political Group Leaders (other than the Council Leader) received £73 per party Member.
Runnymede Borough Council	District/Borough	£4,670	£1,168			£779	£1,168	£584		£4,086	£2,720	£1,361	£779	£291		£2,335			£10,000			£1,751	£1,751	
Rushmoor Borough Council	District/Borough	£12,500	£8,400	£7,400		£1,380	£5,000			£5,000			£1,380	£460		£4,000						£3,000	£3,000	Chair of Task and finish groups £300. Cllrs doing 4 or more Licensing Hearings a year £400
South Bucks District Council	District/Borough	£10,250	£4,510	£4,510		£680	£3,280			£3,280			£680	£56		£3,280			£3,280	£1,350	£680		£680	
South Oxfordshire District Council	District/Borough	£10,000		£5,400		£2,000	£2,000	£500		£4,000						£4,000			£5,500	£3,500				
Surrey Heath Borough Council	District/Borough	£12,948		£4,320			£3,456	£1,728		£3,456	£1,728			£1,728		£3,456		£1,380	£3,780	£1,300			£4,320	
Swale Borough Council	District/Borough	£11,700		£7,020		£1,170				£3,510						£3,510			£3,260	£1,305	£5,850		£5,850	Planning Committee Spokespersons (3) - 1170
Tandridge District Council	District/Borough	£2,789	£5,235				£6,629	£5,235		£6,629	£5,235	£539	£6,629			£6,629		£5,235	£2,789					
Test Valley Borough Council	District/Borough	£10,757	£8,068	£7,530			£5,379	£1,076		£5,379	£1,076		£538			£6,454		£1,291	£2,690	£538	£2,690			
Tonbridge & Malling Borough Council	District/Borough	£10,674		£8,067		£2,538	£2,538	£1,008		£5,076	£1,269		£1,269			£6,258		£1,350				£2,685	£6,780	Chair General Purposes Cttee £1,269; Vice Chair GP £351; Vice Chair Audit Cttee £1,008; Vice Chair Standards Cttee £561; Chair programmed Advisory Board £1,269 (x6); Vice £273 (x6); Chair non-programmed Advisory Board

Council Name	Type of Council	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Standards Committee Chair	Standards Committee Co-optee	Standards Committee Chair	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Others	
																								£588 (x4); Vice £201 (x4)	
Tunbridge Wells Borough Council	District/Borough	£16,750		£8,990		£1,980	£1,980	£495		£5,279	£1,320		£1,980	£800		£5,279	£1,320					£2,548		£16,750	£2,760 - lead members
Vale of White Horse District Council	District/Borough	£17,795	£13,050	£8,304		£1,186				£4,745	£2,373					£2,373	£1,186		£4,745	£1,186					
Waverley Borough Council	District/Borough	£6,156	£525	£2,085		£525	£1,563	£783		£783	£525														
Wealden District Council	District/Borough	£12,330		£5,090		£2,675	£2,600			£3,855	£1,285		£1,250			£3,445			£4,370	£1,080					
West Oxfordshire District Council	District/Borough	£19,575	£13,050	£10,875		£1,100	£1,100									£4,350			£4,350						
Winchester City Council	District/Borough	£16,734	£9,129	£8,007			£3,204			£8,007	£2,289		£3,042	£240					£2,403		£7,605		£2,280		
Woking Borough Council	District/Borough																								
Worthing Borough Council	District/Borough	£7,467	£3,783	£3,534		£591	£2,385	£747		£3,309	£1,653														
Wycombe District Council	District/Borough	£15,800	£11,286	£9,029		£1,129	£1,129	£282		£4,515	£1,129	£282	£1,129			£3,386	£1,129		£18,700	£2,500			£15,800	Chairman of other Committees (3) - 1,129; Vice Chairmen of other cttees (3) 282	
Average		£13,195	£6,745	£6,682	£7,160	£2,245	£2,729	£1,027		£4,393	£1,494	£786	£1,761	£657		£4,156	£1,644		£6,022	£1,758	£3,693	£1,278	£5,237		
Maximum		£23,326	£14,668	£11,663	£11,009	£7,330	£6,735	£5,235		£9,698	£5,235	£1,361	£6,629	£2,980		£7,543	£5,235		£18,700	£3,700	£9,304	£1,278	£16,750		
Minimum		£2,789	£525	£2,085	£3,311	£525	£500	£282		£783	£414	£282	£500	£56		£1,278	£633		£1,035	£538	£219	£1,278	£219		

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	Travelling / Mileage (per mile)	Bicycle Mileage (per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Adur District Council	District/ Borough			South East Employers Rate e.g. £6.88 breakfast £9.50 lunch £3.76 tea £11.76 Evening meal	£10.25 per hour		
Arun District Council	District/ Borough	£0.40		Payment of Subsistence Allowances has been based on actual costs incurred with the provision of a receipt. Out Independent Panel are currently looking at this as part of its next review.	£10 per hour	£340 per annum to cover Broadband connection and consumables	
Ashford Borough Council	District/ Borough	£0.40 per mile (<1000cc) £0.364 per mile (>999cc) £0.24 per mile (Motorbike)	£0.20	£6 - Breakfast £8.35 Lunch £10.50 Dinner £70 per night Hotel (£100 per night in London)	£5.50 per hour or other rate of supported by a receipt (maximum 15hrs p/w)	£670 for 4 year term	
Basingstoke and Deane Borough Council	District/ Borough	£0.40	£0.10		£5.25 per hour		
Chichester District Council	District/ Borough	£0.469 per mile, with £0.05 enhancement for cars with CO2 emissions of less than 130g/km		Breakfast:£6.69; Lunch: £9.24; Tea: £3.66; Evening meal: £11.44; out of pocket expenses for residential courses: £5.12 per night	National Minimum Wage	£50 pa if using own IT equipment	
Eastbourne Borough Council	District/ Borough	£0.40	£0.20	Up to: Breakfast £6.48, lunch £8.64, tea £4.04, evening meal £16.19 or when taken as part of an overnight stay £37.78.	Basic rate £5.39 per hour, higher rate £9.72 per hour (The total number of hours in respect of which claims may be made by a member in any one year limited to 150 unless that member also holds a special responsibility allowance, in which case the limit shall be increased by the number of hours calculated by dividing 10% of the special responsibility allowance by the basic hourly carers' rate).	£389	
Eastleigh Borough Council	District/ Borough	451 - 999 cc £0.336 1000 - 1199 cc £0.371 1200 + cc £0.40	£0.20	For more than 4 hours but less than 8 hours £9.24 For more than 8 hours but less than 12 hours £12.90 For more than 12 hours £24.34	A childcare and dependent carer allowance is payable where actual expenditure is incurred. Payments are based on the actual cost of care but should not exceed £10 per hour other than in exceptional circumstances.	All Councillors provided with computer / laptop, sundries and IT link e.g. broadband as required.	Cabinet Members and Group Leaders can have a mobile phone if required.
Elmbridge Borough Council	District/ Borough	Motorcycle: <251cc = £0.27; 251cc-500cc = £0.355; >500cc = £0.392 Car: <1000cc = £0.429; 1000cc-1199cc = £0.477; >1199cc = £0.601	£0.25	>4 hours before 11am = Breakfast allowance £6.45 >4 hours including 12 noon to 2pm = Lunch allowance £8.91 >4 hours including 3pm to 6pm = Tea allowance £3.53 >4 hours ending after 7pm = Evening meal allowance £11.03 Overnight absence = Out of Pocket expenses £4.97 per night	£5.55 per hour		

Council Name	Type of Council	Travelling / Mileage (per mile)	Bicycle Mileage (per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Epsom and Ewell Borough Council	District/ Borough	£0.40	£0.20	Breakfast up to £4.92; Lunch up to £6.77; Evening meal up to £11.05; Overnight stay (Bed & Breakfast only) (except London) £79.82; Overnight stay (Bed & Breakfast only) (London Only) £91.04; Out of pocket expenses for overnight stay £3.20 per night on proof of overnight stay	A payment equivalent to the national minimum wage may be made to Councillors to cover child-care or dependent care.		
Fareham Borough Council	District/ Borough	£0.40	£0.20	Maximum overnight subsistence rate (incl. Meals/accommodation) - £176.92	Care of Dependants – up to £7.28 per hour. Care of Child – up to £4.85 per hour. Maximum - £1,769.20 per claimant, per annum, unless the Chief Executive Officer authorises this limit to be exceeded if, in his opinion, this is justified.	Provided with a laptop.	
Gosport Borough Council	District/ Borough	£0.65	£0.65	Councillors are entitled to claim up to £500 each in out of pocket expenses	Councillors are entitled to £4.20 per hour for a maximum of 8 hours per week or two meetings.	Councillors are entitled to claim up to £500 each in out of pocket expenses, however they are provided with a laptop if required.	
Gravesham Borough Council	District/ Borough	£0.40	£0.20	Breakfast up to £6.23, lunch up to £12, tea up to £3.40, evening meal up to £20.00 accommodation including breakfast maximum of £85	Maximum of £6.00 an hour	Printer cartridges and paper provided.	£0.24 for motorcycles
Guildford Borough Council	District/ Borough	£0.40	£0.21	Day: Breakfast: £5.74 Lunch: £7.93 Tea: £3.13 Evening Meal: £9.82 Overnight: London: £93.77 Elsewhere: £82.21	£6.94 per hour to a maximum of £102 per month.		
Hart District Council	District/ Borough	£0.40			£8.00 per hour	£250 pa	
Havant Borough Council	District/ Borough	£0.40	£0.20	Reasonable costs for conferences etc. on production of receipt.	Up to 8 hrs. or two approved duties if less in one week for (a) childcare at relevant min wage and (b) elderly at hourly rate chargeable by HCC for adult services up to max £10	£371 plus £90 for Broadband connection to download Council papers.	£0.24 for motorcycles
Horsham District Council	District/ Borough	Up to 999 cc £0.469 per mile 1000 to 1199 cc £0.522 per mile Over 1200 cc £0.65 per mile	£0.20	Breakfast - £6.45 Lunch - £8.91 Tea - £3.53 Evening Meal - £11.03	£6.35 per hour		
Lewes District Council	District/ Borough	£0.40	£0.20	May be claimed in exceptional circumstances at the rates applied to employees.	Up to a maximum of £10.04 per hour.	In summary, telephone, mobile phone, fax and postage costs should be seen as covered by the Basic Allowance. The loan of a PC and a printer in appropriate cases. The provision of printer consumables, stationery and paper for printing of Council documents.	
Maidstone Borough Council	District/ Borough	£0.40	£0.20		£6.00 per hour	Up to £25 per month for Broadband	£0.05 per extra passenger, £0.24 per mile for motorcycles
Mid Sussex District Council	District/ Borough	£0.40	£0.21	Breakfast - £6.45, Lunch - £8.91, Tea £3.53, Evening Meal - £11.03, Overnight out of pocket expenses per night - £4.97/ per week - 19.86	Payable at National Minimum Wage (currently £5.93 since October 2010)		

Council Name	Type of Council	Travelling / Mileage (per mile)	Bicycle Mileage (per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
New Forest District Council	District/ Borough	£0.40	£0.20	Reasonable claim	Subject to certain criteria being met, £6.55/hr. for dependent children and up to £10.00/hr. for elderly or dependant relatives over 16.	£575 per annum (not part of Allowances Scheme)	Motorcycles £0.24
Reigate and Banstead Borough Council	District/ Borough	£0.40	£0.25	Breakfast = £6.36: Lunch = £8.78: Tea = £3.47: evening Meal = £10.87	£7.35 per hour		
Rother District Council	District/ Borough	£0.40	£0.20	Breakfast £5, Lunch £7, Tea £3, Dinner £10	Elderly Dependants per hour £10, Childcare per hour £6.50	Lap top, printer and Broadband connection provided for all councillors + consumables.	
Runnymede Borough Council	District/ Borough	£0.40		All reasonable expenditure.	None paid to date - would be on the basis of what is fair and reasonable.	All councillors are provided with broadband access, a printer and a laptop.	
Rushmoor Borough Council	District/ Borough		£0.20	Breakfast £5.73, lunch £7.92, tea £3.13, evening meal £9.80, overnight £79.82, overnight in London £91.04	Childcare £5.25, social/medical care of dependents £6.20 - not payable to a member of the claimants	£310 - paid as part of the basic allowance.	
South Bucks District Council	District/ Borough	£0.40		Breakfast - £5.57 lunch - £7.70 Tea - £3.04 Evening meal - £9.53	£6.70 per hour		Cycle Hire Scheme £1,000 a year
South Oxfordshire District Council	District/ Borough	£0.52	£0.22	Breakfast up to £6.35 with receipt Lunch up to £8.75 with receipt Tea up to £3.45 with receipt Evening Meal up to £10.86 with receipt	Childcare £6/hr. adult care £15/hr.		
Surrey Heath Borough Council	District/ Borough	£0.43				Offer laptop or PC with printer and pay for broadband if necessary.	
Swale Borough Council	District/ Borough		£0.43	On submission of receipts		£100	
Tandridge District Council	District/ Borough	£0.40	£0.20		Reimbursed on the basis of actual cost by way of receipt.		
Test Valley Borough Council	District/ Borough	£0.40	£0.20	Breakfast £5.98 Lunch £8.22 Tea £3.23 Evening Meal £10.16 Overnight accommodation £133.45	£10.76 per hour	Included in Basic Allowance	
Tonbridge & Malling Borough Council	District/ Borough	NJC rates	£0.20	NJC rates	Childcare max of £6 per hour; carers of dependants max of £15.50 per hour		
Tunbridge Wells Borough Council	District/ Borough	NJC rates	£0.20	NJC rates	£6 per hour		
Vale of White Horse District Council	District/ Borough	£0.40	£0.20		£2,698		
Waverley Borough Council	District/ Borough	NJC rates	£0.22	£6.88 breakfast £9.50 lunch £3.76 tea £11.76 dinner	Carer's and childcare costs can be claimed, provided that they are fair and reasonable, to support the expenses of those Members who may care for dependants, whether children, elderly persons or people with disabilities, whilst the Member is on Council business which attracts travelling & subsistence allowances. The allowance is not payable for the employment of a member of the claimant's own household.	Broadband	Headed stationary. There is a review on providing paper and IT equipment.

Council Name	Type of Council	Travelling / Mileage (per mile)	Bicycle Mileage (per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Wealden District Council	District/ Borough	£0.40	£0.20	Breakfast £5.50 Lunch £7.50 Tea £3.50 Evening Meal £9.50 (Valid receipts required)	Childcare up to £8 per hour Dependent Carers up to £12 per hour		
West Oxfordshire District Council	District/ Borough		£0.15	Breakfast £6.69 Lunch £9.24 Tea £3.66 Evening Meal £11.44	Actual costs up to the following maximum rate = Childcare £10 per hour per child subject to max of £20 per hour; Dependent care £15 per hour Maximum of £150 to be recoverable in any one week.		
Winchester City Council	District/ Borough	£0.40	£0.20	Breakfast - £5.17 Lunch - £7.13 Tea - £2.79 Evening meal - £8.82	Up to £8.08 per hour	Outside scheme - but provide computer and printer and reimbursed broadband costs	Additional mileage rate for Members carrying other Members in vehicles - £0.05 per mile (max 4 passengers)
Woking Borough Council	District/ Borough	£0.35		Payable on production of receipts of actual expenditure: More than 4 hours, before 11am - £5.46 More than 4 hours including between 12pm and 2pm - £7.46 More than 4 hours including between 3pm and 6pm - £2.98 More than 4 hours, finishing after 7pm - £9.32 Overnight allowance - £75.11 (Overnight in London, or attendance at Annual Conference of the Local Government Association - £85.66)	£7.50 per hour. If Members have the sole responsibility for the children/dependent relative, payments of up to £675 per annum will be available. If Members have joint responsibility, £338 per annum is available.	Members are provided with PC facilities for business use and a monthly allowance of £28 which incorporates telephone line rental and Broadband connection costs.	A Member is eligible to apply for a Loss Allowance where he/she has been appointed by the Council or a Committee to attend a Conference or Seminar or any other approved duty necessitating absence from the Members normal employment. An allowance of £100 (one hundred pounds) per twenty four hour period will be payable provided, upon the submission of necessary documentary evidence, to take unpaid leave, or use paid leave entitlement. In cases where the Member's employer permits "public service days" the Member will need to provide evidence that the days allowed by his/her employer have been utilised before claiming Loss Allowance. Members Surgeries - Members are entitled to claim reimbursement for surgery accommodation to enable them to perform approved duties.
Worthing Borough Council	District/ Borough	£0.65 per mile cars over 1.2 litre, £0.522 (1-1.2 litre), £0.469 (less than 1 litre)		South East Employers Rate e.g. £6.88 breakfast £9.50 lunch £3.76 tea £11.76 Evening meal	£8.50 per hour		
Wycombe District Council	District/ Borough		£0.20	NJC rates	Up to 5.93 per hour against invoice	Not part of MA scheme. Loan of laptop or blackberry or contribution of 20 per month towards own provision. Up to 15 per month for broadband. Scheme currently under review.	Parish representatives, Independents on Standards Cttee and members of Independent Remuneration panel 27 per meeting plus travel.

Average	£0.41	£0.22
Maximum	£0.65	£0.65
Minimum	£0.35	£0.10

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Adur District Council	District/Borough													
Arun District Council	District/Borough	Our Independent Panel have come up with a formula based on a multipliers of Basic Allowance and % of Leaders SRA	All Members of the Council are entitled to join the Pension Scheme if they so wish		02/09/2009	Currently on-going	The Panel are in the process of undertaking a light touch review but the Basic Allowance would be frozen in line with staff pay awards	The Basic Allowance is linked to staff pay increases	Through local advertising	£50		Yes, full time as evidence would suggest that the Leader's workload equates to between 50-60 hours a week	Evidence would suggest that between 27 to 40 hours a week is spent on Council business	15 Members (11 conservatives, 3 Lib Dems and 1 Labour)
Ashford Borough Council	District/Borough	Based on a % of Leaders SRA	No		01/01/2010		Updated	Yes, same increase as annual cost of living increase for staff (although not always taken up)	Advertised - targeted business, community and trade union sectors for 3 Members	Hourly rate of professional fees for Chairman (a Solicitor) and 50% of that each for other 2 Members		4 days a week		1 Full Committee (19 Members) broken down into Task Groups (5-7 Members) for more specialist reviews
Basingstoke and Deane Borough Council	District/Borough	50% of Leaders for cabinet	Yes, all under age 75	17%	01/04/2010	01/04/2011	Updated	RPI as at December each year	We approach SEE for Chair of panel and then we canvass through voluntary sector	They invoice their expenses to us	No changes	15 - 20 hours a week	15 - 20 hours per week	4 O&S committees each with 15 members
Chichester District Council	District/Borough		No		01/04/2008	Not set, but after May 2011 election	Frozen, except travel and subsistence which are linked to staff allowances - and have fallen.	Change in All Items RPI as at previous September - but not implemented						O&SC has 15 members; Scrutiny Planning Group (informal sub-group) has 6 members; Panels have 3-5 members

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Eastbourne Borough Council	District/ Borough	Combination of factors taken into account including responsibility level, time spent and travel required expressed as a percentage or multiple of the basic allowance.	Yes. Eligibility as per LGPS regs. Both basic and SRAs allowed.	15%	16/05/2007	To be concluded April 2011	Increased by 3.7% 1 April 2010. No increase planned for 1 April 2011.	Linked to RPI (February figure). Last permissible update was 1 April 2010. Scheme currently subject to review.	Website inc recruitment page, public notices and flyers at consultation events etc.	£250	No changes	Part-time.		A single Scrutiny Committee of 7 members (currently 5 Lib Dem and 2 Cons). Chair is from opposition, deputy chair from controlling group.
Eastleigh Borough Council	District/ Borough	Reviewed by independent panel every 3 or 4 years	Yes, all Members are eligible	11%	Summer 2010	Summer 2013	Frozen	Yes, in line with staff increases	We seek a panel to be made up of a business representative, a representative from the voluntary sector and a person from the public sector. We look for these and do not advertise as such.	£500	3 Members of the Liberal Democrat Group have recently formed an Independent Party	14 hours per week officially but nearer to 3 days.	12 hours per week	4 panels each with 8 or 9 members on each. Will shortly be reducing to 2 scrutiny panels with a number of task and finish groups being arranged as required.
Elmbridge Borough Council	District/ Borough	The current SRA's are proposed by the Independent Remuneration Panel following questionnaire to all Members and benchmarking with other District Councils	Yes - Surrey County Council Pension Scheme. Admission limit of age 70	5%	01/03/2010	01/09/2011	Frozen	No	Advertised in local newspaper and on the Council's Website	£575		Part time		17 Members on proportionate basis

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Epsom and Ewell Borough Council	District/Borough	SRA's are 50%, 25% & 12.5% of basic allowance	Yes	2%	30/06/09	First meeting of newly constituted Panel to be held 22 February 2011	Frozen	As of June 2009, allowances to be increased or decreased annually by rate of inflation (CPI). Allowances currently held at June 2009 level pending review.	By word of mouth and advertisement in local newspaper	Payment of expenses only				5 members who may not sit on any of the four policy committees
Fareham Borough Council	District/Borough	Independent Remuneration Panel	All members are able to opt in to the pension scheme	30%	01/04/2009		Frozen		Local colleges etc.			Yes, full time - approx. 35 hours per week		
Gosport Borough Council	District/Borough	<i>Chairmen of Service Boards and Planning Board</i> - allowance is not % of Leaders, it was simply the agreed amount. <i>Chairman of Overview and Scrutiny</i> is 50% of Service Board Chairmen. The sum total of all <i>Opposition Group Leaders</i> allowance is 50% of the leader's allowance. Individual amounts are a proportion of their groups' seats in relation to total opposition seats.	No		The current allowances are based on the suggestion from the last Independent Remuneration Panel (IRP) in July 2002. These are currently being reviewed by a new IRP which is going to Full Council in April.	Currently being undertaken. Report going to Full Council in April 2011	Frozen	Allowances are indexed to the staff salary pay award, one year in arrears.	Panel members are recruited from the educational sector, the voluntary sector, the business sector and the public. The panel member from the public was advertised in the local paper 'The News'. While the other members are approached through networks that Council has established with those sectors.	No rate of pay, but reasonable expenses are covered.	Clear majority of one party in Council.	Yes, full time		One Overview and Scrutiny Committee. There are 12 members on this Board with seats allocated in proportion to the number of seats each group has in the Council.

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Gravesham Borough Council	District/Borough	By the Council's Independent Remuneration Panel	Only the Leader's		01/03/2010	Council meeting held in December 2010 agreed to no increase in allowances during 2011/12		No	Advertising in local newspaper	Only travelling	No changes	Not full time, must average at least 30 hours a week as a minimum	10 - 20 hours per week	Overview Scrutiny committee has 10 members. Policy Overview Committees have 11 members.
Guildford Borough Council	District/Borough				06/12/2007	01/07/2011	Frozen	Allowances are adjusted each year in line with the % increase in staff salaries	Re-appointed existing Panel (no new members)	£500		Number of hours varies from week to week		
Hart District Council	District/Borough	As recommended by Remuneration Panel	No		28/02/2008	01/05/2011	Frozen		Took advice from SEE	As recommended by SEE	No changes	Part time		Committee - 11 Members - 6 Con, 4 Lib Dem, 1 Other)
Havant Borough Council	District/Borough	As a percentage of Leader's salary, Vice-Chairmen's SRA 1/3 of Chairman's SRA	Yes, all members eligible		01/12/2007	03/07/1905	Frozen	Basic allowance and SRAs increased by the annual local govt pay % increase as agreed each April (linked to SP 49 of the NJC scheme)	1 rep from INLOGOV plus two local volunteers, advertised in local newspaper		No changes	20 hours per week plus 14 hours minimum as ward Cllr	5 hours a week plus 14 hours minimum as ward Cllr	14 members, politically proportionate

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Horsham District Council	District/Borough	Leader of Minority Party 1/3 of Leader's SRA, Chairman of Scrutiny 2/3 of a Cabinet Member's SRA, Vice Chairman of Scrutiny 1/3 of Chairman of Scrutiny's SRA, Vice-Chairmen of Development Control Sub-Committee 1/3 of Chairman of Development Control Sub-Committee's SRA	No		01/04/2009	Some time in 2011	Frozen	The allowances are increased in line with the Local Government staff pay award each year however the Council decided that they should be frozen for the last couple of years	Advertisement in the local newspaper	Travelling allowance only	No changes	Part time		Scrutiny & Overview Committee made up of 15 Members with 10 Conservatives, 4 Liberal Democrats and 1 Independent.
Lewes District Council	District/Borough	As a percentage of the Leader's SRA.	Yes, basic and SRAs are all eligible for the pension scheme.		September 2005 (followed subsequently by index-linked increases as agreed)	Full review undertaken in November 2010. Councillors have decided to defer consideration of the recommendations of the IRP until early 2012. The next full review is scheduled for 2014.	Frozen	Linked to the Retail Price Index. Indexing of allowances in the coming years subject to review of recommendations of the IRP in 2012.	Advertisements in local newspapers.	£500	No changes	Average 3.5 days per week.	Estimated on average between 30-50% of number of hours worked by Leader, per week.	Scrutiny Committee consists of nine councillors who are not on Cabinet. The Chair of the Scrutiny Committee is a member of the minority group. Scrutiny Panels consist of three members from the Scrutiny Committee; two from the majority group and one from the minority group.

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Maidstone Borough Council	District/Borough	As a percentage of the Leader's SRA	No		Approved at Council on 16 Dec 2009 for implementation on 1 April 2010	Review undertaken in January 2011 and going to Council on 2/3/11 for implementation on 1/4/11	Frozen	Basic allowance is increased by same percentage as annual rise for employees of the Council	Just set up Joint IRP with a member of SEE as Chair	No pay, just mileage expenses. However, SEE are paid the daily rate for the Chairman.	No changes	Yes, full time		4 x committees with 7 members on each
Mid Sussex District Council	District/Borough	Set yearly	No		18/11/2009	Allowances for 2011/12 set on December 17 2010	Frozen	No	Yes, in the Newspaper	500 annually	No changes	Yes, full time	About 25 hours a week	20 Members split proportionally between parties
New Forest District Council	District/Borough	No of hours calculated for the role x national hourly rate of £12.78	Yes all	20%	01/04/2010	2012	Frozen	Local Government employees' national pay award annual % increase, backdated to 1 April each year	Contacted partner agencies	£300 - £800 per day depending on expertise and experience	Cabinet Portfolios and Scrutiny Panels being reduced from May 2011	28 hours	14	7 Panels, 6 of 10, 1 of 14 will change from May 2011.
Reigate and Banstead Borough Council	District/Borough													

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Rother District Council	District/Borough	Projecting a 3% increase in each of the four years to the then current average of £3,766 for South East District Councils produced a target in year 4 (2010/11) of £4,237, to which Councillors should staircase by annual increases of £163. Rate for 2011/12 will stay the same as 2010/11. Remuneration Panel will re-convene in October 2011 to consider 2012/13 allowances.	No		01/12/2006	01/10/2011	Frozen	No	Panel was established some time ago but positions were advertised through Website and local paper	£22 per hour with a minimum of £88	No changes	Part time		2 Scrutiny Committees 16 + 11 Members
Runnymede Borough Council	District/Borough	Based on multiples of the Basic Allowance calculated by a formula unique to that special responsibility allowance	No		01/04/2010	2012	Frozen	Would normally reflect inflation	Advertise in local press	One-off payment of £500 for duration of the current Scheme i.e. 3 years	No changes	No - impossible to calculate as the Leader is also a County Councillor and many issues are joint		9 Cllrs (7 Con, 2 Ind)

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Rushmoor Borough Council	District/Borough	Initially set through benchmarking, and indexed to the annual local government pay percentage increase (NJC scheme)	No		01/07/2008	Review will commence Autumn/ Winter 2011	Frozen	Indexed to the annual local government pay percentage increase. Linked to SPC 49 of NJC scheme	We approached appropriate candidates		No changes	Part time - minimum of 20 hours		5 Panels, each with 9 councillors
South Bucks District Council	District/Borough	Proportion of Basic Allowance	No		01/04/2010	01/12/2011	Frozen	Yes - linked to Officer Pay	Adverts - local paper	Fixed fee	No changes	Yes, full time		8 Members
South Oxfordshire District Council	District/Borough	As multiples of the basic allowance based on calculation of responsibility and extra hours required	No		01/12/2007	01/06/2011	Frozen	Scheme says update by RPI in September but subject to Council approval.	Advertised on website; in paper (2007) - both got responses	Lunch and council coffee only; travel expenses	Reduced to one scrutiny committee in May 2010	30 hours		1 committee - 13 members - working groups of 4-5 as required.
Surrey Heath Borough Council	District/Borough				30/06/1905	This year before elections		Used to be in line with RPI						
Swale Borough Council	District/Borough	As % of Leader's SRA	No		01/02/2010	Underway to be approved at Council on February 2011	Frozen	No	We have entered into joint arrangement with another local Council - membership was merged based on panellists experience and willingness to continue.	Mileage	No changes	Yes, full time		
Tandridge District Council	District/Borough	% of the basic then updated annually to reflect staff's pay increase	No				Frozen							

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Test Valley Borough Council	District/ Borough	Leader's SRA 1.75% of the BA other SRA's % of the Leader's SRA	No		Current allowances based on review held in August 2006 latest review held in October 2010 and will come into effect as from 9 May 2011	2012	Allowances from April 2010 to 8 May 2011 were reduced by 1.4% based on RPI preceding September.	Currently RPI preceding September due to change on 9 May 2011 to be increased in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Service. Travel Allowances increased in line with HMRC approved costs. All other allowances increased by the Consumer Prices Index for the preceding September	Consultant chaired the panel. The Chamber of Commerce appointed a representative to represent the business community and a resident was selected from those expressing an interest from citizen's panel.	Consultant's fees. Other two members £50 per day plus travel and refreshments & lunch provided.		12 hours in addition to 14 hours on ward duties	8 hours in addition to 14 hours on ward duties	17 members (5 Lib Dems 12 Conservatives panels made up of 5/6 members. Lead Members appointed by the OSCOM Chairman other members by self select try to accommodate first choices, not politically proportionate but try to ensure cross party representation.
Tonbridge & Malling Borough Council	District/ Borough	Chairs' SRAs set at various percentages of basic allowance; vice chairs' as percentages of chairs' SRAs.	No		20/01/2009	2012	Transitional increase by which allowances will move towards those recommended by the IRP over 4 years will be frozen in 2011/12.	Annual indexation utilising latest available Annual Survey of Hours & Earnings (ASHE) data but see previous answer.	Local media and internet.	Annual retainer £1,163; hourly rate £11.63		Not formally full time but about 40 hours per week.	Estimate about 30 hours.	18 members plus 1 non-voting ex officio who is chair of other O&S cttee plus 2 co-opted members. Scrutiny Cttee chair is opposition member; Policy Overview Cttee chair is majority group member.
Tunbridge Wells Borough Council	District/ Borough													10 non-executive members

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Vale of White Horse District Council	District/Borough	Average number of hours per week - divided by 6 1/2 hours * 52 weeks per year * LG daily rate less 33%	Yes - all members are eligible (unless retired)	4%	01/12/2009	2012	Updated - a 1% increase.	No	Local press, our website.		No changes			1 committee, 12 members, chaired by leader of the opposition
Waverley Borough Council	District/Borough	No specific calculation. There was a suggestion of this and it was considered as part of the last review but rejected.	No		24/02/2009		Frozen	They are inline with the staff pay award.	Advertised in the local papers and wrote to people that had expressed an interest or were panellists in another borough.	£500 on completion of the report.	Elections in May 2011. Early discussion on reducing the number of councillors which currently is 57.	The Leader is retired and time varies from week to week depending on meetings. He has an office here that he can work from.		We currently have three as follows but a decision will be made by Council next week whether to reduce this to two. Current arrangement is.... Corporate O&S 17 Members 5 Subs Environment O&S 7 Members 5 Subs (3 Cons / 2 Lib Dem / 1 Ind) plus a ELOS Performance Sub-Committee 5 Members Community O/S 17 Members 5 Subs (3 Cons / 2 Lib Dem / 1 Ind) 2 Co-opted plus a Community Performance Sub-Committee 5 Members

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Wealden District Council	District/Borough	SRA is reviewed annually by Remuneration Panel	No		01/04/2010	01/04/2011	Frozen	No	Yes, website.	£250		Part time		2 Scrutiny Committees Politically balanced of 15 members per committee - one chaired by controlling group other by opposition
West Oxfordshire District Council	District/Borough	A multiplier of the basic allowance.	Yes. All members	33%	20/01/2010	01/01/2011	Basic was frozen some amendments to SRA's	No	Advertised in local press.	Co-optee allowance				Three O&S Committees of 14 members each. One is 12 Cons and 2 Lib Dem and two are 11 Cons, 2 Lib Dem and 1 Independent.

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Winchester City Council	District/Borough	Leader's SRA should be no more than the Basic Allowance multiplied by three. Remaining SRAs based on rates previously payable.	No		01/04/2007	IRP met Oct 2010, scheme to be considered by Council in Feb for implementation 1 April 2011	For 2010/11, the Council resolved that reduction of 5% be applied from 1 April 2010 to all allowances	Yes - if no material changes to the Council's decision making structures &/or individual responsibilities. The lower of the staff pay award or RPI (the 2010 IRP has recommended that only the staff pay award be used in future)	Advertisement in County wide newspaper	By negotiations, but for the 2010 IRP: Chairman - £4,000, Panelists - £400 each per day (met over 2 days)	New Liberal Democrat majority (of one) following May 2010 elections.	Yes, full time (37 hours per week)	Assume 50% of Leader (plus ward work)	Principal Scrutiny Committee and Scrutiny Panels have been appointed under alternative arrangements but based on political balance formula (Lib Dem: Con: Indpt). Principal Scrutiny has 11 Cllrs (6:4:1) and is chaired by an opposition member (Indp). Of the four Panels, three have 9 Cllrs (5: 4: 0) and one has 11 (6: 4: 1). All chaired by leading group.

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.	
Woking Borough Council	District/Borough	No SRAs are paid.	Members under 70 years of age are eligible to join the Local Government Pension scheme. Members opt into the scheme as membership is not automatic. The rate of contribution is 6% and the normal employer's contribution will apply.	36%	07/05/2010	The Independent Remuneration Panel has recently completed a review (January 2011). If Council agrees the Panel's recommendations, It is proposed that a further review be undertaken in Winter 2011/12, following the introduction of the Strong Leader Model.	Increased by £260, which was the agreed pay award for staff for 2010/11.	Yes: The Council agreed on 23 February 2009 that in future years, Members Allowances be increased each year in line with cost of living award approved by Council.	Approaches were made to the business, voluntary and academic sectors to submit candidates.	Members received £500 each for the initial review in 2002. In 2003, it was agreed that the Independent Panel would receive an annual retainer fee of £100 (plus VAT), with matters being referred to the Panel without the need for a meeting. It was agreed that if additional work and meetings were required, the fee would be increased to £500.	No changes	Part time		Overview and Scrutiny Committee – 13 Members (6 Conservative, 6 Liberal Democrat, 1 Independent)	
Worthing Borough Council	District/Borough														
Wycombe District Council	District/Borough	Basic x : Leader 3.5; Deputy 2.5; cabinet member 2; chairman Scrutiny 0.75; chairman planning 1; vice chairman scrutiny + planning 0.25; chairmen 0.25; vice chairmen chairman x 0.25	No		08/12/2008	Had review December 2010. Due again in 2012.	Frozen	Linked to officers' increases.	Advertised on web and had press release in local paper and article in council publication	£27 per meeting plus travel	No changes			1 Improvement & Review Commission - 18 Members, politically representative not proportional. Task & Finish Groups can include non-commission members average size 7	

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	Population	Basic Allowance for 2010/11	Comments on Basic Allowance
Elmbridge Borough Council	District/ Borough	121,936	£4,245	
Epsom and Ewell Borough Council	District/ Borough	72,700	£3,308	Allowances currently under review.
Guildford Borough Council	District/ Borough	130,717	£4,655	Comprises £4,080 for compensation for time and responsibility and £575 for out of pocket expenses.
Reigate and Banstead Borough Council	District/ Borough	136100	£5,072	
Runnymede Borough Council	District/ Borough	61,106	£2,335	
Surrey Heath Borough Council	District/ Borough	83,000	£4,752	
Tandridge District Council	District/ Borough	79,300	£3,840	
Waverley Borough Council	District/ Borough	116,000	£2,046	
Woking Borough Council	District/ Borough	92, 400	£7,115	

Average**£4,152****Maximum****£7,115****Minimum****£2,046**

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Standards Committee Chair	Standards Committee Co-optee	Standards Committee Chair	Standards Committee Co-optee	Chair / Civic Mayor	Deputy Chair / Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Others					
Elmbridge Borough Council	District/Borough	£12,000		£6,000		£3,590	£4,075	£930		£5,000	£1,140						£6,000	£3,000				£11,840	£2,320			Chairmen of East / North / West Area Planning Sub-Committees = £3,590 Vice-Chairmen of East / North / West Area Planning Sub-Committees = £800	
Epsom and Ewell Borough Council	District/Borough						£1,654			£1,654	£414	£827	£827	£414			£1,654		£827	£827		£1,654	£827			£827	
Guildford Borough Council	District/Borough	£4,896	£1,224	£3,672			£3,060			£3,672			£765				£3,060						£8,000	£1,100	£3,672		
Reigate and Banstead Borough Council	District/Borough	£12,590	£10,282	£8,394			£500			£4,842		£715			£500		£2,813						£12,100	£1,500			Regulatory Committee Chairman - £937
Runnymede Borough Council	District/Borough	£4,670	£1,168			£779	£1,168	£584		£4,086	£2,720	£1,361	£779	£291			£2,335	£1,168					£10,000		£1,751	£1,751	
Surrey Heath Borough Council	District/Borough	£12,948		£4,320			£3,456	£1,728		£3,456	£1,728			£1,728			£3,456	£1,380					£3,780	£1,300		£4,320	
Tandridge District Council	District/Borough	£2,789	£5,235				£6,629	£5,235		£6,629	£5,235	£539	£6,629				£6,629	£5,235					£2,789				
Waverley Borough Council	District/Borough	£6,156	£525	£2,085		£525	£1,563	£783		£783	£525																
Woking Borough Council	District/Borough																										
Average		£8,007	£3,687	£4,894		£1,631	£2,763	£1,852		£3,765	£1,960	£861	£2,250	£733	£3,707	£2,696						£8,085	£1,409	£2,083		£2,575	
Maximum		£12,948	£10,282	£8,394		£3,590	£6,629	£5,235		£6,629	£5,235	£1,361	£6,629	£1,728	£6,629	£5,235						£12,100	£2,320	£3,672		£4,320	
Minimum		£2,789	£525	£2,085		£525	£500	£584		£783	£414	£539	£765	£291	£1,654	£1,168						£2,789	£827	£827		£1,654	

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	Travelling / Mileage (per mile)	Bicycle Mileage (per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Elmbridge Borough Council	District/ Borough	Motorcycle: <251cc = £0.27; 251cc-500cc = £0.355; >500cc = £0.392 Car: <1000cc = £0.429; 1000cc-1199cc = £0.477; >1199cc = £0.601	£0.25	>4 hours before 11am = Breakfast allowance £6.45 >4 hours including 12 noon to 2pm = Lunch allowance £8.91 >4 hours including 3pm to 6pm = Tea allowance £3.53 >4 hours ending after 7pm = Evening meal allowance £11.03 Overnight absence = Out of Pocket expenses £4.97 per night	£5.55 per hour		
Epsom and Ewell Borough Council	District/ Borough	£0.40	£0.20	Breakfast up to £4.92; Lunch up £6.77; Evening meal up to £11.05; Overnight stay (Bed & Breakfast only) (except London) £79.82; Overnight stay (Bed & Breakfast only) (London Only) £91.04; Out of pocket expenses for overnight stay £3.20 per night on proof of overnight stay	A payment equivalent to the national minimum wage may be made to Councillors to cover child-care or dependent care.		
Guildford Borough Council	District/ Borough	£0.40	£0.21	Day: Breakfast: £5.74 Lunch: £7.93 Tea: £3.13 Evening Meal: £9.82 Overnight: London: £93.77 Elsewhere: £82.21	£6.94 per hour to a maximum of £102 per month.		
Reigate and Banstead Borough Council	District/ Borough	£0.40	£0.25	Breakfast = £6.36; Lunch = £8.78; Tea = £3.47; evening Meal = £10.87	£7.35 per hour		
Runnymede Borough Council	District/ Borough	£0.40		All reasonable expenditure.	None paid to date - would be on the basis of what is fair and reasonable.	All councillors are provided with broadband access, a printer and a laptop.	
Surrey Heath Borough Council	District/ Borough	£0.43				Offer laptop or PC with printer and pay for broadband if necessary.	
Tandridge District Council	District/ Borough	£0.40	£0.20		Reimbursed on the basis of actual cost by way of receipt.		
Waverley Borough Council	District/ Borough	NJC rates	£0.22	£6.88 breakfast £9.50 lunch £3.76 tea £11.76 dinner	Carer's and childcare costs can be claimed, provided that they are fair and reasonable, to support the expenses of those Members who may care for dependants, whether children, elderly persons or people with disabilities, whilst the Member is on Council business which attracts travelling & subsistence allowances. The allowance is not payable for the employment of a member of the claimant's own household.	Broadband	Headed stationary. There is a review on providing paper and IT equipment.

Council Name	Type of Council	Travelling / Mileage (per mile)	Bicycle Mileage (per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Woking Borough Council	District/ Borough	£0.35		<p>Payable on production of receipts of actual expenditure:</p> <p>More than 4 hours, before 11am - £5.46</p> <p>More than 4 hours including between 12pm and 2pm - £7.46</p> <p>More than 4 hours including between 3pm and 6pm - £2.98</p> <p>More than 4 hours, finishing after 7pm - £9.32</p> <p>Overnight allowance - £75.11 (Overnight in London, or attendance at Annual Conference of the Local Government Association - £85.66)</p>	<p>£7.50 per hour. If Members have the sole responsibility for the children/dependent relative, payments of up to £675 per annum will be available.</p> <p>If Members have joint responsibility, £338 per annum is available.</p>	<p>Members are provided with PC facilities for business use and a monthly allowance of £28 which incorporates telephone line rental and Broadband connection costs.</p>	<p>A Member is eligible to apply for a Loss Allowance where he/she has been appointed by the Council or a Committee to attend a Conference or Seminar or any other approved duty necessitating absence from the Members normal employment. An allowance of £100 (one hundred pounds) per twenty four hour period will be payable provided, upon the submission of necessary documentary evidence, to take unpaid leave, or use paid leave entitlement. In cases where the Member's employer permits "public service days" the Member will need to provide evidence that the days allowed by his/her employer have been utilised before claiming Loss Allowance.</p> <p>Members Surgeries - Members are entitled to claim reimbursement for surgery accommodation to enable them to perform approved duties.</p>

Average	£0.40	£0.22
Maximum	£0.43	£0.25
Minimum	£0.35	£0.20

SEE Members' Allowances Survey 2010 - 2011

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Elmbridge Borough Council	District/Borough	The current SRA's are proposed by the Independent Remuneration Panel following questionnaire to all Members and benchmarking with other District Councils	Yes - Surrey County Council Pension Scheme. Admission limit of age 70	5%	01/03/2010	01/09/2011	Frozen	No	Advertised in local newspaper and on the Council's Website	£575		Part time		17 Members on proportionate basis
Epsom and Ewell Borough Council	District/Borough	SRA's are 50%, 25% & 12.5% of basic allowance	Yes	2%	30/06/09	First meeting of newly constituted Panel to be held 22 February 2011	Frozen	As of June 2009, allowances to be increased or decreased annually by rate of inflation (CPI). Allowances currently held at June 2009 level pending review.	By word of mouth and advertisement in local newspaper	Payment of expenses only				5 members who may not sit on any of the four policy committees
Guildford Borough Council	District/Borough				06/12/2007	01/07/2011	Frozen	Allowances are adjusted each year in line with the % increase in staff salaries	Re-appointed existing Panel (no new members)	£500		Number of hours varies from week to week		
Reigate and Banstead Borough Council	District/Borough													

Council Name	Type of Council	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Are allowances pensionable? If yes, please detail which members are eligible?	How many members have joined the pension scheme? (percentage)	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panellists receive (per day)?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Runnymede Borough Council	District/Borough	Based on multiples of the Basic Allowance calculated by a formula unique to that special responsibility allowance	No		01/04/2010	2012	Frozen	Would normally reflect inflation	Advertise in local press	One-off payment of £500 for duration of the current Scheme i.e. 3 years	No changes	No - impossible to calculate as the Leader is also a County Councillor and many issues are joint		9 Cllrs (7 Con, 2 Ind)
Surrey Heath Borough Council	District/Borough				30/06/1905	This year before elections		Used to be in line with RPI						
Tandridge District Council	District/Borough	% of the basic then updated annually to reflect staff's pay increase	No				Frozen							

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Waverley Borough Council	District/Borough	No specific calculation. There was a suggestion of this and it was considered as part of the last review but rejected.	No		24/02/2009		Frozen	They are inline with the staff pay award.	Advertised in the local papers and wrote to people that had expressed an interest or were panellists in another borough.	£500 on completion of the report.	Elections in May 2011. Early discussion on reducing the number of councillors which currently is 57.	The Leader is retired and time varies from week to week depending on meetings. He has an office here that he can work from.		We currently have three as follows but a decision will be made by Council next week whether to reduce this to two. Current arrangement is....Corporate O&S17 Members 5 Subs Environment O&S7 Members 5 Subs (3 Cons / 2 Lib Dem / 1 Ind)plus a ELOS Performance Sub-Committee 5 MembersCommunity O/S17 Members 5 Subs (3 Cons / 2 Lib Dem / 1 Ind) 2 Co-optedplus a Community Performance Sub-Committee 5 Members

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Woking Borough Council	District/Borough	No SRAs are paid.	Members under 70 years of age are eligible to join the Local Government Pension scheme. Members opt into the scheme as membership is not automatic. The rate of contribution is 6% and the normal employer's contribution will apply.	36%	07/05/2010	The Independent Remuneration Panel has recently completed a review (January 2011). If Council agrees the Panel's recommendations, It is proposed that a further review be undertaken in Winter 2011/12, following the introduction of the Strong Leader Model.	Increased by £260, which was the agreed pay award for staff for 2010/11.	Yes: The Council agreed on 23 February 2009 that in future years, Members Allowances be increased each year in line with cost of living award approved by Council.	Approaches were made to the business, voluntary and academic sectors to submit candidates.	Members received £500 each for the initial review in 2002. In 2003, it was agreed that the Independent Panel would receive an annual retainer fee of £100 (plus VAT), with matters being referred to the Panel without the need for a meeting. It was agreed that if additional work and meetings were required, the fee would be increased to £500.	No changes	Part time		Overview and Scrutiny Committee – 13 Members (6 Conservative, 6 Liberal Democrat, 1 Independent)

COUNCILLORS PAYMENTS 2010/11

Name	Special Responsibility Allowance	Basic Allowance	Travelling	Subsistence	Carer's Allowance	Total
CLLR R. AMIAH	0	5072.04	0	0	0	5072.04
CLLR S. S. BANWAIT	0	5072.04	0	0	0	5072.04
CLLR R.M. BENNETT	0	5072.04	0	0	0	5072.04
CLLR MS A.S. BERRIDGE	0	575.57	0	0	0	575.57
CLLR M.S. BLACKER	617.46	4518.6	0	0	0	5136.06
CLLR MRS N.J. BRAMHALL	617.46	5072.04	0	0	0	5689.5
CLLR S.T. BRAMHALL	617.46	5072.04	0	0	0	5689.5
CLLR MRS J.S. BRAY	0	5072.04	0	0	0	5072.04
CLLR V.W. BROAD	10752.75	5072.04	691.6	0	0	16516.39
CLLR MRS L.J. BRUNT	715.08	5072.04	0	0	0	5787.12
CLLR M.A. BRUNT	2877.12	5072.04	0	0	0	7949.16
CLLR B.C. COWLE	0	5072.04	0	0	0	5072.04
CLLR G.P. CROME	129.49	5072.04	0	0	0	5201.53
CLLR A.J. DE SAVE	8394	5072.04	0	0	0	13466.04
CLLR MRS F.D.M. DIXON	617.46	4372.08	86	0	0	5075.54
CLLR J.M. ELLACOTT	8221.08	4968	0	0	0	13189.08
CLLR MRS G. EMMERTON	0	5072.04	0	0	0	5072.04
CLLR J.C. ESSEX	0	4518.6	0	0	0	4518.6
CLLR S.N. FARRER	9109.08	5072.04	0	0	0	14181.12
CLLR DR L.R. HACK	202.3	5072.04	234.3	0	0	5508.64
CLLR K.W. HAGERTY	0	575.57	0	0	0	575.57
CLLR R. HARPER	0	5072.04	56	0	0	5128.04
CLLR N. HARRIS	446.04	4372.08	459.56	0	0	5277.68
CLLR N.D. HARRISON	1208.97	5072.04	422.8	0	0	6703.81
CLLR A. HORWOOD	0	4518.6	0	0	0	4518.6
CLLR A.J. KAY	8394	5072.04	0	0	0	13466.04
CLLR I.A. KHAN	0	5072.04	0	0	0	5072.04
CLLR MRS F. KING	0	5072.04	0	0	0	5072.04
CLLR G. KNIGHT	0	4518.6	0	0	0	4518.6
CLLR S.A. KULKA	1005.12	5072.04	0	0	0	6077.16
CLLR A.M. LYNCH	774.77	5072.04	0	0	0	5846.81

Name	Special Responsibility Allowance	Basic Allowance	Travelling	Subsistence	Carer's Allowance	Total
CLLR R.S. MANTLE	424.92	5072.04	0	0	0	5496.96
CLLR MRS R. MILL	7248	5072.04	0	0	0	12320.04
CLLR M.J. MILLER	9109.08	5072.04	0	0	0	14181.12
CLLR R. NEWSTEAD	8394	5072.04	4.4	0	0	13470.44
CLLR R.J. NIXON	81.15	575.57	63.2	0	64.71	784.63
CLLR G. NORMAN	0	5072.04	0	0	0	5072.04
CLLR DR R.J. OLLIVER	715.08	5072.04	0	0	0	5787.12
CLLR D.J. PAY	767.69	5072.04	0	0	0	5839.73
CLLR MRS C. POULTER	592.77	5072.04	0	0	0	5664.81
CLLR DR D. POULTER	0	0	0	0	0	0
CLLR R. RAMPERTAB	0	5072.04	0	0	0	5072.04
CLLR MRS R. RENTON	0	4518.6	0	0	0	4518.6
CLLR MRS D. ROSS-TOMLIN	715.08	5072.04	0	0	0	5787.12
CLLR M. SELBY	646.86	4372.08	379.2	0	0	5398.14
CLLR MRS J.M.A. SPIERS	13305.12	5072.04	698	0	0	19075.16
CLLR B.A. STEAD	2660.31	5072.04	221.2	0	0	7953.55
CLLR J.M. STEPHENSON	715.08	5072.04	0	0	0	5787.12
CLLR MRS A.F. TARRANT	0	5072.04	0	0	0	5072.04
CLLR MS B. THOMSON	617.46	5072.04	0	0	0	5689.5
CLLR MS J.A. TOMLINSON	0	5072.04	0	0	0	5072.04
CLLR MRS R. TURNER	0	5072.04	314.4	0	0	5386.44
CLLR R.F.C. WAGNER	493.99	5072.04	368.16	0	0	5934.19
CLLR S.T. WALSH	4816.43	5072.04	202	0	0	10090.47
CLLR C.T.H. WHINNEY	617.46	4968	0	0	0	5585.46
	106620.12	255325.59	4200.82	0	64.71	366211.24

MEMBERS' ALLOWANCES SCHEME - 2012/13

The Members' Allowances Scheme operating from 1st April, 2012 provides for the following:

1. Payment of a Basic Allowance of £5,072 to every Councillor for the year.
2. Payment of Special Responsibility Allowances to:-

Leaders of Political Groups	£134 basic allowance, plus £52 for each Member of the Group
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Executive Members

Leader of the Council	£12,590
Deputy Leader of the Council	£10,282
Other Portfolio Holders	£8,394

Chairmen of Committees/Panels

Planning	£4,842
Overview & Scrutiny	£2,813
Budget Scrutiny Review Panel	£500
Regulatory	£500
Licensing Sub	£500

Independent Members - Standards Committee	£500
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Members of the Planning Committee	£715
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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 Financial (Payroll) Services as soon as possible.

3. Travelling expenses will be paid for attendance at approved meetings. The list of approved duties is set out in Schedule 1 of the scheme.
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 25p 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	-	£6.36
(b)	Lunch	-	£8.78
(c)	Tea	-	£3.47
(d)	Evening Meal	-	£10.87

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

Standard Rate	-	£93.43
Absence in London or at an approved Conference	-	£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. A Carer's Allowance is payable at the rate of £7.35 per hour per carer. The carer must be over 16 years of age and cannot be a member of the claimant's household.

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 (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.

7. Suspension or Partial Suspension

Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, part of the basic or co-optees' allowance and, where appropriate, special responsibility allowance (together with travel and subsistence allowance) payable to him/her in respect of the period for which he/she is suspended or partially suspended be withheld by the Council.

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 Inland Revenue's Approved Mileage Allowance Payments (AMAP) are taxable. The AMAP for a car is 45p and 24p for a motorcycle. To avoid National Insurance deductions, the payment of allowances must not reach **£476** per month during 2012/13. Age Exception cards can be used (but the Council, as employing authority, will still be subjected to the Employer's contribution of National Insurance). Such cards can be obtained on application from the local Department of Social Security by persons of state pensionable age. 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 **£476** per month.

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 of Social Security. 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 the Democratic Services by the 15th of each month.

Details of payments made by bank transfer will be despatched to Members no later than the end of the month. Blank forms relating to Travelling and Subsistence Allowance claims are available from Chris Cook in Democratic Services (Tel: 01737 276024) or Karen Mullett in Financial (Payroll) Services (Tel: 01737 276581).

Queries as to whether an allowance is payable should be directed to Chris Cook. Queries relating to payments received should be directed to Karen Mullett.

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, Working Groups, Area Planning Panels, Local Joint Forum, Health and Safety Forum, Chairman's Previews, Agenda Planning Meetings 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 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 meeting;
 - meetings with the Chief Executive, Directors or Service Managers; and
 - meetings with other local authorities, outside organisations and individuals.
- (h) Ad hoc attendances approved by the Chief Executive.