

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

November 2012

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 thirteenth 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 adopted (paragraphs 13, 14, 25, 26 and 36)**
 - (ii) **there should be an increase in the Basic Allowance for 2013/14 that is in line with the October Consumer Price Index of 2.7%; (paragraphs 40 to 49)**
 - (iii) **for 2013/14 the following Special Responsibility Allowances (SRA's) should be increased in line with the October Consumer Price Index of 2.7%:**
 - **Leader**
 - **Deputy Leader**
 - **Executive Members**
 - **Chairman of Overview and Scrutiny Committee**
 - **Chairman of Planning Committee**
 - **Planning Committee Members****(paragraphs 50 to 54)**
 - (iv) **for 2013/14 the following Special Responsibility Allowances (SRA's) be reduced to £400 to reflect the current and projected downward workloads for these positions:**
 - **Chairman of the Regulatory Committee**
 - **Chairmen of the Licensing Sub-Committees**
 - **Chairman of the Budget Scrutiny Review Panel****(paragraphs 56 to 57)**

- (v) for 2013/14 the following Special Responsibility Allowance (SRA) be retained at 2012/13 levels to reflect the current and projected workloads for this position:
 - Group Leaders (paragraph 58)
- (vi) for 2013/14 the following Special Responsibility Allowances (SRA's) be removed to reflect the change in the composition of the Committee:
 - Standards Committee (Co-optees Allowance) (paragraph 55)
- (vii) for 2013/14 no new SRA's be introduced; (Paragraph 59 to 60)
- (viii) for 2013/14 all travel and subsistence allowances be retained at 2012/13 levels; (paragraphs 65 to 68)
- (ix) 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 69 to 70)
- (x) 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 71 to 75)
- (xi) the Members' Allowances Scheme (set out at Annex 4 and based on the recommendations in this report) be adopted with effect from 1st April 2013. (Paragraph 76 and Annex 4)

SOURCES OF INFORMATION

7. The Panel has taken into account the South East Employers Members' Allowances survey 2011-2012 published in March 2012. This is the most up to date regional information that is currently available. Data from this survey is referred to and set out throughout this report. It is set out in full at Annex 2.
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, Executive Member for Housing and Welfare; Councillor A.J. Kay, Executive Member for Recycling and Street Services; Councillor Mrs. N.J. Bramhall, Executive Member for Property and Regeneration; Councillor M.J. Selby and Mr. John Jory, Chief Executive.
9. All Members were also given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2012/13 and 39 Councillors (76.4%) chose to do so. The Panel noted that this was a slightly higher rate of return than in the previous year. As in previous year's the information obtained was very helpful to the Panel and was used as a significant element of its evidence upon which it has based its report and recommendations 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 questionnaire responses is set out at Annex 1 to this report. With regard to the 12 Members who did not submit a completed questionnaire, the Panel took 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 showed that there had been a modest increase in Allowances. 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 indicates that a majority of Members consider that the Basic Allowance, Special Responsibility Allowances and Voluntary Element Discount are about right. However there has also been an increase in the number of Members who consider that the Basic Allowance and the SRA for the Leader, Deputy Leader and Executive Members are too low.
12. In terms of other information, the Panel has been supplied with details of Councillor payments 2011/12 (Annex 3), attendance records for the Council 2011/12 and an analysis of Council and Committee Meetings etc. with total and average duration times.

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 2012 was 2.7% and during the last 12 months fluctuated between 4.8% and 2.2%.

Economic Factors

15. The Panel noted the impact of the downturn in the economy which, whilst showing signs of improvement, had not recovered and it was envisaged that implications of economic restraint would continue to be a pressure for the Council for the foreseeable future.
16. The Panel noted, in its report for 2011/12, the depth of cuts being made in public expenditure as a result of the economic decline and considered that, despite the high levels of CPI at the time, the credibility of the Council could be damaged if it were to recommend an increase in Members Allowances at that time.
17. The Panel noted that a reduced majority of Members through the questionnaire indicated that Allowances for 2013/14 should be frozen at 2012/13 levels. In answer to the question put on reduction, a freeze or increase in Allowances Members responded as follows (a comparison with the previous year is shown in brackets):

Reduce	Freeze at 2012/13 levels	Increase
0 (1)	23 (27)	15 (8)

18. The Panel recognised that for the second consecutive year there had been an increase in the number of Members feeling that an increase in Allowances is appropriate and this was considered in the context of a majority of Members who continued to feel that they are financially disadvantaged as a result of being a Councillor (although reduced from last year). The questionnaire result on being financially disadvantaged was:

Yes	20 (24)	No	17 (14)
-----	---------	----	---------

19. 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	34 (29)
Fairly significant	3 (5)
Highly significant	1 (0)
20. The Panel also gave consideration to the period of time since the last uplift in the Basic Allowance for Members. It was noted that for the 2009/10 financial year the Council only agreed part of the Panel's recommendations and reduced the level of increase that was proposed for the Basic Allowance to £5072. The Panel noted that for the years 2010/11; 2011/12 and 2012/13 the Basic Allowance had been frozen at £5072.
21. The Panel noted that the Basic Allowance had therefore been held at this level for 4 years and that throughout this period inflation levels and the cost of living had gone up significantly. The Panel considered that a further freeze to the Basic Allowance would continue to financially disadvantage Members.
22. Added to this, the Panel heard that in the last four years Members relied more and more on the use of electronic modes of communication. To effectively undertake their responsibilities they needed to manage and update their mobile and internet technology regularly with the respective financial implications. The Panel recognised that although the Basic Allowance incorporated an IT allowance the continuous cost of meeting this demand would, along with other cost increases, put a further strain on the capacity of the current Basic Allowance to meet these demands.
23. In acknowledging that it would be appropriate to recommend an increase in the Basic Allowance for 2013/14 the Panel considered that it would not be prudent to suggest a 'catch up' with previous years as this would be unrealistic in the current economic climate. The Panel also heard that provisional budget proposals for 2013/14 would be considered by the Executive on 8 November 2012 and that good progress had been made to present a balanced budget that took account of the financial pressures facing the Council. The Panel were given assurance that the budget contained sufficient capacity to accommodate an increase to the Members' Allowances Scheme for 2013/14 at the current level of CPI as proposed.
24. The Panel also heard evidence that staff had also shouldered some of the implications of the economic downturn, with their pay having been frozen in 2010/11 and 2011/12 and a modest one off (unconsolidated) payment being made in 2012/13.
25. After giving this important issue very careful consideration, the Panel continues to advocate that increases in Member Allowances should be based on the current external benchmark (the CPI).
26. The Panel has therefore concluded that for 2013/14 there should be an automatic uplift in allowances in line with the October 2012 CPI of 2.7%.
27. The above criteria has accordingly been applied to those allowances proposed for an increase as set out in paragraphs 49 and 63.

Voluntary Element Discount

28. 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.
29. 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%.
30. Members were invited to indicate, through the questionnaire, whether the level of discount that is applied to their Basic Allowance was set at 'about the right' level or 'too high' at the current discount rate of 40%. There was an increase this year of Members who expressed the view that the discount was too high compared to last year as follows:

Too High	About Right
11 (5)	26 (28)

31. The Statutory Guidance on Members Allowances requires a discount to be applied and this varies between the different authorities.
32. As part of the evidence received the Panel noted that it was becoming increasingly more difficult to attract people to stand for election and that once elected, occasionally, Members found that they could not continue or contribute the level of commitment required to undertake their responsibility. The view was expressed that this might, in part, be as a result of the competing demands on their time that are associated with developing a career, business or family. The Panel noted that this was a complex area and that the level of remuneration was not the only contributory factor to this difficulty.
33. The Panel heard a suggestion that the voluntary discount should be reduced to 25% in order to seek to make the role slightly more viable for people of the working age.
34. Given the complexity of this issue the Panel concluded that it was not in a position to make a recommendation on this occasion and therefore proposed that the discount level be retained at its current level for 2013/14.
35. The Panel was also mindful that overall Allowances are 'competitive' when compared to other Surrey authorities and across the South East with comparable authorities.
36. **The Panel therefore recommends that the principle of adopting the CPI as the external benchmark for the purposes of uplifting Members' Allowances be confirmed.**

SPECIAL RESPONSIBILITY ALLOWANCES - GENERAL

37. 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.
38. 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 2013/14.

39. Details of payments to Councillors during the financial year 2011/12 are set out in Annex 3 to this report. This indicates that of the listed 55 Council Members 40 (72.7%) were in receipt of an SRA. In contrast the most recent 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

40. 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.
41. 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.
42. 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 45.
43. 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	17 (19)	11 (12)	4 (2)	3 (1)
General Council Work - all Members	17 (15)	12 (14)	2 (4)	3 (0)

44. There did not appear to be any significant upward or downward drift in weekly hours worked on Ward and general Council duties, however the Panel noted a small number of Members now worked over 30 hours per week on ward and general Council work.
45. 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
£4169	£7115*	£2335	£5072

South East Region

Average	Maximum	Minimum	Reigate and Banstead
£4532	£7115*	£2335	£5072

* this Authority does not pay any special responsibility allowances

(Source: South East Employers- March 2012)

46. In addition, through the Member Questionnaire, a reduced majority of Members consider the current Basic Allowance is "about right". The number of Members that feel the Basic Allowance is too low has increased for the second year. This is also consistent with the view expressed by more Councillors that they are financially disadvantaged through serving as a Councillor.

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

Too Low	13 (7)	Too High	0 (2)	About Right	25 (28)
---------	--------	----------	-------	-------------	---------

48. The Panel was pleased to note, through records presented to it, that attendance at meetings by individual Councillors was generally good and improved from previous years with almost every Member absent offering an apology. 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.

49. **Having regard to evidence received by the Panel it recommends that there should be an increase in the Basic Allowance for 2013/14 that is in line with the level of the October CPI of 2.7%.**

SPECIAL RESPONSIBILITY ALLOWANCES

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

50. The Panel has considered the level of Special Responsibility Allowances in respect of the above. Set out below are the Panel's findings for each category and its conclusions for 2013/14.

Leader, Deputy Leader and Executive Members

51. The Panel noted that the workloads and responsibility undertaken by the Leader, Deputy Leader and Executive Members has increased in the last two years. This has arisen from a number of factors including the Council's response to the recession which has seen a higher priority for action to support improvements for healthy lifestyles, thriving communities and economic prosperity. To achieve this a greater emphasis has been placed upon partnership working that has required an additional investment in time. In addition the Executive has responded to a variety of new measures from the Government which has required a change of policy. Executive Members have been at the forefront of managing the implementation of these changes. These factors have combined with the increased responsibility under the new Strong Leader model of governance introduced in 2010.

52. In consideration of all of these factors and the evidence submitted, the Panel have concluded that this increased workload and responsibility should be reflected by an

increase in the Special Responsibility Allowance for the Leader, Deputy Leader and Executive Members.

Chairmen of the Planning Committee and Overview and Scrutiny Committee

53. The Panel also acknowledged that the work of the Chairman of the Planning Committee and the Overview and Scrutiny Committee reflected the high demands and complexities of their work that, to some extent, reflected the above changes in the Council's corporate direction. The Panel considered that it was important to recognise this in a consistent way and therefore recommend an increase in these SRAs.

Members of the Planning Committee

54. The Panel also noted that individual Members of the Planning Committee continued to have a heavy workload. The Members questionnaire demonstrated a small upward shift in the number of hours worked per week on planning matters. The Panel recognised the importance of this work in relation to the Council's overall responsibilities and thought it appropriate to reflect this increased workload by recommending an increase in this SRA.

Standards Committee – Co-Opted Independent Members

55. The Panel noted that the composition of the Standards Committee had changed and that it no longer included the 4 Co-Opted Independent Members. It was therefore agreed to remove this allowance. The Panel noted that the work of the Committee had also declined and although 1 or 2 "Independent persons" would be appointed (on a consultative basis) it was suggested that a separate ex-gratia payment be made to recognise that work (which was not projected to be significant). The Panel has therefore recommended removing this SRA from the Scheme.

Regulatory Committee, Licensing Sub Committees and the Budget Scrutiny Review Panel

56. The Panel received evidence that demonstrated a pattern of decline in the workloads for the Regulatory Committee, Licensing Sub Committees and the Budget Scrutiny Review Panel in the last two years and that it needed to ensure that the level of Special Responsibility Allowance that is attributed was proportionate to the workloads and responsibility associated with other SRAs within the Members Allowances Scheme. The Panel considered that in recognition of the reduced workloads for these Committees that there should be a reduction in the SRA that is attributable to these roles.
57. In conclusion the Panel recommend that the SRA for these positions be reduced in 2013/14 to £400 and that the position be reviewed further in 2013/14 particularly if there continues to be a decline in the level of work undertaken by Councillors in these positions.

Group Leaders

58. The Panel noted the Special Responsibility Allowance paid to Group Leaders. There were currently 4 Group Leaders supporting the Conservative Group (37 Members), Residents' Association (7 Members); Green (3 Members) and Liberal Democrats (2 Members). The Panel recognised that the workloads for this SRA varied depending upon the number of Members within each group and that the Scheme had catered for this by allowing for a payment of £52 for each Member of the Group. The Panel acknowledged that whilst this task was onerous for the larger Groups a significant proportion of Members completing the questionnaire had indicated that the current level of allowance was 'about right' (73.7%). Although 6 Members did indicate that this allowance was currently too low, the Panel considered that it had not heard sufficient evidence to recommend an increase in this allowance and has therefore recommended that it be retained at 2012/13 levels.

New Special Responsibility Allowances

59. 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 1 (3) No 33 (28)

60. The Panel therefore recommended that for 2013/14 no new SRAs be introduced.

Surrey and South East data

61. In reaching conclusions the Panel also took account of comparative Surrey and South East region data for 2011-12 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	£8702	£4089	£3810	£2480	£3629	£802	£703	£3632	£2709
Maximum	£12948	£10282	£8394	£6733	£6733	£1361	£1728	£6733	£4320
Minimum	£4670	£525	£2085	£250	£783	£330	£291	£1654	£1751
Reigate and Banstead	£12590	£10282	£8394	£500 x 5 To Sub-Cttee 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	£14330	£7450	£6531	£2699	£4395	£731	£687	£4076	£3043
Maximum	£27857	£16714	£11663	£6735	£9698	£1361	£2980	£7990	£6990
Minimum	£3840	£525	£2085	£250	£783	£202	£139	£1278	£234
Reigate and Banstead	£12590	£10282	£8394	£500 x 5 Sub-Cttee Chairmen	£4824	£715	£500	£2813	£134 basic plus £52 for each Group Member

(Source: South East Employers - March 2012)

Special Responsibility Areas - Hours worked

62. 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 again from last year and that this reflected their increased responsibility and followed the introduction of the new "Strong Leader" model of governance under the Local Government and Public Involvement in Health Act 2009 from May 2011.

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 (0)	5 (2)	3 (2)	1 (2)
Committee Chairman - if applicable	0 (3)	2 (0)	0 (0)	0 (0)
Committee Vice-Chairman - if applicable	3 (3)	0 (0)	0 (0)	0 (0)
Planning Committee Member - if applicable	8 (11)	3 (2)	1 (1)	1 (0)

63. In the light of the above, the Panel recommends that for 2013/14:

(i) the SRA's for the:

- Leader
- Deputy Leader
- Executive Members
- Overview and Scrutiny Committee Chairman
- Planning Committee Chairman
- Planning Committee Members

should be increased in line with the October Consumer Price Index of 2.7%.

- (ii) The SRA for Group Leaders be retained at 2012/13 levels;
 (iii) The SRA for the Independent Members of the Standards Committee be removed from the Members Allowance Scheme
 (iv) The SRA for the Chairmen of the Regulatory Committee; Licensing Sub Committees and the Budget Scrutiny Review Panel be reduced to £400;
 (v) no new SRA's should be introduced.

64. In summary, and based on the recommendations set out above, the following Basic and Special Responsibility Allowances for 2013/14 would apply (a comparison with the allowances for 2012/13 is also shown for information):

	2013/14	2012/13
	£	£
Basic Allowance	5,209	5,072
<i>Special Responsibility Allowances</i>		
Political Group Leaders	£134 basic allowance Plus £52 for each Member	£134 basic allowance Plus £52 for each Member

	2013/14	2012/13
	£	£
	of the Group	of the Group
Leader of the Council	12,930	12,590
Deputy Leader of the Council	10,560	10,282
Executive Member	8,621	8,394
Chairman - Planning Committee	4,973	4,842
Chairman - Overview and Scrutiny Committee	2,889	2,813
Chairman - Budget Scrutiny Review Panel	400	500
Chairman - Regulatory Committee	400	500
Chairmen - Licensing Sub-Committees	400	500
Planning Committee Membership	734	715
Independent Members - Standards Committee	0	500

TRAVEL AND SUBSISTENCE ALLOWANCES

65. The Panel through its seventh report linked travel allowances to the Inland Revenue's Approved Mileage Allowance Payments (AMAP). It was agreed to increase the travel allowance to 45 pence per mile in the Panel's 12th report to reflect the recent adjustment made by the AMAP. The Panel recommends that the travel allowance (for cars) under the Members Allowances scheme for 2013/14 should remain at 45 pence per mile and 24 pence per mile for motorcycles in line with the current AMAP rates and 25 pence per mile for cycles.
66. 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 2013/14.
67. No representations have been received on the level of travel and subsistence Allowances and for 2013/14 and the Panel considers that the Allowances should be frozen at 2012/13 levels.
68. **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 2013/14:**
- | | | |
|------------|---|--------------|
| 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 2013/14:

(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

69. 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 2011/12 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.

70. **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

71. 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.

72. 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 2) 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).
73. The Panel noted that the Department for Work and Pensions had introduced a new "automatic enrolment into a workplace pension" scheme with effect from 1 October 2012 (on a rolling introduction basis). The scheme introduced an arrangement for employers to automatically enrol workers into a workplace pension who were not already in a qualifying scheme; aged 22 or over; under state pension age and earning over £8,105 a year. Workers could opt out of the scheme. The Panel noted that for the purposes of this scheme Councillors were not recognised as 'employees' and therefore the Council had no requirement to introduce it for them.
74. 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.
- Yes 7 (8) No 29 (28)
75. **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 2013/14

76. **The Panel recommends that the Members' Allowances Scheme (set out at Annex 4 and based on the recommendations in this report) be adopted with effect from 1st April 2013.**

CONCLUSIONS

77. 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 has been taken into account as part of this review.
78. Additionally the Panel has had careful regard to the period of time since the last uplift in Members' Allowances (2009/10) and the increased workload and responsibility for a number of Members, particularly the Leader, Deputy Leader and the Executive Members.
79. The Panel has therefore recommended an increase in the Basic Allowance and a number of the Special Responsibility Allowances for 2013/14 as detailed above.
80. The Panel has also sought to take into account the changing nature of workloads in an effort to put forward proportionate levels of remuneration to reflect current workloads for some of the positions that currently attract a Special Responsibility Allowance.
81. 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.

82. 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.
83. The Panel is grateful for the support and co-operation it has received from Councillors and the efficiency and hard work of Council staff in their support of the Panel's work.



Susie Jackson

David Seymour CB
(Chairman)

Paul Sherar OBE

Annex 1: Analysis of Members' Questionnaire on Allowances

Annex 2: South East Employers Members Allowances Survey March 2012

Annex 3: Councillor payments in 2011/12



Annex 4: Members' Allowances Scheme 2013/14

Members' Allowances Scheme 2012/13 Review  **SurveyMonkey**
by the Independent Remuneration
PanelMembers' Questionnaire



1. Name:

	Response Count
	38
answered question	38
skipped question	1

2. Allowances: General In 2010/11 expenditure on Member Allowances totalled £366,211. For 2011/12 and 2012/13 Allowances were "frozen". In light of this and the continuing economic climate do you consider that for 2013/14 Allowances should be:

	Response Percent	Response Count
Reduced	0.0%	0
Frozen at 2012/13 levels 	60.5%	23
Increased 	39.5%	15
What Expenses do you think should be met as part of the Basic Allowance?		20
answered question		38
skipped question		1

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



		Response Percent	Response Count
Too Low		34.2%	13
Too High		0.0%	0
About Right		65.8%	25
		answered question	38
		skipped question	1

4. 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	Response Count
Leader of Political group - £134 basic allowance, plus £52 for each Member of the Group	15.8% (6)	10.5% (4)	73.7% (28)	38
EXECUTIVE: (2011/2012 - 12 meetings) Leader.....£12,590	25.6% (10)	5.1% (2)	69.2% (27)	39
Deputy Leader£10,282	20.5% (8)	23.1% (9)	56.4% (22)	39
Portfolio Holders£8,394	20.5% (8)	12.8% (5)	66.7% (26)	39
CHAIRMEN OF: Planning (2011/12 - 13 Meetings).....£4,842	18.4% (7)	10.5% (4)	71.1% (27)	38
Overview & Scrutiny (2011/12 - 10 Meetings).....£2,813	23.7% (9)	5.3% (2)	71.1% (27)	38
Licensing (2011/12 - 1 Meeting).....£0	13.3% (4)	0.0% (0)	86.7% (26)	30
Licensing Sub-Committees£500	2.6% (1)	20.5% (8)	76.9% (30)	39
Regulatory (2011/12 - 4 Meetings).....£500	2.6% (1)	21.1% (8)	76.3% (29)	38
Employment (2011/12 No Meetings).....£0	3.2% (1)	0.0% (0)	96.8% (30)	31
Budget Scrutiny Review Panel (2011/12 - 4 meetings)£500	2.6% (1)	31.6% (12)	65.8% (25)	38
VICE CHAIRMEN OF: Planning£0	14.7% (5)	0.0% (0)	85.3% (29)	34
Overview & Scrutiny£0	5.9% (2)	2.9% (1)	91.2% (31)	34
Licensing£0	6.1% (2)	3.0% (1)	90.9% (30)	33
Regulatory£0	3.0% (1)	3.0% (1)	93.9% (31)	33

Employment	£0	3.1% (1)	0.0% (0)	96.9% (31)	32
Members of Planning Committee	£715	25.6% (10)	2.6% (1)	71.8% (28)	39
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:					8
answered question					39
skipped question					0

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

		Response Percent	Response Count
Yes		65.8%	25
No		34.2%	13
answered question			38
skipped question			1




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

		Response Percent	Response Count
Leader		4.0%	1
Executive Member		32.0%	8
Committee/Sub-Committee Chairman		24.0%	6
Group Leader		12.0%	3
Planning Committee Member		48.0%	12
Scrutiny Review Panel		0.0%	0
answered question			25
skipped question			14



7. Please provide details of hours spent on Council Duties: (including preparation time, meetings, discussions, responding to matters, follow up and travel if it is not a journey for which you are entitled to claim mileage) Please tick as appropriate.

	up to 10 hours	between 10 and 20 hours	between 20 and 30 hours	above 30 hours	Response Count
Ward Work - all members	50.0% (18)	30.6% (11)	11.1% (4)	8.3% (3)	36
General Council Work - all members	50.0% (17)	35.3% (12)	5.9% (2)	8.8% (3)	34
Executive Member - if applicable	0.0% (0)	55.6% (5)	33.3% (3)	11.1% (1)	9
Committee Chairman - if applicable	0.0% (0)	100.0% (2)	0.0% (0)	0.0% (0)	2
Committee Vice-Chairman - if applicable	100.0% (3)	0.0% (0)	0.0% (0)	0.0% (0)	3
Planning Committee Member - if applicable	61.5% (8)	23.1% (3)	7.7% (1)	7.7% (1)	13
				answered question	36
				skipped question	3



8. Has there been a significant increase or decrease in your hours worked as a Councillor since the last review of Members' Allowances in October 2011?

	Response Percent	Response Count
Increase 	51.4%	19
Not much change 	43.2%	16
Decrease 	5.4%	2
If workload has changed please explain how:		18
	answered question	37
	skipped question	2

9. 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?

		Response Percent	Response Count
Too High		29.7%	11
About Right		70.3%	26
answered question			37
skipped question			2

10. Do you think that the Special Responsibility Allowance you receive fairly reflects your responsibilities, role and workload?

		Response Percent	Response Count
Yes		64.3%	18
No		35.7%	10
If no, please comment			10
answered question			28
skipped question			11

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

	Response Count
	12
answered question	12
skipped question	27

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

	Response Percent	Response Count
Yes <input type="checkbox"/>	2.9%	1
No <input type="checkbox"/>	97.1%	33
If Yes, please specify:		2
answered question		34
skipped question		5



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

	Response Percent	Response Count
Yes <input type="checkbox"/>	29.7%	11
No <input type="checkbox"/>	70.3%	26
answered question		37
skipped question		2

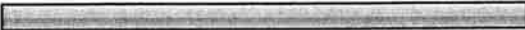


14. If Yes, would you do this if the allowances were more generous?

	Response Percent	Response Count
Yes <input type="checkbox"/>	35.3%	6
No <input type="checkbox"/>	64.7%	11
answered question		17
skipped question		22



15. Other Factors: Do you consider you are financially disadvantaged as a result of your role as a Councillor?

		Response Percent	Response Count
Yes		54.1%	20
No		45.9%	17
answered question			37
skipped question			2

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

		Response Percent	Response Count
Not significant		89.5%	34
Fairly significant		7.9%	3
Highly significant		2.6%	1
answered question			38
skipped question			1

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

		Response Percent	Response Count
Yes		19.4%	7
No		80.6%	29
answered question			36
skipped question			3

18. 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:

	Response Count
	12
answered question	12
skipped question	27

SEE Members' Allowances Survey 2011 - 2012
Basic Allowances

Council Name	Type of Council (County, Unitary or District)	Population (approx)	Basic Allowance for 2011/12	Comments on Basic Allowance
Arun District Council	District	150,000	£4,870.00	Any increase to the Basic Allowance is linked into staff pay increases.
Ashford Borough Council	District	114,100	£4,292.28	
Basingstoke and Deane Borough Council	District	166,000	£6,602.75	
Bracknell Forest Council	Unitary	117,000	£8,687.00	
Canterbury City Council	District	149,100	£4,710.00	
Chichester District Council	District	133,500	£3,900.00	Frozen since 1.4.2008. IRP are recommending £4,300 from 1.4.12. Council decision expected 20.12.11.
Crawley Borough Council	District	100,000	£5,949.00	
Dartford Borough Council	District	93,600	£4,765.00	
East Hampshire District Council	District	110,000	£4,500.00	
East Sussex County Council	County	774,400	£10,842.00	
Eastbourne Borough Council	District	98,500	£2,559.00	Includes travel for activities undertaken within the borough which are not claimable separately. Also intended to cover telephone costs.
Eastleigh Borough Council	District	122,700	£5,685.00	
Elmbridge Borough Council	District	130,000	£4,245.00	
Epsom and Ewell Borough Council	District	74,300	£3,308.31	
Fareham Borough Council	District	110,967	£6,465.60	
Gosport Borough Council	District	91,341	£5,630.00	
Gravesham Borough Council	District	99,600	£3,447.00	
Guildford Borough Council	District	135,700	£4,655.00	
Hampshire County Council	County	1,729,600	£12,003	
Hart District Council	District	91,200	£3,735.00	
Havant Borough Council	District	120,000	£5,350.00	

Kent County Council	County	1,427,400	£12,805	Inclusive of an element for routine subsistence expenditure on KCC duties.
Lewes District Council	District	96,396	£2,975.00	
Maidstone Borough Council	District	149,800	£4,666.00	
Medway Council	Unitary	256,700	£9,025.06	IRP currently looking at 5% reductions but unlikely to come into effect in 2011-12.
Mid Sussex District Council	District	133,000	£4,501.00	
Milton Keynes Council	Unitary	230,000	£9,863.00	Paid in 12 equal instalments
Mole Valley District Council	District	80,287	£4,098.00	Paid in 12 equal instalments.
Oxfordshire County Council	County	640,000	£8,295.00	
Reading Borough Council	Unitary	151,800	£8,220.00	
Reigate and Banstead Borough Council	District	136,100	£5,072.00	Incorporates £700 for I.T provision.
Rother District Council	District	90,566	£4,237.00	No increase was recommended by the IRP in 2010.
Royal Borough of Windsor and Maidenhead	Unitary		£7,180.00	
Runnymede Borough Council	District	61,106	£2,335.00	
Rushmoor Borough Council	District	92,000	£4,950.00	
Sevenoaks District Council	District	114,100	£3,698.18	Basic allowance includes a public service discount ratio of 50% to reflect the voluntary nature of this element of Councillor service.
Shepway District Council	District	100,300	£3,876.00	
Slough Borough Council	Unitary	130,000	£7,100.00	
South Bucks District Council	District	67,500	£4,100.00	
Southampton City Council	Unitary	239,700	£11,159.20	
Spelthorne Borough Council	District	91,000	£3,938.00	The last increase was for year 08-09. No increase for 09-10, 10-11 and 11-12.
Surrey County Council	County	1,113,100	£11,791.00	Unchanged since 2008
Surrey Heath Borough Council	District	83,000	£4,752.00	
Swale Borough Council	District	135,000	£3,343	
Test Valley Borough Council	District	114,000	£6,250	Includes approx £800 IT/ Communications Allowance

Thanet District Council	District	131,000	£4,360.00	
Tonbridge and Malling Borough Council	District	112,400	£5,076.00	Deferral of the transitional increase recommended by the IRP
Tunbridge Wells Borough Council	District	107,600	£5,279.00	
Waverley Borough Council	District	116,000	£2,406	
Wealden District Council	District	146,000	£4,215.00	
West Berkshire Council	Unitary	152,000	£6,148.95	Includes an ICT Allowance of £200 for broadband.
West Oxfordshire District Council	District	100,000	£4,350.00	
West Sussex County Council	County	770,000	£11,030	Frozen until 2013
Winchester City Council	District	113,300	£5,580.00	
Woking Borough Council	District	92,400	£7,115.00	
Wokingham Borough Council	Unitary	153,600	£7,360.00	Basic Allowance made up of £6,360 for time contributed; £500 for out of pocket expenses; £500 for IT, communications and home office.
Wycombe District Council	District	161,000	£4,515.00	

Average	224,996	£5,822.20
Minimum	61,106	£2,335.00
Maximum	1,729,600	£12,805.00

SEE Members' Allowances Survey 2011 - 2012
Other allowances

Authority	Traveling/ Mileage	Motocycle Mileage (pence per mile)	Bicycle Mileage (pence per mile)	Breakfast	Lunch	Subsistence allowances	Evening	Overnight Accommodation	Car/Mileage	Car/Mileage	IT Allowance	Other Allowances
Aun District Council	45p per mile			£6.50	£8.84	£2.82	£11.84	£196.95	£10 per hour	£240.00	£500 for 4 year term	Members Appoint Panel £5 per half day session
Astonford Borough Council	45p per mile (over 10000); 40p per mile (under 10000) qualifying only (approved costs met with a receipt)	£0.240	£0.250						Childrens costs covered up to £100 per child per week. Parents Payable at child care payable if relevant.			
Basingstoke and Ome Borough Council	40p per mile		£0.100						The total Departmental Claims Allowance claimable is capped at £100 per month. Approved costs are payable in respect of approved duties within the Borough.	(1) Personal Computers (PCs) All Members are entitled to have a personal computer and software that enables them to perform their duties more effectively, as a level agreed by the Council. The Council will provide helpdesk support for Members who have the Council's equipment installed. Members will be required to sign an agreement regarding usage. (2) Members provided with computer hardware and software are expected to use them in conjunction with the Council's network through the Council provided broadband package. They should not use separate software or hardware. (3) Members wishing to obtain broadband support for their personal use should contact the Democratic Services Officer (Members and Information). Claims will only be paid in respect of approved equipment. This allowance will be paid on the receipt of documentation and no more than the current limit set by the Council.		
Bracknell Forest Council	Travel Allowance - approved duties within the Borough. (1) Councils and Co-opted Members shall not be entitled to claim for travel expenses in respect of approved duties within the Borough. (2) Where Councilors or Co-opted Members attend approved duties outside the Borough, Councilors shall organise meals and accommodation through the Council, in advance. Councilors shall be entitled to claim for approved subsistence and accommodation costs at the same rates that are payable for officers. (3) Councilors or Co-opted Members shall not be entitled to claim for meals that cannot be prepared for them by the Council and are an excess of current Councilors' reasonable costs shall be reimbursed on production of receipts up to a limit of £25 per day.		£0.200	£6.88	£9.24	£3.66	£11.44	£0.200	Out of pocket for residential courses £5.12 per night.		£50 pa	
Centerbury City Council	40p per mile, plus 5p per mile for each hour spent in excess of 10000											
Chester District Council	45p per mile											
Crawley Borough Council	45p per mile											
Dartford Borough Council	45p per mile (for the first 10,000 miles), 25p per mile (over 10,000 miles)	£0.240	£0.200	£5.12	£8.45	£3.38	£10.46		Dependent relative care £13.13. Childcare NINW.			Chair Chair, OSC Chair (SCS) Chair, Chair of Purposes & Budget Advisory Group all £2,380 each, Vice-Chair OSC (£1,186), Chair of Society Panel (£1,135), Chair of Finance Panel £2,200 + £274 per group member
East Hampshire District Council	40p per mile		£0.050	£4.52	£6.77	£2.67	£6.36		Dependent relative care child care £5.50 per hour.	£200 per year paid the day after annual Council		
East Sussex County Council	40p per mile. An additional 10p per mile for each passenger carried		£0.200						£10.00 per hour (subject to a financial limit of £2,000 per year)			
Eastbourne Borough Council	Car: 45p per mile; passenger 5p per mile for travel to activities outside borough.	£0.250	£0.200	£6.48	£8.64	£4.04	£16.19		Basic rate £5 per hour; higher rate £12 per hour.	£388		

Eastleigh Borough Council	45p x 389 cc 33.6p, 1000 - 1198 cc 37.1p, 1200 v cc 40p	£0.200	£0.240	£0.200	£0.45	£0.81	£11.03	£3.53	£5.95	For more than 4 hours but less than 8 hours £2.24; For more than 8 hours but less than 12 hours £2.16; For more than 12 hours £2.34.	A childcare and dependent carer allowance is payable where actual expenditure is more than £100 in any financial year. It should not exceed £10 per hour other than in exceptional circumstances	The Council seeks to conduct its business efficiently and with minimal wastage. As such, it will provide to a Member upon request a Member's expenses with a click-back facility (such as Boardband) and a printer. The Council will also provide related services on request.	
Eltham and Ewell Borough Council	4100cc = 42.8 pence, 1000cc-1198cc = 47.7 pence, >1198cc = 60.1 pence.	£0.200		£0.200	£1.78	£2.60	£5.37	£5.89	£5.95	Diagnoses - up to £7.25 per hour; £25 per hour; £120.00 per annum			
Epsom and Ewell Borough Council	45p per mile	£0.200		£0.200						Diagnoses - up to £7.25 per hour; £25 per hour; £120.00 per annum			
Fakenham Borough Council	45p per mile	£0.200		£0.200						Diagnoses - up to £7.25 per hour; £25 per hour; £120.00 per annum			
Gosport Borough Council	Travel Allowance is only paid for travel outside of the Borough on approved duties at 40p per mile									Diagnoses - up to £7.25 per hour; £25 per hour; £120.00 per annum			
Graveham Borough Council	40p a mile car, cheapest available hire by rail bus	£0.300	£0.240	£0.300	£6.23	£12.00	£20.00	£3.40	£6.00	Hourly rate - national minimum wage for attendance at formally approved meetings only. No allowance for travel. Maximum 8 hours a week and limited to £2,000 per councillor per year.	IT allowance is included in the basic allowance amount.	Consumables provided for members	
Guildford Borough Council	40p per mile	£0.210		£0.210	£5.74	£7.93	£9.80	£3.13	£6.00	Hourly rate - national minimum wage for attendance at formally approved meetings only. No allowance for travel. Maximum 8 hours a week and limited to £2,000 per councillor per year.	IT allowance is included in the basic allowance amount.	Consumables provided for members	
Hampham County Council	45p per mile for (tax 10,000 miles and 25p per mile thereafter)	£0.200		£0.200						Hourly rate - national minimum wage for attendance at formally approved meetings only. No allowance for travel. Maximum 8 hours a week and limited to £2,000 per councillor per year.	IT allowance is included in the basic allowance amount.	Consumables provided for members	
Hart District Council										Hourly rate - national minimum wage for attendance at formally approved meetings only. No allowance for travel. Maximum 8 hours a week and limited to £2,000 per councillor per year.	IT allowance is included in the basic allowance amount.	Consumables provided for members	
Havant Borough Council	40p per mile	£0.300		£0.300						Hourly rate - national minimum wage for attendance at formally approved meetings only. No allowance for travel. Maximum 8 hours a week and limited to £2,000 per councillor per year.	IT allowance is included in the basic allowance amount.	Consumables provided for members	

Chairperson Allowance Chairman of Standing Audit Committee £765

£250

£300 pa

<p>Kent County Council</p>	<p>Travel by private vehicles will be reimbursed at the rates set for the Independent Chairman of the Council. Currently, these are 45p per mile for the first 10,000 miles and 25p a mile thereafter. This includes petrol, tolls, parking fees and any hotel expenses incurred on production of a valid receipt or receipt - the cheapest available. Travel should normally be purchased. Taxi fares will only be reimbursed on production of a valid receipt and at rate of public transport. A maximum of 50m per car is impracticable. Travel expenses will be reimbursed for any journey on council duties between premises as agreed for the purpose of the following purposes: (including consultants' homes). All travel and rail travel other than between London or within Kent should be booked through the Council's travel agents, discussing arrangements.</p>	<p>£0.240</p>	<p>£0.200</p>	<p>£7.70</p>	<p>£3.04</p>	<p>£8.53</p>	<p>These are not normally reimbursed. Full reimbursement is allowed through officers. Any other reasonably unavoidable costs related to overnight stays, including normal subsistence, will be reimbursed on production of a receipt.</p> <p>Members with care responsibilities in respect of dependent adults certified by a doctor or social worker as needing assistance will be reimbursed on production of appropriate evidence. The maximum is on Council duties, up to a maximum of £10 per hour for each dependent child or adult depending on the number of hours. A maximum of £200 household will not be reimbursed.</p>	<p>Members with care responsibilities in respect of dependent adults certified by a doctor or social worker as needing assistance will be reimbursed on production of appropriate evidence. The maximum is on Council duties, up to a maximum of £10 per hour for each dependent child or adult depending on the number of hours. A maximum of £200 household will not be reimbursed.</p>	<p>Basic Allowance includes direct equipment by the Council.</p>	<p>An allowance is payable to the Independent Chairman of the Council per annum and the only rate for the remaining co-opted Members of the Standards Committee is payable at £200 per day.</p>
<p>Leamington District Council</p>	<p>Car Vans - the first 10,000 miles - 40p per mile. For each additional mile over 10,000 - 25p per mile. Supplementary 5p per mile for each passenger carried to the same approved day.</p>	<p>£0.240</p>	<p>£0.200</p>	<p>£7.70</p>	<p>£3.04</p>	<p>£8.53</p>	<p>May be claimed in exceptional circumstances at the rates applied to employees.</p>	<p>Up to a maximum of £10.00 per hour.</p>	<p>Excessively, telephone, mobile phone, fax and postage costs should be seen as covered by the Basic Allowance. The claim is subject to the provision of printer consumables, stationery and paper for printing of Council documents.</p>	<p>Excessively, telephone, mobile phone, fax and postage costs should be seen as covered by the Basic Allowance. The claim is subject to the provision of printer consumables, stationery and paper for printing of Council documents.</p>
<p>Maidstone Borough Council</p>	<p>40p per mile (possibly to be increased to 45p per mile from December 2011)</p>	<p>£0.200</p>	<p>£5.37</p>	<p>£7.70</p>	<p>£3.04</p>	<p>£8.53</p>	<p>More than 5 hours away from normal place of work (11.00 - 12.00 - 14.00, see 18.00 - 18.00, or later after 18.00)</p>	<p>Up to £25 (less tax) per month for broadband</p>	<p>Up to £25 (less tax) per month for broadband</p>	<p>If a Councillor or Co-opted Member attends an approved event which includes an overnight stay away from his/her usual place of residence the Councillor or Co-opted Member can claim the cost of an evening meal up to a maximum of £20 per head, plus the cost of any other receipts with the Allowance Application Form.</p>

Authority	40p per mile regardless of what the fare may be claimed for in respect of the carriage of each passenger not exceeding four, unless otherwise payable for journeys outside Kent and the London postal area, the first 60 miles is paid at 40p per mile and 20p per mile thereafter.	£0.200	£5.00	£7.00	£3.00	£12.00	Breakfast allowance = four hours or more away from home STARTING BEFORE 7.30am, to a maximum of £2 per hour, including the hours of the INCLUDING period 12noon to 2pm. The allowance = four hours or more away from home ENDING AFTER 6.30pm. The allowance is claimable for periods whilst children are at the care of an individual or agency (to be agreed in advance with the Council) of reasonable and actual hotel expenses by agreement in advance with the budgetary accountable officer and group help will be made.	The amount of expenditure actually incurred by a Council/ co-optee is reimbursable up to a maximum of £2 per hour, including the hours of the maximum claimable in any one 24 hour period (starting at 12pm) is £54. This represents 18 hours and is subject to the usual rules. No allowance is claimable for periods whilst children are at school.	Within basic allowance	Dependent Carer's Allowance at a maximum of £15 per hour	
Mid Sussex District Council	45p per mile	£0.210	£5.36	£6.70	£3.47	£10.83	Evening meals/ Commens allowance £5.00 Overnight Out of Pocket Expenses Per week £20.44. Any reasonable costs on production of valid receipts.	£500 single payment per child. Cost for an adult dependent up to £17 per hour.			
Milton Keynes Council	45p per mile	£0.200				£11.76	Overnight accommodation £132.00.	Child care - actual cost up to £6 per hour. Cost for an adult dependent up to £17 per hour.			
North Valley District Council	45p per mile	£0.150				£11.76	Overnight £62.21 per day outside London, £93.77 a day in London at all UK Airports.	£7.18 per hour up to 15 hours a week	None		
Oxfordshire County Council	45p per mile for first 10.000 miles then 25p per mile over 10,000 miles	£0.200	£5.86	£6.50	£3.47	£10.87	Absence from work £152.43 or £106.61 (London) limit covered as part of conference expenses.	£7.25 per hour			
Reading Borough Council	Car 25p per mile; bus - cost of ordinary fare, cheap fare or portion of weekly ticket.	£0.145	£6.36	£7.00	£3.00	£10.00		Elderly dependent £10 per hour Childcare £0.20 per hour			
Reading and Bracknell Borough Council	Car 40p per mile - enhanced for shared vehicle use - 10p per mile for first passenger and 6p per mile for second and subsequent passengers.	£0.250				£10.87		Total amount claimable per approved duty is capped at 4 hours. No claims are permitted for when dependent children are present. If the dependent child is not claimable as a dependent to the County minimum wage applicable to the age of the carer (who must be 15 years of age or over) or less for actual reimbursement.			
Robert Dhillon Council	40p per mile + 2p per mile for passengers.	£0.200	£5.00	£7.00	£3.00	£10.00		Elderly dependent £10 per hour Childcare £0.20 per hour			
Royal Borough of Windsor and Maidenhead	45p per mile	£0.200				£10.00		Total amount claimable per approved duty is capped at 4 hours. No claims are permitted for when dependent children are present. If the dependent child is not claimable as a dependent to the County minimum wage applicable to the age of the carer (who must be 15 years of age or over) or less for actual reimbursement.	£250		
Rushmore Borough Council	40p per mile	£0.250				£10.00		Total amount claimable per approved duty is capped at 4 hours. No claims are permitted for when dependent children are present. If the dependent child is not claimable as a dependent to the County minimum wage applicable to the age of the carer (who must be 15 years of age or over) or less for actual reimbursement.			
Rushmoor Borough Council	Net exceeding 950cc 46.9 pence per mile 1000 - 1196cc 52.2 pence per mile Over 1196cc 65.0 pence per mile	£0.200	£5.73	£7.92		£9.63	All reasonable expenditure	Home care for carers - covered to the best of what is fair and reasonable.	£20 - all council cars are provided with broadband access to printer and a laptop		
Surreys District Council	Car 45p per mile; 46.9p per mile 1000-1196cc; 52.2p per mile, 1200cc+ 65p per mile.	£0.200				£12.21	Overnight essential hotel accommodation £79.82.	Up to £5 per hour; Dependent Carers Allowance £15.50 per hour.	Up to £120 pa		

Slough District Council	Care and vans 45p per mile. Plus 65p per passenger carried.	£0.240	£0.200	£5.88	£4.13	£3.31	£10.06		Up to £500	Max £15 per month. Member purchases broadband. Alternatively, £1500 and member provides everything.	£231 is payable to each councillor for the use of a PC provided the PC meets the minimum specifications agreed by the council.	
Slough Borough Council	45p for miles outside of the Borough		£0.200	£6.88	£9.50	£3.76	£11.76		Up to £500	Max £15 per month. Member purchases broadband. Alternatively, £1500 and member provides everything.		
South Bucks District Council	451 - 995cc 1000 - 1195cc 1200cc plus 12.2p per mile (over 8.500 miles) 14.7p (over 8.500 miles) 11.7p 12.2p 14.2p			£5.57	£7.70	£3.04	£8.53		Up to £500 per hour, subject to a maximum of £2,050	None		
Stratford-upon-Avon District Council	45p per mile. Casual rate 45.9p per mile up to 998cc, 47.7p per mile 1000cc - 1195cc, 60.1p for 1200cc and over		£0.371				£6.03		Actual costs incurred	None - equipment supplied		
Surrey County Council	40p to 50p depending on CO2 emissions (lower CO2, lower rate) (including road tax) (lower emissions), reducing to 20p and 24p for over 10,000 miles.		£0.200	£5.50	£7.25	£2.96	£8.03		Members are entitled to claim a reasonable amount, as supported by relevant documentation.	None		
Surrey Heath Borough Council	40p per mile			£3.35	£7.50	£3.31	£10.71		None	None		
Swale Borough Council	Not exceeding 300cc 42.0p 1000 - 1195cc 46.9p; above 1200cc 55.7p		£0.429						Members are entitled to claim a reasonable amount, as supported by relevant documentation.	None		
Test Valley Borough Council	40p per mile		£0.200						None	£100 per year	Continence allowance £38.00 per day	
Thames District Council	Inside the area = 21.85p per mile - Outside area = 45p per mile (with approval of District Council and Socially manager)		£0.240	£6.88	£9.50	£3.76	£11.78		None	None	Out of pocket expenses, £5.38 per night £21.06 per week	
Tonbridge and Malling Borough Council	N/C (nil)		£0.200						Up to £11.00 per hour. Limits the maximum level of payment for a maximum of 2 hours of 15 hours or the duration of 2 meetings (whichever is the lesser period).	Apex £800 included in Basic Allowance	Motorcycle 24p per mile. (all travel) - is restricted to all classes other than 1st Class.	
Tunbridge Wells Borough Council			£0.200	£5.88	£9.50	£3.38	£11.76		Childcare cost of £6 per hour - carers at dependant rate of £15.50 per hour	None		
Waverley Borough Council	Up to 895cc 46.8p per mile 1000cc to 1195cc 52.2p and 1200cc and above 60p per mile		£0.223	£6.88	£9.50	£3.76	£11.76		Claim reimburse as long as fair and reasonable.	Brainband		
Wendon District Council	45p per mile		£0.200	£5.50	£7.50	£3.50	£9.50		Valid receipts have to be produced to claim any subsistence allowance.	Included within basic allowance		
West Berkshire Council	45p per mile		£0.120	£3.00	£7.00	£3.00	£12.00		Reimbursement of £6 per hour up to a maximum of 40 hours per month per councillor.	The basic allowance includes petrol, parking, photocopying, members can claim up to £200 in ICT consumables (paper, printer cartidges)	Members are able to become members of the Local Government Pension Scheme	
West Cheshire District Council	45p per mile (Inland Revenue Non Profit Rate)		£0.149	£6.69	£9.24	£3.60	£11.44		Half of broadband cost up to £10 per month	None		
West Essex County Council	50.8p per mile for cars, or actual costs of leased public transport			£6.12	£8.41	£3.32	£10.33		No allowance. Not members are able to claim for photocopying, printer, Black ink cartidges and plain paper are also provided.	Computer & printer provided	Co-op/other allowances for members & parishes on the basis of the 2004/05 of Stansted Chase - £3042pa	
Winchester City Council	Casual vans - 40p per mile		£0.200	£5.17	£7.13	£2.78	£8.65		Actual fees up to £8.08 per councillor	Computer & printer provided		

Wokingborough Council	Public Transport - Members travel cost reimbursed cost -35p per mile (Members receive an extra 1p per mile per each additional person on the vehicle) claim a travelling allowance and any expenditure for tolls or parking (not) Taxis - will be paid in cases of urgency where no public transport is available. In any other cases, the amount of the fare for travel by appropriate public transport.								Biggles Allowance: Monthly Members carry out Council duties on at least three separate occasions.	£5.46	£7.46	£2.98	£9.32	Payable on production of receipts of actual expenditure. Trip must be completed before 11am. More than 4 hours including between 12pm and 2pm. More than 4 hours including between 5pm and 10pm. More than 4 hours including between 11pm and 5am. (Controlled in London, or administrative Annual Conference of the Local Government Association - £55.00).	If Members have the sole responsibility for the chairpersonship payments of up to £975 per annum will be available. If Members have joint responsibility, £330 per annum is available.	Members are provided with PC facilities for business use and a monthly allowance of £25 which includes the cost of internet and broadband connection costs.	Loss Allowance - A Member is eligible to apply for a Loss Allowance where he/she has been absent from Council duties as a consequence of illness or other approved duty. Confinement of 3 months or any other approved duty necessitating absence from the Council is deemed appropriate. An allowance of £100 (increased possibly per twenty four hour period) will be payable provided, upon the submission of necessary documentary evidence, that the Member or his/her spouse or partner has been employed or was paid leave entitlement. In cases where the Member's employer permits 'public service days' the Member will need to provide evidence that the days have been utilised before Members Sui Generis - Members claiming Loss Allowance are entitled to claim reimbursement of necessary expenditure to enable them to perform approved duties as a Member of Wokingborough Council.
Wokingborough Council	45p per mile up to 10,000 25p per mile after 10,000	£0.350	£4.92	£2.67	£8.38	£6.77	£6.50 per hour maximum of 35 hours per month	All allowances are with time restrictions. Overnight £75.00 (time London £31.04).	In line with NAC guidelines	£11.79	£3.41	£8.89	£11.79	£11.79			
Wycombe District Council	48.5p @ 65p per mile dependent upon size of engine	£0.200					Up to 6.00 per hour (subject to national minimum wage)							£20 per month if provide own equipment for broadband.			
Average		£0.25	£5.11	£5.89	£11.79	£8.89											
Minimum		£0.24	£3.00	£6.77	£8.38	£6.77											
Maximum		£0.35	£11.79	£23.60	£35.37	£23.60											

SEE Members' Allowances Survey 2011 - 2012
Extra information

Authority	Authority Code	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 allowances annually? If yes, please detail.	How did you recruit your independent Remuneration Panelists (did you advertise, if yes, where)?	What rate of pay do independent Panelists receive?	Please detail any recent changes to the structure of authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the hours worked on average per week.	Please detail any significant changes made to SRA's, or the structure of the cabinet, following the introduction of the strong leader model.	Please detail the number of hours your Cabinet members work on average per week.	Please detail the size and composition of your authority's Oversight and Scrutiny committees and panels.
Arun District Council		Hierarchy of responsibilities model using the Basic Allowance as a multiplier - this approach is being phased in	Yes - all Members are eligible to join the Pension Scheme	14%	Sep-09	Ongoing - recommendations to be made to Full Council on 11 Jan 2012	Will be dependent on outcome of current review - some reductions are being proposed based on the hierarchy model	For the Basic Allowance, this is linked into the staff pay award	Advertise in local press and website	50 per meeting attended	None	30 - 37 per week		15 - 30	15 Members on Oversight Committee Select Committee Three Working Groups have been established which can report to this Committee, Cabinet or Full Council
Ashford Borough Council		As a percentage of the Leader's SRA.	No		Jan-10		Updated	Yes, same annual cost of living increase for staff (although not always taken up)	Targeted business, community and trade union sectors for three Members.	Hourly rate of professional fees for Chairman (a Solicitor) and 50% of that for each of the other 2 Members	Elections in May 2011 - Current Composition = 30 Cons, 5 Labour, 5 Ash Ind, 2 Lib Dem, 1 Ind	No significant changes - Still One Leader and Seven Cabinet Member - no changes to structure of SRA's		1 Full Committee of 19 Members - broken down into Task Groups (5-7 Members) for more specialist reviews	
Basingstoke and Deane Borough Council		As a percentage of the Leader's SRA	Yes, all	15%	14/02/2008 for implementation from 1/04/2008	Review just undertaken due to be considered by Council on 15/12 2011 for implementation on 1/4/2012	Frozen	RPI	Chair as recommended by SEE, others were volunteers from Business sector and Voluntary sector	Chair as billed by See others £350/day plus expenses	Strong leader model introduced so new Deputy Leader role introduced - Conservative administration	Approx 25 hours a week	18 hours	4 O&S committees (13/14 each), 5 statutory committees (9 13 members), about 30 subcommittees, panels, working groups etc made up of varying numbers.	

Bracknell Forest Council			40%	Feb-10	Nov-11	Frozen	Increased each year by the annual local government pay percentage increase as agreed each April (linked to spinal column point 49 of the National Joint Councils scheme), to be implemented in that year from the date of the next following Annual Council Meeting.	Advertised on the website and local paper and contacted our Bracknell Forest 1500 residents panel.	For Panel Members - the daily rate circulated by the LGA derived from the latest NES data each year. For the Chairman - his actual daily rate as he is a consultant.	On average the Leader works in excess of 80 hours a week on Council business.	None	Although this varies from Member to Member, between 55 and 70 hours a week are spent by the Executive Members on Council business.	Overview and Scrutiny Commission – 12 Councillors (Cons 11; Labour 1) plus 2 church representatives, 2 parent governor representatives and 1 Social Care representative. Adult Social Care and Learning Overview and Scrutiny Panel – 9 Councillors (CB:L1) Children, Young People and Learning Overview and Scrutiny Panel – 9 Councillors (CB:L1) plus 2 church representatives, 2 parent governor representatives, 2 teacher representatives and 1 Social Care representative.
Chichester District Council		No formula		Apr-08	Apr-12	Frozen	RPI at previous September	Maintained previous Panel membership. Advert to fill vacancy in local papers	Nil	4 days a week	Cabinet reduced from nine to seven (incl Leader and Dep. Leader)	Cabinet reduced from nine to seven (incl Leader and Dep. Leader)	15 members, politically balanced. Has 3 standing panels: crime, health and housing
Crawley Borough Council		No apparent formula.	40%	Apr-10		All frozen except mileage increased from 40p to 45p in line with H.M. Revenue & Customs increase.	Yes, Chief Officers' pay award.	Asked IRP Members if they wished to stand again and also approached various organisations to nominate a suitable person e.g. Business organisations; Police; College; Health Service. We did not advertise.	None. Can claim expenses.	Yes	No significant recent changes (still 37 Members and Conservative controlled)		

East Hampshire District Council	One unit is £2,767, and they are worked on no of units.	No	Dec-10	Dec-11		No	Advertise in the local paper.	None	None	No set hours	None	As and when. They meet nearly every Thursday afternoon for informal Cabinet meetings	One O & S with 15 members. 2 LD and 13 Conservatives. The chairman is LD. Dev Policy panel with 15 members.
Eastbourne Borough Council	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%	Apr-11	2015	Frozen	Normally linked to RPI (February figure).	Website inc recruitment page, public notices and flyers at consultation events etc.	Varies - up to £250 for a full review.	Part-time. No information available as to hours.	None		A single Scruffy Committee of 7 members (currently 5 Lib Dem and 2 Cons). Chair is from opposition, deputy chair from controlling group.
Eastleigh Borough Council	Based on staff (local) grades	Yes (Basic and SRAs)	12%	Oct-10	2013/14	Frozen	No	Personal approaches	£500 each for the period of the review	Payment based on 4 days per week	None	Payment based on 2.5 days per week	2 panels, 11 members each, based on Council's political make-up.
Elmbridge Borough Council		Yes	5%	Dec-10	Sep-11			Advertise - Council's Website, newspaper	£575	No	No change		16 Members
Fareham Council		All		Apr-11	Dec-12	Frozen	No	Advertise in local press	£450	Approx 35 hours per week	None	15	9 members (7 Conservatives 2 Lib Dems) 8 Deputies (5 Conservatives 3 Lib Dems)
Gosport Borough Council	Current levels of SRA were based on previous years amounts.	There is a Member Pension Scheme available to all Councillors.	14 members have joined the scheme	Apr-11	Full review in 2014 - a shorter review will take place each year.	Updated	Allowances are indexed to the staff salary pay award, one year in arrears.	Panelists were recruited via a advert in the local newspaper	There was no rate of pay	Leader is full time			
Gravesham Borough Council	Council took the decision in December 2010 that no increase be awarded due to economic situation.	Leader only	1	Dec-10			No	Present incumbents were re-appointed for a further term of office	none	No on average 20 plus hours a week in the office	Council has adopted the Leader and Cabinet model under executive governance arrangements	Varies	10 Members. Topic Review Groups set up when needed

Lewes District Council				Sep-05	Review of Cabinet Member SRAs in December 2011. Full review of allowances scheme scheduled for 2014.	Allowances frozen in light of the decision by councillors to defer consideration of the recommendations of the IRP in 2012.	Linked to the Retail Price Index. Increases in the coming years subject to review of recommendations of the IRP in 2012.	Advertisements in local newspapers.	Standard panel member - £500 per day. Currently Chair's fee set by employer (SEE).	41 Councillors, previously 22 Conservative Liberal Democrat Group and 1 Independent. This has changed recently to 21 Conservative Liberal Democrat Group and 2 Independent members.	Estimated average 3.5 days per week.	No changes to SRAs as yet, pending Cabinet Member review in December 2011 and subsequent decision by councillors. Cabinet structure has changed from Leader + 8 Cabinet Members (including 3 members of the Minority Group without specific portfolio), to Leader + 8 Cabinet Members (including a Deputy, second Deputy and 3 members of the Majority Group without specific portfolio) following the introduction of the 'strong leader' model on 5 May 2011.	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.
Malden Borough Council	As a percentage of the Leader's SRA.	Yes, basic and SRAs are all eligible for the pension scheme.	None	01-Apr-11	Just had a review and going to Council in December 2011	No increases in basic or SRAs	Yes - allowances are increased at the same % rate as staff increases	advertised - newspaper and website	Chairman receives payment as daily rate set by SEE. Other panelists only receive travel expenses, if claimed.	May 2011 - 30 Con; 21 - Lib Dem; 4 - Independents	No - average of 30 hours per week	Cabinet Members have reduced from 6 to 5.	Approx 38 hrs per week	3 O&S Citees - 9 Members each (5 Con, 3 Lib Dem and 1 Independent) with 14 substitute members

Medway Council					Formally review not due until 2012 although RRP currently looking at making recommendations on 5% reductions as requested by Council	Frozen	Indexed against staff salaries for 4 years.	4 Members are recruited from our Citizens Panel so advertised to all circulated of them. Others are nominated by key stakeholders	They can claim up to £10 per meeting plus reasonable travel but currently do not claim on principle	All Local elections in 2011 number of Conservatives increased from 33 to 35; number of Labour increased from 9 to 10 and number of Liberal Democrats fell from 7 to 3. Lib Dems have lost allocation of a Political Assistant	28 hours a week although difficult to estimate as varies	None	Varies too much to give an average	Business Support O&S 13 Councillors; Children & Adults O&S 13 + 2 Councillors plus 4 co-optees with voting rights and 6 without voting rights; Health & Adult Social Care O&S 13 Councillors plus 2 reps without voting rights; Joint rights; Joint KCC/Medway NHA O&S Ctee 4 members; Regeneration, Community & Culture O&S 13 Councillors; only one task group in existence at any one time with average of 5 members
Mid Sussex District Council				Dec-10	Autumn 2012	Updated	The panel now meets every two years unless required to meet in the intervening year. In the intervening year allowances rise in line with any Local Government Pay increase.	Advertised in the local press.	£500pa in a review year, £100pa in any intervening years	Conservative group increased	Essentially, yes	None	36-45	20 Members, politically balanced
Milton Keynes Council				Mar-11	Summer 2012	Frozen or gone down	Indexed to the annual local government increase as agreed each April by the National Joint Councils for local government staff.	Public notices in local press and on Council website	Chair charges an hourly rate plus expenses other members of the panel don't receive anything	None	Yes	None	20	See attached

Mole Valley District Council	Amounts decided by JRP, no set calculation.	No	Apr-08	Full Review - 2012	Frozen	No	Have had the same Panel for a few years. New members found through recommendations from other local authorities in Surrey.	None	We are a hung Council - 17 Conservatives, 18 Liberal Democrats, 5 Independents and 1 Leatherhead Independent. We moved to the Strong Leader and Cabinet Model in 2010.	No	No significant changes.	Average 10 to 15 on Council business.	One Scrutiny Committee, 11 Members, one Audit Committee, 7 Members, 4 Scrutiny Panels which meet on an average of 4 times a year each.
Oxfordshire County Council	Based on basic allowance - Cabinet Member and Leaders - 1 1/2 x basic allowance; Deputy Leader - 1/2 of basic; Chairman of Council - 1 x basic; Vice-Chairman of Council - 1/2 of basic; Leader of Opposition - 1 1/2 x basic. Other SRAs no longer connected to basic.	Yes - all allowances; Any councillor under the age of 70 is eligible to join the LGPS	About 40%	Jan-11	Summer/Autumn 2014	Indexation frozen, some allowances were reduced/deleted at the last review	In line with the local government pay settlement for officers	Direct marketing to organisations/groups/employers for each of the sectors - academic, voluntary, public, business	Financial loss (if applicable); travel and subsistence	No changes in the last year	No significant changes	Children's Services: 15 - 8 Con, 1 Lab, 2 LD and 4 voting co-optees representing parent governors (2), Church of England (1), and Roman Catholic Church (1); Safer & Stronger Communities: 10 - 7 Con, 2 Lab, 1 LD; Strategy & Partnerships: 10 - 7 Con, 1 Green, 1 Lab, 1 LD; Growth & Infrastructure: 10 - 7 Con, 1 Lab, 2 LD; Adult Services: 10 - 7 Con, 1 Green, 1 Lab, 1 LD; Joint Scrutiny Committees: Oxfordshire Joint Health & S Committee: 15 - 5 Con, 1	

Reading Borough Council						25%	Mar-11	Mar-12	Frozen	No	We used some people who were already on other Council panels and boards and approached others following consultation with the Head of Central Administration and other officers.	Not paid	2010/11 controlled by Conservative/Liberal Democrat Coalition (L18, C17, LD9, G1) 2011/12 controlled by Labour Minority Administration (L22, C16, LD5, G2)	No. On average 30 hours per week.	No change	Between 20-30 hours.	Two Scrutiny Commissions - Internal (13 Clls) & External (11 Clls)
Reigate and Banstead Borough Council			December 2010 with effect from April 2011	October/November 2011	Frozen					Normally CPI	Advertised - local press; Council paper and Web site	£500 per report	51 Members; 35 Conservative; 7 Residents Association; 3 Liberal Democrat; "Green; 3 Downland Residents Group and 1 independent.	No	Increase of Executive from 9 to 10		15; 10 Conservative; 1 Downland Residents Group; 1 Liberal Democrat; 2 Residents Association and 1 Green.
Rother District Council			Dec-10	A review will be taken place within the next 2 months.	The allowances were frozen in 2010 - there was no increase for 2011/12.	None				No	Currently advertising for a new member of the IRP in local newspapers and direct contact.	Payment is £22 per hour with a minimum payment of £88 per session. Mileage at 40p per mile	Following election in May 2011 the political structure changed to: Conservative = 27 Liberal Democrat = 5 Labour = 2 Independents = 3 and 1 single Independent Member. Audit Committee has been merged with a Scrutiny Committee.	No changes made as a result of strong leader.		2 Overview and Scrutiny Committees. Services comprising 16 Members; Resources; comprising 12 Members.	

Royal Borough of Windsor and Maidenhead	The levels of SRA are calculated as a percentage multiplier of the Leader's allowance	No	Mini review took place in summer 2011	2012	Mini review resulted in minor changes but no changes to basic allowances or SRA levels	No	Yes; advertised in local newspapers and on web site	One-off payment of £500 for duration of the current Scheme i.e 3 years	Local Elections held in May 2011. Resulted in increase in Conservative majority. We now have 50 Conservative Members, and 7 opposition members.	No		Committee structure - impossible to calculate	Council has 7 Scrutiny Panels, each comprising 7 Members.
Runnymede Borough Council	Based on multiples of the Basic Allowance calculated by a formula unique to that special responsibility allowance	No	Apr-10	2012	Frozen	Would normally reflect inflation	Invitation						9 Cllrs (7Con, 2 Ind)
Sevensoaks District Council	Updated annually	No	Jul-05	2013	The allowances are indexed according to the National Joint Council pay award which last year was zero	Indexed to National Joint Council pay increases	This is a Joint Panel with neighbouring authorities		None	Full time	None		This information is available on the Council's website

Slough Borough Council	Leader is 2.6 x basic allowance Deputy Leader is 70% of Leaders allowance. Cabinet Members are 55 % of Leaders allowance and other allowances are proportionate	No	Jul-10	Frozen	For the period 01.04.11 to 31.03.15 allowances payable under the scheme to be increased annually in line with the average Local Govt Pay Award	A new Panel was appointed to conduct the last review. A recognised expert in Members' Allowances was appointed to chair the Panel. Applications for the remaining three positions on the Panel were sought from the Chamber of Commerce, Primary Care Trust (non-elected Member), Police Authority (non-elected Member) and Council for Voluntary Service. Group Leaders were consulted on the applications received.	£40 for each meeting attended plus travel and subsistence	No recent changes	Not full time- average hours worked- 20 hours per week	None	Average 12 hrs per week (excluding Ward duties)	Overview and Scrutiny Committee (9) Health Scrutiny Panel (9) Education and Children's Services Scrutiny Panel (9) Neighbourhoods and Renewal Scrutiny Panel (9). (All Members elected on a proportional basis)
Southampton City Council	Based on National Minimum wage calculation	All Members are eligible to join.	Sep-11	Frozen	NMW	Letters sent to organisations and partners requesting volunteers to serve.	250 plus Chair paid extra 150	No change	Yes			1 OSM Committee and 1 Health Overview and Scrutiny Panel
Spelthorne Borough Council	The deputy Leader's SRA is approx. two-thirds of the Leader's SRA and the other SRAs are approx. one-third of the Leader's SRA.	Yes. All of them.	Feb-11	Frozen	34 days' council work per year multiplied by the daily average earnings of employees across all occupations in the South East.	The same panelists	None	Since May 2011 election, we have 1 Independent member, 6 Lib Democrats and 32 Conservatives.	No, though she says her average week is 36 hours.	Since the May 2011 election, there are now 2 deputy Leaders in the ruling party.	6 out of 8 Cabinet members responded averaging 23 hours a week.	15 members: 12 Conservatives and 3 Lib Dems.

Surrey County Council		Formula based on salaries in the County, responsibility and time commitment	Yes, All eligible	54%	Jul-10	Spring 2012	Frozen	No	Advertisement on Council website, by email to voluntary and community groups	£2,600 for Chair, £2,000 for panel members	New Council Overview & Scrutiny Committee established	Approx four days per week	Leader's allowance increased slightly, and Deputy Leader's allowance introduced	30	12 to 15 Members plus Chairman and Vice-Chairman of the Council ex officio, Education Select Committee has 3 co-opted members, and Health Scrutiny has 3.
Surrey Health Borough Council			No		Dec-03	Before the end of the municipal year- IRP currently being established	Frozen	No	Potential panel members have been contacted directly.	£500 upon completion	2007 - 2011 30 Conservative, 7 Lib Dem, 1 Labour, 1 Independent, 2011 - 35 Conservative, 1 Lib Dem., 2 Labour, 2 Independent	There are no set hours for the Leader. The time she is in varies from week to week but is generally in most days. She has an office here that she can work from.	None	4 committees - each have 11 members and 5 subs	
Swale Borough Council		As a percentage of the Leader's SRA	No		Jan-11	Nov-11	Frozen	No	We have joint arrangement - Panelists on website	Mileage for 3 panelists and our Chairman is SEE Officer paid at SEE rates	Following May election political composition is now 32 Conservative, 13 Labour and 2 Independent Members	20-25 hours per week	Introduced Deputy Cabinet Member SRA's at 30% of Leader's SRA and also Lead Member posts (although these positions are not eligible for SRAs they do receive mileage for duties)	35 hours per week	Scrutiny Committee: 11 Members (8 Conservative, 3 Labour), Policy Overview Committee: 13 Members (9 Conservative, 3 Labour, 1 Independent Member)

Test Valley Borough Council	Leaders SRA was calculated at 1.9 times the BA, rather than the previous 1.75 times the BA.	No		Nov-11	Summer/Autumn 2014	Updated	Basic and SRA increased annually from 1 April 2012 in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services. Travel Allowances kept in line with the Inland Revenue's assessment of "per mile" operating costs. Childcare and subsistence increased on 1 April each year by the same percentage as the increase in the Consumer Prices Index for the preceding September, commencing with an increase in April 2012.	A representative selected from random from the "My Test Valley" panel. A representative of the North Hants Chamber of Commerce and Industry. Steve Vale, an HR consultant, chairing the Panel, having chaired the previous two IRPs	Consultant fees and travelling and £50 per day plus other two panelists	Audit Ctee dissolved replaced with Audit Panel still with 6 members, 2 Lib Dem and 4 Conservative	28 hours	The Leader's SRA has been increased by 18.5% to reflect the new-style Leader and Cabinet system	19 hours	17 members, 11 Conservative and 4 Lib Dem. Members self nominate to panels although generally have cross party representation between 5 and 7
Thanet District Council	Via Independent Remuneration Panel	Yes	30%	April 2011 with some changes October 2011		Updated October 2011	No	Yes - Local Press	£300 per annum - Chair receives extra £200 per annum - They all receive £75 per meeting	27 Con 26 Lab 3 Ind	Leader not full time.	No significant changes were made	7 Con 7 Lab and 1 Ind	
Tonbridge and Malling Borough Council	Chairs' SRAs set at various percentages of basic allowance, vice chairs as percentages of chairs' SRAs.	No		Jan-09	2012	Transitional increase by which allowances will move towards those recommended by the IRP over 4 years have been 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 rate £11,633; hourly rate £11.63	Following election the balance is LibDem 4; Lab 1. No significant changes to structure but reduction to one O&S Ctee.	Not formally but about 40 hours per week.	One more Cabinet member (7 to 8)	Estimate about 30 hours.	18 members plus 4 co-opted members. Overview & Scrutiny Ctee chair now majority group member and there are 2 vice chairs, one of whom is an opposition member.

Waverley Borough Council			No	2010	Currently underway	Frozen	If no panel report, in line with any staff increase.	Advertised on the website and sought recommendations from neighbouring authorities.	£500	56 conservative and 1 independent (was 50 cons, 4 indep and 3 lib dem before May 2011)	Not full - 20+ hours?			
Wealden District Council	They are reviewed by the Remuneration Panel each year		No	Apr-11	Feb-12	Frozen	No	Advert in local press	£250	Since election in May 2011 out of 55 Members 47 are Conservative, 4 Independent Democrats, 3 Lib Dems and 1 Independent	Part-time - he has an office in the Council offices where he can work from and he is retired so works different hours each week	None	We have 2 Scrutiny Committees each has 15 Members and both are politically balanced	
West Berkshire Council	As a percentage of the Leader's SRA		Yes, all Members can opt to join the LGPS	March 2011 and Sept 2011	Feb-12	Frozen	Index linked to the rate used for Local Government employees.	Local newspaper	Chairman £1,250 other independent members £1,000	39 Conservatives (gained three seats), 16 Liberal Democrats (lost 3 seats)	Not full time. Difficult to quantify but he is in the offices at least two days each week	None	12 Members on OSMC - and 8 members on the two sub-Committees	
West Oxfordshire District Council	SRAs are calculated as multiples of the basic allowance.		Yes, all eligible members, for both the basic and special responsibility allowances.	Jan-11	Jan-12	Frozen	No	Advert, website and item in council newsletter.	None claim it, but they can claim £30/£50 per meeting depending on length, plus travel	Only recent change is to political balance, which is now 44 Con; four LD; and one Labour	The allowances panel estimates approx three days a week.	None	The allowances panel estimates approx one and a half days a week.	Three O&S Committees; each with 14 members; politically balanced

West Sussex County Council		Based on the average rate when compared with similar local authorities.	No		Dec-10	2013	Frozen until 2013	All allowances currently frozen to 2013. However, provision in Scheme to automatically increase the basic and SR allowances in line with inflation, based on the senior manager pay award. Scheme also includes index for automatic mileage increase in line with the RAC rate and to increase subsistence allowances automatically in line with RPI.	Advertisement in local press	None	Makeup is Con 49, LD 16, Lab 2, plus 2 Was 49, 19, 2 and 1 respectively at the start of 2011	Yes	None	Most work full time hours or more	Adults - Con 8, LD 3, Lab 1, Children & Young People - Con 8, LD 3, Lab 1, plus 5 co-ops. Community Services - Con 8, LD 3 and Lab 1, Health - Con 7, LD 3 and 10 co-ops, Strategic Environmental Services - Con 8, LD 3, Ind 1, Policy & Resources - Con 11, LD 3, Ind 1.
Winchester City Council		As a percentage of Leader's SPA	No		24/2/11 to come into effect 18/5/11	Nov / Dec 11	Frozen	Yes. Adjusted for inflation by the amount of the % increase in the nationally agreed pay increase for LG employees.	Advertise in local press.	£200 per day for panelists plus additional fee for chairman for preparing final report.	May 2011 - no overall control. Changed from Lib Dem to Cons run council. Numbers: Cons 27, LD 27, Ind 2, Lab 1	Yes - 37 hrs per week			

Woking Borough Council	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% of the Councillors have joined the pension scheme.	17 February 2011 at Full Council	The Independent Remuneration Panel completed a review in January 2011. The Council agreed with the Panel's recommendation that a further review be undertaken in Winter 2011/12, following the introduction of the Strong Leader Model.	Frozen at 2010/11 level.	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 were required, the fee would be increased to £500.	The Executive has increased from 7 Members in 2011/12.	The Leader is not full-time. Hours worked are not recorded.	No significant changes to the structure of the cabinet.	Hours worked are not recorded.	Overview and Scrutiny Committee - 13 Members (7 Conservative, 6 Liberal Democrat)
Wokingham Borough Council	SRA set at £4,000. Work out what the Leader should get then work out others.	No	No change since set in July 2009. Reviewed by RFP in March 2010 and March 2011, but no change.	Jan/ Feb 2012	Frozen	No	Advertised in local news when advertised scheme and word of mouth.	they are not paid	54 Councillors, 44 Conservative and 10 Lib Dem	near enough full time	None	Varies. Some with busier portfolios be up to 50 hours a week.	O&S Management Ctee - 12 Members (10 Con, 2 Lib), Health O & S - 10 (8 Con, 2 Lib), Childrens Services Panel 6 (5 Con, 1 Lib), Corporate Services Panel 6 (5 Con, 1 Lib), Community Partnerships Panel - 6 (5 Con, 1 Lib)	
Wycombe District Council	As a percentage of the Leader's SRA which is itself a multiple of the Basic allowance	No	Dec-10	None set but probably 2012	Frozen	Currently linked to the national increase for officers	Advertised in local press	£27 per session plus travel	The Commission is 18 Members: politically balanced: 13 x Conservative; 2 x Labour; 2 x Liberal Democrat; 1 x Independent	None	None	None	None	The Commission is 18 Members: politically balanced: 13 x Conservative; 2 x Labour; 2 x Liberal Democrat; 1 x Independent

COUNCILLOR PAYMENTS 2011/12

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	547.77	0	0	0	547.77
CLLR M.S. BLACKER	77.23	547.77	0	0	0	625
CLLR MRS N.J. BRAMHALL	7894.08	5072.04	0	0	0	12966.12
CLLR S.T. BRAMHALL	1141.37	5072.04	0	0	0	6213.41
CLLR MRS J.S. BRAY	0	5072.04	0	0	0	5072.04
CLLR V.W. BROAD	10900.8	5072.04	704.8	0	0	16677.64
CLLR MRS L.J. BRUNT	715.08	5072.04	0	0	0	5787.12
CLLR M.A. BRUNT	4931.36	5072.04	0	0	0	10003.4
CLLR B.C. COWLE	92.51	5072.04	0	0	0	5164.55
CLLR G.P. CROME	424.92	5072.04	0	0	0	5496.96
CLLR A.J. DE SAVE	8315.5	5072.04	0	0	0	13387.54
CLLR MRS F.D.M. DIXON	77.23	472.16	0	0	0	549.39
CLLR J.M. ELLACOTT	8144.3	4968	0	0	0	13112.3
CLLR MRS G. EMMERTON	0	5072.04	0	0	0	5072.04
CLLR J.C. ESSEX	206.1	5072.04	0	0	0	5278.14
CLLR S.N. FARRER	9456.87	5072.04	0	0	0	14528.91
CLLR MS S. FINCH	619.42	4546.4	0	0	0	5165.82
CLLR DR L.R. HACK	426.29	5072.04	225.5	0	0	5723.83
CLLR R. HARPER	619.42	5072.04	89.6	0	0	5781.06
CLLR MRS G. HARPER-ADAMSON	619.42	4546.4	93.18	0	73.5	5332.5
CLLR N. HARRIS	491.86	4372.08	386.3	0	0	5250.24
CLLR N.D. HARRISON	2840.01	5072.04	388.8	0	0	8300.85
CLLR A. HORWOOD	0	5072.04	0	0	0	5072.04
CLLR A.J. KAY	8315.5	5072.04	0	0	0	13387.54
CLLR F. KELLY	0	4546.4	0	0	0	4546.4
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	1692.5	5072.04	0	0	0	6764.54
CLLR S.A. KULKA	1005.12	5072.04	0	0	0	6077.16
CLLR A.M. LYNCH	530.41	5072.04	0	0	0	5602.45
CLLR R.S. MANTLE	845.74	5072.04	0	0	0	5917.78
CLLR MRS R. MILL	8315.5	5072.04	0	0	0	13387.54
CLLR M.J. MILLER	9030.58	5072.04	0	0	0	14102.62
CLLR R. NEWSTEAD	8315.5	5072.04	14	0	0	13401.54
CLLR G. NORMAN	0	5072.04	0	0	0	5072.04
DR R.J. OLLIVER	715.08	5072.04	0	0	0	5787.12

Annex 4

CLLR D.J. PAY	619.42	5072.04	0	0	0	5691.46
CLLR MRS C. POULTER	493.99	5072.04	0	0	0	5566.03
CLLR R. RAMPERTAB	0	547.77	0	0	0	547.77
CLLR MRS. R. RENTON	619.42	5072.04	0	0	0	5691.46
CLLR MRS D. ROSS- TOMLIN	96.83	5072.04	0	0	0	5168.87
CLLR M. SELBY	715.08	4372.08	404.4	0	0	5491.56
CLLR MRS J.M.A. SPIERS	13305.12	5072.04	545.6	0	0	18922.76
CLLR B.A. STEAD	380.88	5072.04	79.8	0	0	5532.72
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	715.08	5072.04	0	0	0	5787.12
CLLR MS J.A. TOMLINSON	0	5072.04	0	0	0	5072.04
CLLR MRS R. TURNER	0	5072.04	402.9	0	0	5474.94
CLLR M.A. VIVONA	0	4546.4	41.6	0	0	4588
CLLR R.F.C. WAGNER	67.7	5072.04	251.2	0	0	5390.94
CLLR S.T. WALSH	752.46	5072.04	0	0	0	5824.5
CLLR C.T.H. WHINNEY	96.83	4968	0	0	0	5064.83
	115337.59	257078.95	3627.68	0	73.5	376117.72

MEMBERS' ALLOWANCES SCHEME - 2013/14

The Members' Allowances Scheme operating from 1st April, 2013 provides for the following:

1. Payment of a Basic Allowance of £5,209 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
------------------------------------	--

Executive Members

Leader of the Council	£12,930
Deputy Leader of the Council	£10,560
Other Portfolio Holders	£8,621

Chairmen of Committees/Panels

Planning	£4,973
Overview & Scrutiny	£2,889
Budget Scrutiny Review Panel	£400
Regulatory	£400
Licensing Sub	£400

Members of the Planning Committee	£734
--	------

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

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

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 2013/14. 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 for Work and Pensions 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 for Work and Pensions. In these circumstances, the Department will almost certainly advise the Council not to deduct National Insurance contributions from that Member's gross pay.

Members' claims for travel and subsistence where payable should be sent to the Democratic Services by the 6th of each month.

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

Queries as to whether an allowance is payable should be directed to Chris Cook in Democratic Services (Tel: 01737 276024). Queries relating to payments received should be directed to Karen Mullett in Human Resources (Payroll) (Tel: 01737 276581).