



REPORT OF:	CORPORATE POLICY AND GOVERNANCE MANAGER
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TO:	COUNCIL
DATE:	12TH DECEMBER 2013

AGENDA ITEM NO:	11	WARD(S) AFFECTED:	N/A
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SUBJECT:	THE FOURTEENTH REPORT OF THE COUNCIL'S INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES FOR 2014/15.
PURPOSE OF THE REPORT:	TO SUBMIT THE REPORT OF THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES FOR 2014/15 TO COUNCIL; REPORT ON THE FINANCIAL IMPLICATIONS OF THE PANEL'S RECOMMENDATIONS AND, BASED ON THESE, SEEK APPROVAL TO A MEMBERS' ALLOWANCES SCHEME FOR 2014/15.

RECOMMENDATIONS:

1. Recommendations (i); (ii)(a) and (iii) to (ix) of the Independent Remuneration Panel (IRP) be adopted;
2. That Council determine its response to Recommendation (ii)(b):

“the Council determine whether it wishes the Panel to undertake a review of the Voluntary Discount to the Basic Allowance for the 2015/16 Scheme (currently 40%)”
3. The Chief Executive be authorised to make any necessary changes to the Members' Allowances Scheme for 2014/15 (approved under (1) above) arising from any amendment or non-adoption of the IRP's recommendations on Allowances;
4. The financial implications arising from the adoption of the Panel's recommendations be noted and built into the Council's 2014/15 Budget Proposal and future years projections; and
5. The IRP be thanked for its report.

SUMMARY

This report sets out proposals on the Members Allowances Scheme for 2014/15 following a review by the Council's Independent Remuneration Panel. The IRP's report

contains 9 recommendations for Council to consider as detailed in paragraph 4 of this report. Arising from the Recommendations the report sets out the budgetary requirement for 2014/15 and a Members Allowances scheme to apply from 1st April 2014.

Statutory Powers

1. In accordance with the *Local Government Act 2000* and guidance from the Office of the Deputy Prime Minister, the Council is required to have a Members Allowances Scheme recommended by its Independent Remuneration Panel (IRP). The IRP has accordingly undertaken a review of the Authority's Members' Allowances and its report is attached at page 23 of the Agenda.
2. The IRP's report on the outcome of its review (with a range of recommendations) was formally presented to the Chief Executive on 2 December, 2013 and is now before the Council to consider. The IRP report has also been made available to all Members via the eMembers Room.
3. Members will be aware that, under the Constitution, this issue is reserved for full Council. This means that it has not previously been the subject of debate by any other decision-making body.

Report of the IRP

4. The IRP's report (which contains 9 recommendations to Council) is set out in Annex A. The IRP's recommendations on Members' Allowances for 2014/15 relate to:

	Pages of IRP Report on Council Agenda
(i) Use of an External Benchmark (the CPI)	26-27
(ii) Voluntary Element discount	26-27
(iii) Basic Allowance	27-28
(iv-v) Special Responsibility Allowances (SRAs)	28-30
(vi) Travel and Subsistence Allowances	32-33
(vii) Carers' Allowance	33
(viii) Pensions	33-34
(ix) Members' Allowances Scheme 2014/15	47

Financial Implications

5. The cost of the proposed scheme cannot be stated with complete certainty. Some Members, for personal reasons, choose not to claim allowances to which they are entitled.
6. The maximum cost of the Members Allowances scheme for 2013/14 is £398,600 (including NI) and for 2014/15 there will be an overall small increase if the IRP's recommendations are adopted. These figures relate solely to Basic and Special Responsibility Allowances and do not take account of some Members who, as indicated in paragraph 5 above, choose not to take all or part of their entitled Allowances. The budget required for 2014/15 is £407,300 which has increased by £8,700 from 2013/14. The Travel and Subsistence budget required for 2014/15 is £7,000 unchanged from 2013/14.

Voluntary discount element

7. Paragraphs 28 to 24 of the IRP's report make reference to the background to the 40% voluntary discount that is applied to the basic allowance. This level of discount has been applied since the current scheme was adopted in 2000. Subsequent changes to the Members' Allowances Scheme have been made 'on top' of this discount to reflect on economic and other factors.
8. During the current review the Panel received a request that the level of voluntary discount be reviewed in order to make the role slightly more viable for people of working age. It noted that the South East Employers were undertaking regional research on this issue and that this was not currently available.
9. The Panel proposes to continue to apply a "voluntary element discount" to the calculations on Allowances for 2014/15 on the existing level of 40% but is seeking the guidance of the Council as to whether this should be reviewed as part of the Panel's next report for 2015/16.
10. The Voluntary Discount that was adopted when the Members Allowance scheme was first introduced recognised that part of the work as Councillor should be considered voluntary. It should be noted that a reduction in the Voluntary Discount would, under the current Scheme, lead to an increase in basic allowance levels.

Members' Allowances Scheme for 2014/15

11. Based on the recommendations of the IRP, the Officers have prepared a Members' Allowances Scheme for 2014/15 and this is set out in Annex 3 to the IRP report. Should Council amend or not adopt any of the IRP's recommendations, then the proposed scheme will need to be suitably amended. Delegation on this matter to the Chief Executive is proposed (Recommendation 2).

Background Papers: None.

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

November 2013

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); Mr. Paul Sherar OBE and Mrs. Tracey Jessup.
3. The Members of the Panel have between them considerable experience in the areas of central and local government, parliamentary procedures, human resources, management, legal services and charity work.
4. They have no connections with the Council and are independent of any political party. This is the IRP's fourteenth report to the Council on Members' Allowances.

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 (paragraph 27)**
 - (ii) **in relation to the "voluntary element discount":**
 - a. **the calculations on Basic Allowances for 2014/15 be applied on the basis of the existing level of 40%; and**
 - b. **the Council determine whether it wishes the Panel to undertake a review of the Voluntary Discount to the Basic Allowance for the 2015/16 Scheme (currently 40%) (paragraphs 28-34)**
 - (iii) **there should be an increase in the Basic Allowance for 2014/15 that is in line with the October Consumer Price Index of 2.2%; (paragraphs 38-46)**
 - (iv) **for 2014/15 all Special Responsibility Allowances (SRAs) should be increased in line with the October Consumer Price Index of 2.2% (paragraphs 47-62)**
 - (v) **for 2014/15 no new SRAs be introduced; (paragraphs 60 and 62)**
 - (vi) **for 2014/15 all travel and subsistence allowances be retained at 2013/14 levels; (paragraphs 64-67)**
 - (vii) **the Council should retain a Carers' Allowance within the Members' Allowance Scheme, with a maximum rate paid per hour to a carer capped at the Reigate and Banstead minimum wage of £7.49 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000; (paragraphs 68-69)**
 - (viii) **no Member should be entitled, at this time, to a pension in accordance with a scheme made under Section 7 of the Superannuation Act 1972;**

(paragraphs 70-74)

- (ix) **the Members' Allowances Scheme (set out at Annex 3 and based on the recommendations in this report) be adopted with effect from 1st April 2014. (Paragraph 75 and Annex 3)**

SOURCES OF INFORMATION

7. The Panel has taken into account the South East Employers Members' Allowances survey 2012-2013 which provided regional comparative data on allowances.
8. 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 and Mr John Jory, Chief Executive.
9. All Members were also given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2013/14 and 31 Councillors (60.8%) chose to do so. The Panel were disappointed with this lower rate of return and hoped that the level of return would increase in future years as a low return makes it difficult for the Panel to be confident that the recommendations relate to the needs of the majority of the Members. As in previous years, however, 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 the previous year's figures shown in brackets.
10. An analysis of the questionnaire responses is set out at **Annex 1** to this report. With regard to the 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 Panel was provided with details of Council and Committee meeting duration; Committee attendance records for 2012/13; Planning site visit information; and details of the level of uplift in Allowances provided between 2010/11 and 2013/14.
12. In addition the Panel received oral evidence that indicated that the volume of work required by Executive Members had increased. To assist the Panel in considering this it received the following information:
 - Volume and duration of meetings:
 - Executive
 - Leaders'
 - Executive Away days
 - One on one meetings (Portfolio Holders and Senior Officers);
 - Comparison of allowances with Surrey Districts; and
 - Key Executive Achievements from 2011/12 to 2013/14.
13. It was noted that the allowances provided by Reigate and Banstead under its Members' Allowances scheme compared favourably with the allowances given by similar Authorities. The analysis of the questionnaire returns indicated that a majority of Members considered that the Basic Allowance, Special Responsibility Allowances and Voluntary Element Discount were about right.

14. The Panel also received comments regarding the size of the Council and the potential for this to be reviewed, however this was a matter for the Council to consider. The Panel would undertake any further work as required by the Council.
15. The Panel considered the general principle behind the establishment of Member Allowances whilst recognising that Councillors was not a paid role. It considered that the levels of remuneration should be sufficient that they allow most people to consider becoming an elected Member without suffering undue financial hardship or to deter existing councillors from fulfilling their role successfully.

METHODOLOGY

Economic Factors

16. The Panel noted that the economy had shown signs of improvement with more stability in the level of the CPI during 2012/13. However the economy had not recovered fully and it was considered that further economic restraint would continue to be a pressure for the Council for the foreseeable future.

17. A majority of Members had indicated that Allowances for 2014/15 should be frozen at 2013/14 levels. In the Questionnaire response to whether there should be a reduction, a freeze or increase in Allowances, Members responded as follows (a comparison with the previous year is shown in brackets):

Reduce	Freeze at 2013/14 levels	Increase
1 (0)	18 (23)	11 (15)

18. The Panel noted that a minority of Members felt that they were financially disadvantaged as a result of being a Councillor. The questionnaire result on being financially disadvantaged was:

Yes 12 (20) No 19 (17)

19. In considering the above issues the Panel noted that:
 - the Council's Allowances, in the main, compared favourably with those given by similar local authorities as shown in the SEE survey.
 - Councillors were unanimously of the view that Allowances were of no significance in deciding whether to stand for election to the Council. The Panel noted, however, that it was not possible to say from this analysis whether the level of remuneration deterred other people from standing for election.
 - The questionnaire result on this issue was:
No significance: 31 (34); Fairly significant: 0 (3); Highly significant: 0 (1)

20. The Panel also gave consideration to the level of uplift on Members Allowances for the period 2010/11 to 2013/14 as follows:

	2013/14	2012/13	2011/12	2010/11
Decision	2% (Basic and some of the SRA allowances) Changes to other SRAs	0%	0%	0%

21. Taking account of current economic circumstances and that between 2010/11 and 2012/13 no increase had been made to allowances the Panel considered that there was a strong case for an uplift in 2014/15 to ensure that Members were not financially disadvantaged.
22. The Panel recognised that Members relied more and more on the use of electronic modes of communication to effectively undertake their responsibilities which had

respective financial implications. The Panel recognised that the Basic Allowance incorporated an IT allowance which was considered sufficient to meet the cost of meeting this demand.

23. Good progress was being made on the establishment of a balanced budget for 2014/15 that took account of the financial pressures facing the Council. The Panel were given assurance that the budget contained sufficient capacity to accommodate increases to the Members' Allowances Scheme for 2014/15 at the current level of CPI.

External Benchmark

24. 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.
25. The current external benchmark is the CPI which for October 2013 was 2.2% and during the last 12 months fluctuated between 2.9% and 2.2%.
26. After giving this important issue very careful consideration, the Panel continued to advocate that increases in Member Allowances should be based on the current external benchmark (the CPI).
27. **The Panel has therefore concluded that for 2014/15 there should be an automatic uplift in allowances in line with the October 2013 CPI of 2.2%.**

Voluntary Element Discount

28. The Statutory Guidance on Members Allowances requires a discount to be applied which varies between the different authorities. For Reigate and Banstead this was set at 40% when the Members' Allowance Scheme was first introduced.
29. 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%. A clear majority of Members indicated that they thought the percentage was about right with a reduced number indicating that it was too high.

Too High
6 (11)

About Right
25 (26)

30. As part of the evidence received the Panel noted that it was becoming increasingly difficult to attract people to stand for election and that once elected, occasionally, Members found that they could not continue to 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.
31. The Panel heard a suggestion that the level of voluntary discount should be reviewed in order to make the role slightly more viable for people of working age. It noted that the South East Employers were undertaking regional research on this issue, but that this would not be available in time for this year's report of the Panel.
32. In relation to Councillor duties, the Panel therefore continues to support the view expressed by Members that their positions are not "salaried" and there are strong community service motives for election to the Council.
33. The Panel proposes to continue to apply a "voluntary element discount" to the calculations on Allowances for 2014/15 on the existing level of 40% but is seeking the guidance of the Council as to whether this should be reviewed as part of the panel's next report.

34. **The Panel therefore recommends that:**
- i) **the principle of adopting the CPI as the external benchmark for the purposes of uplifting Members' Allowances be confirmed;**
 - ii) **a "voluntary element discount" be applied to the calculations on Basic Allowances for 2014/15 on the existing level of 40% and Council be requested to indicate whether it would like the Panel to undertake a review of the level of Voluntary Discount applied to the Basic Allowance as part of the 2015/16 review (currently 40%).**

SPECIAL RESPONSIBILITY ALLOWANCES - GENERAL

35. The *Local Authorities (Members' Allowances) (England) Regulations 2003* do not limit the number of SRAs which may be paid, nor do the Regulations prohibit the payment of more than one SRA allowance to any one Member. However, guidance that supports the Regulations indicates that there are important considerations for Local Authorities in relation to SRAs.
36. 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 2014/15.
37. Details of payments to Councillors during the financial year 2012/13 are set out in **Annex 2** to this report. This indicates that of the listed 59 Council Members 37 (62%) 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

38. The Basic Allowance is intended to recognise the time commitment of all Councillors including such inevitable calls on their time as 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.
39. 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. The issue had been kept under review.
40. 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	16 (17)	10 (11)	5 (4)	0 (3)
General Council Work - all Members	14 (17)	10 (12)	3 (2)	1 (3)

41. There did not appear to be any significant upward or downward drift in weekly hours worked on Ward and general Council duties.
42. Irrespective of the time/duty issue however, the Panel noted 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
£4179	£7115*	£2335	£5173

South East Region

Average	Maximum	Minimum	Reigate and Banstead
£4532	£7115*	£2335	£5173

* this Authority does not pay any special responsibility allowances

(Source: South East Employers 2013)

43. The Member Questionnaire identified that a majority of Councillors believe that the current Basic Allowance is about right and a much reduced number of Councillors consider that this allowance was too low.

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

Too Low	5 (13)	Too High	0 (0)	About Right	26 (25)
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45. The Panel was pleased to note that attendance at meetings by individual Councillors was generally good 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.

46. Having regard to the current economic circumstances and taking account of evidence received **the Panel recommends that there should be an increase in the Basic Allowance for 2014/15 that is in line with the level of the October CPI of 2.2%.**

SPECIAL RESPONSIBILITY ALLOWANCES

- Leader, Deputy Leader and Executive
- Planning Committee
- Overview and Scrutiny Committee
- Planning Committee Members
- Regulatory Committee
- Licensing Sub-Committees
- Budget Scrutiny Review Panel
- Group Leaders

47. 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 2014/15.

Special Responsibility Areas - Hours worked

48. In relation to weekly hours worked and SRAs, based on the questionnaire returns, there does not appear to have been any significant upward or downward drift.

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)	2 (5)	3 (3)	1 (1)
Committee Chairman – if applicable	4 (0)	1 (2)	0 (0)	1 (0)
Committee Vice-Chairman – if applicable	4 (3)	0 (0)	0 (0)	(0)
Planning Committee Member – if applicable	11 (8)	0 (3)	1 (1)	0 (1)

Leader, Deputy Leader and Executive Members

49. The Panel noted that the workloads and responsibility undertaken by the Leader, Deputy Leader and Executive Members had increased in recent 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 greater emphasis had been placed upon partnership working that required additional investment in time. In addition the Executive had responded to a variety of new measures from the Government which had 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 Strong Leader model of governance introduced in 2010.
50. In consideration of all of these factors and the evidence submitted, the Panel have concluded that this increased workload and responsibility undertaken by the Executive had already been reflected in the differential of their existing Special Responsibility Allowance. However it was important that the level of this allowance did not deteriorate due to economic factors and it was therefore recommended that an increase in the Special Responsibility Allowance for the Leader, Deputy Leader and Executive Members should be made in line with the level of the October CPI (2.2%).

Chairmen of the Planning Committee and Overview and Scrutiny Committee

51. The Panel acknowledged that the Chairmen of the Planning and the Overview and Scrutiny Committees managed high demands and complex issues for their positions. In the circumstances the Panel considered that it was important to recognise this in a consistent way and therefore recommend an increase in these SRAs in line with the level of the October CPI (2.2%).

Members of the Planning Committee

52. The Panel noted that the workload of the Planning Committee continued to be at a similar level to previous years and that it undertakes important work in relation to the Council's overall responsibilities. The Panel considered therefore that it was appropriate to reflect this in a consistent way and therefore recommended an increase in the SRA paid to Individual Members of the Committee in line with the level of the October CPI (2.2%).

Regulatory Committee

53. The Panel received evidence that the workload for the Regulatory Committee had increased in 2012/13. It noted that the level of its work fluctuated between years and that projections for the current year suggested that the volume of business may be reduced from the previous year.

54. However, the Panel considered it appropriate to recommend an increase in the SRA to the Chairman of the Committee in line with the level of the October CPI (2.2%) in recognition of the significance of the work of this Committee.

Licensing Sub Committees

55. The Panel noted that the workloads for the Licensing Sub Committees had shown a marginal increase of business. However as these workloads were shared between 5 Chairmen the Panel considered that the current level of remuneration was appropriate, but that in recognition of the significance of this role the Panel recommended an increase in the SRA in line with the level of the October CPI (2.2%).

Budget Scrutiny Review Panel

56. The Panel recognised that the pattern of workloads for the Panel had continued to reduce and that the workloads for 2013/14 were projected to remain at a similar level. However it noted the complexity of undertaking this role and that it was appropriate to recognise this by increasing the level of the SRA in line with the level of the October CPI (2.2%).

Group Leaders

57. The Panel noted that currently there are 4 Group Leaders which support the Conservative Group (37 Members), Residents' Association (7 Members); Green (3 Members) and Liberal Democrats (2 Members).
58. The Panel recognised that the workloads for this SRA varied depending upon the number of Members within each group. The Scheme had catered for this by allowing for a payment of £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' (71%).
59. However the Panel noted that this allowance had been frozen for the last four years and that it was therefore appropriate to recommend an increase in the SRA for 2014/15 in line with the level of the October CPI (2.2%).

New Special Responsibility Allowances

60. No evidence was received to request that any new SRAs should be introduced and it therefore **recommended that for 2014/15 no new SRAs be introduced.**

Surrey and South East data (Source: South East Employers - November 2012)

61. In reaching conclusions the Panel also took account of comparative Surrey and South East region data for 2012-13 as set out below:

Surrey

	Leader	Deputy Leader	Portfolio Holder	Licensing Chairman	Planning Chairman	Planning Member	O & S Chairman	Group Leader
Average	£7,607.10	£3,434.50	£4,607.50	£2,580.71	£3,405.89	£1,038.00	£2,866.52	£2,370.00
Maximum	£13,310.00	£10,282.00	£8,394.00	£4,075.00	£5,000.00	£1,361.00	£6,000.00	£4,440.00
Minimum	£2,789.00	£537.00	£2,127.00	£500.00	£801.00	£729.00	£1,500.00	£500.00
Reigate and Banstead	£12,842.00	£10,488.00	£8,562.00	£400 x 5 Sub Cttee Chairmen	£4,939.00	£729.00	£2,869.00	£134 basic + £52 per Member

South East Region

	Leader	Deputy Leader	Portfolio Holder	Licensing Chairman	Planning Chairman	Planning Member	O & S Chairman	Group Leader
Average	£17,138.91	£9,875.34	£8,667.82	£2,980.19	£5,604.44	£1,223.00	£5,157.70	£2,414.34
Maximum	£42,109.00	£27,370.00	£27,370.00	£8,626.00	£15,228.00	£5,652.00	£13,050.00	£7,188.00
Minimum	£3,978.00	£537.00	£2,127.00	£56.00	£801.00	£0.00	£1,326.00	£37.00
Reigate and Banstead	£12,842.00	£10,488.00	£8,562.00	£400 x 5 Sub Cttee Chairmen	£4,939.00	£729.00	£2,869.00	£134 basic + £52 per Member

62. **In the light of the above, the Panel recommends that for 2014/15:**

i) **the SRAs for the:**

- **Leader**
- **Deputy Leader**
- **Executive Members**
- **Overview and Scrutiny Committee Chairman**
- **Planning Committee Chairman**
- **Planning Committee Members**
- **Regulatory Committee Chairman**
- **Licensing Sub Committee Chairmen**
- **Budget Scrutiny Panel Chairman**
- **Group Leaders**

be increased in line with the October Consumer Price Index of 2.2%.

ii) **that no new SRAs be introduced.**

63. In summary, and based on the recommendations set out above, the following Basic and Special Responsibility Allowances for 2014/5 would apply (a comparison with the allowances for 2013/14 is also shown for information):

	2014/15	2013/14
	£	£
Basic Allowance	5,287	5,173
<i>Special Responsibility Allowances</i>		
Political Group Leaders	£137 basic allowance Plus £53 for each Member of the Group	£134 basic allowance Plus £52 for each Member of the Group
Leader of the Council	13,125	12,842
Deputy Leader of the Council	10,719	10,488
Executive Member	8,750	8,562
Chairman – Planning Committee	5,048	4,939
Chairman – Overview and Scrutiny Committee	2,932	2,869
Chairman – Budget Scrutiny Review Panel	409	400
Chairman – Regulatory Committee	409	400
Chairmen – Licensing Sub-Committees	409	400
Planning Committee Membership	745	729

TRAVEL AND SUBSISTENCE ALLOWANCES

64. The Panel through its seventh report linked travel allowances to the Inland Revenue's Approved Mileage Allowance Payments (AMAP). In 2013/14 it was agreed to maintain the travel allowance to 45 pence per mile to reflect the adjustment made by the AMAP. The Panel recommends that the travel allowance (for cars) under the Members Allowances scheme for 2014/15 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.
65. In addition, it was previously recommended (and accepted by the Council) that, in relation to travel between a Member's home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance should only apply for mileage from and to the Borough boundary. This restriction did not apply to travel on official duties outside the Borough. A similar approach is recommended in respect of the Members' Allowances Scheme for 2014/15.
66. No representations have been received on the level of travel and subsistence Allowances and the Panel considers that the Allowances should be frozen at 2013/14 levels.
67. **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 2014/15:**

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 2014/15:

(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
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Absence in London	-	£106.61
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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

68. 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 £7.49. The Panel notes that:

(a) during 2012/13 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.

69. **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 £7.49 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000.**

PENSIONS

70. 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 to qualify, 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.

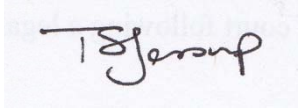
71. The Government undertook a consultation exercise entitled "Taxpayer-funded pensions for councillors and other elected local office holders" in July 2013. The consultation reviewed whether Councillors should continue to be eligible to join a local government pension scheme. The consultation has closed and the results are currently being analysed. It is anticipated that the results will be published in 2014 and these will be reported to the Panel to assist them with their work next year.
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). From the responses received to the SEE survey (November 2012) 44 authorities do not allow Members to access the LGPS and 23 authorities do.
73. In considering this matter the Panel has taken particular account of the views expressed by Members. The general consensus from the Questionnaire was that the status quo should be maintained. Should Members Allowances be pensionable:
Yes 8 (7) No 22 (29)
74. **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 2014/15

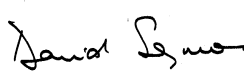
75. **The Panel recommends that the Members' Allowances Scheme (set out at Annex 3 and based on the recommendations in this report) be adopted with effect from 1st April 2014.**

CONCLUSIONS

76. 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.
77. The Panel has had careful regard to the volume and complexity of the work of Members in the context of the current economic climate and recognised in particular the work of the Leader, Deputy Leader and the Executive Members. However it considered that the differential provided for these roles already reflected these workloads.
78. However the Panel concluded that each area of Special Responsibility should be increased in line with the Panel's external benchmark ie the October level of Consumer Price Index (2.2%).
79. The Panel has therefore recommended an increase in the Basic Allowance and the Special Responsibility Allowances for 2014/15 as detailed above.
80. 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 and those who completed the questionnaire. The return of completed questionnaires was very helpful and a key piece of information. The Panel welcomes representations and comments of Councillors which is an integral part of the review process.
81. 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.



Tracey Jessup



David Seymour CB
(Chairman)



Paul Sherar OBE

Annex 1: Analysis of Members' Questionnaire on Allowances October 2013

Annex 2: Councillor payments in 2012/13

Annex 3: Members' Allowances Scheme 2014/15

Analysis of Member Questionnaire Responses on the Members Allowances Scheme

October 2013

Q1 Allowances in General: In 2012/13 expenditure on Member Allowances totaled £377,008. For 2013/14 Allowances increased mostly by 2%. Do you consider that the Allowances should be:

Reduced	3.33%	1
Frozen at 2013/14 levels	60%	18
Increased	36.67%	11
Total		30

Q2 Basic Allowance: The allowance is to cover time on Ward and council activities, use for these duties of your own home, computer, stationery, printer, postage, telephone line and mobile (plus calls), Internet connection and travel for which you are not entitled to claim mileage. Do you consider the current Basic Allowance (£5,173) is:

Too Low	16.13%	5
Too High	0%	0
About Right	83.87%	26
Total		31
#	Other (please specify)	
1	Increased by inflation or by increase given to staff whichever is the lower	

Q3 Special responsibility allowances: The Council currently pays Special Responsibility for 42 Council positions. With this in mind could you please indicate whether, in your opinion, the following SRAs are either too low, too high, about right or should be removed?

		Too Low	Too High	About Right	Remove	Total
Leader of the Council	£12,842	16.13% 5	6.45% 2	77.42% 24	0% 0	31
Deputy Leader	£10,488	19.35% 6	25.81% 8	54.84% 17	0% 0	31
Portfolio Holders	£8,562	9.68% 3	19.35% 6	70.97% 22	0% 0	31
CHAIRMAN OF: Planning (13 Meetings)	£4,939	3.33% 1	13.33% 4	83.33% 25	0% 0	30

Overview & Scrutiny (10 Meetings)	£2,869	12.90% 4	12.90% 4	74.19% 23	0% 0	31
Licensing (1 Meeting)	£0	3.45% 1	0% 0	93.10% 27	3.45% 1	29
Licensing Sub-Committees	£400	10% 3	20% 6	66.67% 20	3.33% 1	30
Regulatory (6 Meetings)	£400	6.45% 2	19.35% 6	67.74% 21	6.45% 2	31
Employment (No Meetings)	£0	0% 0	0% 0	89.66% 26	10.34% 3	29
Budget Scrutiny Review Panel (1 meeting)	£400	0% 0	16.13% 5	64.52% 20	19.35% 6	31
Members of Planning Committee	£729	13.33% 4	10% 3	76.67% 23	0% 0	30
Leader of Political Group: £134 basic plus £52 for each group member		6.45% 2	19.35% 6	70.97% 22	3.23% 1	31

Q4 If you wish to make any general comment on the Special Responsibility Allowances, please set these out below. The IRP would specifically welcome the views of Members on whether any SRAs should be discontinued or the subject of review:

#	Responses
1	Some portfolios are "heavier" than others. Some differentiation should be put in place.
2	SRA should be commensurate with attendance, i.e. chairs should be paid per meeting chaired rather than flat rate. Equally, if a member of planning has a substitute, that sub should be paid the allowance in place of the member as they will have done the legwork.
3	Members of the Employment Committee should be paid on a per meeting basis not per year. Some years there are few meetings and no major issues, yet in others where very senior positions are being considered there are many meetings and a lot of reading matter to get through.
4	5 Licensing chairmen is too many. Most do not attend a single hearing.
5	Certain portfolio positions should attract a higher allowance.

Q5 Do you hold a position that attracts a Special Responsibility Allowance?

Yes	67.74%	21
No	32.26%	10
Total		31

Q6 If yes, please indicate which of the following Special Responsibility Allowances you receive?

Leader	0%	0
Executive Member	28.00%	7
Committee/Sub-Committee Chairman	16%	4
Group Leader	16%	4
Planning Committee Member	44%	11
Scrutiny Review Panel	4%	1
N/A	16%	4
Total Respondents: 25		

Q7 Do you think that the Special Responsibility Allowance you receive fairly reflects your responsibilities, role and workload?

Yes	73.91%	17
No	26.09%	6
Total		23

#	Please provide any further comment
1	Whilst the workload of Executive Members has increased year on year, we always need to be mindful that remuneration levels need to reflect our residents own particular situations. We are still in a period of austerity and I don't believe there should be any increase as a result.
2	No
3	I have said yes for myself but the allowance does not fairly reflect all of the work done by the Executive
4	does not reflect the work carried out, reduces time available for other paid employment
5	Being a Councillor is a voluntary commitment, there is a reason for receiving an allowance which should cover reasonable expenses.
6	Executive members work very hard and the role takes up a large amount of their time. If one assumes their work is constructive and necessary the council would have to employ people to do it if such volunteers did not come forward. The costs would be much higher than the allowances.
7	Planning when properly actioned and considered does take quite some time and research
8	I do not think the allowance that I receive adequately compensates for the time I spend carrying out my duties. What must also be taken into consideration is the time spent during the evening and early mornings, on telephone calls which in most cases last over an hour, extensive email correspondence, meetings etc. Plus, how do you compensate adequately for the character assassination you and your family have to read about in the local press? Which is aimed at the Council and I am viewed as "the council".

Q8 How many hours (per week) do you spend on Council Duties: (including preparation time, meetings / discussion / responding to matters, follow-up and travel if it is not a journey for which you are entitled to claim mileage) Please tick appropriate boxes.

	Up to 10 hours	between 10 and 20 hours	between 20 and 30 hours	above 30 hours	Total
Ward Work - all members	51.61% 16	32.26% 10	16.13% 5	0% 0	31
General Council Work - all members	50% 14	35.71% 10	10.71% 3	3.57% 1	28
Executive Member - if applicable	0% 0	33.33% 2	50% 3	16.67% 1	6
Committee Chairman - if applicable	66.67% 4	16.67% 1	0% 0	16.67% 1	6
Committee Vice-Chairman - if applicable	100% 4	0% 0	0% 0	0% 0	4
Planning Committee Member - if applicable	91.67% 11	0% 0	8.33% 1	0% 0	12

Q9 Has there been a significant increase or decrease in your hours worked as a Councillor since the last review of Members' Allowances in October 2012?

Increase	32.26%	10
Not much change	67.74%	21
Decrease	0%	0
Total		31

Q10 If so, in what areas of work:

#	Responses
1	Generally more planning issues, residents' concerns, being informed on eg Health, more on training - all essential to carry out my role for my residents
2	ward work has increased, general council work about the same, planning committee work slight increase.
3	I am part of SCC Health Scrutiny which involves more meetings covering Surrey, also very involved with additional meetings re Epsom Hospital
4	Member of the Executive
5	special items of work ,increase in outside body workings

6	Largely in explaining changes around controversial planning decisions, recycling and general maintenance/cleanliness of the ward
7	Ward specific work
8	Executive

Q11 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:

Too High	19.35%	6
About Right	80.65%	25
Total		31

Q12 Other Factors: Do you consider you are financially disadvantaged as a result of your role as a Councillor?

Yes	38.71%	12
No	61.29%	19
Total		31

Q13 Was the level of allowances a factor in your decision to stand for election?

No significance	100%	31
Fair significance	0%	0
High significance	0%	0
Total		31

#	Please add any further comment
1	I never considered any monetary gain in my standing for Council
2	Have reduced my working hours so I can cover weekday meetings, which is quite a financial disadvantage
3	this is a fairer system
4	I wasn't aware there were allowances before I was elected
5	I was not aware of the allowances until after my election.

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

No significance	93.55%	29
Fair significance	6.45%	2
High significance	0%	0
Total		31
#	Please add any further comment	
1	Please see above comment at 14	
2	Whilst I do not do this role for the money, I have had to turn down promotions at work and the related pay rise as it would impact my role as a councillor. Whilst it is my choice to do this, it is a difficult decision to always reach as ultimately my regular job pays the bills	

Q15 Member Allowances are not pensionable. Should they be?

Yes	26.67%	8
No	73.33%	22
Total		30

Q16 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:

#	Responses
1	I want to make a light hearted yet serious comment - I am priceless!
2	I see the allowance as covering out of pocket expenses such as phone calls, computer use, etc. As I am self-employed I also use it to compensate for some of the time lost to paid work by council duties, however clearly it doesn't match the day rate I charge for working. So I am financially disadvantaged by being a Councillor - and that is OK, I chose to do that. However I do think the large amount of time spent on Council duties of one kind or another would be very hard to balance for someone with conventional employment. Therefore we get a preponderance of retired or semi-retired people as Councillors, or Councillors who are unable to get involved to any great extent in the work of the Council. This is not just an issue for Reigate & Banstead - I feel a national debate is necessary to decide how to get the best quality councillors and how to remunerate them.
3	I don't think the allowance should be the reason someone stands for election but I do think they should not be out of pocket for committing themselves to the responsibility. If allowances are not increased alongside staff pay rises then it becomes difficult and politically embarrassing to have greater increases later. The likely result would then be a proportional loss of value of the allowance

4	<p>Whilst there is probably not enough work to justify paying an equivalent of a full time role, it is very hard to balance Council work against having a normal career as focusing more on Council impacts negatively on work. It is something I have to weigh up when considering standing for election again. I think maybe reducing the number of councillors per ward down to 2 may help as the allowances could rise accordingly as there would be more work to justify it. As things stand though, it is very much geared towards being time and money rich. Possibly changing the title away from allowance to something like 'stipend' would help as allowance doesn't truly reflect the amount of work put in, it sounds more like pocket money.</p>
5	<p>Members are not employees, they are volunteers doing what in effect is a hobby. They should be reimbursed legitimate expenses which they incur but should not expect to be paid or receive a pension. If they don't like the role they can always walk away and resign. I think people have a duty to use their talents for the benefit of their community and should not see being a councillor as an income source.</p>

Councillor payments 2012/13

Name	Special Responsibility Allowance	Basic Allowance	Travelling	Carer's Allowance	Total
S.S.BANWAIT	609.62	5072.04	72	0	5753.66
N.BRAMHALL MRS	9529.69	5072.04	119.6	0	14721.33
ST BRAMHALL	1210.24	5072.04	0	0	6282.28
J.BRAY MRS	0	5072.04	0	0	5072.04
VW BROAD	10998.21	5072.04	474.3	0	16544.55
L.J.BRUNT MRS	716.25	5072.04	0	0	5788.29
M.BRUNT	5388.21	5072.04	0	0	10460.25
B.COWLE	0	519.97	0	0	519.97
G.P.CROME	1102.24	5072.04	0	0	6174.28
A.J.DE SAVE	8394	5072.04	0	0	13466.04
J DURRANT	0	4560.3	0	0	4560.3
J.ELLACOTT	8221.08	4968	0	0	13189.08
G.EMMERTON MRS	0	519.97	0	0	519.97
J.ESSEX	285.04	5072.04	0	0	5357.08
S.FARRER	2461.74	5072.04	0	0	7533.78
S.FINCH MS	716.25	5072.04	0	0	5788.29
K FOREMAN	0	4560.3	265.5	0	4825.8
L.HACK MS	74.55	5072.04	69.2	0	5215.79
R.HARPER	716.25	5072.04	167.5	0	5955.79
G HARPER-ADAMSON MRS	716.25	5072.04	56.52	51.45	5896.26
N.HARRIS	498	4372.08	411.07	0	5281.15
N.HARRISON	900.55	5072.04	186.5	0	6159.09
A.HORWOOD	0	5072.04	0	0	5072.04
E HUMPHREYS	0	4560.3	155.25	0	4715.55
A.KAY	8394	5072.04	0	0	13466.04
F KELLY	0	5072.04	0	0	5072.04
I KHAN	0	519.97	0	0	519.97
F.KING MRS	0	3804.03	0	0	3804.03
G.KNIGHT	2050.64	5072.04	0	0	7122.68
S.KULKA	959.85	5072.04	0	0	6031.89
A.LYNCH	493.99	5072.04	0	0	5566.03
R.S.MANTLE	136.33	5072.04	0	0	5208.37
R.MIAH	0	519.97	0	0	519.97
R.MILL MRS	8394	5072.04	0	0	13466.04
M.MILLER	9110.25	5072.04	0	0	14182.29
R.NEWSTEAD	1251.5	5072.04	0	0	6323.54
G.NORMAN	0	5072.04	0	0	5072.04
RJ OLLIVER	73.31	519.97	0	0	593.28
SJ PARNALL	609.62	4560.3	240.75	0	5410.67
D.PAY	106.63	5072.04	0	0	5178.67
C.POULTER MRS	493.99	5072.04	0	0	5566.03
D POWELL	0	4560.3	0	0	4560.3
R.RENTON	7262.63	5072.04	0	0	12334.67
D.ROSS-TOMLIN MRS	0	5072.04	0	0	5072.04

Annex 2

JA SCHOFIELD	609.62	4560.3	0	0	5169.92
M.SELBY	716.25	4372.08	449.3	0	5537.63
P SHILLINGLAW	0	4560.3	0	0	4560.3
J.SPIERS MRS	12696.67	5072.04	483.3	0	18252.01
B.STEAD	2287.11	5072.04	37.8	0	7396.95
J.STEPHENSON	716.25	5072.04	0	0	5788.29
AF TARRANT MRS	0	519.97	0	0	519.97
B THOMSON	716.25	5072.04	0	0	5788.29
JA TOMLINSON	0	519.97	0	0	519.97
B TRUSCOTT	0	4560.3	0	0	4560.3
R.TURNER MRS	0	5072.04	363	0	5435.04
M VIVONA	0	5072.04	0	0	5072.04
R.F.C.WAGNER	0	519.97	58.8	0	578.77
S.T.WALSH	7765.62	5072.04	99.3	0	12936.96
CTH WHINNEY	0	4968	0	0	4968
	117382.68	255863.87	3709.69	51.45	377007.69

MEMBERS' ALLOWANCES SCHEME - 2014/15

The Members' Allowances Scheme operating from 1st April, 2014 provides for the following:

1. Payment of a Basic Allowance of £5286.81 to every Councillor for the year.
2. Payment of Special Responsibility Allowances to:-

Leaders of Political Groups	£137 basic allowance, plus £53 for each Member of the Group
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Executive Members

Leader of the Council	£13,125
Deputy Leader of the Council	£10,719
Other Portfolio Holders	£8,750

Chairmen of Committees/Panels

Planning	£5,048
Overview & Scrutiny	£2,932
Budget Scrutiny Review Panel	£409
Regulatory	£409
Licensing Sub	£409

Members of the Planning Committee	£745
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Payment will be made in monthly instalments and apportioned during the year, where appropriate. Members wishing to elect not to receive any Special Responsibility and/or Basic Allowance to which they are entitled, should write to Karen Mullett in Human Resources (Payroll) as soon as possible.

3. Travelling expenses will be paid for attendance at approved meetings. 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 2014/15. 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 Phelan in Democratic Services (Tel: 01737 276114). Queries relating to payments received should be directed to Karen Mullett in Human Resources (Payroll) (Tel: 01737 276581).

SCHEDULE 1

APPROVED DUTIES

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

- (a) Council, Executive and Council Committees, Sub-Committees, Task Groups, Policy Development Groups, Overview and Scrutiny Panels, Working Groups, Area Planning Panels, Local Joint Forum, Health and Safety Forum, Chairman's Previews, Agenda Planning Meetings and Housing Appeals Panel which Members attend;
- (b) Local Authority Associations of which the Council is a Member;
- (c) Formal Site Visits and other meetings authorised in advance by a Committee or Sub-Committee;
- (d) Seminars held by the Council for Members;
- (e) Outside organisations (including associated attendances) to which the Member has been appointed by the Executive or a Committee or Sub-Committee of the Council.
- (f) The opening of tenders in accordance with the Council's Contract Procedure Rules.
- (g) Meetings in relation to the discharge of Executive functions by Executive Members, including:
 - the Executive;
 - Leader's meeting;
 - meetings with the Chief Executive, Directors or Heads of Service; and
 - meetings with other local authorities, outside organisations and individuals.
- (h) Ad hoc attendances approved by the Chief Executive.