



<b>REPORT OF:</b>	CORPORATE POLICY AND GOVERNANCE MANAGER
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<b>TO:</b>	COUNCIL
<b>DATE:</b>	18TH DECEMBER 2014

<b>AGENDA ITEM NO:</b>	13	<b>WARD(S) AFFECTED:</b>	N/A
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<b>SUBJECT:</b>	<b>THE FIFTEENTH REPORT OF THE COUNCIL'S INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES FOR 2015/16.</b>
<b>PURPOSE OF THE REPORT:</b>	TO SUBMIT THE REPORT OF THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES FOR 2015/16 TO COUNCIL; REPORT ON THE FINANCIAL IMPLICATIONS OF THE PANEL'S RECOMMENDATIONS AND, BASED ON THESE, SEEK APPROVAL TO A MEMBERS' ALLOWANCES SCHEME FOR 2015/16.
<b>RECOMMENDATIONS:</b>	
<p>1. That the following Recommendations of the Independent Remuneration Panel (IRP) be adopted:</p> <p>(i) to (vi);  (vii) (a) and (b);  (vii) (c) i. and ii.;  (vii) (c) iv.;  (vii) (d) and (e); and  (viii) to (xi)</p> <p>2. That Council determine its response to Recommendation (vii) (c) iii. that asks Council to consider:</p> <p>(a) Creating a Civic Rationalisation Fund to support the costs of hospitality that the Mayor has to currently meet from their own funds;  or  (b) Increase the base level of the Mayoral Allowance from £10,100 to £12,100 for introduction in the 2015/16 Municipal Year;</p> <p>3. That Council determine its response to Recommendation (xii) that asks Council to consider whether it would like the Panel to undertake any further work for their 2016/17 review on the appropriateness of the level of Special</p>	

**Responsibility Allowance that is currently provided to:**

- (a) Executive Members; and
- (b) the Deputy Mayor.

4. That the Chief Executive be authorised to make any necessary changes to the Members' Allowances Scheme for 2015/16 (approved under Recommendation 1 above) arising from any amendment or non-adoption of the IRP's recommendations on Allowances;
5. That the financial implications arising from the adoption of the Panel's recommendations be noted and built into the Council's 2015/16 Budget Proposal and future years projections; and
6. That the IRP be thanked for its report.

**SUMMARY**

This report sets out proposals on the Members Allowances Scheme for 2015/16 following a review by the Council's Independent Remuneration Panel. The IRP's report contains 12 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 2015/16 and a Members Allowances scheme to apply from 1<sup>st</sup> April 2015.

**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 Annex 1.
2. The IRP's report on the outcome of its review (with a range of recommendations) was formally presented to the Chief Executive on 24 November, 2014 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 12 recommendations to Council) is set out in Annex A. The IRP's recommendations on Members' Allowances for 2015/16 relate to:

- (i) General principle of adopting CPI
- (ii-iv) Basic Allowance
- (v) Special Responsibility Allowances (SRAs)
- (vi) Raven Housing Trust and Outside Bodies
- (vii) Mayoral Allowances
- (viii) Members' Allowances Scheme 2014/15
- (ix) Travel and Subsistence Allowances
- (x) Carers' Allowance
- (xi) Pensions
- (xii) Future Reviews

### **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 2014/15 is £414,700 (including NI). These figures relate to Basic; Special Responsibility Allowances and Mayoral 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 2015/16 is £412,900 which is lower than the maximum referred to above to take account of the forecasted actual take up of allowances by Members (based on past take up). The Travel and Subsistence budget required for 2015/16 is £4,000 which could be accommodated from the existing budget.

### **Mayoral Allowances**

7. This year's report from the IRP contains a review of the Mayoral Allowances. It is the first time that the Panel has reviewed these allowances and it has recommended that it should include this as part of its annual review work for the future.
8. The Panel's report includes a full section of analysis regarding the Mayoral allowances and it has suggested some changes to the current arrangements to reflect the importance of this role.
9. The Panel's recommendations seek to recognise an anomaly in relation to a Special Responsibility Allowance for chairing Council meetings. It also seeks to redress the balance of remuneration for both the Mayor and the Deputy Mayor to take account of the significance of their role in representing the Council.
10. The Panel considered that its proposals, if adopted by the Council, would recognise these roles with an appropriate level of remuneration for the responsibilities that they have to undertake.

11. The Panel acknowledged that other Surrey authorities provide a SRA for the Deputy Mayor in relation to their support for Full Council meetings. However the Panel did not receive enough evidence to suggest that this element of the Deputy Mayor's activities was onerous enough to warrant the introduction of a SRA. It has therefore sought guidance from the Council on whether it would like it to undertake any further work on this as part of its 2016/17 review.

#### **Leader, Deputy Leader and Executive Members**

12. The Panel received evidence that indicated that the workload for the Leader, Deputy Leader and Executive Members had continued to increase as a result of the changing nature of local government in the current economic climate.
13. The Panel undertook a full review of the Executive Member roles for their report in 2013 when they considered an extensive exploration of the workloads and responsibilities undertaken by the Leader, Deputy Leader and Executive Members. In consideration of all of these factors and the evidence submitted, the Panel concluded that the increased workload and responsibility undertaken by the Executive had already been reflected in the differential of their existing Special Responsibility Allowance.
14. However, as the evidence indicated that this workload had continued to increase the Panel sought the guidance of Council on whether any further investigation of the Leader, Deputy Leader and Executive Member SRAs should be undertaken for the 2016/17 review.

#### **Members' Allowances Scheme for 2015/16**

15. Based on the recommendations of the IRP, the Officers have prepared a Members' Allowances Scheme for 2015/16 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 4).

Background Papers: None.

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

**November 2014**

## **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 as amended*. Both came into force on 1st May 2003, with the Pension Regulations being amended in 2014. This year the Panel have also reviewed the Mayor's Allowance in accordance with the *Local Government Act 1972*.

## **THE INDEPENDENT REMUNERATION PANEL**

2. The Council's Independent Remuneration Panel comprises Mr. Paul Sherar OBE (Chairman); Mrs. Tracey Jessup and Mr. William Young.
3. The Members of the Panel have between them considerable experience in the areas of central and local government, parliamentary procedures, human resources, management, private sector, 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 fifteenth 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. Additionally it has undertaken a review of Mayoral Allowances.

## **EXECUTIVE SUMMARY OF RECOMMENDATIONS**

6. **The Panel is recommending:**

### **General principle**

- (i) **That the principle of adopting the CPI as the external benchmark for the purposes of uplifting Members' Allowances be adopted; (paragraph 28);**

### **Basic Allowances**

- (ii) **That there should be an increase in the Basic Allowance for 2015/16 that is in line with the October Consumer Price Index of 1.3%; (paragraphs 33-41)**
- (iii) **That the Basic Allowance continue to include the £750 that was incorporated in 2008 for Members to provide their own IT equipment provision; (Paragraph 42-44)**
- (iv) **That the "voluntary element discount" of 40% be incorporated as a standing arrangement of the Members' Allowance Scheme as an underlying principle upon which the Basic Allowance should be reviewed in future; (Paragraphs 29-32)**

### **Special Responsibility Allowances**

- (v) **That for 2015/16 all Special Responsibility Allowances (SRAs) should be increased in line with the October Consumer Price Index of 1.3%; (paragraphs 45-75)**

**Raven Housing Trust and Outside Bodies**

- (vi) That the change of circumstances for Members serving on the Raven Housing Trust be noted but that no SRA be introduced for undertaking this role noting that there was no evidence to suggest that any other SRA should be introduced where Members served on Outside Bodies; (paragraphs 67-72)**

**Mayoral Allowances**

- (vii) In relation to the review of Mayoral Allowances:**
  - (a) that the rationale and purpose of the Mayoral Allowances be noted, particularly noting that it had never been reviewed before by the Panel;**
  - (b) that the Mayoral Allowances be incorporated into the annual review work undertaken by the Panel for future reviews to ensure that the allowance remained relevant reflecting on the duties and responsibilities undertaken by this role;**
  - (c) That the allowances for this role be updated in three separate ways. Firstly to reflect the Mayor's role in chairing the Council meetings; secondly to reflect on the huge commitment that is required to undertake this role particularly in regard to the Mayoral representational responsibilities; and thirdly to adjust the balance between the Mayoral and Deputy Mayor's allowances and therefore,:**
    - i. that no Special Responsibility Allowance be introduced for the office of Deputy Mayor;**
    - ii. that a Special Responsibility Allowance be introduced for the Office of Mayor of Reigate and Banstead for their responsibility of chairing meetings of Full Council and that this be remunerated with an allowance of £2479 (which reflects the average of this allowance provided across Surrey);**
    - iii. that the Council consider two options for ways in which it can support the sustainability of and recognition for undertaking the high profile role of the Office of the Mayor of Reigate and Banstead and the responsibility that is required to represent the Council at many different levels, including being the Queen's Representative in the Borough. To ensure that those who undertake this role are not financially disadvantaged during the year the Council consider:**
      - (a) Creating a Civic Rationalisation Fund to support the costs of hospitality that the Mayor has to currently meet from their own funds; or**

**(b) Increase the base level of the Mayoral Allowance from £10,100 to £12,100 for introduction in the 2015/16 Municipal Year; (paragraphs 73-94)**

**iv. that the base level of the Deputy Mayoral Allowance be increased from £1600 to £2500 to reflect the proportion of Mayoral engagements attended together with the additional responsibility of deputising for the Mayor on occasions; (paragraphs 91-94)**

**(d) that the Mayor and Deputy Mayor's allowances be incorporated in the Members Allowances Scheme; be paid through the Council's PAYE system (in line with other allowances) and be increased (in addition to the recommendations above) for 2015/16 in line with the October Consumer Price Index of 1.3%; (paragraphs 76-79)**

**(e) that the Panel recommends therefore that the list of Approved Duties be amended to add Mayoral and Deputy Mayoral engagements (paragraphs 95-97).**

#### **Members Allowances Scheme**

**(viii) That the Members' Allowances Scheme (set out at Annex 3 and based on the recommendations in this report) be adopted with effect from 1<sup>st</sup> April 2015 (except for the Mayoral Allowances, which are payable on a Municipal Year basis). (paragraph 107 and Annex 3)**

#### **Travel and Subsistence Allowances**

**(ix) That for 2015/16 all travel and subsistence allowances be retained at 2014/15 levels; (paragraphs 98-101)**

#### **Carers' Allowance**

**(x) 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 of £7.64 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000; (paragraphs 102-103)**

#### **Pensions**

**(xi) That the changes to the Pension regulations be noted which confirmed that it was no longer possible for a Member to be entitled to a pension; (paragraphs 104-109)**

#### **Future Reviews**

**(xii) That the Council indicate whether it would like the Panel to undertake any further work for their 2016/17 review on the appropriateness of the level of Special Responsibility Allowance that is currently provided to:**

- (a) Leader, Deputy Leader and Executive Members; (Paragraph 53)**
- (b) Deputy Mayor. (Paragraph 93).**



## SOURCES OF INFORMATION

7. The Panel has taken into account comparative data on allowances gathered from the other local authorities within Surrey, as well as evidence gained through consultation with several of these authorities.
8. All Members were given the opportunity to either meet with or submit comments to the Panel on the current Members' Allowances Scheme. Written representations were submitted to assist the review of whether to introduce an allowance in relation to the Raven Housing Trust. Additionally the Panel met with the Leader of the Council (Councillor V.W. Broad), the Mayor of Reigate and Banstead (Councillor D.J. Pay), Councillor Dr L.R. Hack, Executive Member for Health and Wellbeing, and Mr John Jory, Chief Executive.
9. All Members were also given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2014/15 and 31 Councillors (60.8%) chose to do so. The Panel were disappointed with this low 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 reflect 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 the evidence upon which it has based its report and recommendations. 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 2013/14; Planning site visit information; and details of the level of uplift in Allowances provided between 2010/11 and 2014/15.
12. The Panel reviewed the role of Members appointed to the Board of Raven Housing Trust, and whether such Members should receive an SRA, and in doing so received the following information:
  - Written testimony from current Board Members on the work associated with the role;
  - The person specification and role profile set by Raven Housing Trust;
  - Comparative data from other local authorities in Surrey regarding SRAs paid for appointments to outside bodies.
13. The Panel also reviewed the arrangements regarding Mayoral Allowances. To facilitate this the Panel interviewed those persons referred to above, and received the following:
  - Comparative evidence from other local authorities within Surrey;
  - Comparison of Mayoral engagements 2012/13 to 2014/15.
14. The Panel noted the outcome of its review of the SRA provided for Executive Members undertaken for its 2013 report which, at the time, concluded that the remuneration was set at the right level for their responsibilities. However the Panel received further submissions this year that this allowance may need a further review. As the Panel had recently completed a review it considered the most appropriate approach

was to ask the Council whether it wanted it to undertake any further work on this SRA for the 2016/17 review of allowances.

15. 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 and Special Responsibility Allowances were about right.
16. The Panel considered the general principle behind the establishment of Member Allowances whilst recognising that the Councillor role was not a paid one. 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.
17. The Panel also sought to understand whether Members would prefer the Council to directly provide and support Members with information technology equipment. Currently the Basic Allowance includes £750 to allow Members to provide and support their own equipment. The overwhelming response from the Member survey was in favour of retaining the allowance rather than for the Council to use this to provide this support to the Members.

## **METHODOLOGY**

### **Economic Factors**

18. The Panel noted that despite signs of improvement in the economy the CPI had, with minor fluctuations, been steadily decreasing during 2014/15 and it was considered that further economic restraint would continue to be a significant pressure for the Council for the foreseeable future.
19. A majority of Members had indicated that Allowances for 2015/16 should be increased from 2014/15 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):

<b>Reduce</b>	<b>Freeze at 2013/14 levels</b>	<b>Increase</b>
0 (1)	11 (18)	17 (11)

20. The Panel noted that Members were equally split on whether they felt that they were financially disadvantaged as a result of being a Councillor. The Panel noted however that there were more Members who felt that they were financially disadvantaged than there had been in the previous year. The questionnaire result on being financially disadvantaged was:

<b>Yes</b>	<b>No</b>
15 (12)	15 (19)

21. 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 comparative data.
  - A significant majority of Councillors were 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: 28 (31); Fairly significant: 3 (0); Highly significant: 0 (0)

22. The Panel also gave consideration to the level of uplift on Members Allowances for the period 2010/11 to 2014/15 as follows:

	2014/15	2013/14	2012/13	2011/12	2010/11
Decision	1.1% (Basic and SRAs)	2% (Basic and some of the SRA allowances) Changes to other SRAs	0%	0%	0%

23. Taking account of the general improving economic circumstances and that between 2010/11 and 2012/13 no increase had been made to allowances the Panel considered that there was a good case for an uplift in 2015/16 to ensure that Members were not financially disadvantaged.
24. Good progress was being made on the establishment of a balanced budget for 2015/16 that took account of the financial pressures facing the Council. The Panel were given assurance that the budget contained sufficient capacity to accommodate modest increases to the Members' Allowances Scheme for 2015/16 to reflect changing circumstances and the current level of CPI.

#### External Benchmark

25. The Panel continued 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.
26. The current external benchmark is the CPI which for October 2014 was 1.3% and during the last 12 months has steadily decreased, with minor fluctuations, ranging from 2.2% to 1.2%.
27. 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).
28. **The Panel has therefore concluded that for 2015/16 there should be an automatic uplift in allowances in line with the October 2014 CPI of 1.3%.**

#### Voluntary Element Discount

29. The Statutory Guidance on Members Allowances requires a discount to be applied which varies between different authorities. For Reigate and Banstead this was set at 40% when the Members' Allowance Scheme was first introduced.
30. In 2013 the Panel reviewed evidence relating to the "voluntary element discount" and proposed to continue to apply this to the calculations on Allowances at the existing level of 40%. The Panel sought the guidance of Council as to whether this should be reviewed.
31. The Panel noted that in December 2013 Council determined that there should not be a review of the Voluntary Discount to Basic Allowance and opted for the continuation of the current arrangements.

32. It is therefore understood that the “voluntary element discount” of 40% remains a standing arrangement of the Members’ Allowance Scheme. The Panel noted the position and unless the Council requires it to review this core element of the scheme in the future it would recognise this as a permanently built in underlying principle upon which the Basic Allowance should be reviewed in future.

### BASIC ALLOWANCE AND TIME SPENT ON COUNCIL DUTIES

33. 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.
34. 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.
35. 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	21 (16)	6 (10)	3 (5)	0 (0)
General Council Work – all Members	24 (14)	5 (10)	0 (3)	0 (1)

36. It was noted that the volume of work on Ward and general Council duties was lower than in the previous year.
37. Irrespective of the time/duty issue, the Panel noted that the level of Basic Allowance paid to Reigate and Banstead Councillors remained above average compared to neighbouring authorities in Surrey.

#### Surrey

Average	Maximum	Minimum	Reigate and Banstead
£4460.85	£7115*	£2869	£5230

\* this Authority did not pay any special responsibility allowances

**(Source: Members’ Allowances Scheme 2014/15 of each Surrey district and borough council)**

38. The Member Questionnaire identified that a majority of Councillors believe that the current Basic Allowance is about right although there had been a small increase in the number of Councillors that considered this allowance to be too low.
39. The questionnaire result on the level of Basic Allowance was:

Too Low: 7 (5)

Too High: 0 (0)

About Right: 21 (26)

40. 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.
41. 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 2015/16 that is in line with the level of the October CPI of 1.3%.**

### IT Equipment

42. 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 noted that the Basic Allowance had, since 2008, incorporated an IT allowance of £750 that was considered sufficient to cover the cost of meeting this demand. As this allowance is paid every year it allows for replacement of old IT as necessary.
43. Members were asked whether they would prefer not to receive this element of the Basic Allowance any longer, and for the Council's IT department to issue them directly with IT equipment and support. The response was unanimously in favour of retaining the IT element of the Basic Allowance and remaining self-servicing in terms of IT equipment.
44. The Panel therefore recommended **no change to the IT element of the Basic Allowance.**

### SPECIAL RESPONSIBILITY ALLOWANCES – GENERAL

45. The *Local Authorities (Members' Allowances) (England) Regulations 2003* do not limit the number of SRAs which may be paid, nor do the Regulations prohibit the payment of more than one SRA allowance to any one Member. However, guidance that supports the Regulations indicates that there are important considerations for Local Authorities in relation to SRAs.
46. The guidance states that *"If the majority of Members of a Council receive an SRA the local electorate may rightly question whether this was justified. Local Authorities will wish to consider very carefully the additional roles of Members and the significance of these roles both in terms of responsibility and real time commitment before deciding which will warrant the payment of the SRA."* The Panel has had regard to this advice in recommending the Members' Allowance Scheme for 2015/16.
47. Details of payments to Councillors during the financial year 2013/14 are set out in **Annex 2** to this report. This indicates that of the listed 51 Council Members 37 (62%) were in receipt of an SRA. In contrast the most recent National Census of Councillors 2013 showed that 53% of Councillors nationally received an SRA.

### SPECIAL RESPONSIBILITY ALLOWANCES

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

48. 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 2015/16.

### Special Responsibility Areas – Hours worked

49. In relation to weekly hours worked in roles eligible for an SRA, based on the questionnaire returns, there does not appear to have been any significant upward or downward drift.

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

### Leader, Deputy Leader and Executive Members

50. The Panel recalled that in 2013 they had undertaken an extensive exploration of the workloads and responsibilities undertaken by the Leader, Deputy Leader and Executive Members, which have notably increased in recent years.
51. 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 that 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.
52. Additionally the Council had recognised that it needed to make a sea change in how it funded the delivery of its services with a continual reduction in funding from central Government and pressures to maintain Council tax levels with only modest increases being feasible.
53. In consideration of all of these factors and the evidence submitted, the Panel concluded that the increased workload and responsibility undertaken by the Executive had already been reflected in the differential of their existing Special Responsibility Allowance. However, the evidence indicated that this workload only continues to increase, in particular with three Strong Leader decisions being taken in 2013/14. The Panel therefore sought the guidance of Council on whether any further investigation of the Leader, Deputy Leader and Executive Member SRAs should be reviewed further for the 2016/17 review.

54. **It remained 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 (1.3%).**

#### **Chairmen of the Planning Committee and Overview and Scrutiny Committee**

55. 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 (1.3%).**

#### **Vice-Chairman of the Planning Committee**

56. In responding to the questionnaire, one Member suggested that an SRA should be paid to the Vice-Chairman of the Planning Committee. In considering this, the Panel received comparative information from other local authorities which showed that five of the ten other district and borough councils within Surrey do pay an SRA to the Vice-Chairman of their Planning Committee. The Panel noted however that three of these five authorities, and seven of the ten overall, do not pay an SRA to ordinary Members of the Planning Committee as this Council does. Only one of the three authorities that do so paid an SRA to Members of the Planning Committee that was higher than that paid by this Council.
57. The Panel also interviewed the Leader of the Council and the Chief Executive, and did not receive enough evidence to suggest that the role of Vice-Chairman entailed a workload significant enough to necessitate an SRA in order to compensate for time lost and costs incurred.
58. After careful reflection the Panel therefore did not consider it appropriate to pay an SRA to the Vice-Chairman of the Planning Committee.

#### **Members of the Planning Committee**

59. 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 noted that one Member had made representations requesting that the level of this SRA be increased. However the Panel considered that there was no overwhelming evidence to suggest a change to the base level of this SRA. **It was however appropriate that this allowance was supported in a consistent way and therefore the Panel recommended an increase in the SRA paid to Individual Members of the Committee in line with the level of the October CPI (1.3%).**

#### **Chairman of the Regulatory Committee**

60. The Panel received evidence that the workload for the Regulatory Committee, after increasing in 2012/13, had returned to levels similar to that of previous years in 2013/14. 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 slightly increasing once again.
61. **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 (1.3%) in recognition of the significance of the work of this Committee.**

### Chairman of the Licensing Sub Committees

62. The Panel noted that the workload for the Licensing Sub Committees had shown an increase in 2013/14. 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 (1.3%).**

### Chairman of the Budget Scrutiny Review Panel

63. The Panel recognised that the pattern of workloads for the Scrutiny Panel had plateaued and that the workloads for 2014/15 were projected to remain at a similar level to the previous year. **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 (1.3%).**

### Group Leaders

64. The Panel noted that currently there are 4 Group Leaders which support the Conservative Group (37 Members), Residents' Association (7 Members); Green Party (3 Members) and Liberal Democrats (2 Members).
65. 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 £53 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' (74%).
66. **However the Panel noted that this role demanded a significant level of responsibility within the Council and that it was therefore appropriate to recommend an increase in the SRA for 2015/16 in line with the level of the October CPI (1.3%).**

### Raven Housing Trust

67. Following legal advice received in 2014, Councillors appointed to the Raven Housing Trust Board no longer receive remuneration from the Trust itself for duties carried out as part of this role.
68. Members were asked in the questionnaire whether, in light of this, Councillors appointed to the Raven Housing Trust Board should receive an SRA. The majority of Members (68%) responded that they did not feel that a new SRA should be introduced for this role.
69. The Panel also considered that the Council does not award an SRA for appointments to any other outside body, and that as such the introduction of an SRA for this role could be perceived to be disproportionate. Only one other authority in Surrey awarded an SRA for any comparable role.
70. The Panel reviewed and noted the written submissions made by those Members currently serving on the Raven Housing Trust Board.
71. The Panel noted the change of circumstances for Members serving on the Raven Housing Trust but considered that there was not sufficient evidence to introduce an SRA for undertaking this role noting, in addition, that there was no evidence to suggest that any other SRA should be introduced where Members served on Outside Bodies.



72. **The Panel therefore recommended that no SRA be introduced for Councillors appointed to the Board of Raven Housing Trust or any other Outside Body.**

### **New Special Responsibility Allowances**

73. Evidence was received to request that a new SRA be introduced for the Mayor in relation to the chairing of the Full Council meetings. This is detailed in the next section of this report and is supported by the data provided below.

### **Surrey data**

(In reaching conclusions the Panel also took account of comparative Surrey data for 2014-15 as set out below:

<b>Surrey</b>	Average	Maximum	Minimum	Reigate & Banstead
Leader	£8,481.00	£13,523.00	£2,789.00	£12,983.00
Deputy Leader	£4,973.50	£10,603.00	£1,255.00	£10,603.00
Portfolio Holder	£5,341.00	£8,656.00	£3,012.00	£8,656.00
<b>Planning Chairman</b>	<b>£3,654.80</b>	<b>£5,021.00</b>	<b>£2,338.98</b>	<b>£4,993.00</b>
Planning Vice-Chairman	£1,898.80	£3,344.00	£1,140.00	n/a
Planning Member	£820.54	£1,672.00	£334.14	£737.00
O&S Chairman	£3,053.87	£6,000.00	£1,500.00	£2,901.00
Group Leader	£2,488.00	£4,511.00	£500.00	£135 + £53 per Group Member
Mayor SRA	£2,479.17	£4,700.00	£1,592.00	n/a
Deputy Mayor SRA	£1,287.33	£1,567.00	£900.00	n/a
Mayoral Allowances	£11,553.17	£18,500.00	£8,000.00	£10,100.00
Deputy Mayoral Allowances	£2,215.00	£3,900.00	£1,360.00	£1,600.00

*(Source: Members' Allowances Scheme 2014/15 of each Surrey district and borough council)*

74. In the light of the above, the Panel recommends that for 2015/16:

(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 1.3%.

(ii) that a new SRA be introduced for chairing the Full Council meetings.

75. In summary, and based on the recommendations set out above, the following Basic and Special Responsibility Allowances for 2015/16 would apply (a comparison with the allowances for 2013/14 and 2014/15 is also shown for information):

	2015/16	2014/15	2013/14
	£	£	£
Basic Allowance	5298	5,230	5,173
<b>Special Responsibility Allowances</b>			
Political Group Leaders	£137 basic allowance plus £54 for each Member of the Group	£135 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	13,152	12,983	12,842
Deputy Leader of the Council	10,741	10,603	10,488
Executive Member	8,769	8,656	8,562
Chairman – Full Council	2,500	n/a	n/a
Chairman – Planning Committee	5,058	4,993	4,939
Chairman – Overview and Scrutiny Committee	2,939	2,901	2,869
Chairman – Budget Scrutiny Review Panel	409	404	400
Chairman – Regulatory Committee	409	404	400

Chairmen – Licensing Sub- Committees	409	404	400
Planning Committee Membership	747	737	729

### MAYORAL AND DEPUTY MAYORAL ALLOWANCES

76. Mayoral or Civic Allowances are legislated for under the Local Government Act 1972. The Act states that “a principal council may pay the Chairman for the purpose of enabling him to meet the expenses of this office”. The same applies to the Vice-Chairman of the Council. For Reigate and Banstead this equates to our Mayor and Deputy Mayor for legal purposes of interpretation.
77. The Council currently makes a payment of £10,100 to the Mayor (who acts as Chairman of the Council) and £1,600 to the Deputy Mayor (who acts as Vice-Chairman) at the start of the Municipal Year. This is intended to cover the significant costs incurred in carrying out these roles, and the cost of any hospitality provided for by the Mayor at events that they host and after Full Council meetings (but not those events that are supported by a separate corporate budget such as the Mayor’s Volunteer Awards).
78. It has recently been brought to the Council’s attention by HMRC that Mayoral and Deputy Mayoral Allowances need to be processed through the PAYE tax system, in the same way that allowances within the Council’s Members’ Allowances Scheme are.
79. **The Panel considered that the most convenient method of complying with HMRC requirements, and of allowing for the ongoing independent review of the Mayoral and Deputy Mayoral Allowances was for these allowances to be included in the Council’s Members’ Allowances Scheme.**
80. The Panel also considered it appropriate to review the present levels of, and arrangements in place for, the Mayoral and Deputy Mayoral Allowances.

### Mayoral Allowance

81. The Panel undertook a review of the Mayoral Allowances for the first time as part of the Members Allowances Scheme as referred to at paragraph 13 above. It was noted that the Mayoral Allowances should continue to be part of the Panel’s remit in future years to ensure that the Allowance was reviewed carefully and continued to reflect the responsibilities of the Office.
82. The Panel interviewed the Chief Executive, the present Mayor, Councillor D.J. Pay, and former Mayor, Councillor Dr L.R. Hack, and received evidence that the Mayor typically attended between 300 and 350 events during the Municipal Year. These events were often held during the day, which meant that it was extremely difficult for the Mayor to be in paid employment during their year in office.
83. It was also shown that the Mayor incurred significant expenditure in hosting and attending events throughout the Municipal Year. A reasonable part of this expenditure was in the form of hospitality (providing refreshments for Mayoral receptions (other than those supported from corporate resources) and after Full

Council meetings), but there were also a variety of other costs including purchasing event-appropriate clothing and accessories, ticket and attendance fees, collections and charitable donations, sending flowers and purchasing other gifts. These costs are additionally incurred on behalf the Mayoress or Mayor's Escort.

84. The Panel felt that it was vitally important that the Mayor was not disadvantaged by holding this office, and that potential candidates for the role should not be dissuaded as a result. The Panel recognised the huge commitment that was required to undertake this role particularly in regard to the Mayoral representational responsibilities. The significance of the role, being for example the Queen's Representative in the Borough, could not be under-estimated.
85. Two-thirds (67%) of Members who responded to the questionnaire felt that the Mayoral Allowance was about right, but the Panel recognised that formalising the Mayoral Allowance to be subject to PAYE tax constituted a significant change to operational arrangements and considered therefore that the issue should be addressed. In answering the questionnaire, 23% of Members had already felt that the Mayoral Allowance was too low.
86. The Panel received evidence of the arrangements in place at other district and borough councils in Surrey. Six of these ten councils had introduced an SRA (of an average amount of £2,479) for the Mayor in respect of chairing Council meetings, three of which were additional to an existing Mayoral Allowance.
87. The Panel recognised that the duties and responsibilities for the Office of Mayor and Deputy Mayor had not been reviewed by them before and as such they considered that there was an omission from the Council's Members' Allowances Scheme in relation to chairing Full Council meetings. There were six Full Council meetings in 2013/14, lasting an average of an hour and a quarter, and these meetings are procedurally very intensive. The majority of other Councils in Surrey recognised the significance of this role with a SRA and the Panel considered that the duty to preside over such an important meeting merited the introduction of a modest SRA. The Panel considered that the most appropriate way of introducing such an allowance was to base it on the average that was paid across Surrey and it therefore recommended that a SRA for chairing Council meetings be introduced with a payment of £2479.
88. In addition the Panel considered that it was very important that the Council consider ways in which it can support the sustainability of and recognition for undertaking the high profile role of the Office of the Mayor of Reigate and Banstead and the responsibility that is required to represent the Council at many different levels, including being the Queen's Representative in the Borough. In particular the Panel would like to ensure, as far as is possible, that those who undertake this role are not financially disadvantaged during the year. It has therefore concluded that the Council should be asked to consider:
  - (a) Creating a Civic Rationalisation Fund to support the costs of hospitality that the Mayor has to currently meet from their own funds; or
  - (b) Increase the base level of the Mayoral Allowance from £10,100 to £12,100 for introduction in the 2015/16 Municipal Year;
89. The Panel considered that the implementation of either option could provide comfort to the Mayor that these expenses could be managed without the Mayor being disadvantaged.

90. The Panel also received comparative data from across Surrey that showed that the allowance paid to the Mayor was below the average amount. Taking this into account alongside the high workload, level of responsibility and expenditure (additional to expenditure on hospitality) associated with the role of Mayor, the Panel further recommended that the Mayoral Allowance be increased in line with the October CPI of 1.3%.

### **Deputy Mayoral Allowance**

91. The Panel received evidence that the Deputy Mayor covers approximately a quarter of the total number of engagements attended by the Mayoralty consistently year on year. The Deputy Mayor also has to be available at short notice if the Mayor is ill or otherwise unavailable.
92. In the questionnaire responses, over a third (37%) of Members surveyed felt that the present Deputy Mayoral Allowance was too low. In addition the Panel received comparative data from all other district and borough councils in Surrey that showed the allowance paid by Reigate and Banstead to the Deputy Mayor to be below average.
93. The Panel acknowledged that other Surrey authorities provide a SRA for the Deputy Mayor in relation to their support for Full Council meetings. However the Panel did not receive enough evidence to suggest that this element of the Deputy Mayor's activities was onerous enough to warrant the introduction of a SRA. **However it sought guidance from the Council on whether it should be reviewed further for the 2016/17 review.**
94. The Panel therefore considered that the Deputy Mayoral Allowance should be increased to £2500 to reflect the proportionate number of engagements that they are expected to attend, and the high demand of this on their time. The Panel considered that it was a reasonable proportionality ratio to link the Deputy Mayor's allowance to the workloads of the Mayor. **The Panel therefore recommends that the allowance be increased to £2500 and that this amount be subject to a further increase in line with the October CPI of 1.3%.**

### **Mayoral Travel Allowances (approved duties)**

95. The Panel received evidence that referred to the travel expenses for undertaking Mayoral duties. The Panel noted that the Deputy Mayor in particular absorbed their own transport costs to travel to Mayoral engagements. It was noted that this was largely only relevant to the Deputy Mayor as the Mayor would, almost always, be supported by the Mayor's Chauffeur. However there can be occasions when cover for leave or sickness presents a difficulty.
96. The Panel noted that the current list of approved duties did not cater for travel to Mayoral Engagements and it considered that this was an omission and that the Mayor/Deputy Mayor should be able to be recompensed for any travel expenses that they incur on official duties.
97. **The Panel recommends therefore that the list of Approved duties be amended to add Mayoral and Deputy Mayoral engagements.**

**In summary, the Panel recommended in relation to the review of Mayoral Allowances:**

- (a) that the rationale and purpose of the Mayoral Allowance be noted, particularly noting that it had never been reviewed before by the Panel;
- (b) that the Mayoral Allowances be incorporated into the annual review work undertaken by the Panel for future reviews to ensure that the allowance remained relevant reflecting on the duties and responsibilities undertaken by this role;
- (c) That the allowances for this role be updated in three separate ways. Firstly to reflect the Mayor's role in chairing the Council meetings; secondly to reflect on the huge commitment that is required to undertake this role particularly in regard to the Mayoral representational responsibilities; and thirdly to adjust the balance between the Mayoral and Deputy Mayor's allowances and therefore:

  - i. that no Special Responsibility Allowance be introduced for the office of Deputy Mayor;
  - ii. that a Special Responsibility Allowance be introduced for the Office of Mayor of Reigate and Banstead for their responsibility of chairing meetings of Full Council and that this be remunerated with an allowance of £2479 (which reflects the average of this allowance provided across Surrey);
  - iii. that that the Council consider two options for ways in which it can support the sustainability of and recognition for undertaking the high profile role of the Office of the Mayor of Reigate and Banstead and the responsibility that is required to represent the Council at many different levels, including being the Queen's Representative in the Borough. To ensure that those who undertake this role are not financially disadvantaged during the year the Council consider:

    - (a) Creating a Civic Rationalisation Fund to support the costs of hospitality that the Mayor has to currently meet from their own funds; or
    - (b) Increase the base level of the Mayoral Allowance from £10,100 to £12,100 for introduction in the 2015/16 Municipal Year;
  - iv. that the base level of the Deputy Mayoral Allowance be increased from £1600 to £2500 to reflect the proportionality of the Mayoral engagements attended together with the additional responsibility of deputising for the Mayor on occasions;
- (d) that the Mayor and Deputy Mayor's allowances be incorporated in the Members Allowances Scheme; be paid through the Council's PAYE system (inline with other allowances) and be increased (in addition to the recommendations above) for 2015/16 in line with the October Consumer Price Index of 1.3%;
- (e) That the Panel recommends therefore that the list of Approved duties be amended to add Mayor and Deputy Mayor engagements.

**TRAVEL AND SUBSISTENCE ALLOWANCES**

98. The Panel through its seventh report linked travel allowances to the Inland Revenue's Approved Mileage Allowance Payments (AMAP). In 2014/15 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 2015/16 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.
99. 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 2015/16.
100. No representations have been received on the level of travel and subsistence Allowances and the Panel considers that the Allowances should be frozen at 2014/15 levels.
101. **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 2015/16:**

<b>Car</b>	-	<b>45p per mile</b>
<b>Motorcycle</b>	-	<b>24p per mile</b>
<b>Cycle Allowance</b>	-	<b>25p per mile</b>

- (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 2015/16:**

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

**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**

102. 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 £7.64. The Panel notes that:
- (a) during 2013/14 only two Members 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.
103. **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 £7.64 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000.**

### **PENSIONS**

104. The *Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003* provided 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 provided for both Basic and Special Responsibility Allowances to be pensionable and for backdating to 1st May, 2003.
105. 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.
106. After consideration of all responses to the consultation, the Government proceeded to exclude membership in England of new councillors and other elected local office holders in the new Local Government Pension Scheme, which came into effect on 1 April 2014. For existing members of the current Scheme, membership was protected until the end of the term of office (i.e. 1st April 2014).
107. The Panel noted that the Council did not have any Members that qualified for this allowance.
108. The Members' Allowances Scheme has in previous years not entitled any Member to a pension. The Panel noted the change in the legislative provision and that it would not be possible for Members to obtain a pension any more. As no Members currently held a pension this element of the Scheme was no longer required.
109. **In the light of the foregoing, the Panel noted that as no Member was entitled to a pension in accordance with a scheme made under Section 7 of the Superannuation Act 1972 for the term of office ending on 1 April 2014, that this element of the Scheme be removed.**

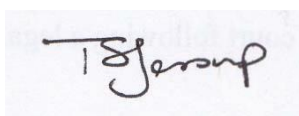


## MEMBERS' ALLOWANCES SCHEME 2015/16

110. 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 1<sup>st</sup> April 2015.

## CONCLUSIONS

111. 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.
112. 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.
113. However the Panel concluded that each area of Special Responsibility should be increased in line with the Panel's external benchmark i.e. the October level of Consumer Price Index (1.3%).
114. The Panel has therefore recommended an increase in the Basic Allowance and the Special Responsibility Allowances for 2015/16 as detailed above.
115. The Panel also concluded its first review of the Mayoral Allowances which would be incorporated into its programme of activity for future reviews.
116. 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.
117. 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



Paul Sherar OBE  
(Chairman)



William Young

**Annex 1:** Analysis of Members' Questionnaire on Allowances October 2014

**Annex 2:** Councillor payments in 2013/14

**Annex 3:** Members' Allowances Scheme 2015/16

## Annex 1

### Analysis of Member Questionnaire Responses on the Members Allowances Scheme

October 2014

**Q1 Allowances: General: In 2013/14 expenditure on Member Allowances totalled £371,387. For 2014/15 Allowances increased mostly by 1.1%. Do you consider that the Allowances should be:**

Answer Choices	Responses
Reduced	0.00% 0
Frozen at 2014/15 levels	39.29% 11
Increased	60.71% 17
<b>Total</b>	<b>28</b>

#	If you answered 'Reduced' or 'Increased', please give an indication of the level of change you believe would be appropriate:
1	Restore to last year's level of award (2.2%) + inflation
2	At least 2%
3	Between 1% and 2%
4	Inflation
5	No more than 2%
6	An increase of at least 2%
7	In line with average council staff salary increase (if there is one)
8	I believe that the increasing amount of work should be reflected in the allowances as it is taking up much more time and resources.
9	1%
10	To match increase in staff salaries
11	RPI level of inflation.
12	5%
13	Ideally increase with RPI. We have taken smaller than recommended increases for many years now and we must avoid a large "crunch" increase sometime in the future.
14	In line with any increase in staff pay
15	Increased to match but not exceed any increases to staff
16	2%
17	By lower than inflation

**Q2 Basic Allowance: The allowance is to cover time on Ward and council activities. This includes the use 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 (£5,230) is:**

Answer Choices	Responses
Too Low	25.00% 7
About Right	75.00% 21
Too High	0.00% 0
<b>Total</b>	<b>28</b>

#	Please provide any further comment:
1	Should be increased in line with RPI.
2	Need to keep up with inflation
3	I do not think that the allowance covers all the time in particular let alone the expenses for a truly committed ward councillor
4	I continue to think this is too low in wards where you have to do a lot for residents.
5	Members allowances are an odd thing. When I was first elected (1979) I did not know there were any allowances. I have accepted the allowance but never charged any expenses, which seemed to keep a nice balance.
6	Should increase with RPI

**Q3 Special Responsibility Allowances: Councils may make provision in the allowances scheme for the payment of Special Responsibility Allowances for those Councillors who have significant responsibilities. Reigate and Banstead currently pays Special Responsibility for 42 Council positions. Please indicate whether, in your opinion, the following SRAs are too low, about right, too high, or should be removed:**

	Too Low	About Right	Too High	Remove	Total
Leader of the Council: £12,983	28.57% 8	67.86% 19	3.57% 1	0.00% 0	28
Deputy Leader: £10,603	19.23% 5	50.00% 13	30.77% 8	0.00% 0	26
Portfolio Holders: £8,656	18.52% 5	51.85% 14	25.93% 7	3.70% 1	27
Chairman of Planning (2013/14 - 14 Meetings): £4,993	26.92% 7	65.38% 17	3.85% 1	3.85% 1	26
Chairman of Overview & Scrutiny (2013/14 - 6 Meetings): £2,901	11.54% 3	76.92% 20	7.69% 2	3.85% 1	26
Chairmen of Licensing Sub-Committees: £404	11.11% 3	62.96% 17	14.81% 4	11.11% 3	27

Chairman of Regulatory (2013/14 - 2 Meetings): £404	7.14% 2	50.00% 14	21.43% 6	21.43% 6	28
Chairman of Budget Scrutiny Review Panel (2013/14 - 1 Meeting): £404	14.81% 4	48.15% 13	18.52% 5	18.52% 5	27
Members of Planning Committee: £737	23.08% 6	57.69% 15	7.69% 2	11.54% 3	26
Leader of Political group - £135 basic allowance, plus £53 for each Member of the Group	7.41% 2	74.07% 20	11.11% 3	7.41% 2	27

**Q4 Raven Housing Trust: Following recent legal advice, Councillors appointed to the Raven Housing Trust Board no longer receive remuneration. Do you think that the Council should introduce an SRA for Members appointed to serve on the Board?**

Answer Choices	Responses	
Yes	19.35%	6
No	67.74%	21
Unsure	12.90%	4
<b>Total</b>		<b>31</b>

#	Please provide any further comment:
1	Important role should be remunerated.
2	They need recompense for their expertise and full commitment to the role of Board Member
3	As councillors we realise that we will serve in extra roles and positions.
4	As with any other outside body, this should not be remunerated.
5	There is a large workload and number of meetings and responsibility
6	I would be happy to work with the Board, if proposed, without any payment. However I assume that if there are any out of pocket expenses these would be met.
7	I believe passionately that members should agree to serve on outside bodies including Raven because they have a personal interest and not for remuneration to supplement their income. I understand from previous Raven appointees that the work is less onerous than on other os bodies and the previous remuneration was not justified.
8	I don't see why this outside body should attract an SRA when there are others with similar degrees of time commitment.
9	Councillors expenditure ,they volunteered to be a councilor and this is not extra work. It is basic work. The council should not be considered as a job, but a voluntary contribution to the country.
10	should be treated same as other outside appointments
11	No other outside bodies attract remuneration - why should Raven?
12	This all part of a councillors allowance, and should not attract any further allowances

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

#	Responses
1	No.
2	No
3	No
4	No
5	No.
6	No
7	No. I do consider that with 14 meetings the allowance for chairman of the planning committee should be reviewed. The allowance for the Deputy should also be reviewed, if there is one, or an allowance made if there is not one at present.
8	No
9	no
10	No
11	No.
12	No
13	other than the 3 I have ticked,the rest should be left the same
14	no
15	no
16	No
17	No

**Q6 Mayoral Allowance: Do you consider that the current Mayoral Allowance (£10,100) is:**

Answer Choices	Responses	
Too low	23.33%	7
About right	66.67%	20
Too High	10.00%	3
<b>Total</b>		<b>30</b>

#	Please provide any further comment:
1	Members who have never served are not able to judge
2	It may not be a job but it is a full time role. If you want to attract the right people for this role, it needs to be better remunerated.
3	A seperate fund for internal Council hospitality should be created
4	I would like to know what expenses the Mayor has to pay for before ticking this box
5	This is enormously difficult. I am aware that a number of Mayors have spent their own money to make their receptions better especially in terms of food and drink. So I should be happy for this to be reviewed.
6	again should increase with RPI
7	I understand the Mayor is expected to attend other district and borough mayoral functions at great expense which some in the past have been unable to attend for that reason thereby not representing RBBC as the role demands.
8	I wasn't aware that this was a member allowance as such, within the IRP's purview, but for what it's worth and from what I have heard from successive Mayors I believe it is too low.
9	the Mayor represents the borough all over Surry and should be in a position to make a good impression
10	should rise above inflation each year
11	It is an honour to have the Mayoral position and there for any more money

**Q7 Deputy Mayoral Allowance: Do you consider that the current Deputy Mayoral Allowance (£1,600) is:**

Answer Choices	Responses	
Too low	36.67%	11
About right	63.33%	19
Too high	0.00%	0
<b>Total</b>		<b>30</b>

#	Please provide any further comment:
1	Should be raised to £3,000.
2	Depending on how fit the Mayor is!

3	As above - but about right
4	Probably just too low, depending on the number of events attended. Again I have known Deputy Mayors attend nearly 100 events. Last years was, I am told, about 60. A number of these are during the day and could represent a loss of earnings.
5	Deputy fulfils at least 25% of the duties by number so should have allowance linked to mayoral allowance at say 25%.
6	I would have thought £2k was a more realistic figure as the DM has to fund their own transport costs to attend functions and motoring costs have increased considerably over the past few years.
7	I don't know enough to comment on this.
8	should rise to at least 2500
9	As above

### Q8 Do you hold a position that attracts a Special Responsibility Allowance?

Answer Choices	Responses	
Yes (Go to Question 9)	61.29%	19
No (Go to Question 10)	38.71%	12
<b>Total</b>		<b>31</b>

### Q9 Do you think that the Special Responsibility Allowance you receive fairly reflects your responsibilities, role and workload?

Answer Choices	Responses	
Yes	61.11%	11
No	38.89%	7
<b>Total</b>		<b>18</b>

#	Please confirm which SRA(s) you receive and provide any further comment:
1	Member of Planning Committee. SRA should be raised to £2,000.
2	Leader allowance
3	Portfolio holder. I feel it reflects the time I give up at work to attend meetings and covers the cost of meetings in the evenings.
4	Planning Committee - considerable work for planning. For each meeting also need to attend the local forum and the site visit
5	Member of planning committee - this requires a very large amount of work.
6	Planning Chairman Planning Member
7	Portflio Holder Allowance does not reflect workload but cannot see that it can be increased in any way
8	Group Leader

9	Planning committee member
10	Portfolio Holder given that some portfolios have very little work ie health, leisure I think very busy portfolios should receive more money ie planning, property, regeneration.
11	Significant workload on matters that are critical to the council and it's residents.
12	Member of the Executive, PFH Housing and Welfare
13	Planning Committee member.
14	Chair O & S Cttee Group leader
15	Deputy Leader, about right but should rise annually
16	Economy & Jobs Portfolio

**Q10 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:**

#	Responses
1	Review SRAs for Executive Members.
2	The allowances do not reflect the considerable work undertaken that has resulted in us being one of the County's most efficient Councils.
3	Not knowing fully the details of work loads and expenses with SRA positions it is hard to judge, and especially as it appears to be an 'in house' appointing and therefore I have no experience of these roles.
4	review as above
5	It really depends on the time the responsibility takes especially if that time is during the normal working day. Again loss of earnings.
6	SRA's should be reviewed as part of the remuneration review and increased appropriately.
7	Refer to my comments above. I am willing to be questioned on my views in person if required.
8	Should shadow portfolio holders receive a SRA?
9	Yes I feel that as members applied to hold office,nothing extra should be added

**Q11 How many hours (per week) do you spend on Council Duties (including preparation time, meetings / discussion / responding to matters, follow-up and travel if it is not a journey for which you are entitled to claim mileage)?Please tick all appropriate boxes:**

	Up to 10 hours	10 to 20 hours	20 to 30 hours	Above 30 hours	Total
Ward Work - all members	70.00% 21	20.00% 6	10.00% 3	0.00% 0	30
General Council Work - all members	82.76% 24	17.24% 5	0.00% 0	0.00% 0	29
Executive Member - if applicable	0.00% 0	44.44% 4	33.33% 3	22.22% 2	9



Committee Chairman - if applicable	33.33% 1	66.67% 2	0.00% 0	0.00% 0	3
Committee Vice-Chairman - if applicable	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Planning Committee Member - if applicable	84.62% 11	15.38% 2	0.00% 0	0.00% 0	13

**Q12 In the last year, has there been a significant increase or decrease in your hours worked as a Councillor?**

Answer Choices	Responses
Increase	54.84% 17
Not much change	45.16% 14
Decrease	0.00% 0
<b>Total</b>	<b>31</b>

#	If so, in what areas of work?
1	Ward work and attending council meetings.
2	Management and involvement
3	Local Issues
4	Responding and working with residents' concerns.
5	Explaining decisions to residents plus new portfolio.
6	Planning
7	Portfolio Raven Board General duties
8	more meetings in my ward with residents.. attending leaders meetings as shadow dmp
9	As I have just been re-elected after a gap of three years everything is an increase. I have found and I am sure I will find again that the time spent on ward work increases as you become known again. For instance I have two separate interviews with students who are doing course work involving what the Council does.
10	Property and Regeneration.
11	increased engagement with residents in the ward. Significant work load as an Executive member
12	I spend over 30 hours per week in fact 50hours on occasions on all aspects of my councillor/exec role as I have done since becoming a member of Exec 2.5 years ago which I am quite happy with and thoroughly enjoy.
13	Housing inquiries. The bedroom tax SCC work and increases in their taxation Parking
14	position changed
15	as taken on portfolio, and developed role and involvement
16	Elected in may 2014 so question not really applicable.
17	planning and shadow portfolio holder.

**Q13 IT Allowance: The Basic Allowance for Members was increased in 2008 to allow Members to purchase their own IT equipment. This replaced the direct provision of IT equipment to Members by the Council. Would you prefer to continue with this arrangement, or to return this element of the Basic Allowance to the IT department so that they can provide Members with equipment and support?**

Answer Choices	Responses	
Retain allowance and remain self-servicing	100.00%	29
Reduce allowance and return to IT equipment being provided	0.00%	0
<b>Total</b>		<b>29</b>

#	Please provide any further comment:
1	Already have Council owned IT equipment with support.
2	Fine to use own equipment
3	I have for my own use and work use a smart phone, PC, lap top and now a tablet. Anything else will just get in the way!
4	It is far, far better to allow Members the flexibility to purchase their own equipment and training, depending their own circumstances and needs. A centrally provided, "one size fits all" approach would be more expensive and less convenient for the majority. A suitable compromise would be for the Council to negotiate and make available discounted training and possibly also IT equipment to Members, to be purchased from their allowance. For members who are less familiar with IT this would simplify the otherwise bewildering array of choice.
5	Increase allowance
6	easier to have own equipment and being able to 'top up' to the system you want
7	Members Have different tastes

**Q14 Other Factors: Before seeking election, were you aware that Councillors received a financial allowance?**

Answer Choices	Responses	
Yes	45.16%	14
No	54.84%	17
<b>Total</b>		<b>31</b>

**Q15 Was the level of allowances a factor in your decision to stand for election?**

Answer Choices	Responses	
Not significant	90.32%	28
Somewhat significant	9.68%	3
Highly significant	0.00%	0
<b>Total</b>		<b>31</b>

**Q16 Do you consider yourself to be financially disadvantaged as a result of your role as a Councillor?**

Answer Choices	Responses	
Yes	50.00%	15
No	50.00%	15
<b>Total</b>		<b>30</b>

#	Please provide any further comment:
1	Self employed, time out of the business
2	The amount is very small compared to the work I carry out, and there are other financial demands in my councillor role.
3	Having to take odd days off and leave early doesn't always go down well at work.
4	I am unable to take on additional work commitments
5	Workload and responsibility elsewhere would receive greater remuneration
6	but happy to cover costs /expenses
7	Being a self employed employer I can make up any time lost.
8	I believe that the irregular hours can impact on other employment.
9	Due to time spent on Council work I have little time to undertake any consultancy/paid employment
10	I have to spend a lot of time on council-related work and this reduces the time available for paid work.
11	Inevitably, sacrificing some time and flexibility which could otherwise be spent on professional advancement means that I have probably advanced less in my career than if I had not been a councillor.
12	inability to commit to elsewhere
13	These posts are not salary, and do not require payment

**Q17 Is the level of allowances a factor for you in deciding whether to stand for re- election?**

Answer Choices	Responses	
Not significant	86.67%	26
Somewhat significant	13.33%	4
Highly significant	0.00%	0
<b>Total</b>		<b>30</b>

#	Please provide any further comment:
1	Never was. Now significant
2	Not at all, nor in point 16
3	Form the decision will be about my time.

4	As stated earlier when I was first elected (1979) I was not aware there was any payment to members.
5	I can't afford to continue working reduced hours and this is among the reasons why I am carefully considering whether to stand for re-election

**Q18 General Comment: Please set out below any general comments / views you wish brought to the attention of the IRP, including any difficulties you have in performing Council duties or matters that could enable you to be more effective:**

#	Responses
1	Should be an uplift in allowances generally, except where stated.
2	I believe that the role could be treated more as a professional role with commensurate financial reward - to attract more of a cross section in the community and professionals into the Council instead of just the monied and retirees. I believe that holding the two positions of borough and county councillors could be stopped as the gain for members is that of a full time post. I also think that the numbers of councillors per ward could be reduced to 1 and therefore all councillors become far more accountable for their work and commitment to their residents and communities and Council. The effectiveness of councillors would become very clear. I would have liked to have been in a SR post but have never known how nor invited nor put forward. I am in as much on my own in my ward as the other two councillors are of another party and therefore I work extremely hard for all my residents.
3	I am finding the increased meetings and ward work is taking away a lot of my spare time. As a manager at work, I am expected to work hard there so between both it leaves very little personal time. Whilst this is a personal choice, the level of council work is near enough a full time job now and should now start to reflect that. I can only reiterate the point I have made every year that in order to get diversity on the Council, the level of remuneration should allow FTE workers to be able to switch part of their working week over to the Council.
4	Allowance for members are extremely difficult to set. In the affluent South East they are a bonus or an appreciation rather than a "wage". However I am aware that there have been members (and may still be) who have had to take time off work either unpaid or as a holiday day and therefore were physically out of pocket. If they were abolished altogether it would not stop me standing for the Council. This is not meant to imply I have lots of money, far from it, but I stood for election to be involved and to try to make a difference.
5	I would prefer meetings to be evening / out of daytime work hours, wherever possible.
6	Allowances must reflect the worth of the role to the council and it's residents. benchmarking is useful to compare to other councils but it is difficult to get exact "apples to apples" comparisons. The cumulative "lag" in allowances compared to the 2008 re-setting levels would be useful to see as would any cumulative "lag" against IRP recommendations since that date.
7	I am chairman of Employment committee which takes up little time and vc of Standards which equally takes up little or no time at present.
8	It is unfortunate that these allowances are used as a political factor by the majority party and that the Independent Panel's recommendation is impacted by a political decision. Further I don't think residents are aware of how little the basic allowance is. Finally I think increases should be announced in £s rather than as a %. Finally I favour small increases every year rather that a bigger increase after a number of years.
9	Not enough cllrs available for day time meetings, as SCC meets mainly during the day
10	All councillors chose to stand and should have checked before, or resign now

## Councillor payments 2013/14

Name	Special Responsibility Allowance £	Basic Allowance £	Travelling £	Carers Allowance £	TOTAL £
S Banwait	106.69	5,172.96	0	0	5,279.65
N Bramhall	9,690.96	5,172.96	18.00	0	14,881.92
S Bramhall	1,128.96	5,172.96	0	0	6,301.92
J Bray	0	5,072.04	0	0	5,072.04
V Broad	11,217.00	5,172.96	930.15	0	17,320.11
L Brunt	729.00	5,172.96	0	0	5,901.96
M Brunt	5,667.96	5,172.96	0	0	10,840.92
G Crome	1,128.96	5,172.96	0	0	6,301.92
A De Save	8,562.00	5,172.96	0	0	13,734.96
J Durrant	0	5,172.96	0	0	5,172.96
J Ellacott	8,221.08	4,968.00	0	0	13,189.08
J Essex	42.45	5,172.96	0	0	5,215.41
S Farrer	1,128.96	5,172.96	0	0	6,301.92
S Finch	977.85	5,172.96	0	0	6,150.81
K Foreman	0	5,172.96	135.00	0	5,307.96
L Hack	0	5,172.96	162.15	0	5,335.11
R Harper	729.00	5,172.96	158.90	0	6,060.86
G Harper-Adamson	729.00	5,172.96	134.10	127.33	6,163.39
N Harris	72.88	4,459.56	282.70	0	4,815.14
N Harrison	399.96	5,172.96	274.05	0	5,846.97
A Horwood	625.48	5,172.96	0	0	5,798.44
E Humphreys	0	5,172.96	67.50	0	5,240.46
A Kay	8,562.00	5,172.96	0	0	13,734.96
F Kelly	0	5,172.96	0	0	5,172.96
G Knight	301.18	5,172.96	0	0	5,474.14
S Kulka	774.53	5,172.96	0	0	5,947.49
A Lynch	399.96	5,172.96	0	0	5,572.92
R Mantle	0	5,172.96	0	0	5,172.96
R Mill	8,562.00	5,172.96	218.70	0	13,953.66

<b>Name</b>	<b>Special Responsibility Allowance £</b>	<b>Basic Allowance £</b>	<b>Travelling £</b>	<b>Carers Allowance £</b>	<b>TOTAL £</b>
<b>M Miller</b>	8,668.69	5,172.96		0	13,841.65
<b>R Newstead</b>	6,914.11	5,172.96	16.20	0	12,103.27
<b>G Norman</b>	192.16	5,172.96	0	0	5,365.12
<b>S Parnall</b>	729.00	5,172.96	244.35	26.22	6,172.53
<b>D Pay</b>	625.48	5,172.96	0	0	5,798.44
<b>C Poulter</b>	399.96	5,172.96	0	0	5,572.92
<b>D Powell</b>	0	5,172.96	0	0	5,172.96
<b>R Renton</b>	8,562.00	5,172.96	0	0	13,734.96
<b>S Rickman</b>	0	4,735.97	0	0	4,735.97
<b>D Ross-Tomlin</b>	0	5,172.96	0	0	5,172.96
<b>T Schofield</b>	729.00	5,172.96	0	0	5,901.96
<b>M Selby</b>	729.00	4,459.56	372.60	0	5,561.16
<b>P Shillinglaw</b>	0	5,172.96	0	0	5,172.96
<b>J Spiers</b>	12,842.04	5,172.96	273.60	0	18,288.60
<b>B Stead</b>	3,296.24	5,172.96	75.60	0	8,544.80
<b>J Stephenson</b>	729.00	5,172.96	0	0	5,901.96
<b>B Thomson</b>	729.00	5,172.96	0	0	5,901.96
<b>B Truscott</b>	0	5,172.96	0	0	5,172.96
<b>R Turner</b>	0	5,172.96	347.80	0	5,520.76
<b>M Vivona</b>	1,765.75	5,172.96	0	0	6,938.71
<b>S Walsh</b>	2390.59	5,172.96	0	0	7,563.55
<b>C Whinney</b>	0	5,172.96	0	0	5,172.96



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 2015/16. 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 21<sup>st</sup> of each month. Blank forms relating to Travelling and Subsistence Allowance claims are available from eMembers: [www.reigate-banstead.gov.uk/members](http://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 or Function Managers; and
  - meetings with other local authorities, outside organisations and individuals.
- (h) Mayoral and Deputy Mayoral engagements.
- (i) Ad hoc attendances approved by the Chief Executive.