

Agenda

Council

Thursday, 29 July 2021 at 7.30 pm

New Council Chamber, Town Hall, Reigate



Meetings will take place in accordance with Government guidance, a quorum of Members will assemble at the Town Hall, Reigate. Members of the public should attend meetings remotely, at the link provided.



Members of the public may observe the proceedings live on the Council's [website](#).

Members of Reigate and Banstead Borough Council are respectfully summoned to attend a meeting of the Borough Council on Thursday 29 July 2021 at 7.30pm.

A quorum of Members will assemble in the Council Chamber, Town Hall Reigate. All other Members are invited to attend the meeting remotely.

Prior to commencement of the meeting, prayers will be said by the Mayor's Chaplain.

Mari Roberts-Wood
Interim Head of Paid Service

For enquiries regarding this agenda;

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Published 21 July 2021

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

- 1. Minutes** (Pages 5 - 8)
To sign the Minutes of the meeting of the Council held on 27 May 2021.
- 2. Apologies for absence**
To receive any apologies for absence.
- 3. Declarations of interest**
To receive any declarations of interest.
- 4. Urgent business**
To consider any urgent business.
- 5. Public questions** (Pages 9 - 10)
To consider any questions received from members of the public under Council Procedure Rule 13.
- 6. Questions by Members** (To Follow)
To consider any questions received from Members of the Council under Council Procedure Rule 14.
- 7. Recommendations**
To receive and consider the recommendations of the Council's Executive, committees and sub-committees.
 - a) Executive - 24 June 2021** (Pages 11 - 12)
To receive and consider the recommendation arising from the meeting of the Executive on 24 June 2021.
 - b) Executive - 22 July 2021** (To Follow)
To receive and consider the recommendations arising from the meeting of the Executive on 22 July 2021.
- 8. Report of the Council's Independent Remuneration Panel on Members' Allowances for 2021/22** (Pages 13 - 28)
To receive the Report and Recommendations of the Independent Remuneration Panel.

9. Designation of Monitoring Officer

In accordance with Section 5 of the Local Government and Housing Act 1989, the Council has a duty to designate one of its Officers as Monitoring Officer.

Recommendation: To designate Joyce Hamilton (Head of Legal and Governance and Deputy Monitoring Officer) as the Monitoring Officer.

10. Statements

To receive any statement from the Leader of the Council, Members of the Executive, Chairmen of Committees or the Head of Paid Service.

11. Motion: Climate change

(Pages 29 - 30)

Councillor Chandler will move and Councillor Ritter will second the motion.

12. Motion: Open and transparent public consultation in development management

(Pages 31 - 32)

Councillor Brunt will move and Councillor Schofield will second the motion.

13. Motion: Roll-out of recycling

(Pages 33 - 34)

Councillor Essex will move and Councillor Torra will second the motion.

14. Leader's announcements

To receive any announcements by the Leader of the Council.

15. Mayor's announcements

To receive any announcements from the Mayor.



Our meetings

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



Streaming of meetings

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Accessibility

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



Notice is given of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

Minutes of the **Annual Council** meeting held at the **New Council Chamber - Town Hall, Reigate** on **Thursday, 27 May 2021 at 7.30 pm.**

Present: Councillors R. Absalom, M.A. Brunt, J.S. Bray, Z. Cooper, P. Chandler, J. C. S. Essex, F. Kelly, N. D. Harrison, S. A. Kulka, A. King, T. Schofield, M. Tary, and R. S. Turner.

In attendance remotely: Councillors Adamson, Archer, Ashford, Baker, Biggs, Blacker, Booton, Bramhall, Buttironi, Elbourne, Feeney, Harp, Harper, Hudson, Humphreys, J. King, Lewanski, Lynch, McKenna, Michalowski, Moses, Neame, Parnall, Philpott, Ritter, Sachdeva, Sinden, Stevens, Torra, Walsh and Whinney.

Retiring Mayor's reflections on the Mayoral year 2020/21

The Retiring Mayor, Councillor Rosemary Absalom, presented her reflections on the Mayoral year 2020/21. Due to the Covid-19 pandemic, the Mayoral year had been unique as much of it had to be conducted remotely, including Remembrance Sunday, and the conferment of Alderwoman Dorothy Ross-Tomlin and Alderman Michael Selby. The Mayor had completed 182 official Mayoral engagements and had raised over £10,000 for the Community Fund for Reigate and Banstead.

The Retiring Mayor endorsed the National Civic Officers' commendation of the work of the Mayoral Office, and thanked them for their guidance. The Mayor's Consort, David, and the Reverend Colton, were thanked for their support during the year.

1 Election of the Mayor of the Borough of Reigate and Banstead for 2021/22

Councillor Harrison moved, and Councillor Brunt seconded, that Councillor Jill Bray be elected Mayor for the Municipal Year 2020/21. With there being no other nominations, the Council duly:

RESOLVED that Councillor Jill Bray be elected Mayor of the Borough of Reigate and Banstead for the Municipal Year 2021/22.

The newly elected Mayor made the Declaration of Acceptance of Office and returned thanks for her election. The Leader of the Council expressed the Council's thanks and appreciation to the retiring Mayor, Councillor Absalom, for her services during the past Municipal Year. The retiring Mayor responded.

2 Election of Deputy Mayor

Councillor Brunt moved, and Councillor Kelly seconded, that Councillor Rachel Turner be elected Deputy Mayor for the Municipal Year 2021/22. With there being no other nominations, the Council duly:

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RESOLVED that Councillor Rachel Turner be elected Deputy Mayor for the Municipal Year 2020/21.

The newly elected Deputy Mayor made the Declaration of Acceptance of Office and returned thanks for her election. The Leader of the Council expressed the Council's thanks and appreciation to the retiring Deputy Mayor, Councillor Kelly, for his services during the past Municipal Year. The retiring Deputy Mayor responded.

3 Minutes

RESOLVED that the Minutes of the meeting of Council held on 8 April 2021 be approved as a correct record and signed.

4 Apologies for absence

An apology for absence had been received from Councillor Horwood.

5 Declarations of interest

There were none.

6 The Result of Local Elections - 6 May 2021

The Interim Head of Paid Service reported that at the election of Borough Councillors, held on 6 May 2021, ten serving Members were re-elected, together with eight new Members who had been listed on the Summons.

7 Constitution and Membership of Ordinary Committees 2021/22

RESOLVED That the Ordinary Committees of the Council be established for the forthcoming Municipal year and that the Membership of those Committees be appointed in accordance with the nominations of the Group Leaders, as appended to these Minutes.

8 Constitution and Membership of Other Committees and Groups

RESOLVED

1. That the Membership of the Reigate and Banstead Local Committee of Surrey County Council, be appointed in accordance with the nominations of Group Leaders, as appended to these Minutes.
2. That the Governance Task Group for the forthcoming Municipal Year be constituted and the Membership be appointed in accordance with the nominations of Group Leaders, as appended to these Minutes.

***Clerk's note:** Subsequently, the Leader of the Council notified the Proper Officer that Councillor Walsh would replace Councillor J King on the Governance Task Group, in accordance with the process agreed by the Council in November 2016.*

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9 Appointment of one Member to the Surrey Police and Crime Panel Joint Committee 2021/22

RESOLVED that Councillor Lewanski be appointed as the Council's representative on the Surrey Police and Crime Panel Joint Committee for the Municipal Year 2021/22.

10 Updated Audit Committee Terms of Reference for Incorporation into the Council's Constitution.

RESOLVED that:

1. The Council agree to the appointment of an Independent Member to the Audit Committee in accordance with the role description, skills and knowledge and person specification set out at Appendix 1 of the report; and that the Terms of Reference of the Audit Committee set out in Part 3a (Responsibility for Functions) of the Constitution of the Council be amended to:
2. Incorporate the inclusion of an Independent Member
3. Incorporate responsibility for scrutiny of the Treasury Management Strategy and associated reports, and consequentially amend the Overview and Scrutiny Committee's Terms of Reference to remove Treasury Management Strategy (para 19 in Table 2 – Council Functions – Part 3a: Responsibility for Functions).

11 Urgent business

There was none.

12 Vote of Thanks to Council Employees

The Leader of the Council, Councillor Brunt, expressed his sincere appreciation to Council staff who had risen to the challenges of the Covid-19 pandemic. The Incident Management Team, and the Directors, had provided the capacity and solutions to enable staff to ensure that the Borough's most vulnerable people were provided with the support they needed, whilst still maintaining the Council's critical services. The Leader acknowledged the long-service to the Council of many members of staff, and thanked those staff for their dedication to the Council, and the community.

The Interim Head of Paid Service thanked the Leader for his kind words, and on behalf of the Management Team endorsed the outstanding efforts of the Council's staff during the coronavirus crisis. The Council's employees were proud to work for the Council, and had collectively responded to the challenge. The Council would now look to the future, and the Borough would move forward, with Members and Officers continuing to work together in the year ahead.

13 Leader's announcements

The Leader of the Council welcomed the eight new Members who had joined the Council and thanked those former Councillors who had retired at the election. The Leader announced that Councillor Neame would join the Executive as Portfolio Holder for Housing and Support, along with Councillor Sachdeva as Portfolio Holder for Leisure and Culture. In so doing, Councillor Brunt expressed his gratitude to

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Councillor Michalowski and former Councillor Knight, for their contribution to the Executive.

14 Mayor's announcements

The Mayor made the following announcements:

- The Mayor's Charities for 2021/22 would be the YMCA East Surrey; and Age Concern Banstead
- The Mayor's Chaplain would be Reverend Des Williamson from St Marks Church, Tattenhams
- Coffee mornings and afternoon teas would be held in the Mayor's Parlour in recognition of the contribution made by community volunteers during the pandemic. Councillors were invited to nominate those that they felt were deserving of recognition in their Wards
- The annual Reigate and Banstead Volunteer Awards would include a new category - *Crisis Response Volunteer*, in recognition of those that had provided help with food supplies, medicine, befriending, and other support to members of the community.

The meeting finished at 8.53 pm

Reigate and Banstead Borough Council

Meeting of Council 29 July 2021

Public Questions

Number	Question by	To be answered by	Subject
1	Mr Mick Hay	Councillor Brunt, Leader of the Council	Support for Veterans

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Mr Mick Hay will ask the **Leader of the Council, Councillor Mark Brunt** the following question:

Question: Mental Health/Wellbeing Support for Military Veterans in Reigate and Banstead

Can I initially thank Madam Mayor and Council for their re-affirmation of the Armed Forces Covenant during Armed Forces Week at the end of Jun-21. I am 24670365 Sergeant M P Hay, served 22 years in Royal Corps of Signals 1984-2006, and I am grateful that Reigate and Banstead Council and indeed Surrey County Council recognise the Armed Forces Community in this way.

My question this evening is a request that Reigate and Banstead Council conduct a feasibility study that I feel would benefit the Wellbeing and Mental Health of Veterans such as myself, I am comfortable admitting I have suffered many mental health episodes since leaving the Army and am attracted to anything that supports and deals with mental health of Veterans in a positive way.

A fellow Veteran and a local Councillor in Gedling Borough Council (Nottingham) made me aware of a scheme where Military Veterans are given free access to Council run Leisure Centres (of which there are three in his Borough). Of course there are caveats in place, health and safety inductions etc but in essence, all Veterans in the Borough are allowed to use the leisure facilities free of charge upon production of certified documentation proving their Veteran status.

Whilst pragmatic and aware of the additional administration this brings to Reigate and Banstead Borough Council, to Donyngs in Redhill, to Tadworth Leisure and Community Centre and to Horley Leisure Centre, at this stage I simply ask for a feasibility study, a costing exercise, an understanding of the wellbeing benefits to the Veteran Community can commence. In the coming months, I intend to make my request County wide that would benefit c.42,000 Surrey based Veterans – I would be delighted if the journey began here in Reigate and Banstead where I live and you approve my request.

In summary, I would like to ask Council if they would be prepared to consider a scheme where all Military Veterans in the Borough be afforded free access to leisure facilities in the three leisure centres in the Borough.

Recommendation from the Executive – 24 June 2021

Minute
reference
6

*Recommendation
2 only.*

Fees and Charges Policy for Licenced Mobile Home Sites

The Executive Member for Neighbourhood Services, Councillor Bramhall, introduced the item: Fees and Charges Policy for Licenced Mobile Home Sites.

Councillor Bramhall highlighted that:

- The policy had been prepared to enable the Council to charge fees in relation to the licensing of mobile home sites, as permitted in law. This covers site licensing fees and also fees for the new Fit and Proper Person test, which comes into effect in July 2021.
- The policy will allow the Council to recover the cost of its work licensing and inspecting these sites, which had previously been done for no charge, as well as the new duty to assess the Fit and Proper Persons which will be a substantial piece of work.
- The site licensing fees proposed included: application for grant of a new mobile home site licence, application to vary an existing mobile home licence, transfer of an existing mobile home site licence, annual fee, and deposit of site rules.
- The revenue income generated will contribute to the existing income budget of the Environmental Health service which had previously expanded in expectation of the introduction of new fees and charges.
- There were some additions to the Officer Scheme of Delegation contained within the Council's Constitution in relation to Section 5 (Housing and other Residential Accommodation).

Visiting Members asked if the Fees and Charges Policy related to Traveller mobile home sites. It was confirmed that this policy did not relate to Gypsy and Traveller sites.

Clerk's Note: Members were given a follow-up written answer to provide further clarification on this question.

Members noted that the fees seemed quite low and asked if these would cover costs of the officers' work. It was confirmed that the fees and charges would cover the officer time to administer these new site licence fees. The new Fit and Proper Person test was similar to that for a

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public house licensee so that this person would run the site within the rules. This was a positive step forward. Many mobile home sites were well run but some needed extra work and this test would help the Council keep a closer eye on these particular sites. It also gave reassurance to residents living on mobile home parks that the site was being properly assessed.

Members asked how a complaint could be raised against a Fit and Proper Person. Katie Jackson, Environmental Health Manager, said residents had the right to complain if they had complaints about standards of compliance and the Council can take enforcement action. More information would be provided as a written answer.

RESOLVED that the Executive:

1. Approve the Fees and Charges Policy for Licenced Mobile Home Sites provided as Annex 1.

2. **Approve the additions to the Officer Scheme of Delegation contained within the Council's Constitution, as set out in Annex 2 of the report in relation to Section 5 (Housing and Other Residential Accommodation) to go to Council.**

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Signed off by	Head of Legal and Governance
Author	Alex Berry, Deputy Democratic Services Manager
Telephone	01737 276815
Email	Alex.berry@reigate-banstead.gov.uk
To	Council
Date	Thursday, 29 July 2021

Key Decision Required	N
Wards Affected	(All Wards);

Subject	Report of the Independent Remuneration Panel on Members Allowances for 2021/22.
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Recommendations
<ol style="list-style-type: none"> 1. That Recommendations 1 to 22, listed on pages 3 and 4 of the Independent Remuneration Panel (IRP) report (Annex 1), be adopted. 2. That the Interim Head of Paid Service be authorised to make any necessary changes to the Members' Allowance Scheme for 2021/22 (approved under Recommendation 1 above) arising from any amendment or non-adoption of the IRP's recommendations. 3. That the effective date of any changes for all allowances, except for the Mayor's and Deputy Mayor's allowances, is 1 April 2021, and that the effective date of any changes relating to the Mayor and Deputy Mayor's allowances is 28 May 2021. 4. That the IRP be thanked for its report.
Reasons for Recommendations
<p>These recommendations comply with the requirements of the Local Government Act 2000 and government guidance for the Council to have a Members' Allowances Scheme recommended by an Independent Remuneration Panel. The recommendations of the IRP are considered to support the objectives for the Council's Members Allowances Scheme of allowing people to consider becoming an elected Member without risk of undue financial hardship, and of allowing existing councillors to fulfil their role to the best of their ability.</p>

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Executive Summary

This report sets out proposals on the Members Allowances Scheme for 2021/22 following a review by the Council's Independent Remuneration Panel. The IRP's report contains 22 recommendations for Council to consider, as detailed on pages 3 and 4 of Annex 1. Page 11 sets out the budgetary implications for 2021/22 of the recommendations. The IRP recommend that adopted changes apply from 1 April 2021, with applicable elements applied retrospectively back to this date, apart from changes to the Mayor's and Deputy Mayor's Allowances, which would apply from the day after Annual Council (28 May 2021).

Council has authority to approve the above recommendations.

Statutory Powers

1. In accordance with the Local Government Act 2000 and guidance from the government, the Council is required to have a Members Allowances Scheme recommended by its Independent Remuneration Panel (IRP). The IRP has 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) has undergone initial consideration by the Council's Management Team and the Leader of the Council and is now before the Council to consider.
3. 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.

Key Information

Report of the IRP

4. The Report of the IRP contains 22 recommendations. These relate to the following matters:
 - Introducing a 4-year cycle of full reviews of the members allowances scheme and basing approved increases in allowances on the annual increase in the Consumer Price Index (CPI) in January each year
 - The following changes to the Scheme:
 - Introduction of a Special Responsibility Allowance for the Vice Chair of the Overview & Scrutiny Committee
 - Removal of part of the Mayor's SRA from the Members Allowance to the Mayoralty Budget applicable from the date of the appointment of the Mayor for 2021/22 and thereafter
 - Removal of the Deputy Mayors SRA from Members' Allowances to the Mayoralty Budget applicable from the date of the appointment of the Mayor for 2021/22 and thereafter
 - Clarification of the arrangements for Maternity, Paternity and Adoptive Parents leave
 - Some administrative adjustments to the scheme

- The programme of work for the Panel over the next three years

Members' Allowances Scheme for 2021/22

5. Should Council agree to adopt, or amend and adopt, any of the IRP's recommendations, then the Members Allowances Scheme will need to be amended. Delegation on this matter to the Interim Head of Paid Service is proposed (Recommendation 2 of this report).

Legal Implications

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

Financial Implications

7. 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.
8. The Council's revenue budget for 2021/22 includes a budget of £428,700 for Member Allowances and Support. Based on the proposals set out in this report, it is anticipated that £391,217 of this will represent spending on Members' basic allowances and mayoral and special responsibility allowances, as detailed on page 11 of the IRP's report.
9. There will also be some costs resulting from travel and subsistence or other secondary allowances. A budget allowance has been made for these, which have historically been claimed at a relatively low rate, and are not expected to present a significant budgetary pressure. In the event that they exceed projections, this may lead to a low level of overspend in 2021/22, which it is expected could be accommodated if necessary.
10. Any overspend, or underspend, will be considered as part of the service & financial planning process for 2022/23, with an awareness of the impact of measures relating to COVID-19 which may have influenced behaviour and costs during the year.

Equalities Implications

11. The Council is asked to have regard to their duties under the Equality Act 2010. This requires the Council to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not;
 - Foster good relations between people who share a protected characteristic and those who do not.

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12. The Panel considered these duties in relation to the nine protected characteristics (age; disability; gender reassignment; marriage/civil partnership status; pregnancy and maternity; race; religion; sex; and sexual orientation).
13. During the review, it was highlighted that the role of a Councillor was not a salaried one. However, the payment of allowances is generally expected to allow and encourage people from the widest possible range of backgrounds to serve as councillors. The Panel considered how their recommendations to the Scheme would enable all persons to be able to serve as a Councillor.

Communication Implications

14. The Local Authorities' (Members' Allowances) (Miscellaneous Provisions) Regulations place certain duties on local authorities in connection with publicising the recommendations made by their Independent Remuneration Panel, their scheme of allowances and the actual allowances paid to Members in any given year
15. The Regulations require that as soon as reasonably practicable after receiving a report, setting out the IRP's recommendations, local authorities must ensure copies of the report are available for inspection at their principal office. Local authorities must also publish a notice giving details of the availability of the report and the Panel's recommendations. Local authorities are also required to repeat this process as soon as reasonably practicable after determining a scheme of allowances.
16. The Guidance states that all of these publicity requirements are statutory minimum requirements, and that local authorities should publicise more widely the report from their Panel, their scheme of allowances and the sums paid to each Member.

Risk Management Considerations

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

Consultation

18. Appendix 2 of the IRP Report details the consultation methodology by the IRP in the forming of its recommendations.

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

May 2021

Introduction

1. Under the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to establish and maintain an Independent Remuneration Panel (IRP). The purpose of the Panel is to consider and make recommendations to the Council about the allowances paid Members under its Scheme of Allowances. The Council must make the final decision on its Scheme but in doing so it must have regard to the advice of the IRP before making any changes.

The Independent Remuneration Panel

2. The current IRP was appointed at Council in February 2021. The Panel consists of three members: John Thompson (Chair), Farah Stehrenberger and Robert Coyle. The members of the panel come with a wide range of experience. Their profiles are at Appendix 1.

Executive Summary

3. This report contains 22 recommendations covering a range of issues, including:
 - Introducing a 4-year cycle of full reviews of the members allowances scheme and basing approved increases in allowances on the annual increase in the Consumer Price Index (CPI) in January each year
 - The following changes to the 2020/21 Scheme,
 - Introduction of a Special Responsibility Allowance for the Vice Chair of the Overview & Scrutiny Committee
 - Removal of part of the Mayor's SRA from the Members Allowance to the Mayoralty Budget applicable from the date of the appointment of the Mayor for 2021/22 and thereafter
 - Removal of the Deputy Mayors SRA from Members' Allowances to the Mayoralty Budget applicable from the date of the appointment of the Mayor for 2021/22 and thereafter
 - Clarification of the arrangements for Maternity, Paternity and Adoptive Parents leave
 - Some minor tidying up of the scheme
 - The revised Scheme becomes effective from 1 April 2021, except for the changes to the SRA for the Mayor and Deputy, which will apply from the date of their appointment for 2021/22 – because we'll have new Members then, and backdating it to April 21 will mean that overpayments need to be rectified.
 - The programme of work for the Panel over the next three years

Recommendations

4. The Panel considered the Scheme of Allowances in line with the Methodology laid out in Appendix 2 and the Terms of Reference and General Principles in Appendix 3. The Panel consider Consumer Price Index (CPI) an appropriate benchmark for the purpose of uplifting Members Allowances'.
5. The Panel therefore recommends uplifts to the Allowances as detailed in the recommendations in the table below. These increases are based on increase in CPI for the year to January 2021 of 0.9%. Detailed Commentary on the recommended changes set out below is at Appendix 4.

Effective Date for Changes

6. The Panel recommend that the effective date for changes be 1 April 2021. The SRAs paid to the Mayor and Chair of the Council), are payable from the start of the Municipal Year.

Basic Allowance	
Recommendation 1:	The Basic Allowance be increased from £5,680 to £5,721.
Special Responsibility Allowances (SRAs)	
Recommendation 2:	The Leaders of Political Groups SRA be increased from £147 to £148 and the allowance per member remain unchanged at £58.
Recommendation 3:	The Leader of Council SRA be increased from £14,151 to £14,278.
Recommendation 4:	The Deputy Leader of Council SRA be increased from £11,557 to £11,661.
Recommendation 5:	The Other Portfolio Holders SRA be increased from £9,434 to £9,519.
Recommendation 6:	The Chair of the Council SRA be increased from £2,667 to £2,691. This role is performed by the Mayor. This SRA covers the responsibility for Charing meetings of the Full Council. The Panel note that the Mayor is not permitted to sit on any Committee of the Authority. (See Recommendations 15 and 16 below.)
Recommendation 7:	The Chair of the Planning Committee SRA be increased from £5,442 to £5,491.
Recommendation 8:	The Chair of the Overview and Scrutiny Committee SRA be increased from £3,162 to £3,190.
Recommendation 9:	The Vice-Chair of the Overview and Scrutiny Committee be paid an SRA of £957. Vice-Chair of Overview and Scrutiny Committee Both Group Leaders and Senior Officers recognised that the SRAs should be paid to more members of the Committee. As a start the Panel recommend that an SRA be paid to the Vice Chair of 30% of the Chair's SRA
Recommendation 10:	The Chair of the Audit Committee SRA be increased from £3,162 to £3,190.
Recommendation 11:	The Chair of the Budget Scrutiny Review Panel SRA be increased from £441 to £445.
Recommendation 12:	The Chair of the Licensing and Regulatory Committee SRA be increased from £411 to £445.
Recommendation 13:	The Chair of the Licensing and Regulatory Sub-Committee SRA be increased from £308 to £311.

Recommendation 14:	The Members of the Planning Committee SRA be increased from £804 to £811.
Recommendation 15: Recommendation 16:	The Mayoral SRA be set at £3,009. As the Mayor is also ex officio Chair of the Council the two SRAs be combined to make an SRA of £5,700 Mayoral Allowance The Panel recommends that the Mayoral expenses should not be part of an SRA. The Panel recommends that an SRA should be paid to reflect the responsibility exercised by the Mayor as a representative of the Authority in the Community.
Recommendation 17:	The Deputy Mayoral Allowance be removed from the list of SRAs payable. Deputy Mayoral Allowance This SRA should be treated like the balance of the Mayor's SRA and transferred to the Mayoralty Expenses budget.
Travelling Expense	
Recommendation 18:	Travel Allowances remain unchanged. The Panel did not undertake a review of these expenses.
Subsistence	
Recommendation 19:	Subsistence Allowances remain unchanged. The Panel did not undertake a review of these expenses.
Dependents' Carers' Allowance	
Recommendation 20:	Childcare Allowance be set at £12 per hour, Adult Basic Attendance set at the prevailing Surrey County Council Adult Domiciliary Care Rate and Higher Needs at an hourly rate agreed by the Head of Paid Service. The hours for which any of these allowances are claimed should include travelling time. To widen accessibility to local democracy and to provide clarity of this allowance, the Panel believe that setting rates per hours would make clearer what support is available.
Maternity, Paternity and Adoption Leave	
Recommendation 21:	The following wording be included in the Allowances Scheme: "During leave for Maternity, Paternity and Adoption reasons, all allowances in payment at the time should (will) continue to be paid during the statutory period of leave or until the claimant ceases to in the role that carries the allowance." This is not covered in the current Allowances Scheme.
Recommendation 22:	That that a full review of Members' Allowances be undertaken every four years and basing approved increases in allowances on the annual increase in the Consumer Price Index (CPI) in January each year.

Budget Impact

7. The net cost of these changes is £4,387 (1.1%). Excluding the changes to the Mayoralty Allowances which should be cost neutral. The details are set out in Appendix 5. Officers have confirmed that the additional cost can be met from within the existing budget allocation.

50% Rule

8. Some Authorities have a rule whereby no more than 50% of Members may receive an SRA. As 36 of the 45 Members of the Council are in receipt of an SRA, the 50% rule should not apply.

One Allowance Only

9. Nearly $\frac{3}{4}$ of Districts & Boroughs in the South East operate a one SRA per Member Rule. R&BBC do not. However, only the Leader and Chair of the Overview and Scrutiny Committee get a second allowance as leaders of their political groups. The Chair of Overview and Scrutiny is usually the Chair of Budget Scrutiny Panel, and also receives an SRA.

Renunciation

10. Any Member may, on notifying the Head of Paid Service, may renounce all or part of any allowance to which they are entitled.

Future Reviews

11. Having recommended that a full review of Members' Allowances be carried every four years. The Panel will be considering the following issues during future reviews:

Calendar Year:	Comments/considerations:
2021	Seek representations from Group Leaders and others to ask for feedback on the current Scheme of Allowances, and report to Council on or before December 2021 on proposals for 2022/23
2022	To complete a review of the Town and Parish Council allowance scheme Seek representations from Group Leaders and others to ask for feedback on the current Scheme of Allowances. Uplift Allowances in line with any increases in the CPI.
2023	To conduct a progress review on the current scheme To consider comparative data from other local authorities. Seek representations from Group Leaders and others to ask for feedback on the current Scheme of Allowances. Uplift Allowances in line with any increases in the CPI.
2024	To complete a full review of the Scheme of Allowances, including member survey, face-to-face interviews. Aim to report to Council in December 2024, with a view to adopting new allowance scheme from April 2025.

Acknowledgements

12. The Panel is grateful for the support and co-operation received from Group Leaders and for the assistance of the Authorities' Officers, particularly Alex Berry and Liane Dell.

Appendix 1

Members of the Independent Remuneration Panel

The Panel Members are:

- Farah Stehrenberger – is the only remaining member of the previous panel. She is a Barrister by profession. She is also a Trustee and Volunteer at Renew Hope a local charity for the homeless. She was also presented with a Mayor’s Volunteers Award in 2019.
- Robert Coyle - Robert is a chartered accountant. About half his career has been in practice where he held senior roles at PwC and KPMG. He also held CEO roles in industry working in the world of outsourcing. More recently he has been developing a portfolio career: he is now INED on several companies - taking both commercial and pro bono roles.
- John Thompson MBE – has worked in the public, private and charity sectors. Has been on IRPs and an Independent Person for various Authorities since 2001. He is the Lay Member of the West Sussex Safeguarding Children Partnership and Chair of their Case Review Group. He is a School Governor and a past Lead Governor of Western Sussex Hospitals NHS Foundation Trust.

None has any connection with the Authority, or anyone employed by it.

Appendix 2

Methodology

The Panel considered the outcome of a member questionnaire on the Scheme of Allowances in December 2019 in which 32 Councillors (71%) responded and the other detailed work undertaken in support of our predecessor's 20th Report. This information was helpful and was used as a significant element of the evidence upon which the Panel has based its report and recommendations.

The Panel met and/or corresponded with the following Members and Officers to explore any issues regarding Allowances:

- Councillor Mark Brunt, Leader of the Council and Group Leader of the Conservative Group
- Councillor Nick Harrison, Chair of the Overview and Scrutiny Committee and Leader of the Residents' Association Group
- Councillor Jonathan Essex, Leader of the Green Group
- Councillor Steve Kulka, Leader of the Liberal Democrat Group
- Mari Roberts-Wood, Interim Head of Paid Service
- Caroline Waterworth, Director of Commercial and Investment and Monitoring Officer
- Pat Main, Interim Head of Finance
- Ben Bix, Governance & Democratic Services Manager

The Panel also met with Mark Palmer, Development Director at South East Employers, who chairs and supports several Independent Remuneration Panels in respect of members' allowances across the South East of England.

The Panel was additionally provided with the following information for consideration:

- Committee list detailing the members of each committee.
- Members Role Profiles (job descriptions)
- The Municipal Calendar
- Copies of previous Independent Remuneration Panel Report
- Extracts of Full Council Minutes
- Schedules of Payments to Members
- South East Employers' Survey of Allowances Paid to Members
- Committee Agendas and Minutes

Appendix 3

Terms of Reference

The Independent Remuneration Panel's Terms of Reference are to consider and review:

- the nature and type of role and responsibility of Elected Members and the level of commitment involved.
- the difference in responsibility and time commitment of Leading Members; Portfolio Holders and back-bench Members and the Mayor and Deputy Mayor of the Council and other Members with specific responsibilities
- schemes operating in similar authorities elsewhere.
- the level of remuneration paid for other types of public duties.
- whether allowances should be payable to meet Members out of pocket expenses
- the need to attract and retain Members of appropriate calibre and representative of the demographic make-up of the District.
- the need to ensure that the scheme is straight-forward; economic to operate and justified in terms of affordability (in the public's perception) and working within existing budgetary constraints.
- a scheme that aims to compensate for the time put into the roles and responsibilities undertaken – bearing in mind that there should be an element of public service.
- a scheme that encourages Councillors to work flexibly and to develop themselves and their role in the community.

General Principles

- The Panel consider the Consumer Price Index (CPI) to be the most appropriate benchmark. This is the rate at which the prices of goods and services bought by households, excluding housing, rise or fall and is estimated by using price indices. The data is obtained from the Office for National Statistics
- The Panel advocate that Members' Allowances should be based on an external benchmark, as this ensures Allowances are maintained at a level appropriate to the wider economic landscape. The consistent use of one external benchmark also allows for decisions to be removed from the political arena and local pressures.
- The Panel reflected on the importance of the role of elected members and the importance of clarity in identifying and setting out these roles. This was considered particularly about ensuring that potential future Councillors were able to access information on the requirements of the role, and in ensuring that the Scheme of Allowance is consistent with the expectations of these roles.
- Recruitment and Retention of Members has always been recognised as an important part of the Panel's consideration. The introduction of the current national Scheme of Allowances in 2000 was driven by the need to make engagement in local governance more widely accessible.
- Voluntary Service Element is a reduction in the Basic Allowance paid to all members to reflect that part of a Councillors work should be voluntary and not remunerated. There is no statutory requirement to show a discount and only a third of Authorities covered by the South East Employers do so. It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.

Appendix 4

Commentary on Changes

Basic Allowance

The Panel sought the views of Group Leaders and Senior Officers on whether and if so how to index Members Allowances. All were keen to have index linked annual uplift in Allowances. The Authority uses CPI in its negotiations for Officer Pay increases and the Panel felt that was the fairest way to proceed for Allowances. The Panel also considered budgetary constraints affecting the Authority (especially bearing in mind the impact of Covid 19) and rates paid by similar authorities in the South East.

As a final test and in line with South East Employers recommended practice the Panel can confirm that the current Basic Allowance is close to the sum of hours spent on all Members' Council work, times the National Living Wage less a 40% Voluntary Service Element.

Special Responsibility Allowances

The Panel did not undertake a detailed review of all the posts attracting a Special Responsibility Allowances. The Panel decided that the CPI index linked increase applied to the Basic Allowance should apply to all SRAs. However, they sought the views of Group Leaders and Senior Officers about areas of concern and checked to ensure that SRAs were broadly comparable to those paid in Districts and Boroughs in the South East. The Panel chose to move away from comparison just with Surrey to base their views on a larger sample. Two areas were identified for more detailed consideration:

1. Overview and Scrutiny Committee (OSC)

An SRA should be paid to the Vice Chair and to Members of the OSC. Very few authorities pay an SRA to Members of their OSCs. However, 25 out of 65 do pay an SRA to their OSC Vice Chairs. We looked also at a comparison of the workloads of the Planning Committee and OSC. There were more Planning meetings and they lasted much longer. The Panel concluded that the Vice Chair of OSC should receive an allowance of 30% of the Chair of OSCs SRA amounting to £957.

2. Mayoralty

At present the Mayor receives an SRA as Chair of the Council and another SRA as Mayor. The latter is primarily to cover the not insignificant costs of being Mayor. The Mayor's Allowance were looked at in the 14th Report from our predecessors. In their report they identified the types of incurred by the Mayor in post that should be met by the Authority. The two SRAs combined amount to £15,854. This is the highest of all Districts and Boroughs in the South East: the Leader expressed some concern about this. The Panel's opinion is that the *expenses* of being Mayor should not be part of an SRA. They should be managed outside the Members' Allowances Scheme by the Mayor's Office. Also, the Panel's view is that the Chair of Council SRA and the SRA paid to the Mayor for the important responsibility of representing the Council in the Borough and beyond should be combined into one SRA of £5,700 which would put the SRA at the top of the second quartile of SRAs paid to Mayors. The Deputy Mayor's SRA should also be managed by the Mayor's Office.

Dependent Carers' Allowances

As in most Authorities there are very few claims for any of these allowances. The availability of allowances for dependants is an important part of widening accessibility to local democracy. The Panel believe that besides the existence of a maximum amount that may be claimed, setting rates per hours would make clearer what support is available.

Maternity, Paternity and Adoption Leave

Most Authorities make provision for Members taking leave of absence for Maternity, Paternity and Adoption. It is recommended by South East Employers and has the support of Group Leaders. It also meets the Authorities statutory obligations.

Four Year Cycle of Reviews of Members' Allowances

Most Authorities carry out a full review of Member's Allowances every four years. This is also recommended by South East Employers and would save the Authority money in not having to administer a full review annually and save Members having to repeat the completion of questionnaires and interviews so often. Any aspect of the scheme needing revision in the intervening years can be reviewed by the Panel. Also, the Panel would take advice from Group Leaders and others on the need for any changes to the Scheme including any changes to Allowances flowing from changes in CPI.

Approved Duties

There was no change in the list of approved duties for which Members may claim expenses.

Appendix 5

Cost of Recommendations

The table sets out the impact of the recommendations proposed by the Panel. The Changes proposed for Mayoralty SRAs have not been included as the proposed reduction in the SRA would be amount to a transfer to another budget.

R&BBC - Members' Allowance 2021 Review - Cost of Changes								
Allowance/ SRA	No	2020	2021	2020 Cost	2021 Cost	Change		
Basic Allowance	45	5670	5721	255150	257446	2296		
Leaders of Political Groups	4	147	148	588	593	5		
The Leader	1	14151	14278	14151	14278	127		
Deputy Leader	1	11557	11661	11557	11661	104		
Portfolio Holder	8	9434	9519	75472	76151	679		
Chair of Council	1	2667	0	2667	0	-2667		
Chair of Planning	1	5442	5491	5442	5491	49		
Chair of Overview and Scrutiny	1	3162	3190	3162	3190	28		
Chair of Audit	1	3162	3190	3162	3190	28		
Chair of Budget Review Scrutiny Panel	1	441	445	441	445	4		
Chair of Licensing	1	441	445	441	445	4		
Chair of Licensing Sub-Committee	1	308	311	308	311	3		
Members of the Planning Committee	14	804	811	11256	11357	101		
Mayoral SRA	1	13187	5700	13187	5700	-7487		
Deputy Mayor	1	2724		2724	0	-2724		
Vice-Chair of the Overview & Scrutiny Committee	1		957	0	957	957		
			Total cost	399708	0	391217	0	-8493
			Costs increase without Mayoralty		% inc	1.10%		4387

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Council, 29 July 2021

Motion - A Partnership between Local Government and National Government to tackle Climate Change

Cllr Chandler will propose the motion. Cllr Ritter will second.

Background

In 2018, at the COP24 climate conference, the UK Government signed up to having 'domestic institutional arrangements, public participation and engagement with local communities' so localities can play their part in delivering the UKs 'Nationally Determined Contributions' in the Paris Climate Agreement.

In (September) 2019 this council passed a motion to work towards zero-carbon emissions in Reigate and Banstead Borough Council by 2030 and have employed a sustainability project officer to work across the whole council for this end. This has highlighted the complexity of applying for funding from central government to support our actions in working towards this goal (in addition to the budget set aside by the council) and there are no guarantees that enough monies will be secured to fund our ambition as a council to meet the goals in our action plan.

In May 2021 Alok Sharma MP, President of COP26 said collaboration would be a key objective of the climate summit

"Governments, business and civil society (sometimes called 'non-state actors' and including local government) need to work together to transform the ways we power our homes and businesses, grow our food, develop infrastructure and move ourselves and goods around"

Despite these agreements and statements there is still no formal relationship allowing joint partnership working between Local and National Government on climate action.

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This Motion asks Council to resolve to:

- in this year of the COP26 climate conference, add our voice to calls by the Local Government Association and the Association of Directors of Environment, Economy, Planning and Transport & others for a joint local & national government Task Force to plan action to reach 'net zero' emissions. Such a partnership can set appropriate regulations, benchmarks and targets and create the much needed long-term funding mechanisms to enable local communities and economies to decarbonise whilst remaining resilient, sustainable and supporting the needs of our most vulnerable residents.
- write to Alok Sharma MP, President for COP26, the Prime Minister and the Leadership Board of the LGA informing them of our support for a joint Local/National Government Climate Change Partnership Taskforce and asking for one to be established as soon as possible.
- use this task force to bolster our case to central government on what is needed to deliver our environmental sustainability strategy and to increase its ambition.

Council, 29 July 2021

Motion – The right to Open and Transparent public consultation is essential to the development of Development Management and the determination of planning applications

Councillor Brunt will move the motion. Councillor Schofield will second.

This Motion asks Council to resolve to:

This Council believes the Development Management and planning system works best for residents when developers and the local community work together to shape the future of their local areas and deliver necessary new homes and related infrastructure; it is therefore essential that the rights of residents and their communities to be able to engage fully, transparently and easily in the planning process by: the full use of digital technology; participation in the making of neighbourhood plans; and maintaining the right to object, support and be consulted on all individual planning applications."

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Council, 29 July 2021

Motion - Roll-Out of Recycling

Councillor Essex will move the motion. Councillor Torra will second.

This motion asks the Council to:

Note that:

- The current household recycling scheme was introduced in 2012 and the roll-out to the borough's flats and communal properties started in September 2013, to ensure the right solution for each communal bin area. This was expected to take a couple of years.
- The progress of providing the service to these remaining properties has slowed, and several promised completion dates have been missed. The number of properties outstanding was still 10,000 in 2018.
- These households pay the same Council Tax as everyone else, even though other properties in the same bands benefit from the full recycling service.
- Collecting more recycling means that Reigate and Banstead Borough Council is able to recycle more and less waste needs to be disposed of by Surrey County Council. This saves money compared to landfill or incineration, which both cost more than £100 per tonne.

Note that:

- The roll-out of the recycling service has been on hold during the Covid-19 pandemic but it has recently restarted.
- The options being proposed for remaining properties do not work for all of the remaining properties. For example:
 1. The residents of Oaklands Park (Earlswood) have requested smaller bins as they cannot accommodate the 2 full-size wheelie-bins, which is the standard offer of Reigate and Banstead in the small areas by their doors.
 2. Some bin stores are too small and require investment and support for the changeover. In some cases owners have agreed to apply and pay for planning permission to access the new service - but in other cases no progress has been made.
- Currently the Council provides larger recycling and rubbish wheelie bins to residents for a charge, but not smaller ones when this is

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requested. Smaller bins and resealable bags are alternatives used in other councils.

Resolve to accelerate and complete the recycling roll out to all properties by:

- Ensuring the recycling department has sufficient resources to accelerate and complete the roll-out, including to lead in drafting proposals to expand communal bin stores in collaboration with owners and waive the associated planning fees.
- Ensure sufficient capital funds to support bin store improvements and find creative solutions to enable collection from all households.
- Collaborate with Surrey Environmental Partnership as appropriate to aid the delivery of the above.