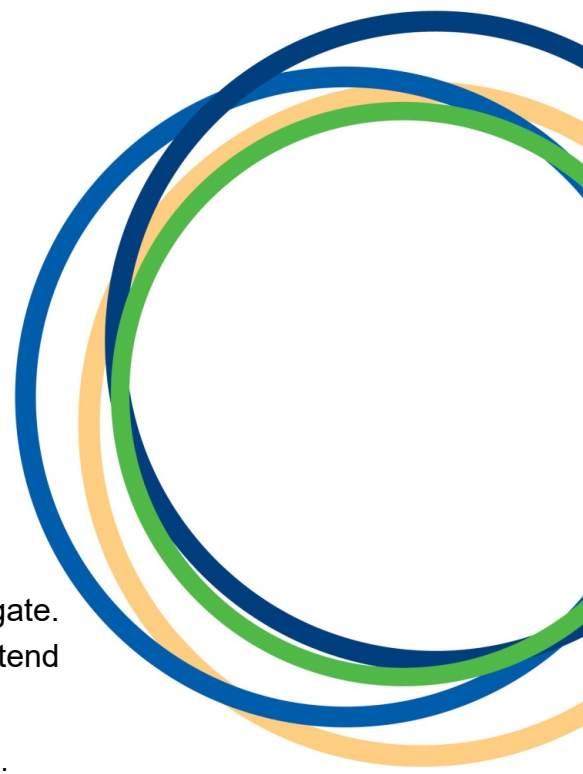


# Agenda

## Council



**Thursday, 9 February 2023 at 7.30 pm**

**New Council Chamber, Town Hall, Reigate**



Members will assemble at the Town Hall, Reigate. Members of the public and Officers may attend remotely.



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, 9 February 2023 at 7.30 pm.**

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

**Mari Roberts-Wood**  
Managing Director

**For enquiries regarding this agenda;**

**Contact:** 01737 276182

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Published 01 February 2023

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

**1. Minutes** (Pages 5 - 10)

To sign the Minutes of the meeting of the Council held on 1 December 2022.

**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 11 - 12)

To consider any questions received from members of the public under Council Procedure Rule 2.14.

**6. Questions by Members**

To consider any questions received from Members of the Council under Council Procedure Rule 2.15.

**7. Recommendations** (Pages 13 - 24)

To receive and consider the recommendations of the Council's Executive, Committees and Sub-Committees, including:

**Executive meeting held on 15 December 2023:**

- Minute 50 – Treasury Management Strategy Mid-Year Report 2022/23  
*Related Committee agenda, reports and minutes are available [here](#).*

**Executive meeting held on 26 January 2023:**

- Minute 57 – Budget & Capital Programme 2023/24  
*Related Committee agenda, reports and minutes are available [here](#).*
- Minute 58 – Council Tax 2023/24  
*Related Committee agenda, reports and minutes are available [here](#).*
- Minute 61 – Calendar of Meetings 2023/24  
*Related Committee agenda, reports and minutes are available [here](#).*

**8. Statements**

To receive any statement from the Leader of the Council, Members of the Executive, Chairmen of Committees or the Managing Director.

**9. Pay Policy for 2023/24** (Pages 25 - 38)

To receive and approve the Pay Policy Statement for 2023/24.

**10. Report of the Independent Remuneration Panel on Members' Allowances for 2023/24** (Pages 39 - 74)

To receive the report and recommendations of the Independent Remuneration Panel.

**11. Constitution update: Governance Task Group** (To Follow)

To receive a report from the Monitoring Office to update the Constitution to remove references to the Governance Task Group, which has delivered its work programme and is no longer required.

**12. Leader's announcements**

To receive any announcements by the Leader of the Council.

**13. 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**

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



### **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 a meeting of the **Council** held at the **New Council Chamber - Town Hall, Reigate** on **Thursday, 1 December 2022 at 7.30 pm.**

**Present:** Councillors F. Kelly (Mayor) and M. A. Brunt (Leader); R. Absalom (Deputy Mayor), T. Schofield (Deputy Leader), T. Archer, R. H. Ashford, H. Avery, J. Baker, R. Biggs, J. Booton, N. J. Bramhall, G. Buttironi, P. Chandler, Z. Cooper, J. C. S. Essex, R. Harper, N. D. Harrison, G. Hinton, J. Hudson, A. King, J. P. King, S. A. Kulka, V. H. Lewanski, S. McKenna, R. Michalowski, C. M. Neame, S. Parnall, A. Proudfoot, R. Ritter, K. Sachdeva, S. Sinden, C. Stevens, M. Tary and C. Thompson

**Attended remotely:** Councillors M. S. Blacker and R. S. Turner

**Visiting Members present:**

#### **44 Minutes**

**RESOLVED** that the Minutes of the meeting of Council held on 27 October 2022 be approved as a correct record and signed.

#### **45 Apologies for absence**

Apologies for absence were received from Councillors Adamson, Bray, Chester, Harp, Elbourne, Humphreys, Moses, Torra and Walsh.

#### **46 Declarations of interest**

There were none.

#### **47 Urgent business**

There was no urgent business for Council to address.

#### **48 Public questions**

A question was asked by Mr Christopher Whinney about the retrofitting of insulation. A response was given by Councillor Lewanski, the Executive Member for Corporate Policy and Resources, in accordance with Council Procedure Rule 2.14.

# Agenda Item 1

**Council, Thursday, 1st December, 2022**

**Note:** For more information on the response to Council questions, please see the following page on the Council's website:

<https://reigate-banstead.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13260>

## 49 Questions by Members

Ten questions with notice were received from Members of the Council. Following the publication of the addendum to the agenda, the question to receive an oral response from Councillor Sinden was redrafted with the Councillor's consent. Councillor Chester was unable to ask her question and asked Councillor Proudfoot to deputise on her behalf. One question was additional from Councillor Sinden. Councillor Torra was not in attendance at the meeting and therefore unable to ask her question. Oral responses were therefore received at the meeting to eight questions with a written response provided to questions eight and ten in accordance with Procedure Rule 2.15.8.

	<b>Question by</b>	<b>Answered by</b>	<b>Subject</b>
1.	Councillor Booton	Councillor Brunt, the Leader of the Council	The climate emergency
2.	Councillor Essex	Councillor Brunt, the Leader of the Council	Home Upgrade Grant
3.	Councillor Baker	Councillor Lewanski, the Executive Member for Corporate Policy & Resources	The Armed Forces Covenant
4.	Councillor Proudfoot	Councillor Schofield, Deputy Leader and Executive Member for Finance & Governance	Energy Bill Support Payments
5.	Councillor Ritter	Councillor Neame, the Executive Member for Housing & Support	Winter support for those who are homeless
6.	Councillor Chandler	Councillor Archer, the Executive Member for Investment & Companies	Horley Business Park
7.	Councillor Sinden	Councillor Archer, the Executive Member for Investment & Companies	Community space at the Marketfield Way Development
8.	Councillor Torra	Councillor Sachdeva, The Executive Member for Leisure & Culture	Swimming pools
9.	Councillor McKenna	Councillor Biggs, Executive Member for Planning Policy and Place Delivery	Surrey Development Forum
10.	Councillor Sinden	Councillor Biggs, Executive Member for	Marketfield Way

# Agenda Item 1

Council, Thursday, 1st December, 2022

		Planning Policy and Place Delivery	Development
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**Note:** For more information on the response to Council questions, please see the following page on the Council's website:

<https://reigate-banstead.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13260>

## 50 Recommendations

**RESOLVED:** that the recommendations of the Executive, from its meeting on 17 November 2022, (Minute 40/Governance of the Council's Charitable Trusts), be adopted.

## 51 Statements

Councillor Sachdeva, the Executive Member for Leisure & Culture, provided Council with a statement on reducing the Council's environment impact through her portfolio. This included the use of LED lighting across leisure centres, The Harlequin and when illuminating the Town Hall. Reusable cups at The Harlequin and the provision of free water re-fill stations. The temperature had been reduced by a degree in all six of the Council's swimming pools. Food waste was being reduced and recycled at The Harlequin. Leisure activities were being developed locally to limit the travel needed by residents to participate. The Councillor was proud of the steps taken so far and had asked officers to work on new options with higher impact. This included exploring the installation of photovoltaic panels on buildings within her portfolio and how to make a positive change to the energy usage at The Harlequin. A programme would also be developed to implement the findings of the Energy Audit Study once completed.

The Managing Director provided Council with a statement in remembrance of Jim Mellor, a Tree Officer in the Planning Team. A tree would be planted in his honour. Respects were paid to his family and his colleagues.

## 52 Council Tax Base 2023/24

Councillor Schofield, the Deputy Leader, in his capacity as the Executive Member for Finance & Governance, introduced the report on the Council Tax Base for 2023/24. It was noted that Council was statutorily required to determine the Council Tax Base by 31 January 2023. The proposals provided included those for Salfords and Sidlow Parish Council and Horley Town Council and all reflected the growth in the area.

### **RESOLVED:**

1. To approve a Council Tax Base for 2023/24 for the purpose of setting the Collection Fund budget of 63,495.31 Band D equivalents, this being a net increase in the Tax Base compared to 2022/23 of 1.96%; and
2. To delegate authority to the Chief Finance Officer, in consultation with the Deputy Leader and Portfolio Holder for Finance & Governance, to make further

# Agenda Item 1

**Council, Thursday, 1st December, 2022**

adjustments to the final Tax Base where necessary to reflect any changes in the underlying assumptions and report the outcome to Executive in January 2023.

## **53 Constitution update**

Councillor Schofield, the Deputy Leader, in his capacity as the Executive Member for Finance & Governance, introduced the report on the update to the Constitution. It was emphasised that the Council was under a duty to ensure that its Constitution was kept up to date, including the Scheme of Delegation. The report was based on a review conducted by the Monitoring Officer with the specific proposals set out in the annex to the report. The changes reflected changes to the management structure, addressed errors and improved the accessibility of the Constitution.

The Managing Director informed Council that the date featured in the footer of the background papers to the report was in error and would be amended when adopted.

**RESOLVED** to agree the changes to the Constitution as set out in Annex 1 to the report.

## **54 Leader's announcements**

Councillor Brunt, the Leader of the Council, provided Council with his announcements. Councillor Eddy Humphries was the Council's nominee to the position of Mayor for 2023/24. Nominations to the position of Deputy Mayor for 2023/24 were being sought.

On behalf of Council, the Leader wished all staff the best for the festive season. It was noted that it was important to put on record gratitude to staff. Specific thanks were given to the Managing Director, Director and all the Senior Management Team for the support they had provided to the Leader and the Executive during the year.

## **55 Mayor's announcements**

The Mayor gave thanks for the successful Remembrance events held in Redhill, Banstead and Horley as well as the unveiling of the ensign of HMS Ark Royal. It was highlighted that the Reigate & Banstead Sport Awards for 2023 were open for nominations with the closing date on Thursday 8 January 2023. Applications to the *Together Fund* were encouraged. Small grants of up to £5,000 were available with Friday 31 March 2023 the deadline for applications. One of the Mayor's chosen charities, The Include Choir, was participating in the *Big Give* matched-funding campaign. Any donations given between Tuesday 29 November and Tuesday 6 December 2022, would be doubled as a result.

All Council staff were invited to join the Mayor at a Christmas Open House event in the Parlour from 2pm until 5pm on Wednesday 14 December 2022. The Civic Carol Service would take place on Sunday 17 December 2022 at Holy Trinity Church in Redhill. Refreshments were to be served from 6pm with the service commencing at 7pm.



# Agenda Item 1

**Council, Thursday, 1st December, 2022**

The Burns Night Supper and Mayoress' Lunch fundraising events were not going ahead but the Mayor looked forward to hosting the *Dress to Impress Ball* on Saturday 13 May 2023.

The meeting finished at 8.29 pm

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**Reigate & Banstead Borough Council**

**Meeting of Council 9 February 2023**

**Public Questions**

<b>Verbal responses to be given at the meeting</b>			
<b>Number</b>	<b>Question by</b>	<b>To be answered by</b>	<b>Subject</b>
1	Ms Jemma De Vincenzo	Councillor Neame, the Executive Member for Housing & Support	Maintenance of Housing Association properties.

# Agenda Item 5

Ms Jemma De Vincenzo asked the **Executive Member for Housing & Support, Councillor Neame** the following question:

**Question:** Maintenance of Housing Association properties

We have all been distressed by the recent death of Awaab Ishak from mould growth in the family's Housing Association Property in Rochdale. It is horrifying that this could happen in this day and age, and distressingly, the Housing Ombudsman for England has said that it will happen again. What will the council do to hold Social Housing partners to account, to ensure it doesn't happen in Reigate and Banstead?

## Recommendations from the Executive –15 December 2022

**Executive  
Minute  
reference  
50**

### **Treasury Management Strategy Mid-Year Report 2022/23**

The Deputy Leader and Executive Member for Finance and Governance, Councillor Schofield, introduced the Treasury Management Strategy Mid-Year Report which provided an update on the performance of the Council's treasury management activities for the first half of this financial year.

The report forms part of formal reporting requirements under the CIPFA Code of Practice on Treasury Management. Councillor Schofield reported that treasury management performance for 2022/23 to date including performance against the Council's Prudential and Treasury Management Indicators was on track and complied with the borrowing and investment position and limits that Members had agreed previously as part of the Strategy for 2022/23. One minor non-compliance matter was highlighted in the report (funds held in an investment account for one day more than the timescale specified) and investment procedures had been reviewed as a result to improve controls. The report had been considered by the Audit Committee at its meeting on 7 December 2022. An Addendum to the agenda had been published which set out the observations from Members in the draft Audit Committee minute on this item.

A Visiting Member from the Audit Committee commented that the Committee had expressed strong reservations about the information presented at Table 5: Investment Portfolio – Non-Treasury Investments (p105) in the report to the Committee. As the Chairman of the Audit Committee, Councillor J. King, could not attend this Executive meeting, a statement from him on behalf of the Committee had been circulated to Executive Members. The Committee's concerns were specifically about the limitations of the information provided in the report on the current and forecast value of the Council's investments in Horley Business Park LLP, Greensand Holdings Limited and Pathway for Care Limited. Deputy Leader and Portfolio Holder for Finance and Governance, Councillor Schofield, noted that the purpose of the Treasury Management report was not an appraisal of the Council's companies.

It was a brief snapshot of funds invested at a point of time and showed the cumulative value of loans and interest accrued to date. Information on the Council's companies was provided in regular performance reports, which were reviewed by Overview and Scrutiny Committee, as well as in

# Agenda Item 7

the annual Statement of Accounts to the Audit Committee. Councillor Schofield and Portfolio Holder for Investment and Companies, Councillor Archer, invited Audit Committee Chairman, Councillor J. King, to attend future meetings of the Executive's Partnership, Shareholder and Trustee Sub-Committee (formerly named the Commercial Ventures Executive Sub-Committee). This gave more detail about ongoing work in this area and the Chairman could thereby be aware of commercial confidential discussions and raise questions on behalf of the Audit Committee.

Visiting Members raised concerns that the information in Table 5 on third party loans was set out in a way that was inaccessible to a member of the public or to a lay person without a finance background. Without further background information attached to the table, it did not provide the information they were seeking on company assets and income. They asked for further clarity on the information provided and assurance that there were plans in place to mitigate any future risks.

Councillor Brunt, Leader of the Council, responded that the detail and background information on companies' performance was contained in the twice-yearly Companies Performance Update report to the Overview & Scrutiny and Partnership, Shareholder and Trustee Committees which is available to all Members. The Treasury Management Strategy Mid-Year report was not designed to be a detailed report on investments as this information was provided in other reports to Committee which covered many of these points. Any investment carries a degree of risk which is examined through detailed business cases and considered by the Executive's Commercial Ventures Executive Sub-Committee (CVESC) – now the Partnership, Shareholder and Trustee Sub-Committee.

Chief Finance Officer, Pat Main, confirmed that this report was not intended to be an investment appraisal or detailed performance report. It was a factual statement of Executive, Thursday, 15th December, 2022 sums advanced and of interest accrued. As noted by Members, a comprehensive companies update report is submitted to Overview and Scrutiny Committee and their observations are provided to the Executive's Partnership, Shareholder and Trustee Sub-Committee. The accounting value of company investments is reported in the Statement of Accounts which is reported to the Audit Committee each year. Portfolio Holder for Investment and Companies, Councillor Archer, in response to the concerns raised, clarified that Greensand Holdings Ltd has an income stream – the rental income on the Crown

House offices – and that interest on the loan for the land in Horley was capitalised. This was a legitimate and acceptable accounting treatment for development land. He emphasised the oversight of the companies' performance is set out in regular reports to the Partnerships, Shareholder and Trustee Sub-Committee (formerly CVESC) that all Members could attend.

Managing Director, Mari Roberts-Wood, added that treasury management reporting was laid out in statutory guidance to all local authorities, with set criteria, which all local authorities and Section 151 Officers are required to follow when producing their reports to Committee. It was noted that the discussions at Audit Committee had referred to the challenges in interpreting technical treasury management information. The Leader supported the proposed additional training from the Council's treasury advisers to assist Members on the Committee with their important work.

Following this discussion, Visiting Members asked a further question about ethical and sustainable investments, such as using banks that have significant investments in fossil fuels, and if this is taken into account. Chief Finance Officer, Pat Main, confirmed that regard to environmental, sustainability and governance (ESG) factors was an increasingly relevant factor for consideration when investing, however this must always be secondary to ensuring security, liquidity and income from the Council's investments. Further information will be provided in the Treasury Management Strategy 2023/24.

**RESOLVED – that the Executive:**

- 1. Note the Treasury Management Performance for the year to date and the updated prudential indicators, note the observations from the Audit Committee, and RECOMMEND the Treasury Management Mid-Year Report to Council.**

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## Recommendations from the Executive – 26 January 2023

**Executive  
Minute  
reference  
57**

### **Budget 2023/24 and Capital Programme 2023/24 to 2027/28**

The Deputy Leader and Portfolio Holder for Finance and Governance, Councillor Schofield, presented the final revenue and capital budget proposals for 2023/24 onwards as set out in the published report and annexes of the agenda pack. This recommended the net revenue budget requirement of £23.194m (£3.214m higher than the budget for 2022/23). A recommended council tax increase of 2.99% (equivalent to £7.25 a year) for the average Band D property was proposed.

The increased budget reflected higher energy cost pressures, potential property voids and planned investment in IT. These pressures had been offset by identifying £828k of savings and additional income of £1.186m.

Central budgets were also set to rise by £2.943m to fund staff pay increases, pension contributions and shortfalls in housing benefits subsidies. These pressures were offset from savings in other central budgets, with the balance being funded from increased income from council tax, business rates and government grants.

In total, it was proposed that council tax income rise by just over £1m in 2023/24. The Council's share of business rates will increase to £2.2m compared to recent years. There had been a more favourable government settlement and net increased in government grants than in recent years.

Councillor Schofield noted that the additional 1% allowable increase in Council Tax to 2.99%, announced just before Christmas, had not been anticipated when drafting the budget in the autumn. The increasing economic pressures on residents over the coming year was recognised; an economic pressures reserve of £150k (equivalent to 1%) would provide additional discretionary support as and when needed.

The Financial Sustainability Programme was continuing to look at how the Council's assets were performing, explore opportunities to generate new sources of income and ensure all services deliver value for money.

The Reserve budgets were healthy to help manage future budget risks and opportunities. The General Fund Balance at £3.5m remained more than adequate to cover financial risks. Capital growth for 2023 to 2028 was set at £7.7m,

primarily to continue the programme of investment in the Council's land, property and vehicle assets over the five-year period.

The budget proposals had been subject to thorough review by Members of the Budget Scrutiny Panel in November and by the Overview and Scrutiny Committee in December. Their findings and recommendations were reported separately to Executive on 15 December. An update to the budget had been considered by Overview and Scrutiny Committee at its meeting on 19 January. The proposed Budget will go to Full Council on 9 February.

Councillor Harrison, Chair of Overview and Scrutiny Committee, noted the proposed budget changes from December. These included: the proposed updates to council tax, increased business rates and an increase in core spending to meet secondary pension contributions. Increased government grants meant that there was less need to draw on earmarked reserves which was a positive net change from December to January. There were no specific recommendations from the Committee.

Visiting Members made comments and asked questions on the following points:

- **Pay award 2023/24** – It was confirmed that an increase of £1500 for all staff (with the exception of the most senior managers taking a pay freeze) had been offered and accepted by the unions. A one-off payment was considered a sensible and fair approach to reflect the cost of living pressures and high inflation.
- **Government grants** – Members asked questions about the government settlement which had been announced just before Christmas. This had been more generous than in previous years including a proposed council tax uplift to 2.99%. Members asked how residents would benefit from the additional grants and council tax income. Councillor Schofield confirmed that the economic pressures reserve had been set up to assist residents affected by the cost of living crisis and allow it to be distributed to service areas where residents were most in need. Pat Main, Chief Finance Officer, confirmed that the overall net change between November and January was £1.78m which comprised the additional council tax,

final share of business rates and increased government grants.

- **Fees and charges** – Members raised concerns about proposals to increase waste charges leading to increased cost to clear up fly-tipping waste. It was confirmed that garden waste subscriptions paid by residents would increase from £65 to £68 to cover increased costs such as fuel charges.
- **Voluntary and charitable sector** – Members asked about the impact in reduction of grants to voluntary and charitable organisations. Portfolio Holder for Community Partnerships, Councillor Ashford, said that discussions had been held with seven voluntary organisations providing services as part of the budget consultation to better understand how they might manage a funding grant reduction. (More information was set out in the summary of the Equality Impact Assessment 2023/24 budget proposals summary (Annex 1 p116). It was noted that this would increase the pressure on fundraising. However, the community partnerships team were working closely with the voluntary organisations throughout the year; money set aside in the economic pressures reserve could be used to support funding requests in the coming year to those areas in particular need.

It had been suggested that one potential option to be explored was to set up a community-based lottery, such as that run by other councils, to support this area of work. Members asked about the suitability and potentially negative impact of this tactic. It was agreed that all aspects of any such proposals would be well considered before a decision was made to proceed.

Leader, Councillor Mark Brunt, recognised the continued pressures on voluntary sector partners and an uncertain 18 months ahead. It was important that the additional 1% from council tax revenues was put aside to support voluntary sector partners and people at risk of homelessness.

He thanked Officers and Executive Members as well as the Budget Scrutiny Panel and Overview and Scrutiny Committee for their work on the 2023/24 Budget and Capital Programme.

**RESOLVED:**

**That Executive RECOMMEND to Council:**

- (i) **The latest Medium-Term Financial Plan forecast at Annex 1.**
- (ii) **An increase in Reigate & Banstead's Band D Council Tax of £7.25 (2.99%) and a final tax base of £63,495.31 Band D equivalents;**
- (iii) **A Revenue budget requirement of £23.194 million for 2023/24, as set out in this report and at Annex 2, which reflects:**
  - **Service budget growth proposals totalling £0.442 million, savings of (£0.828) million; additional income of (£1.186) million and forecast issues, risks and opportunities totalling £1.843 million;**
  - **Central Revenue Budget net growth proposals totalling £2.379 million and forecast issues and risks totalling £0.564 million;**
- (iv) **The forecast for Revenue Reserves (Annex 3) and the recommended use of £0.977 million from Reserves in 2023/24 comprising:**
  - **£0.493 million from the IT Strategy Reserve to fund implementation of the approved IT Strategy; and**
  - **Up to £0.484 million from the Government Funding Risks Reserve, where necessary, to fund the forecast reduction in housing benefit subsidy;**
- (v) **A Capital Programme of £59.899 million for 2023/24 to 2027/28 as set out in this report and including net Capital Programme Growth Proposals of £7.672 million;**
- (vi) **The updated Fees & Charges Policy (Annex 7)**
- (vii) **The Chief Finance Officer's report on the robustness of the Budget estimates and adequacy of Reserves.**

**The Executive AGREED to authorise:**

- (viii) **The Chief Finance Officer to make any necessary final technical adjustments to the Budget and Council Tax arising from final budget refinements or changes to Government funding.**

**Executive  
Minute  
reference  
58**

## **Council Tax 2023/24**

Councillor Schofield, Deputy Leader and Portfolio Holder for Finance and Governance, introduced the technical report to Executive setting out the Council Tax 2023/24 calculations and Recommendations to Full Council for debate on 9 February 2023. (Pages 165 to 167 in the report).

The reasons for the Council's recommended increase of 2.99% (equivalent to £7.25 a year for an average Band D property) were set out in the Budget report to Executive.

This was an increase of 14p a week for the average household. Surrey County Council was due to meet on 7 February and it was expected that their share of the council tax would rise by 4.99%, including the adult social care precept. The Surrey Police share of the precept, due to be considered on 3 February by the Police and Crime Commissioner, was expected to be a £10 increase.

Overall, this means that the Reigate & Banstead Borough Council element of the council tax was just under 11% of the combined Band D council tax (including precepts) which will increase by £103.14 or 4.6% in total from April. In addition, sums would be charged to Salfords & Sidlow Parish Council and Horley Town Council as detailed in the report.

There were no comments from Executive Members.

A Visiting Member asked for an explanation of two figures in the report recommendations; the Chief Finance Officer agreed to provide a written response (and set out below, following the meeting).

Recommendation (i) (a): The figure of 63,495.31 is the forecast council tax base for 2023/24 that has been used to calculate the income to be received from council tax

Recommendation (iii) (a): The figure of £70,033,431 represents the gross annual revenue budget for 2023/24 (as calculated in line with the council tax-setting regulations).

Executive members noted the Recommendations, and it was:

**RESOLVED that the Executive RECOMMEND to Council:**

- (i) Be noted that on 1 December 2022 the Council calculated:
- a) the Council Tax base 2023/24 for the whole Council as 63,495.31

[Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the “Act”)] and,

- b) for dwellings in those parts of its area to which a Parish precept relates:
- Horley Town Council 10,991.72
  - Salfords & Sidlow Parish Council 1,443.97

The ‘tax base’ is the number of Band D equivalent dwellings in a local authority area.

Detailed calculations of the Council Tax are set out in Annexes 1, 2 & 3.

- (ii) Calculate that the Council Tax requirements for the Council’s own purposes for 2023/24 (excluding Parish precepts) is £15,855,416
- (iii) That the following amounts be calculated for the year 2023/24 in accordance with Sections 31 to 36 of the Act:
- a) £70,033,431 – being the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Parish Councils
- b) £53,610,084 – being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.
- c) £16,423,347 – being the amount which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 32(4) of the Act).
- d) £258.65 – being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
- e) £567,931 - being the aggregate amount of all special items (Parish precepts) referred to in

**Section 34(1) of the Act (as per the attached Appendix).**

- f) £249.71 - being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.**
- g) Horley Town Council £297.47  
Salfords & Sidlow Parish Council £279.43  
Being the amounts given by adding to the amount at 3(f) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.**

**(iv) It be noted that the figures in the attached Appendix being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportions set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of dwellings listed in different valuation bands.**

**(v) Having calculated the aggregate in each case of the amounts 1 to 5, above, the Council, in accordance with Section 30(2) of the Act, hereby sets the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings shown in Annex 3.**

**(vi) It be noted that for the year 2023/24 Surrey County Council and Surrey Police and Crime Commissioner have not yet stated amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown in Appendix 2.**

**(vii) Authorise the Chief Finance Officer to make any amendments to the Council Tax demands as might**

prove necessary as the result of changes to the estimated demands issued by preceptors on the Council's Collection Fund.

**Executive  
Minute  
reference  
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#### **CALENDAR OF MEETINGS 2023 – 2024**

Executive members considered the Calendar of Meetings for the 2023/24 Municipal Year set out in the cover report published in the agenda pack.

An Addendum to the agenda pack set out the [updated Calendar of Meetings 2023-24](#) for the coming Municipal Year. This included two date revisions to avoid meetings in the Easter holidays in 2024 following feedback received at the Overview and Scrutiny Committee on 19 January 2023.

The Leader noted that special effort had been made to limit meetings being held in school holidays in order for Council business to be inclusive to Members and working parents with school age children. This would enable maximum representation at Full Council and adjustments had been made to reflect this in the updated Calendar.

**RESOLVED that the Executive RECOMMEND to Council:**

- 1. The draft Calendar of Meetings for 2023/24 Municipal Year as set out in the Report and in the Addendum to the Executive agenda pack.**





<b>Signed off by</b>	Luci Mould, Director
<b>Author</b>	Ann Slavin, Interim Strategic Head of Corporate Resources
<b>Telephone</b>	Tel: 01737 276092,
<b>Email</b>	ann.slavin@reigate-banstead.gov.uk
<b>To</b>	Employment Committee Full Council
<b>Date</b>	Thursday 12 <sup>th</sup> January 2023
<b>Executive Member</b>	Portfolio Holder for Corporate Policy and Resources

<b>Key Decision Required</b>	N
<b>Wards Affected</b>	N/A

<b>Subject</b>	Pay Policy Statement for 2023/24
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<b>Recommendations</b>
<b>i. That the Employment Committee note the report for recommendation to Council of the Pay Policy Statement, for the year 2023/2024</b>
<b>Reasons for Recommendations</b>
To ensure that the Council complies with the requirement in the Localism Act 2011, to approve and publish an annual Pay Policy Statement, in advance of the financial year to which it relates.
<b>Executive Summary</b>
<ol style="list-style-type: none"> <li>1. The Pay Policy Statement sets out how the Council determines appropriate employee remuneration, in terms of salary and performance related pay.</li> <li>2. Statistical information provided within the statement demonstrates the relationship of remuneration between different levels of employees, such as Chief Officers and the lowest paid employees.</li> <li>3. The Pay Policy Statement reaffirms the Council's ongoing commitment to paying a fair and real living wage to all employees and workers, above national minimum wage levels.</li> </ol>

# Agenda Item 9

## **Statutory Powers**

4. The Localism Act 2011 ('the Act') provisions in relation to 'Pay Accountability' set out the requirements for Councils to determine and publish annual pay policy statements.
5. Relevant authorities are required by section 38(1) of the Act to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
6. The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, increases, enhancements of pension entitlements etc, and termination payments.
7. The guidance, "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" (plus any supplementary guidance issued from time to time) sets out the key policy principles that underpin the pay accountability provisions in the Act.
8. Pay policy statements must be prepared for each financial year and must be approved by the Council.

## **Background**

9. The pay policy statement must be approved by the Council in advance of the financial year to which it relates.
10. The Council must publish the statement on its website and may choose to expand the publication in other ways as part of its approach towards transparency.

## **Key Information**

11. The pay policy statement must set out the Council's policies relating to:
  - Chief Officer remuneration,
  - Remuneration of its lowest paid employees plus the definition used for this group and the reason for adopting that definition,
  - The relationship between Chief Officer remuneration and that of other staff
12. For the purposes of the statement, 'Chief Officer' includes a total of four positions; Statutory Chief Officers (Head of Paid Service, Monitoring Officer and Section 151 Officer) and Non-Statutory Chief Officers (Director(s) - who report directly to the Head of Paid Service).
13. The pay policy statement sets out the Council's commitment to paying a fair wage for all, regardless of employment status.
14. Statistical and salary data is correct as at 1 January 2023.

<b>Legal Implications</b>
15. There are no adverse legal implications arising from this policy statement other than those set out in the body of this report or the Statement itself.
<b>Financial Implications</b>
16. There are no financial implications arising from this policy statement other than those set out in the body of this report or the Statement itself.
<b>Equalities Implications</b>
17. There are no adverse equalities implications arising from this policy statement, which confirms that the Council's approach to pay helps to mitigate equal pay issues.
18. Equality Impact Assessments are considered at every stage of reviewing the Council's approach to pay, or policy impact on remuneration.
<b>Communication Implications</b>
19. Once approved, the report is published annually on the Council's website and internal intranet.
<b>Environmental Sustainability Implications</b>
20. The Council is committed to taking action to address environmental sustainability and climate change issues. There are no environmental implications in issuing this Pay Policy Statement.
<b>Risk Management Considerations</b>
21. The Council's strategic risk register risks SR2 and SR5 have associated impact on delivery of this Pay Policy Statement.
<b>Consultation</b>
22. Representatives from the two Unions the Council recognises; Unison and GMB, will be consulted on the Pay Policy Statement.
23. Employment Committee will be consulted on the Pay Policy Statement.
<b>Policy Framework</b>
24. The Pay Policy Statement helps to ensure that talented high performing employees are attracted and retained.
25. This directly and indirectly supports the Council's Corporate Plan, by ensuring that the Council (councillors and officers) has the right skills to deliver the plan, through attraction, retention and reward.

# Agenda Item 9

<b>Background Papers</b>
None



# Pay Policy Statement 2023/2024

This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees.

Reigate and Banstead Borough Council provides a wide range of services to around 150,900<sup>1</sup> residents, as well as visitors and businesses in the Borough. To be able to provide these services, we depend on our employees.

As of 1 January 2023, we engaged 514 directly employed permanent or fixed term employees. 56% were male and 44% female.

We also engaged 108 casual workers<sup>2</sup>.

## Background

The Council opted out of the terms and conditions of employment operated by the National Joint Council (NJC) for Local Government Services in 2003, and since then has adopted local terms and conditions of employment.

The local pay scales cover all employees of the Council (including Chief Officers as defined below) and was approved by the Council following negotiation with relevant bodies in 2002/3.

As required by law, the Council auto enrols all eligible employees into a pension scheme - the Local Government Pension Scheme (LGPS).

Relative to other parts of the country, the borough is expensive to move to and live in. The Council also operates in a competitive local recruitment market made more challenging by the proximity to London and large local employers.

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<sup>1</sup> 2021 Census data

<sup>2</sup> Casual workers are people who would work for us on an 'as and when' basis when required, normally paid an hourly rate

Competition for some specialist roles remains high nationally and with our neighbouring Local Authorities, competing for the same skills and experience.

## Aims of the Council’s approach to pay and reward

The Council is mindful of the following five aims in its approach to pay and reward. We want to:

- 1) Recruit and retain appropriately experienced and qualified people;
- 2) Be an employer of choice;
- 3) Provide reward and recognition of high organisational performance at individual and team levels;
- 4) Maintain cost effectiveness and provide value for money; and
- 5) Comply with equal pay legislation.

## Salary Budget

The Council’s base revenue salary budget continues to be well managed and is built each year to reflect the resource required to deliver our ambitious corporate plan priorities.

Year	Salary Budget <sup>1</sup>	FTE (from budget reports) <sup>3</sup>
<b>2023/24</b>	£25.9m <sup>2</sup>	530.0
<b>2022/23</b>	£24.9m	533.6
<b>2021/22</b>	£23.5m	534.0
<b>2020/21</b>	£28.5m <sup>4</sup>	534.0
<b>2019/20</b>	£22.1m	487.5
<b>2018/19</b>	£19.5m	485.1
<b>2017/18</b>	£19.5m	483.0
<b>2016/17</b>	£18.6m	-
<b>2015/16</b>	£18.0m	-

1. Source: Annual Budget Book
2. Subject to 2023/24 budget approval cycle and pay award consultation
3. FTE figures were not included in published budget data prior to 2017/18.
4. A £6.2m one-off employer’s pension contribution was made in 2020/21

The salary budget is set taking into account various factors, including the two elements considered when reviewing employee pay:

- An annually reviewed **organisational pay award** paid to employees which recognises (but is not directly linked to) cost of living and overall organisational performance. This can be a consolidated award (percentage or fixed value increase), a non-consolidated award (based on a percentage or fixed value) or a mixture of both.
- An incremental pay increase and/or bonus may be awarded for individual performance, based on the appraisal schemes detailed below ('Components of Employee Total Reward').

## Organisational Pay Award

The organisational pay award is usually reviewed annually, and where applicable, pay negotiations are held between the Council's management, any staff association representatives, and recognised trade unions. Longer term awards may be negotiated by agreement.

These negotiations take into consideration a range of factors; including (but not limited to) the following:

- Results of external pay benchmarking to ensure the Council is able to recruit and retain appropriately experienced and qualified employees; that it remains competitive and an employer of choice within Surrey and the immediate surrounding area (including the close proximity to London);
- Recruitment and retention trends. e.g., turnover and identification of skill types or service areas where recruitment is difficult;
- The nature and level of other benefits (i.e. non-salary) provided to employees;
- The level of the national 'Real Living Wage', and statutory National Minimum Wage rates; and
- The wider economic environment and affordability.

## Real Living Wage

The Council has committed to ensuring the pay rates of apprentices, casual workers and pay scales of employees mirror the national 'Real Living Wage' as determined by the Living Wage Foundation<sup>3</sup>, as a minimum level of pay. From 1 April 2023 the minimum pay rate the Council will pay, will be £10.90 per hour. This commitment also applies to workers in any companies that the Council owns and operates.

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<sup>3</sup> The Living Wage Foundation is a campaigning organisation in the United Kingdom which aims to persuade employers to pay a living wage. The organisation was established in 2011, publishes an annual Living Wage figure and for a fee accredits employers who pay at the rate of the "living wage".

The Council has reviewed the official accreditation requirements set by the Living Wage Foundation and is confident requirements for our directly employed staff are met. To be officially recognised as an accredited Real Living Wage employer, we also need to formally review the pay arrangements of our contracted services to ensure compliance. Once complete, official accreditation can be applied for if required.

## Definition and remuneration of Chief Officers

The Council's senior management team consists of 18 officer roles; four of whom are considered to be Chief Officers for the purposes of this policy statement, under the definition in the Localism Act 2011 and Local Government and Housing Act 1989:

- Statutory Officer, Head of Paid Service role (Managing Director)
- Non-Statutory Officer, reporting to Head of Paid Service (Director)
- Statutory Officer, Section 151 Officer role (Chief Finance Officer)
- Statutory Officer, Monitoring Officer role (Strategic Head of Legal & Governance)

Where any role listed above is vacant at time of reporting, the midpoint of the salary range will be used for the purposes of reporting in this document.

As of 1 January 2023, the average salary of the four Chief Officers is £111,979, which now includes the adjustments to remuneration applied for the statutory officer roles/duties – see explanation below 'Exceptional Increases and Additions to Remuneration for Chief Officers'.

Including the salaries of the fourteen other officer roles which make up the wider senior management team of the Council, the average salary then becomes £87,718.

In 2022, the remuneration of the Chief Officers was confirmed through an external job evaluation and pay benchmarking exercise.

## Definition and remuneration of lowest paid employees

To enable meaningful comparison, the Council looks at full time equivalent salaries for this definition. The lowest paid employees are on Administrative 3, Operative 3, or Apprentice grades. These employees include (but not limited to): Support Assistants, Box Office Assistants, Streetsweeper-Drivers and Grounds Maintenance Operatives. As of 1 April 2022 the bottom point on the payscale for full time work was £18,849 (£10.04 per hour); part-time employees are paid on a pro-rata basis.

From 1 April 2023, the minimum hourly rate of pay for any direct workers such as apprentices and casual workers of the Council, will be at least UK Real Living Wage (£10.90 per hour), which is in excess of the statutory National Minimum Wage rates.



## **The relationship between Chief Officer pay and the pay of all other employees**

The Council pays all employees including Chief Officers, on the same incremental payscale structure.

Using the full-time equivalent salary, the average pay for employees other than Chief Officers is £31,855.

Using the full-time equivalent salary, the average pay for Chief Officers is £111,979.

The ratio of Chief Officers' pay to the average pay of other employees is 3.5 : 1.

The ratio of the pay of the highest paid earner - the Head of Paid Service, to the pay of the lowest paid employee is 7.3 : 1.

## **Components of employee total reward**

The total reward package for all employees (including Chief Officers) comprises of salary, Local Government Pension Scheme employer contribution (where the employee has not opted out), enhanced holiday entitlement (in excess of statutory requirements), enhanced sick pay (in excess of statutory requirements), enhanced maternity/paternity leave and pay (in excess of statutory requirements), adoption leave, shared parental/parental leave and pay, free parking (where allocated), agile working benefits and other standard elements of contractual remuneration required in law.

All eligible employees<sup>4</sup> have the opportunity to take advantage of a number of salary sacrifice schemes including Childcare Vouchers, Cycle to Work scheme and Leisure Centre membership, and benefit from discounts on shopping, entertainment, and holidays through the employee benefits schemes.

All employees (including Chief Officers) are subject to an annual assessment of their performance, and where performance meets the appropriate standard, a contractual increment will be given, until the maximum of the applicable grade for the role is reached (individual performance award).

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<sup>4</sup> Childcare vouchers are only available for staff who joined prior to September 2018

For Chief Officers and members of the senior management team, the performance appraisal scheme results in one of five levels of rating; Outstanding Performer, Very Good Achiever, Good Achiever, Effective Manager, Improvement Required. A rating in one of the top three categories can result in a bonus of either 10%, 5% or 2.5% (according to the rating) and can also result in an incremental increase within the pay scale, up to the maximum point for the role. (N.B. the middle rating results in either an increment or bonus – not both.)

For all other employees, the performance appraisal scheme results in one of four levels of rating; Outstanding Performer, Consistently High Performer, Good or Not at Required Standard. A rating of Outstanding Performer or Consistently High Performer can result in an incremental increase within the pay scale, up to the maximum point for the role. Employees who receive an Outstanding Performer rating receive a non-consolidated bonus of 2.5%, or 3% if at the maximum point for the role.

Annually staff may also be eligible to 'jump the bar', which enables employees to progress to the next level in their pay scale. Staff and managers are required to demonstrate/evidence the advancing or advanced characteristics at the level above the current progression level as described in individual's role profiles which is assessed against the required competency characteristics/framework. This may result in an incremental increase.

## **Remuneration of employees on appointment**

As is the case in the appointment of new employees across the Council, Chief Officers are generally appointed towards the bottom of the grade for the role or at a market level of pay negotiated on appointment.

In line with the constitution, approval of pay on appointment is made by the Head of Paid Service or officer(s) nominated by them. For external candidates, the appointment of the Head of Paid Service, Section 151 Officer, and Monitoring Officer is through recommendation from the Employment Committee to Full Council for ratification. Where an existing officer at the Council is considered for a statutory officer role, the designation is a matter for Full Council, decision after the proposed designation has been discussed informally with the Employment Committee. The appointment of Directors (Non-Statutory Officers reporting directly to the Head of Paid Service) is made by the Employment Committee.

## **Assessing the gender pay gap**

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce.

The gender pay gap is not the same as unequal pay, which is paying men and women differently for performing the same (or similar) work. Unequal pay has been unlawful since 1970.

A gender pay gap does not necessarily indicate the existence of an equal pay problem, albeit a gender pay gap may be a trigger for further investigation about the reasons why the gap exists.

The Council's ability to use a formal job evaluation process, use of structured pay scales, and defined processes and procedures to award performance pay increases, limits inequality in pay for roles of similar value, between the genders. As the Council has over 250 employees, by law we must publish and report specific figures around our gender pay gap as of 31 March of each year (relating to the previous year's data).

Each year, the Council's gender pay gap figures are compared against preceding year and examined to identify if there is an inequitable cause of a significant gap between genders, which may need addressing.

Our gender pay gap figures for the past four years show that we do have a gap in terms of 'average hourly pay', but it is a gap in the favour of women - we are among a small percentage of organisations who, on average, pay women more.

The gender pay gap reports can be found via the Council's website: [https://www.reigate-banstead.gov.uk/info/20091/organisation\\_and\\_services/737/open\\_data\\_transparency](https://www.reigate-banstead.gov.uk/info/20091/organisation_and_services/737/open_data_transparency)

## **Exceptional increases and additions to remuneration for Chief Officers**

The Head of Paid Service (or another nominated senior officer) receives additional payments for election duties when acting as Returning Officer or Acting Returning Officer. Some of these payments made will be funded by the Government or Surrey County Council, depending on the type of election. For local elections, the Returning Officer fees are paid by the Council. The Returning Officer or Acting Returning Officer is able to make payments to any Deputy they appoint.

The Head of Paid Service, Section 151 Officer and Monitoring Officer<sup>5</sup> positions previously attracted an additional 10% salary payment respectively, to compensate for the additional statutory duties and responsibilities delivered. After the recent senior management structure review (November 2021), the pay grades were re-aligned to account for these duties within their job descriptions rather than paying an additional honorarium payment. Payments (a proportion of the 10% salary payment) can be made to deputies in these roles, should the need arise.

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<sup>5</sup> A description of the functions of each statutory officer is provided under Article 13 of Part 2 of the [Council's Constitution](#).

## **The use of market supplements, honoraria and one-off payments**

In a few cases the Council also pays market supplements to specific groups of employees where there is evidence that the pay scale determined for the role is significantly out of alignment with the pay market, and / or where there is difficulty recruiting and retaining employees. These payments are non-contractual, and currently apply to a total of four positions in Development Management.

The Head of Service for OD&HR, Chief Finance Officer and Chair of the Employment Committee are consulted on the application of any new market supplements, as per the Constitution. Other payments as described below are approved by Officers through delegated authority outlined in the constitution.

On occasion, temporary honorarium payments are paid to employees, when they carry out additional roles or other duties at a higher level e.g., providing cover for a higher graded colleague while they are on maternity leave.

There are also specific conditions for one-off bonus payments, which provide incentive and rewards for specific and exceptional achievements, such as the following:

- For delivering one-off projects clearly outside the responsibilities of the job
- For successfully carrying out something which was exceptionally difficult, or working to a much higher level for a temporary period of time
- For working unusually long or inconvenient hours because of a particular problem

## **Chief Officers' payments on ceasing to hold Office**

Chief Officers who leave the Council's employment, may receive exit payments above contractually agreed limits in exceptional circumstances only in line with the Council's procedure for approving exit payments. These are subject to the consultation with the Head of Paid Service, Section 151 Officer (or delegated official if the compensation relates to either role) and Monitoring Officer where applicable.

There is a prescribed arrangement for settlement payments approval in consultation with the Employment Committee:

- payments of £100,000 and above must be approved by a vote of full council, as set out in the Localism Act 2011;
- payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment;

- payments below £20,000 must be approved according to the local authority's scheme of delegation.

## **Publication and access to information relating to remuneration of Chief Officers**

A summary of Chief Officers' pay is published as part of the Council's annual statement of accounts and is available via the Council's website: [http://www.reigate-banstead.gov.uk/info/20210/finance/268/annual\\_financial\\_reports](http://www.reigate-banstead.gov.uk/info/20210/finance/268/annual_financial_reports)

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<b>Signed off by</b>	Head of Legal and Governance
<b>Author</b>	Liane Dell, Democratic Services Officer, Alex Vine, Democratic and Electoral Services Manager
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<b>To</b>	Council
<b>Date</b>	Thursday 9 February 2023
<b>Executive Member</b>	Leader of the Council

<b>Key Decision Required</b>	N
<b>Wards Affected</b>	(All Wards);

<b>Subject</b>	Report of the Independent Remuneration Panel on Members Allowances for 2023/24 and the Report of Parish Remuneration Panel.
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**Recommendations – Members Allowances for Reigate and Banstead Borough Council by the Independent Remuneration Panel (IRP), Annex 1**

1. That Recommendations 1 to 9, listed on pages 4 and 5 of the Independent Remuneration Panel report be adopted (Annex 1).
2. That the Managing Director be authorised to make any necessary changes to the Members' Allowance Scheme for 2023/24 (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, is 1<sup>st</sup> April 2023.
4. That the IRP be thanked for its report.

**Recommendations – Members Allowances for Horley Town Council and Salfords and Sidlow Parish Council by the Parish Remuneration Panel (PRP), Annex 2**

5. The Panel recommends that the Members' allowances schemes operated by Horley Town Council and Salfords and Sidlow Parish Council remain unchanged (Annex 2).
6. That the PRP be thanked for its report.

# Agenda Item 10

<b>Reasons for Recommendations</b>
<p>7. The recommendations of the IRP are considered to support the objectives for the Council's Members Allowances Scheme of allowing people to become 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> <p>8. Under the Regulations and the Local Government Act 1972 the same Independent Remuneration Panel may consider the remuneration schemes for Parish and Town Councils.</p>
<b>Executive Summary</b>
<p>This report sets out proposals on the Members Allowances Scheme for 2023/24 following a review by the Council's Independent Remuneration Panel.</p> <ul style="list-style-type: none"><li>• The IRP's report contains 9 recommendations for Council to consider, as detailed on page 4 and 5 of their report. Page 4 of this covering report sets out the budgetary implications for 2023/24 of the recommendations. The IRP recommend that adopted changes apply from 1 April 2023.</li><li>• The PRP recommended no changes to the Horley Town Council or Salfords and Sidlow Parish Council schemes.</li></ul>
<b>Council has authority to approve the above recommendations.</b>

<b>Statutory Powers</b>
<ol style="list-style-type: none"><li>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.</li><li>2. Under the Regulations and the Local Government Act 1972 the same Independent Remuneration Panel may consider the remuneration schemes for Parish and Town Councils. Town Councils may choose to pay their Members an allowance, known as a "Basic Allowance", to recognise the time and effort they put into their Town Council duties.</li><li>3. There is no obligation on Town Councils to pay such allowances. Each Town Council may make an allowance available to its chair only, or to each of its Members. The 2003 Regulations also provide for the payment of travel and subsistence allowances (for approved duties). The PRP has undertaken a review of Horley Town Council and Salfords and Sidlow Parish Council Allowances and its report is attached at Annex 2.</li><li>4. The IRP and PRP report has undergone initial consideration by the Council's Management Team and Group Leaders and is now before the Council to consider.</li><li>5. The authority for determining the Scheme of Members' Allowances is reserved to the full Council.</li></ol>



## Key Information

### 9. This report to the Council comprises of the following:

- i. This covering report.
- ii. Annex 1 – Report of the IRP; and,
- iii. Annex 2 – Report of the PRP.

### **Report of the IRP (Reigate and Banstead Borough Council Members' Allowances Scheme) at Annex 1 to this covering report.**

### 10. The IRP's report, at Annex 1 to this covering report, comprises of the following:

- i. Appendix 1 – A profile of the Members of the IRP.
- ii. Appendix 2 – Terms of reference of the IRP.
- iii. Appendix 3 – Methodology, detailing the general principles of the review, interviews conducted, and evidence considered.
- iv. Appendix 4 – Commentary on changes, detailing the IRP's rationale.
- v. Appendix 5 – Evaluation of Member survey, drop-in session and South East Employers data.
- vi. Appendix 6 – Results of the Member survey conducted in September 2022.

### 11. The Report of the IRP at Annex 1 contains 9 recommendations on pages four and five. These relate to the following matters:

- i. **The Basic Allowance be increased from £5,783 to £6,072 (5%).**

*“The Panel believes that during this period of rapidly rising costs the Basic Allowance should be increased. The consensus was in favour of taking CPI into account, but not at the current level. We therefore propose a figure of no more than 5%. The Council is the sixth lowest in Surrey in terms of cost per member of the population.” – Appendix 4, paragraph (i).*

- ii. **Special Responsibility Allowances (SRAs) remain unchanged, except for the Leader's.**

*“On Special Responsibility Allowances only 12 SRA holders responded. A very small number said they should all be reduced or removed. The majority of respondents said they covered costs. Two notable exceptions were the Leader's SRA and SRA for the Mayor in the role as Chairperson of the Council: the Mayor can claim expenses, etc from a separate Mayoralty budget. Although only half the respondents thought the SRAs fairly reflected the responsibilities and workload.” – Appendix 5, paragraph (ii).*

- iii. **The Special Responsibility Allowance paid to the Leader of the Council be increased from £14,151 to £14,800 (4.6%).**

*“There was some support for an increase in the Leader's SRA. The allowance paid to the Leader (£14,151) is one of the lowest in the Southeast (41 out of 56). This SRA should be set at a reasonable level so that good candidates are attracted to applying when elections take place.*

# Agenda Item 10

*We propose an increase to £14,800. This is still below the average SRA paid to Leaders in the Southeast and one of the lowest by District population paid in Surrey.* – Appendix 4, paragraph (ii).

**iv. No Special Responsibility Allowance be paid to the Deputy Chairman of Planning.**

*“There was support from some Members for an SRA to be paid to the Deputy Chairman of Planning. We could find little evidence of the Deputy exercising more responsibility than Member of the Planning Committee who are in receipt of an SRA.”* – Appendix 4, paragraph (iii).

**v. Travel Allowances remain unchanged.**

*“A significant amount of time in meetings with Members was taken up with discussion of cost-of-living issues. Mileage Allowances (set at the maximum HMRC rates) generated the most debate. Officers are paid at the same rate as Members. Any amount over 45 pence attracts a tax liability for a Benefit in Kind to Members and the Council must pay Employers’ National Insurance on the Benefit in Kind.”* – Appendix 4, paragraph (iv).

**vi. Subsistence Allowances remain unchanged.**

**vii. Dependent Carers’ Allowances be increased from £12 an hour to £15 an hour.**

*“The ability to claim Child and Dependent Carers’ Allowances has a potentially significant impact on the ability of people to stand for election who might not otherwise be able to. The current hourly rate is too low and should be increased to £15.00. The cost to the Council is quite low as there are few claimants. In this regard, we note that the Council has a poor gender balance. As caring still tends to be dominated by females, we feel this is an area where more could be done to promote a more gender-balanced Council.”* – Appendix 4, paragraph (v).

*“The proposed increase to the Dependent Carers’ Allowance is not expected to impact the budget, as the number of Members claiming this allowance is very small and payments are capped at £3,000 per annum.”* – Page 5, paragraph 9 of the IRP’s report.

**viii. Arrangements for Maternity, Paternity and Adoption Leave remain unchanged.**

*“All authorities pay travel and subsistence (the majority pay the HMRC maximum of 45p a mile) and run schemes that allow claims for childcare and maternity, paternity and adoption. Most deal with these claims on a case-by-case basis.”* – Appendix 5, paragraph (iv).

**ix. That the Scheme of Allowances be reviewed in 12 months’ time.**

*“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:*

<b>Calendar Year:</b>	<b>Panel's Work Plan:</b>
<b>2023</b>	<p><i>To complete a light touch review of the Scheme.</i></p> <p><i>Report to Council in December 2023, with a view to adopting an updated Scheme from April 2024."</i></p>

- Page 7, paragraph 13 of the IRP's report.

## **Report of the PRP (Parish and Town Council allowances schemes) at Annex 2 to this covering report.**

12. The Panel recommends that the Members' allowances schemes operated by Horley Town Council and Salfords and Sidlow Parish Council remain unchanged, on the basis that:

- i. *"Only one Member claimed the Basic Allowance at Salfords and Sidlow Parish Council, and few claimed for travel. Horley Town Council introduced their scheme in 2013 and it was re-adopted in 2019. Members had all agreed to opt out of the scheme, but they were welcome to opt in." – Annex 2, paragraph 11.*
- ii. *"Both Councils had a good mix of ages and allowances were not felt to be a significant factor in people standing for election. Members generally chose not to take the allowance as there was a lot of administration for little return." – Annex 2, paragraph 12.*
- iii. *"In terms of workload, it was stated that all Members did an equal amount of work and therefore special responsibility allowances were not considered appropriate." – Annex 2, paragraph 13.*
- iv. *"There was no appetite for changes and beyond suggesting the Council make claiming for travel and subsistence easier, the panel makes no recommendations to change either of the two schemes." – Annex 2, paragraph 14.*

## **Members' Allowances Scheme for 2023/24**

13. Should Council agree to adopt or amend the IRP recommendations, then the Members Allowances Scheme will need to be updated. Delegation on this matter to the Managing Director is proposed (Recommendation 2 of this report).

14. Should Council agree to adopt, or amend and adopt, the PRP recommendation, then the Members Allowances Scheme will need to be amended. Delegation on this matter would fall to Clerks of both the Town and Parish Council.

## **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.

# Agenda Item 10

## Financial Implications

7. The budget for Member Allowances in 2022/23 is £415,800, comprising £397,520 for Member Allowances and £18,280 for other costs (e.g. travel and subsistence expenses claims).
8. Approval of the Panel's recommendations will result in a budget growth requirement of £13,654.
9. The revised budget for Member Allowances (excluding travel and subsistence) will comprise:

	£
Basic Allowance	273,240
Special Responsibility Allowance paid to the Leader of the Council	14,800
Other Special Responsibility Allowances (unchanged)	117,430
Chair of the Council Allowance (unchanged)	5,700
<b>Total Cost</b>	<b>411,170</b>

10. The budget includes provision for travel and subsistence costs and ancillary expenses. These historically been claimed at a relatively low rate and are not expected to increase in 2023/24. If such claims exceed projections, this may lead to a low level of overspend, which can be accommodated within other approved budgets.
11. It should be noted that the cost of the Members' Allowance scheme cannot be forecast with complete certainty because some Members choose not to claim allowances to which they are entitled.
12. There are no financial implications for either Horley Town Council or Salfords and Sidlow Parish Council, as no changes are recommended to those allowance schemes.

## Equalities Implications

13. 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.
14. 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).
15. 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**

16. 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.
17. 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.
18. 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.

## **Environmental Sustainability Implications**

19. There are no direct environmental sustainability implications arising from this report.

## **Risk Management Considerations**

20. 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**

21. Appendix 3 (Methodology) of the IRP Report details the consultation methodology by the IRP in the forming of its recommendations. This included:
  - i. A Member survey conducted in September 2022.
  - ii. An all-Member drop-in consultation with the IRP in September 2022.
  - iii. Interviews of Group Leaders and senior officers in October 2022.
22. The PRP report (page 1) details those that were consulted to form the recommendation, including a meeting with Horley Town Council and Salfords and Sidlow Parish Council in September 2022.

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

January 2023

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## 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 to Members under its Scheme of Allowances, hereafter referred to in this report as "the Scheme". 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 (IRP)

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 year the Panel carried out a full review of the Scheme. This included a survey of Members and a drop-in session for Members. The results of the Survey are at Appendix 6. The remit of the IRP also included a review of the Schemes for Members of Horley Town Council and Salfords and Sidlow Parish Council, which is detailed in a separate report of the 'Parish Remuneration Panel' (PRP). Reference was also made to comparisons with other Surrey and South East authorities. A summary of the outcomes of these activities is at Appendix 5. As in previous reviews and Group Leaders and Senior Officers were interviewed. A timeline of future reviews is provided under paragraph 13.
4. This report contains 9 recommendations, which are set out on page 4. In arriving at these, the Panel considered a range of issues including:
  - i. With rising energy costs and other costs of living increases, the Council is faced with greater challenges in setting a balanced budget for 2023-24 and beyond.
  - ii. In 2021/22, the Council voted to forego the recommended increases on the grounds that, at a time when many people were suffering financial and other hardships due to the impacts of the COVID pandemic, it was inappropriate to award themselves any increase. For 2022/23, the Council agreed to an increase of 2% in the Basic Allowance.
  - iii. In an era of budgetary pressure, we would understand the desire by elected Members to constrain their allowances and indeed this is laudable. We note that recent recommendations by the Panel have not always been adopted. The Panel accepts that its role is to make recommendations and it is for the Members to decide how to act, or not, on those.
  - iv. The Panel believes that access to democracy is an important objective - while people should not take on public office to make money, good candidates should not be put off standing by financial pressure - if they are those who can stand for election come increasingly from unrepresentative groups. As an example, the Panel notes a poor gender balance on the Council. With this in

mind, the Panel asks Members to remember that even if increased, allowances can be individually disavowed.

- v. The results of the consultation exercise provided no clear direction on areas for change. There was no appetite for significant increases – certainly not in line with the Consumer Price Index (CPI) (8.8% in September 2022)<sup>1</sup>.
- vi. There is no appetite at the Council for linking increases in allowances to Officer pay, as a salary is considered to be fundamentally different from an allowance, which is intended to cover incidental expenses. Taking into account the views of senior Members and officers detailed in paragraph (v) above, the consensus of the Panel is that an increase in the Basic Allowance of a maximum of 5% would fairly reflect the forgone increases in past years whilst maintaining budgetary restraint during a period of ongoing high inflation and financial and economic pressure.
- vii. There was some support for:
  - o an increase in the Leader’s Special Responsibility Allowance (SRA).
  - o an SRA to be paid to the Deputy Chairman of Planning.
- viii. On other allowances there was some debate around the mileage allowances which are set at the maximum HMRC rates.
- ix. There was wide acknowledgement for an increase in the Child and Dependent Carers Allowance.
- x. The revised Scheme will become effective from the 1<sup>st</sup> of April 2023,
- xi. Continuing a four-year cycle of full reviews of the Members’ allowances scheme providing the programme of work for the Panel over the next four years

## Recommendations

5. The Panel considered the Scheme in line with the Terms of Reference laid out in Appendix 2 and the Methodology and general principles in Appendix 3. There has been a sharp rise in CPI (8.8% in September 2022)<sup>1</sup>, and a similar increase in the Wages Index. However, following discussions with Group Leaders and Senior Officers, the Panel has decided that increasing allowances in line with CPI at a time of high inflation and financial and economic pressure would not be supported..
6. The Panel therefore recommends uplifts to the Allowances as detailed in the recommendations in the table below. Taking all these factors into account the Panel has concluded that an increase of 5% in the Basic Allowance; no increase in Special Responsibility Allowances, except the Leader and an increase in the Dependant Carers’ Allowance are appropriate. The rationale behind our recommendations is set out in Appendix 4. The Panel is aware that these recommendations follow the Council’s decision in April 2022 to take a reduced increase to the 2022/23 allowances scheme.

---

<sup>1</sup> [Consumer price inflation, UK: September 2022](#) (published by the Office for National Statistics on 19 October 2022)

7. The Panel's recommendation for each allowance paid are as follows:

<b>Basic Allowance</b>	
<b>Recommendation 1:</b>	<b>The Basic Allowance be increased from £5,783 to £6,072 (5%).</b>
<b>Special Responsibility Allowances (SRAs)</b>	
<b>Recommendation 2:</b>	<b>Special Responsibility Allowances remain unchanged, except for the Leader's.</b>
<b>Recommendation 3:</b>	<b>The Special Responsibility Allowance paid to the Leader of the Council be increased from £14,151 to £14,800 (4.6%).</b>
<b>Recommendation 4:</b>	<b>No Special Responsibility Allowance be paid to the Deputy Chairman of Planning.</b>
<b>Travelling Expense</b>	
<b>Recommendation 5:</b>	<b>Travel Allowances remain unchanged.</b>
<b>Subsistence</b>	
<b>Recommendation 6:</b>	<b>Subsistence Allowances remain unchanged.</b>
<b>Dependents' Carers' Allowance</b>	
<b>Recommendation 7:</b>	<b>Dependent Carers' Allowances be increased from £12 an hour to £15 an hour.</b>
<b>Maternity, Paternity and Adoption Leave</b>	
<b>Recommendation 8:</b>	<b>Arrangements for Maternity, Paternity and Adoption Leave remain unchanged.</b>
<b>Review of the Scheme of Allowances</b>	
<b>Recommendation 9:</b>	<b>That the Scheme of Allowances be reviewed in 12 months' time.</b>

## Effective Date for Changes

8. The Panel recommend that the effective date for changes to the Scheme be 1<sup>st</sup> of April 2023.

## Budget Impact

9. The net cost of these changes is £13,654 for both the Basic Allowance and Leader's SRA increases. The proposed increase to the Dependent Carers' Allowance is not expected to impact the budget, as the number of Members claiming this allowance is very small and payments are capped at £3,000 per annum. The recommendations for 2023/24 represent a 3.28% increase to the 2022/23 budget for the Scheme.

## 50% Rule

10. Some Authorities have a rule whereby no more than 50% of Members may receive an SRA. As 33 (73%) of the 45 Members of the Council are in receipt of an SRA, the 50% rule should not apply.

## One Allowance Only

11. Nearly 75% of Districts & Boroughs in the South-East operate a one SRA per Member Rule. This Council does not. 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 receives an

additional SRA. A number of Licensing Sub-Committee Chairs are also recipients of other SRAs as either an Executive Member or a Member of the Planning Committee.

### **Renunciation**

12. Any Member may, on notifying the Managing Director, renounce all or part of any allowance to which they are entitled.

## Future Reviews

13. 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:

<b>Calendar Year:</b>	<b>Panel's Work Plan:</b>
2023	To complete a light touch review of the Scheme. Report to Council in December 2023, with a view to adopting an updated Scheme from April 2024.
2024	Seek representations from Group Leaders and others to ask for feedback on the current Scheme including a short Member survey, and report to Council on or before December 2024 with a view to adopting an updated Scheme from April 2025.
2025	Seek representations from Group Leaders and others to ask for feedback on the current Scheme, and report to Council on or before December 2025 with a view to adopting an updated Scheme from April 2026.
2026	To complete a full review of the Scheme, including Member survey, face-to-face interviews. To include Parishes Aim to report to Council in December 2026, with a view to adopting an updated Scheme from April 2027.

## Acknowledgements

14. The Panel is grateful for the support and co-operation received from Group Leaders, Members and Senior Officers and for the excellent assistance of Alex Vine and Liane Dell in Democratic Services.

## **Appendix 1 - Members of the Independent Remuneration Panel**

The Panel Members are:

- Farah Stehrenberger – Farah 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 NED on several companies - taking both commercial and pro bono roles. He is an Independent Person on the Standards Committee of the City of London Corporation and an independent Member of the Audit Committee of this Council.
- 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. He is a School Governor. He was appointed to the Board of Governors of Chichester University in July 2022 and is a Director of Arun Arts which runs the Alexandra Theatre complex in Bognor Regis.

Only Robert Coyle has a connection with the Council as described above.

## **Appendix 2 - Terms of Reference**

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

- i.** the nature and type of role and responsibility of Elected Members and the level of commitment involved.
- ii.** 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.
- iii.** schemes operating in similar authorities elsewhere.
- iv.** the level of remuneration paid for other types of public duties.
- v.** whether allowances should be payable to meet Members' out of pocket expenses
- vi.** the need to attract and retain Members of appropriate calibre and representative of the demographic make-up of the district.
- vii.** 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.
- viii.** 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.
- ix.** a scheme that encourages Councillors to work flexibly and to develop themselves and their role in the community.

## Appendix 3 - Methodology

The Panel considered the outcomes of previous Panel 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.

### General Principles

- i. The Panel typically 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. However, following discussions with Group Leaders and Senior Officers, the Panel has decided to move away from this benchmark for this year.
- ii. 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.
- iii. 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. With this in mind, the IRP were provided with RBBC's Member role profiles.
- iv. Recruitment of Members has always been recognised as an important part of the Panel's consideration. The introduction of the current national Scheme in 2000 was driven by the need to make engagement in local governance more widely accessible.
- v. Voluntary Service Element is a reduction in the Basic Allowance paid to all Members to reflect that part of a Councillor's 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 Southeast 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. In this regard, Reigate and Banstead BC applies a voluntary service element of 40%, which has remained unchanged since 2003/4.

### Interviews

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 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, Managing Director
- Pat Main, Chief Finance Officer
- Joyce Hamilton, Monitoring Officer



- Alex Vine, Democratic and Electoral Services Manager

### **Information requested**

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 Reports
- Extracts of Full Council Minutes
- Schedules of Payments to Members
- Southeast Employers' Survey of Allowances Paid to Members
- Committee Agendas and Minutes
- The RBBC Five Year Corporate Plan
- Recent Quarterly Reports against the Plan
- Key Service Performance Indicators

## Appendix 4 - Commentary on Changes

- i. There was no real appetite for an increase in the **Basic Allowance**. However, as there had been no increase on 2021 and only a 2% increase in 2022, the Panel believes that during this period of rapidly rising costs the Basic Allowance should be increased. The consensus was in favour of taking CPI into account, but not at the current level. We therefore propose a figure of no more than 5%. The Council is the sixth lowest in Surrey in terms of cost per member of the population.
- ii. There was some support for an increase in the **Leader's SRA**. The allowance paid to the Leader (£14,151) is one of the lowest in the Southeast (41 out of 56). This SRA should be set at a reasonable level so that good candidates are attracted to applying when elections take place. We propose an increase to £14,800. This is still below the average SRA paid to Leaders in the Southeast and one of the lowest by District population paid in Surrey.
- iii. There was support from some Members for an SRA to be paid to the **Deputy Chairman of Planning**. We could find little evidence of the Deputy exercising more responsibility than Member of the Planning Committee who are in receipt of an SRA.
- iv. A significant amount of time in meetings with Members was taken up with discussion of cost-of-living issues. **Mileage Allowances** (set at the maximum HMRC rates) generated the most debate. Officers are paid at the same rate as Members. Any amount over 45 pence attracts a tax liability for a Benefit in Kind to Members and the Council must pay Employers' National Insurance on the Benefit in Kind.
- v. The ability to claim **Child and Dependent Carers' Allowances** has a potentially significant impact on the ability of people to stand for election who might not otherwise be able to. The current hourly rate is too low and should be increased to £15.00. The cost to the Council is quite low as there are few claimants. In this regard, we note that the Council has a poor gender balance. As caring still tends to be dominated by females, we feel this is an area where more could be done to promote a more gender-balanced Council.
- vi. The revised Scheme becomes effective from the 1<sup>st</sup> of April 2023,
- vii. Continuing a four-year cycle of full reviews of the Scheme providing the programme of work for the Panel over the next four years to ensure a well informed and equitable Scheme.

## **Appendix 5 – Evaluation of Member survey, drop-in session and SEE data**

Summary of feedback from the Survey of Members, the drop-in session, and the South East Employers' data.

### **Survey of Members (see also, Appendix 5)**

Twenty Members completed the survey out of a total of 45. All but one respondent had been elected before May 2022 and there was an equal split between employed and self-employed Members. The main points that the Panel considered are:

- i.** Most respondents felt the Basic Allowance covered costs, although ten thought allowances should be increased and eight frozen at 2022/23 levels.
- ii.** On Special Responsibility Allowances only 12 SRA holders responded. A very small number said they should all be reduced or removed. The majority of respondents said they covered costs. Two notable exceptions were the Leader's SRA and SRA for the Mayor in the role as Chairperson of the Council: the Mayor can claim expenses, etc from a separate Mayoralty budget. Although only half the respondents thought the SRAs fairly reflected the responsibilities and workload.
- iii.** The 20 respondents gave quite detailed accounts of the time spent on various activities associated with being a Councillor. Times varied widely according to whether respondents were Portfolio Holders, on Committees and the amount of Ward and other work undertaken. There were no comments on changes in workload.
- iv.** All respondents had a good knowledge of other financial support available to them, although few had needed to claim.
- v.** On Travel and Subsistence, 17 respondents knew they could claim it and only three had. Costs of living and the HMRC mileage rate limit were mentioned in comments.
- vi.** Almost half the respondents had not claimed allowances to which they were entitled. The reasons were almost exclusively personal.
- vii.** Finally, the time demands had not changed for 11 respondents, but have for eight. The reasons varied from increased public awareness to different working arrangements as a result of the pandemic to increased use of social media. Fourteen respondents knew there would be costs associated with being a Member.

## Drop-In Session

Six Members attended the Drop-In session offered by the Panel. The main points were:

- i. The Basic Allowance was set at a level that was adequate for most Members, but not those who relied on it as a supplement to their income.
- ii. The Leader's Allowance was too low to be attractive to some future candidates for the role.
- iii. The Deputy Chair of Planning should get an allowance as they have to be as prepared as the Chair so they can step in at short notice if needed
- iv. The Childcare allowance was set too low.
- v. There should be an allowance for site visits – this is included in the SRA paid to Members of the Planning Committee. Travel expenses can be claimed for site visits
- vi. The increase in the costs of living was having an impact on Members, particular those working from home and the cost of travel.
- vii. The current IT equipment used by Members is coming the end of its life. The Council are not planning to offer replacements. The Basic Allowance includes an allocation for IT provision.

## South East Employers' Data

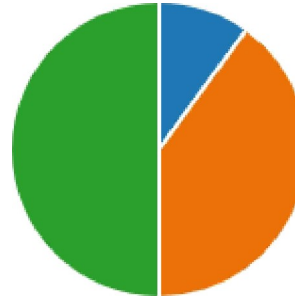
This data set provides some interesting, but limited external comparisons. The only relevant comparisons are:

- i. Within Surrey, but excluding Mole Valley and Spelthorne which did not submit complete data, RBBC spends £2.61 per member of the population on Members' Allowances (six out of eight Authorities) and £8,749 per member (two out of eight)
- ii. Looking at the whole of the South-East the rankings of key SRA holders is:
  - o Leader 41 out of 56 authorities paying this SRA
  - o Deputy Leader 17 out of 54
  - o Portfolio Holder 15 out of 49
  - o Chair of Planning 30 out 56
  - o Chair of Audit 29 out of 54
  - o Chair of Licencing 52 out of 56
  - o Chair of OSC 42 out of 52.
- iii. One post the Panel was specifically asked to look at was the Deputy Chair of Planning. Forty out of 56 Authorities pay an SRA for this post.
- iv. All authorities pay travel and subsistence (the majority pay the HMRC maximum of 45p a mile) and run schemes that allow claims for childcare and maternity, paternity and adoption. Most deal with these claims on a case-by-case basis.

## Appendix 6 - Results of the Survey of Members

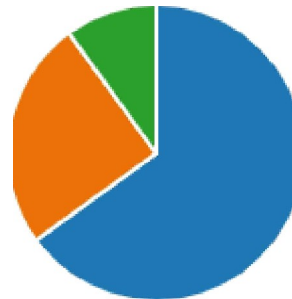
1. Do you consider that allowances should be:

● Reduced	2
● Frozen at 2022/23 levels	8
● Increased	10



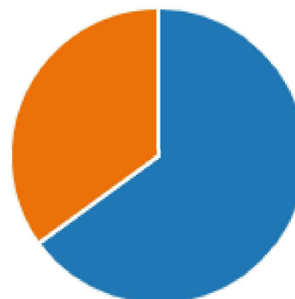
2. Do you consider the current annual basic allowance (£5,783):

● Covers your costs	13
● Does not cover your costs	5
● Significantly exceeds your costs	2



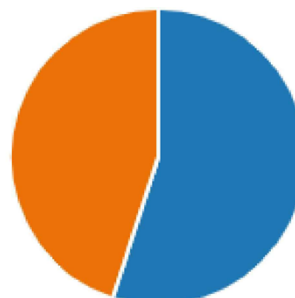
3. Special responsibility allowances: should any allowances be the subject of a review, or should any other positions be considered for an allowance?

● No	13
● Yes	7



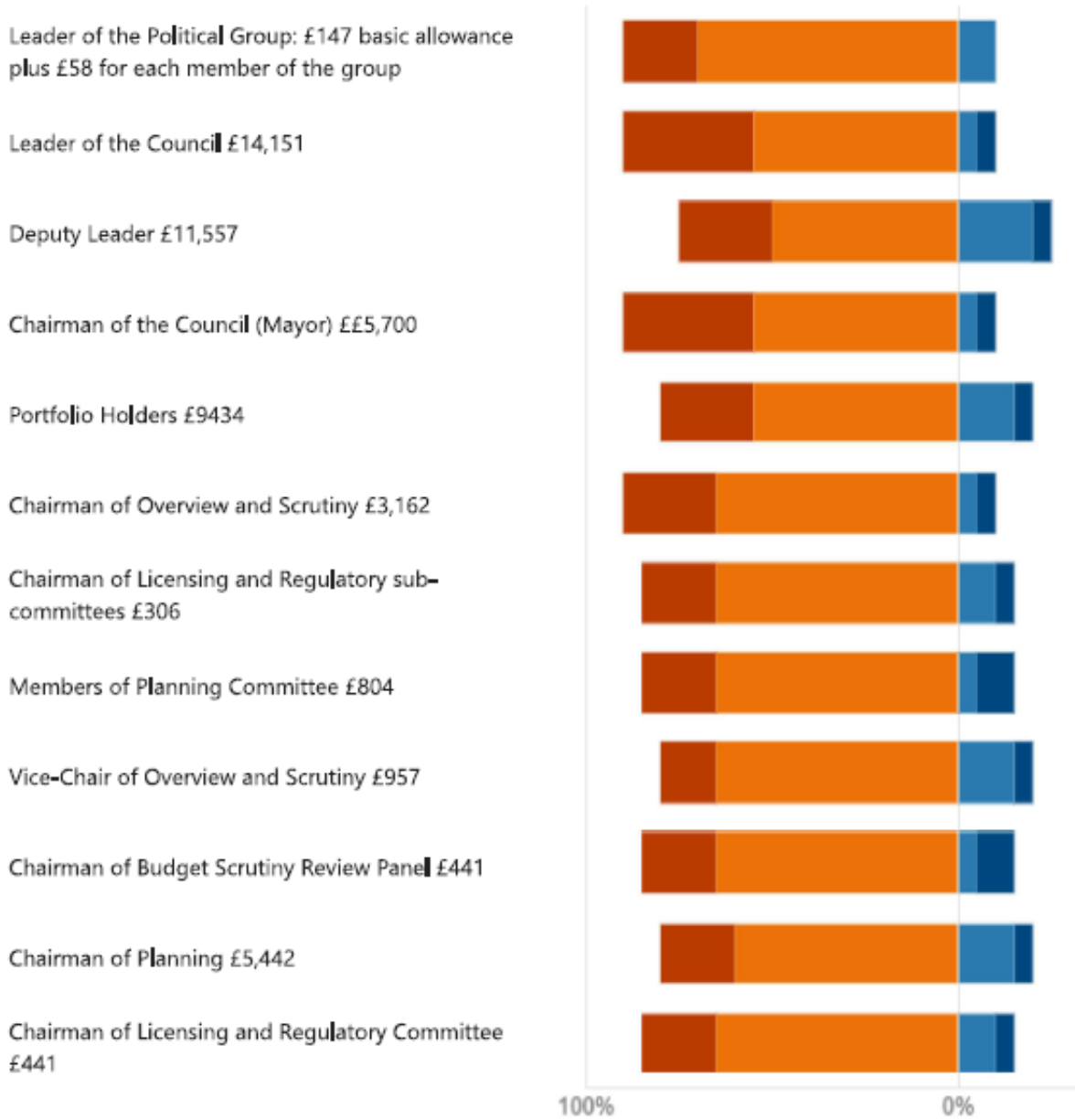
4. Do you think that the special responsibility allowances for these roles fairly reflects the related responsibilities and workload?

● Yes	11
● No	9



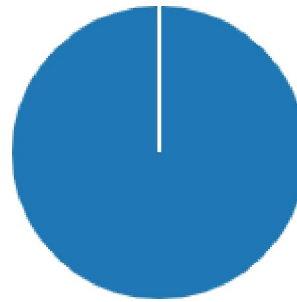
5. Indicate to what extent, in your opinion, the following allowances cover the costs of the role, exceed them or if they should be removed.

■ Does not cover costs  
 ■ Covers costs  
 ■ Exceeds costs  
 ■ Remove



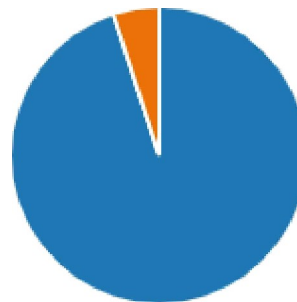
6. Carers' costs

- Were you aware of this? 20
- Have you claimed it? 0



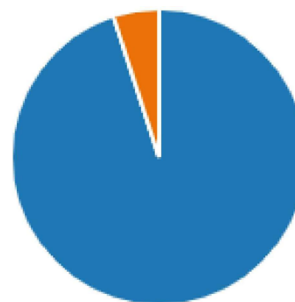
7. Childcare costs

- Were you aware of this? 19
- Have you claimed it? 1



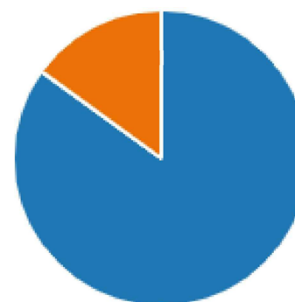
8. Maternity, paternity and adoption pay

- Were you aware of this? 19
- Have you claimed it? 1



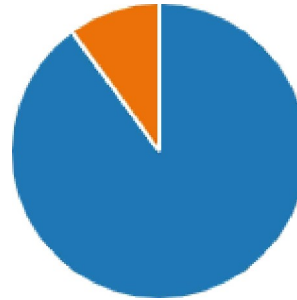
9. Travel and subsistence allowances

- Were you aware of this? 17
- Have you claimed it? 3



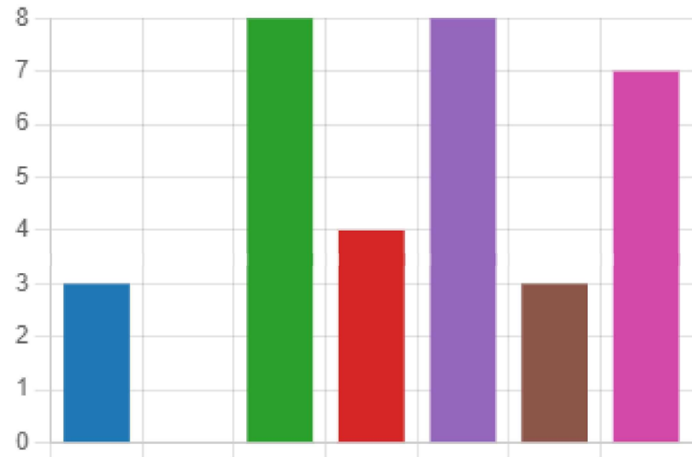
10. Have you used any other allowances not listed above (excluding carer, childcare, maternity/paternity/adoption pay, travel & subsistence)?

- No 18
- Yes 2



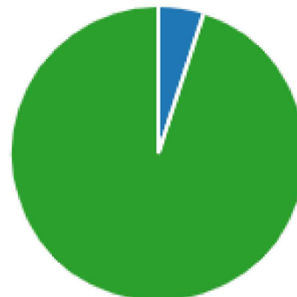
11. About you

- I have childcare responsibilities 3
- I am a caregiver 0
- I work full-time 8
- I work part-time 4
- I run my own business 8
- Maternity/paternity/adoption re... 3
- None of these / Prefer not to say 7



12. Are your day-to-day activities limited because of a long-term health problem, disability or learning difficulty?

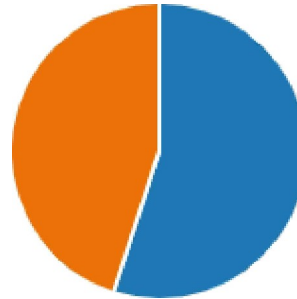
- Yes, limited a little 1
- Yes, limited a lot 0
- No 19
- Prefer not to say 0





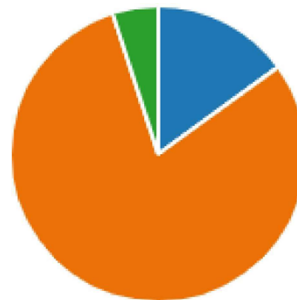
13. If you might have been entitled to an additional allowance/s but decided not to apply, please tell us why.

- I am not entitled 11
- I don't claim it 9



14. Thinking about your aspirations as a Councillor, has the financial cost of being a Councillor or progressing further put you off taking on a new role?

- Yes 3
- No 16
- To some extent 1



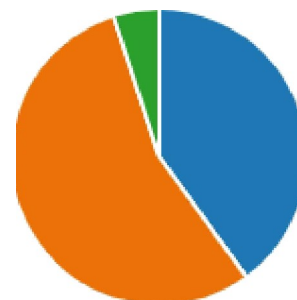
15. Were you newly elected as a Councillor in May 2022?

- Yes 1
- No 19



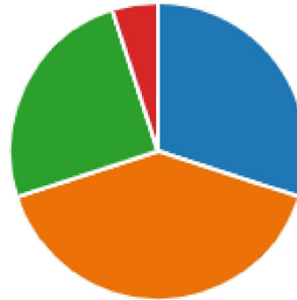
16. Have the demands on your time as a Member changed since May 2022?

- Yes 8
- No 11
- Not sure 1



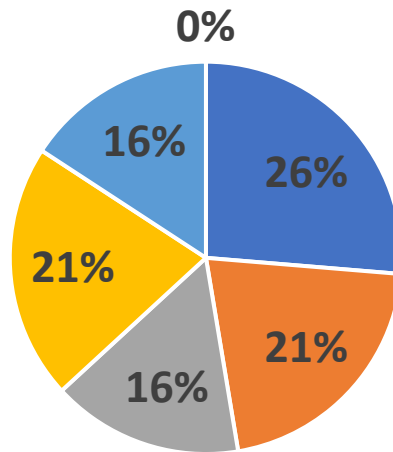
17. Before standing for election, were you aware that you would incur costs as a result of being a Councillor?

- Yes, I was aware but assumed that costs covered
- Yes, I considered it but it was not a factor
- No, I was not aware there would be significant costs
- Other, please explain



18. Your work as a Councillor

Time spent by Cllrs - % time split



- Other briefings and meetings with council officers, residents or other contacts?
- Formal Council meetings
- Events away from the Council's offices
- Other work in the community
- Learning and development
- Other (If you chose other, what does this include?)

**REPORT OF THE  
PARISH REMUNERATION PANEL  
ON  
MEMBERS' ALLOWANCES  
FOR  
HORLEY TOWN COUNCIL  
AND  
SALFORDS AND SIDLOW PARISH COUNCIL**

**January 2023**

## INTRODUCTION

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1<sup>st</sup> May 2003. The Regulations require that a District Council must establish an Independent Remuneration Panel (IRP) to review and make recommendations in respect of the payment and amount of special responsibility allowances; travelling and subsistence allowance; carers' allowance; co-optees' allowances; and the basic allowance.
2. Under the Regulations and the Local Government Act 1972 the same Independent Remuneration Panel may consider the remuneration schemes for Parish and Town Councils. Town Councils may choose to pay their Members an allowance, known as a "Basic Allowance", to recognise the time and effort they put into their Town Council duties. There is no obligation on Town Councils to pay such allowances. Each Town Council may make an allowance available to its chair only, or to each of its Members. The 2003 Regulations also provide for the payment of travel and subsistence allowances (for approved duties).
3. If a Town Council wishes to pay basic, travel or subsistence allowances, it needs to have regard to a recommendation from the Parish Remuneration Panel. This is a Panel set up to make recommendations to Parishes in its area. The membership of a Parish Remuneration Panel is the same as the Independent Remuneration Panel of the Borough Council within whose area the Parish is situated.
4. The Parish Remuneration Panel (PRP) last reviewed the Members allowances for Horley Town Council and Salfords and Sidlow Parish Council in May 2017. The next scheduled review of Town and Parish Council Member Allowances Schemes is due in 2026, for the 2027/28 municipal year effective as of 1<sup>st</sup> April 2027.
5. The PRP has now completed its review of Members' Allowances on behalf of Salfords and Sidlow Parish Council and Horley Town Council. The review has been conducted having regard to guidance issued by the Office of the Deputy Prime Minister (in conjunction with the Inland Revenue) on the 2003 Regulations for Local Authority allowances referred to above.
6. The PRP interviewed the following Members and officers on 14<sup>th</sup> September 2022 for the purposes of its review of the current Member Allowances scheme:
  - Cllr Wayne Clark (Chair of Salfords and Sidlow Parish Council)
  - Claire Minter (Salfords and Sidlow Parish Council Clerk)
  - Cllr Samantha Marshall (Chair of Horley Town Council)
  - Joan Walsh (Horley Town Council Clerk)

## **THE PARISH REMUNERATION PANEL**

7. The Parish Remuneration Panel (“the Panel”) comprises of:

- Farah Stehrenberger – Farah 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 NED on several companies - taking both commercial and pro bono roles. He is an Independent Person on the Standards Committee of the City of London Corporation and an independent Member of the Audit Committee of this Authority.
- 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. He is a School Governor. He was appointed to the Board of Governors of Chichester University in July 2022 and is a Director of Arun Arts which runs the Alexandra Theatre complex in Bognor Regis. John is the Chair of the Parish Remuneration Panel.

## **EXECUTIVE SUMMARY OF RECOMMENDATIONS**

8. **The Panel recommends that the Members’ allowances schemes operated by Horley Town Council and Salfords and Sidlow Parish Council remain unchanged.**

## **MEETING WITH PARISH LEADERS AND CLERKS**

9. Parishes and Town Councils may adopt a Scheme of Members Allowances. Whatever scheme they adopt is funded from their precept. It must take account of any recommendations by the R&BBC Independent Remuneration Panel.
10. The Leader and Clerk of both Horley Town Council and Salfords and Sidlow Parish Council were interviewed. Both run Schemes of Allowance for Members – a Basic allowance of £100 and £200 respectively and travel and subsistence.
11. Only one Member claimed the Basic Allowance at Salfords and Sidlow Parish Council, and few claimed for travel. Horley Town Council introduced their scheme in 2013 and it was re-adopted in 2019. Members had all agreed to opt out of the scheme, but they were welcome to opt in.

12. Both Councils had a good mix of ages and allowances were not felt to be a significant factor in people standing for election. Members generally chose not to take the allowance as there was a lot of administration for little return.
13. In terms of workload, it was stated that all Members did an equal amount of work and therefore special responsibility allowances were not considered appropriate.
14. There was no appetite for changes and beyond suggesting the Council make claiming for travel and subsistence easier, the panel makes no recommendations to change either of the two schemes.

## **CONCLUSION**

15. Based upon the recommendations in this report, the Panel recommends **that the Members' Allowances Schemes as set out at Annexes 1 and 2 remain unchanged.**

### **Appendix 1 – Horley Town Council Members' Allowances Scheme**

### **Appendix 2 – Salfords and Sidlow Parish Council Members' Allowances Scheme**



## **HORLEY TOWN COUNCIL**

### **Members' Remuneration Scheme**

The Members Allowances Scheme operating from 1<sup>st</sup> April 2019 provides for the following:

#### **1. Approved Duties for Travelling Allowances**

- i) Council meetings.
- ii) Committee, sub-committee and working group meetings (members of these only)
- iii) Site meetings approved in advance by the Council or Planning Committee.
- iv) Staff arbitration and disciplinary proceedings referred to an appropriate authority.
- v) Internal and external training seminars and workshops, as approved in advance by the Council.
- vi) Conferences and seminars organised by other bodies, as approved in advance by the Council
- vii) Meetings of other councils and their committees, as approved in advance by the Council or Planning Committee.
- viii) Attendance at courts of law, inquiries, commissions, consultations and at the proceedings of other bodies to represent the interests of the Parish or Parish Council, as approved in advance by the Council.
- ix) Meetings of those Outside Bodies to which the Council appoints representatives.

#### **2. Scale of Allowances for these Duties**

##### **A. Travel**

Where the requirements of paragraph 1 are met a travelling allowance for use of a private car will be paid at the rates stated by HMRC in respect of Business Travel, which at the time of writing are:

- Car - 45 pence per mile
- Motorcycle - 24 pence per mile
- Bicycle - 20 pence per mile

The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable.

Car mileage in excess of 10,000 miles attracts a reduced rate of 25 pence per mile, as per the Inland Revenue Approved Mileage Allowance Payments rates.

##### **B. Subsistence**

Claims for subsistence will be paid for reasonable expenses only, based on those payable to Members of Reigate & Banstead Borough Council, scales are available on request.

#### **3. Basic Allowance**

Payment of a Basic Allowance of £100 to every Councillor for the year.

Adopted July 2019

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## **MEMBERS' ALLOWANCES SCHEME – 2022/23**

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

1. Payment of a Basic Allowance of £200 to every Councillor for the year.  
  
Payment will be made in an annual instalment in advance. Members wishing to elect not to receive any Basic Allowance to which they are entitled should write to the Clerk as soon as possible.
2. Travelling expenses will be paid for attendance at approved meetings.  
The list of approved duties is set out in Schedule below.
3. Where the requirements of paragraph 2 are met a travelling allowance for use of a private car will be paid at the following rates:

Car - 45 pence per mile

Motorcycle - 24 pence per mile

The current bicycle allowance is 20p per mile.

The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable.

In relation to travel between a Member's home and the Council office the travel allowance can only be claimed and paid for mileage from and to the Parish boundary. This restriction should not apply to travel on official duties outside of the Parish.

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

### **ADMINISTRATION**

All payments will be made on an annual basis by direct transfer to your bank account. Basic 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.

Members' claims for travel should be sent to the Clerk by the 20th of each month.

Details of payments made by bank transfer will be despatched to Members no later than the end of the month of payment.

Queries as to whether an allowance is payable and relating to payments received should be directed to The Clerk.

## **SCHEDULE APPROVED DUTIES**

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

- (a) Council, Sub-Committees, Working Groups,
- (b) Local Authority Associations of which the Council is a Member;
- (c) Formal Site Visits and other meetings authorised by the Council;
- (d) Seminars and training by the member for the Council;
- (e) Outside organisations (including associated attendances) to which the Member has been appointed by the Council.
- (f) Ad hoc attendances approved by the Council.