

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

July 2020

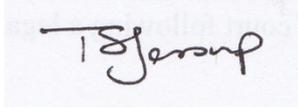
FOREWORD

This report has been produced for Reigate & Banstead Borough Council as part of the Council's requirement to receive independent advice from its statutory advisory panel on Members' Allowances.

The Council's Independent Remuneration Panel ("the Panel") comprises Mr. Colin Woods (Chair), Mrs. Tracey Jessup, Mrs. Farah Stehrenberger, Mr. Paul Whitehouse and. The Members of the Panel have between them considerable experience in the areas of central and local government, parliamentary procedures, the wider public sector, human resources, management, professional services and charity work, and have no connections with the Council and are independent of any political party.

The Panel would like to thank the Members who attended for interview and all those who completed the Members' Allowances Survey 2019-20. The return of completed surveys was very helpful and a key piece of information. The Panel welcomes representations and comments of Councillors and considers this an integral part of the review process. The important role of Members both individually and on a Group basis in providing evidence cannot be over emphasised.

The Panel is grateful for the support and co-operation it has received from Councillors and also for the assistance of Council Officers in support of the Panel's work.

	
Colin Woods (Chairman)	Tracey Jessup
<i>Electronic signature provided</i>	
Farah Stehrenberger	Paul Whitehouse

INTRODUCTION AND TERMS OF REFERENCE

1. A review of the Reigate & Banstead Borough Council Members' Allowances Scheme was conducted by the Independent Remuneration Panel at the request of the Council as part of an annual review of Members' Allowances.
2. This report has been prepared in accordance with the *Local Government Act 1972*, and the *Local Authorities (Members' Allowances) (England) Regulations 2003* and the *Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations*, both of which came into force on 1st May 2003.
3. The Panel's review has been conducted having regard to guidance issued by the then Office of the Deputy Prime Minister (in conjunction with the Inland Revenue at that time) on the *Local Authorities (Members' Allowances) (England) Regulations 2003*.

EXECUTIVE SUMMARY

4. This report contains 12 recommendations covering a range of issues, including:
 - Adopting the general principle of adopting the February 2020 CPI for the purposes of uplifting Members' Allowances for 2020/21;
 - The importance of providing and maintaining clarity on the role of elected members, further to the similar recommendation of the previous report of the Panel, through the existence and regular review of role profiles;
 - Encouraging people from the widest possible range of backgrounds to serve as councillors and how the allowances scheme could assist with this objective;
 - The Basic Allowance;
 - Consideration of the impact of changes to ward boundaries on the workload of councillors;
 - Special Responsibility Allowances (SRAs), including the addition of an SRA for the new role of Chair of the Audit Committee;
 - Travel and Subsistence, including taking further steps to ensure that the Carers' Allowance is fully accessible to those eligible for it, including through extending its application to cover ward work undertaken by Members; and
 - Matters for future IRP reviews, including the importance of assessing the impact of recommendations made by the Local Government Boundary Commission for England, concerning new ward boundaries, once these had been implemented.
5. In developing these recommendations the Panel considered various sources of information, including a survey of councillors and interviews with a number of councillors, along with comparative data for other local authorities.

RECOMMENDATIONS

6. The Panel recommends:

(1)	That the principle of using the January 2020 CPI (1.8%) as the external benchmark for the purposes of uplifting Members' Allowances be adopted for 2020/21.
(2)	That the Council review all role profiles, and update these as necessary on an ongoing basis, at least once every four years, to ensure that there is clarity on how responsibilities relate to allowances, particularly for any councillors newly elected to the Council. Role profiles should also be kept publicly available to enable those considering standing for election to better assess the associated obligations.
(3)	That the Council establish a role profile for the Deputy Leader of the Council, and the new role of Chair of the Audit Committee, to provide clarity on these roles and how they relate to any associated allowances.
(4)	That the Council establish a role profile for the Vice Chair of the Planning Committee, to provide clarity on this role.
(5)	That it be noted that the work of the "Be a Councillor" campaign continued to be supported by the Panel, and that the Panel welcomes any additional steps the Council could take, such as reviewing the application of the carer's allowance, to ensure that all those who might be interested in becoming a councillor have access to information on the available allowances.
(6)	That there should be an increase in the Basic Allowance for 2020/21 of 1.8%, in line with the principles set out in recommendation (1).
(7)	<p>That for 2020/21:</p> <p>(a) The SRAs for the:</p> <ul style="list-style-type: none"> • Leader; Deputy Leader; • Executive Members; • Full Council Chair; • Planning Committee Chair; • Planning Committee Members; • Overview & Scrutiny Committee Chair • Budget Scrutiny Review Panel Chair; • Licensing & Regulatory Committee Chair; • Licensing & Regulatory Sub-Committee Chairs; and • Leaders of Political Groups <p>be increased by 1.8%, in line with the principles set out in recommendation (2).</p> <p>(b) A new SRA for the Chair of the Audit Committee be introduced, of £3162.</p>
(8)	That the Mayor and Deputy Mayor's Allowances be increased by 1.8%, in line with the principles set out in recommendation (1).
(9)	That for 2020/21 all travel and subsistence allowances be retained at 2019/20 levels, in line with HMRC's Approved Mileage Allowance Payments, and that the process for claims and mileage-based expenses be clarified in the scheme.
(10)	That the Dependant Carers' Allowance within the Members' Allowance Scheme be retained at 2019/20 levels, and that steps be

	taken, where possible, to ensure that the scheme and associated information are as accessible as possible, including the provision of a standard form for submitted claims and the application of an expanded list of approved duties for the purposes of the allowance.
(11)	That the Council indicate whether it would like the Panel to undertake any further work for their next review.
(12)	That the Members' Allowances Scheme 2020/21 as set out at Annex D be adopted with effect from 1st April 2020 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis, and should be adopted with effect from the start of the municipal year), with applicable elements applied retrospectively back to this date.

METHODOLOGY

7. All Members were given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2019/20 and 32 Councillors (71%) chose to do so. This information was helpful and was used as a significant element of the evidence upon which the Panel has based its report and recommendations.
8. A full analysis of the questionnaire responses is set out at **Annex A** to this report. With regard to those Members who did not submit a completed questionnaire, the Panel took this to be an indication that those Members had no strong concerns with the current Members' Allowances Scheme (and associated methodology) and considered it to be fair and reasonable.
9. All Members were also given the opportunity to either meet with or submit comments to the Panel on the current Members' Allowances Scheme. The Panel met and/or corresponded with the following Members and Officers in order to explore any issues regarding Allowances:
 - John Jory, Chief Executive
 - Ben Bix, Governance & Democratic Services Manager
 - Councillor K. Foreman, Mayor of Reigate & Banstead
 - Councillor M.A. Brunt, Leader of the Council
 - Councillor N. Harrison, Chair of the Overview and Scrutiny Committee and Leader of the Residents' Association Group
 - Councillor V. Lewanski, Executive Member for Corporate Direction and Governance and Chair of the Employment Committee
 - Councillor R., Feeney, Overview and Scrutiny Committee and Licensing and Regulatory Committee Member.
10. The Panel also met with Mark Palmer, Development Director at South East Employers, who chairs and supports a number of Independent Remuneration Panels in respect of members' allowances across the South East of England.
11. The Panel was additionally provided with the following information for consideration:
 - A breakdown of Members' allowances claimed for during previous years
 - Committee Attendance Records for 2018/19

- The number and duration of Council and Committee meetings from 2009/10 to 2018/19;
 - Planning site visit information for 2018/19;
 - Comparative data from Surrey Districts (Members' Allowances 2019/20); and
 - Data from the South East Employers (SEE) Allowances Survey (2019)
12. The Panel also had regard to the previous year's report and recommendations.

GENERAL PRINCIPLES

13. The Panel continued to 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.
14. The external benchmark historically used by the Panel has been the Consumer Price Index (CPI). 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.
15. This benchmark has been identified to be used by many local authorities, and the Panel continued to advocate that increases in Member Allowances should be based on the CPI. As the review process took place slightly later in the municipal year on this occasion, in order to allow additional time for consideration of any changes resulting from the boundary review, it was agreed that the most up to date figure for the Consumer Prices Index (CPI) 12-month year-on-year rate at the time of discussion be used, as published by the Office for National Statistics. This was the figure for January 2020, which was 1.8%, down from the previous year's figure of 2.4% in October 2018.
16. The Panel recognises that due to recent circumstances, this report is being considered somewhat later relative to this benchmark than would usually be the case. However, it is recommended that this benchmark continue to be used to support a consistent approach over time. Subsequent changes will be reflected in the course of the next review, and any in-year changes will therefore be captured in due course.
17. **The Panel therefore recommends (1) that the principle of adopting the January 2020 CPI (1.8%) as the external benchmark for the purposes of uplifting Members' Allowances be adopted for 2020/21.**

THE BOUNDARY REVIEW & CHANGES TO WARDS

18. Following a review by the Local Government Boundary Commission for England (LGBCE), completed in October 2018, the electoral wards for the borough were revised. The number of wards was changed from 19 to 15 and the number of Councillors was changed from 51 to 45. These changes came into force at the local elections in May 2019.
19. The Panel met at a later date this year to allow additional time for the implications to these changes to be understood. The Panel considered whether there was evidence of any significant changes to the workload or responsibilities of Councillors as a result of these changes, with data collected particularly through the questionnaire on Member Allowances and through interviews and correspondence with Members.
20. The data collected from the questionnaire on Members allowances indicated a slight increase in the work reported as being undertaken by Members. There was, however,

not a clear indication that this was as a result of the changes to wards. This was suggested as a cause in a few responses, but a numerous other factors were also identified as potential causes, including changes in role, an increase in informal meetings, and particular local projects. Due to changes to the questions provided in the questionnaire, it was difficult to directly compare responses to those from previous years.

21. Interviews and correspondence with a number of Members did not identify any pattern of increases in the level of work as a result of the changes to wards.
22. One of the effects of the changes to wards was to somewhat standardise the number of electors per Councillor. As such, some wards which previously had a particularly low number of electors per Councillor would have experienced a more pronounced variation as a result of the boundary changes, whilst other wards would have experienced a lesser increase, or possibly even a decrease, in electors per Councillor.
23. Based on the information available to it, the Panel concluded that whilst some Members may have experienced an increase in demand as a result of the changes to wards, there was not clear evidence that this had led to a systematic or general increase. As such, the Panel has not made a recommendation for any additional changes to the Members Allowances Scheme on the basis of the boundary review and the changes to wards.

THE ROLE OF ELECTED MEMBERS

24. As in previous reports 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 with regard to ensuring that potential future Councillors were able to access information on the requirements of the role, and in ensuring that the Members Allowances Scheme is consistent with the expectations of these roles.
25. Last year, the Panel recommended that the Council review all role profiles, ahead of the local elections in May 2019, to ensure Councillors understood the different roles and how responsibilities relate to allowances, particularly when newly elected to the Council. Whilst more up to date role profiles were identified for a number of roles, the recommended full review of profiles is uncompleted. The Panel therefore reiterates its view that this work should be undertaken across all roles, and regular update reviews instituted going forwards. The Panel would also recommend that the role profiles be made publicly available to enable those considering standing for election to more easily assess the associated obligations.
26. The Panel identified that there was a degree of uncertainty regarding the details of the roles of the Deputy Leader of the Council and the Vice-Chair of the Planning Committee. The Panel therefore suggested that there would be a particular benefit in reviewing the role profiles for these roles at the earliest opportunity. It was noted that the role of Vice-Chair of Planning Committee did not have an associated SRA.
27. The Panel identified that ensuring that these role profiles were kept up to date would both support Members and the public in understanding the roles and responsibilities of Members, and would also help to identify where there were changes to associated workloads and commitments, and where these therefore might have implications for the Members Allowances Scheme. It was proposed that these updates take place no less frequently than every four years, to match a full cycle of elections, and likely more frequently where circumstances develop during this period. It was suggested that profiles be reviewed to consider if any updates are required on an annual basis.
28. **The Panel recommends (2) That the Council review all role profiles, and update these as necessary on an ongoing basis, at least once every four years, to**

ensure that there is clarity on how responsibilities relate to allowances, particularly for any councillors newly elected to the Council. Role profiles should also be kept publicly available to enable those considering standing for election to better assess the associated obligations.; (3) that the Council establish a role profile for the Deputy Leader of the Council, and the new role of Chair of the Audit Committee, to provide clarity on these roles and how they relate to any associated allowances; and (4) that the Council establish a role profile for the Vice Chair of the Planning Committee, to provide clarity on this role.

RECRUITMENT & RETENTION OF COUNCILLORS

29. Last year, the Panel expressed its support for the 'Be a Councillor' campaign and welcomed any additional steps by the Council to promote and provide information on becoming a Councillor, including regarding the allowances available. This year, following the conclusion of the campaign, the Panel supported the work it had undertaken.
30. The payment of allowances is generally expected to enable people from the widest possible range of backgrounds to serve as councillors. As identified, one of the major disincentives reported regarding becoming and remaining a Councillor is the time commitment required. This can be particularly significant for those with substantial work and/or care commitments.
31. The Panel considered the current level of the basic and additional allowances. Whilst a number of options for the level and distribution of the allowances were considered, no feasible options were identified for fully compensating for the challenges faced by Councillors with significant external commitments, particularly given the broader funding limitations currently faced by local government.
32. As such, the Panel therefore focussed its considerations on ensuring that the measures currently in place in the Members Allowances Scheme were as apparent and accessible as possible. The information considered by the Panel indicated that not all Members were fully aware of the Travel, Subsistence and Dependants' Carers' Allowances, particularly for newer Members. Similarly, information indicated that not all Members had been aware of the available allowances prior to their election. The Panel therefore drew attention to enhancing communication regarding these allowances as a beneficial option to pursue.
33. **The Panel therefore recommends (5) that it be noted that the work of the "Be a Councillor" campaign continued to be supported by the Panel, and that the Panel welcomes any additional steps the Council could take, such as reviewing the application of the carer's allowance, to ensure that all those who might be interested in becoming a councillor have access to information on the available allowances.**

BASIC ALLOWANCE

34. The Panel considered the general principle behind the establishment of Member Allowances, recognising that the role of a Councillor is not a salaried one.
35. As highlighted in section 30 above, the levels of remuneration available should be sufficient to allow most people to consider becoming an elected Member without risk of undue financial hardship, and to allow existing councillors to fulfil their role to the best of their ability.

36. In previous years the Panel provided commentary on what the Basic Allowance should cover and in 2017, to help administer the Scheme and avoid any uncertainty, the Panel recommended the following definition:

“The Basic Allowance is provided to recognise and compensate the time commitment of Councillors including such inevitable calls on their time as attending Council and other formal meetings, training/briefings, civic events, undertaking general constituency work and to cover incidental costs such as the use of their homes, stationery, telephone usage, purchase of I.T. equipment, room/hall rental for community meetings, travel within their ward and the provision of general consumables.”

37. This recommendation was adopted and was subsequently included in the Member’s Allowances Scheme. The Panel did not receive any requests to review this as part of its activities for 2019/20.
38. The Panel reviewed the responses from Members regarding how long they estimated they spent on their role in a given week. A synopsis of this data is set out below:
- Average time spent by Members per week on council business: 23 hours
 - Minimum time spent by a Member per week on council business: 10 hours
 - Maximum time spent by a Member per week on council business: 72.5 hours
 - Median time spent: 17.5 hours.
39. Direct comparison between 2019/20 and previous years was identified to be limited and potentially misleading because of differences between the two questions and measures. However, approximate analysis of the time spent by Members on their indicated that the average time spent on the role was broadly similar to previous levels.
40. A full breakdown of the hours spent by Members carrying out ward work and general Council work is set out in **Annex A**.
41. The Panel noted, based on the comparison of Members’ Allowances across Surrey Districts, that the level of Basic Allowance paid to Reigate and Banstead Councillors remained above average compared to neighbouring authorities in Surrey, with the exception of the role of Chair of Overview and Scrutiny, which is below the average.

Surrey Districts – 2019/20 Basic Allowances

Average	Maximum	Minimum	Reigate and Banstead
£5,207	£7,200	£3,718	£5,599

Further information on the comparison with other Surrey Districts is set out in **Annex C**.

42. The responses to the questionnaire, indicated that the approximately half of Councillors (53%) believe that the current Basic Allowance is sufficient to cover the intended costs, whilst the remainder (47%) considered that it was not sufficient. Despite this split response, additional information gathered did not indicate any strong appetite to increase the basic allowance, beyond the benchmark growth. Whilst there was an awareness that the allowance may not be sufficient to cover the relevant costs of the role of Councillor in all cases, there were also concerns indicated regarding not wishing to increase the cost to local residents and the financial challenges currently faced by local authorities.
43. Having regard to all of the above, the Panel did not consider that there was a case to change the base level of the Basic Allowance at this time, other than by the increase in line with the January CPI, as set out in recommendation (1)..

44. **The Panel recommends (6) that there should be an increase in the Basic Allowance for 2020/21 of 1.8%, in line with the principles set out in recommendation (1).**

Voluntary Element Discount

45. The Statutory Guidance on Members Allowances requires a discount to be applied which varies between different authorities. For Reigate and Banstead this was set at 40% when the Members' Allowance Scheme was first introduced.
46. The Panel noted that the Council has previously agreed the continuation of the "voluntary element discount" of 40% as a standing arrangement of the Members' Allowance Scheme, to be reviewed only if specifically required by the Council at any time. As the Panel had not received a request to review this as part of its activities for 2019/20 the standing arrangement of 40% would continue until such time as the Council requested a review of this area.

SPECIAL RESPONSIBILITY ALLOWANCES

47. The *Local Authorities (Members' Allowances) (England) Regulations 2003* do not limit the number of SRAs which may be paid, nor do the Regulations prohibit the payment of more than one SRA allowance to any one Member. However, guidance that supports the Regulations indicates that there are important considerations for Local Authorities in relation to SRAs.
48. The guidance states that "*If the majority of Members of a Council receive an SRA the local electorate may rightly question whether this was justified. Local Authorities will wish to consider very carefully the additional roles of Members and the significance of these roles both in terms of responsibility and real time commitment before deciding which will warrant the payment of the SRA.*" The Panel has had regard to this advice in recommending the Members' Allowance Scheme for 2019/20.
49. Details of payments to Councillors during 2018/19 are set out in **Annex B** to this report. These figures indicate that, for the period 1 April 2018 – 31 March 2019, 41 Councillors who served during the 2018/19 municipal year (80%) were in receipt of an SRA, including an allowance for each of the 19 Planning Committee Members. This did however include a number of cases where one SRA was split across multiple Members due to changes in role during the year. In contrast the National Census of Councillors 2013 showed that nationally 53% of Councillors received an SRA.
50. With this mind, the Panel considered the base level of Special Responsibility Allowances in respect of each position for which an SRA is currently given.

Leader, Deputy Leader and Executive Members

51. As part of last year's review, the Panel considered a number of changes relating to Executive Members, which included a reduction from 10 to 9, and redistribution of portfolio responsibilities. In its findings, the Panel did not recommend changes to the associated SRAs, but did recommend that the role profiles be reviewed, and a new role profile for the Deputy Leader be created.
52. Since then, the number of Executive Members has returned to 10. As identified above in this report, more up to date role profiles were identified for a number of roles, including Executive Members, but no new role profile for the Deputy Leader was established, and there remains the intent to further review existing role profiles. It was established in correspondence with Members that the role of Deputy Leader was now operating in a more clearly defined manner, which would help establish the details of the role.

53. The Panel again compared the SRAs for Executive roles to those at other Surrey districts. As set out in Annex C, these were again noted to be higher than the average level for these roles.
54. The Panel also considered the responses in the questionnaire to the question of whether the SRAs covered the costs for these posts. The breakdown of responses to the question are set out below:

	Does not cover costs	Covers costs	Exceeds costs
Leader	50%	50%	0%
Deputy Leader	25%	57%	18%
Executive Members	34%	59%	7%

55. As reported in recent years, the Council continues to have a number of commercial entities in place. As of April 2020, these consist of Greensand Holdings Ltd, Horley Business Park Development LLP, and Pathway for Care Ltd. In 2019, the Executive established the Commercial Ventures Executive Sub-Committee, which has been considering items relating to these entities. These has represented additional work for those Councillors involved, although some of this would otherwise have been captured by general Executive business.
56. Written responses to the questionnaire and correspondence with Members provided a mixed response to whether or not the current allowances were suitable and sufficient.
57. Given the varied responses received, and the strong relative position of these allowances, the Panel therefore did not recommend any changes to these allowances at this time. As identified above, the Panel continued to support ongoing revision of role profiles and the establishment of a distinct role profile for the Deputy Leader.

Chair of Full Council

58. The Panel noted an SRA for the Mayor had been introduced in 2014 to recognise the responsibility of chairing meetings of Full Council.
59. In survey responses, 74% of Members indicated that they considered this as sufficient to cover the costs of the role, with the remainder indicating they did not consider it sufficient. Correspondence with the Mayor did not indicate any particular concerns regarding the level of this allowance. The Panel therefore did not consider that there was a need to review the base level of this SRA at this time.

Chairs of the Overview and Scrutiny Committee and Audit Committee

60. The Panel noted that 70% of Members had responded to the survey to the effect that this allowance was sufficient to cover costs, with 26% considering it insufficient, and 4% considering it more than sufficient.
61. The Panel considered a written response drawing attention to the similarity of the work levels of the Chair of the Overview and Scrutiny Committee and the Chair of Planning Committee, and the somewhat different levels of the associated allowances. It was identified in other correspondence and supporting data that the activity level of the Overview and Scrutiny Committee and its Chair had increased in recent years. It was identified that this role and the role of Chair of Planning Committee had different demands, but that both involved a range of activities in addition to the meetings of the Committee. Correspondence with Members also indicated support for the expanded level of activity of the Overview and Scrutiny Committee in helping to review and support the work of the Executive, particularly with regard to developing policy.
62. The Panel noted that the allowance for the role was lower than the average across Surrey districts, despite all other compared SRAs being higher than the average.

63. Given the identified increase in the activity of the Overview and Scrutiny Committee in recent years, the identified demands of the role of Chair, and the relative position of the allowance with regard to other SRAs and comparable roles across Surrey, the Panel therefore minded to recommend an increase to the SRA for the Chair of the Overview and Scrutiny Committee.
64. However, since the Panel originally considered the information, the decision was made to form a new Audit Committee, which will undertake the audit functions previously undertaken by the Overview and Scrutiny Committee. As such, this will present a significant change in the function of the existing committee, and the work of its chair.
65. On this basis, the Panel therefore supported that the SRA for the Overview & Scrutiny Committee continue on the current basis for the coming year, to allow for time to consider the impact of the changes, and the workload associated with the roles.
66. The new Audit Committee was identified to be anticipated to undertake a similar level of work to that originally envisaged for the Overview and Scrutiny Committee. On this basis, it was supported that a new SRA be introduced for the Chair of the Audit Committee, of £3162, this being in line with the SRA for the Chair of the Overview and Scrutiny Committee, once adjusted by the recommended 1.8% increase.
67. It was suggested that these allowances be reviewed again once the regular level of activity and roles of the Overview and Scrutiny Committee and Audit Committee have become established under the revised model of operation.

Chair of the Planning Committee and Members of the Planning Committee

68. In conjunction with the completion of the Boundary Review, the Membership of the Planning Committee was reduced from 19 to 15 Members. The Panel considered if this change had led to any changes in workload for the committee.
69. The Panel reviewed the Planning Committee meeting and attendance information to determine if the volume of work had increased. The Panel considered various data sets and concluded workloads had been of a similar level in recent years.
70. The Panel also considered the work of the Governance Task Group in reviewing the activity of the Committee. This also did not identify any significant changes in workload for the Committee
71. The majority of responses to the questionnaire also indicated that Members considered the current allowances to be sufficient to cover costs, although there were some responses that indicated that they did not consider the allowances to be sufficient.
72. Although the Vice-Chair of Planning Committee does not currently attract an associated allowance beyond that of a member of the Committee, the Panel reaffirmed its suggestion that it would be beneficial to have a role profile for this role to support consideration of the activities undertaken.
73. On the basis of the information considered, the Panel therefore did not recommend any specific changes to the allowances for the members or Chair of the Planning Committee at this time.

Other Special Responsibility Allowances

74. There were a number of other responses provided regarding SRAs, as set out in Annex A. However, there were no identified patterns of responses indicating widespread support for changes to, or concerns regarding, the existing level of SRAs. Similarly, there were no prevalent proposals for the removal of any existing SRAs, or the creation

of any new allowances, beyond the emerging matter of the new Audit Committee identified above.

75. No significant changes in the workloads associated with any other roles was identified as part of the data gathering process. The impact of the Boundary Review and changes to wards was considered, as identified above in this report, but there were no significant changes identified as a result.
76. On this basis, the Panel therefore supported that other Special Responsibility Allowances, along with those identified above to not require any specific changes, be increased in line with the external benchmark and basic allowance.
77. **The Panel therefore recommended (7a) that for 2020/21 the SRAs for the:**
- **Leader;**
 - **Deputy Leader;**
 - **Executive Members;**
 - **Full Council Chair;**
 - **Planning Committee Chair;**
 - **Planning Committee Members;**
 - **Budget Scrutiny Review Panel Chair;**
 - **Licensing & Regulatory Committee Chair;**
 - **Licensing & Regulatory Sub-Committee Chairs; and**
 - **Leaders of Political Groups;**
- be increased by 1.8%, in line with the principles set out in recommendation (1). And (7b) that a new SRA for the Chair of the Audit Committee be introduced, of £3162.**

MAYORAL AND DEPUTY MAYORAL ALLOWANCES

78. Mayoral or Civic Allowances are legislated for under the Local Government Act 1972. The Act states that “a principal council may pay the Chairman for the purpose of enabling him to meet the expenses of this office”. The same applies to the Vice-Chairman of the Council. For Reigate and Banstead this equates to our Mayor and Deputy Mayor for legal purposes of interpretation.
79. In 2014, following advice received from HM Revenue & Customs (HMRC) that these Allowances needed to be processed through PAYE and a full review by the Panel of the Council’s arrangements for paying Mayoral Allowances, the Council resolved to bring these within the confines of the Members’ Allowances Scheme. As such the level of the Mayoral Allowance and Deputy Mayoral Allowance are now routinely reviewed as part of the IRP process.
80. In accordance with this, and building on evidence received in preceding years, the Panel acknowledged the high volume of, and level of responsibility associated with, Mayoral duties. The Panel considered that those undertaking these roles should not be financially disadvantaged.
81. The Panel noted that in questionnaire responses 52% of Councillors had felt that the Mayoral Allowance was sufficient to cover costs, with 40% considering it insufficient and the remaining 2% costing it more than sufficient. Correspondence with the Mayor did not identify any concerns with the current level of the allowance, and comparison with other districts indicated that the allowance was significantly higher than the average level.
82. Regarding the Deputy Mayoral Allowance, a majority of responses (52%) to the questionnaire indicated that they did not consider this allowance to be sufficient to

cover costs, with the remainder considering it sufficient. However, no concerns were identified by the Deputy Mayor directly, and the allowance was identified to again compare favourably to average levels. Additional comparison of the workload of the role was undertaken, and this was identified to have remained stable in recent years, and the number of formal engagements attended was identified to remain a relatively low proportion of those attended by the Mayor, at approximately 15%.

83. On the basis of these considerations, the Panel did not therefore recommend any particular changes to the Mayoral or Deputy Mayoral allowances at this time.
84. **The Panel therefore recommended (8) that the Mayor and Deputy Mayor's Allowances be increased by 1.8%, in line with the principles set out in recommendation (1).**

TRAVEL AND SUBSISTENCE ALLOWANCES

85. In 2006, the Panel through its seventh report linked travel allowances to the Inland Revenue's Approved Mileage Allowance Payments (AMAP). The Panel recommends the travel allowance (for cars) under the Members Allowances scheme for 2020/21 should remain at 45 pence per mile for cars and vans, 24 pence per mile for motorcycles and 20 pence per mile for cycles. This is in line with the current HMRC rates.
86. In addition, it was previously recommended (and accepted by the Council) that, in relation to travel between a Member's home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance should only apply for mileage from and to the Borough boundary. This restriction did not apply to travel on official duties outside the Borough. A similar approach is recommended in respect of the Members' Allowances Scheme for 2020/21.
87. Following consideration by the Panel, it was clarified that the allowance scheme permitted claims for use of public transport or taxis to attend meetings, where this was the most appropriate option. It was recommended that the process for claims and mileage-based expenses be clarified in the scheme.
88. No representations were received on the level of travel and subsistence Allowances and the Panel agreed that the Allowances should be frozen at 2015/16 levels, which reflect current HMRC rates for AMAP.
89. **The Panel therefore recommended (9) that for 2020/21 all travel and subsistence allowances be retained at 2019/20 levels, in line with HMRC's Approved Mileage Allowance Payments, and that the process for claims and mileage-based expenses be clarified in the scheme.**

DEPENDANT'S CARERS' ALLOWANCE

90. Last year, the Panel recommended that the Carers' Allowance element of the scheme be revised to match the actual costs of care incurred, rather than a fixed hourly rate. No changes were made to the annual cap. This recommendation was approved by the Council and the Members Allowances Scheme was therefore updated accordingly.
91. As identified above in this report, responses to the questionnaire and correspondence with Members indicated that there was a degree of uncertainty regarding the details of the allowance and that not all Members were fully aware of it, particularly those newer to the Council. A concern was raised that the self-reported nature of the use of the allowance discouraged some eligible Members from utilising it. It had been identified in the questionnaire responses in this and previous years that challenges around time

and caring responsibilities could be a barrier to becoming a Councillor, and this was therefore considered to be a concern.

92. In response to these points, the Panel suggested that additional efforts be made to ensure that all Members of the Council, and those considering standing to be Members, were made aware of the allowance, and that the process for accessing it was made as straightforward as possible.
93. It was additionally advised that a standard form for submitting claims be made available to assist Members to access the allowance
94. The Panel advised that for the purposes of the Carer's Allowance, the list of approved duties be expanded to include ward work not otherwise included in the list, so as to better reduce the additional costs which would otherwise be incurred by Members with caring responsibilities, and thereby help to enable an inclusive membership of the Council.
95. **The Panel recommends (10) that the Carers' Allowance within the Members' Allowance Scheme be retained at 2019/20 levels, and that steps be taken, where possible, to ensure that the scheme and associated information are as accessible as possible, including the provision of a standard form for submitted claims and the application of an expanded list of approved duties for the purposes of the allowance.**

ADMINISTRATION OF INCIDENTAL EXPENSES

96. The administration of incidental expenses was reviewed in 2017 and the Panel had not received a request to review this again as part of its activities for 2019/20.

APPROVED DUTIES

97. The list of Approved Duties was reviewed in 2017 and the Panel had not received a request to review this again as part of its activities for 2019/20.

FUTURE REVIEWS

98. This year's review by the Panel took place at a delayed timing to allow for consideration of the impact of changes to ward boundary resulting from the recommendations of the Local Government Boundary Commission for England. Whilst it was identified any emerging implications would continue to be considered by the Panel in future years, no requirement was identified for any continuing changes to usual scheduling. As such, the Panel supported returning to the usual review timing, with interviews to take place in October 2020.
99. The Panel noted that there was the option for future reviews to be conducted on a lighter-touch or less frequent basis, with the current more detailed level of review only taking place every other or every few years. Due to recent changes to the Council's working arrangements, it considered that it would be appropriate to continue with the current approach to reviews for the coming year, but noted that there would be the opportunity to review this in future.
100. The Panel continues to welcome any requests from the Council regarding matters to consider in future reviews.
101. **The Panel recommends (11) that the Council indicate whether it would like the Panel to undertake any further work for their next review.**

MEMBERS' ALLOWANCES SCHEME 2020/21

102. Based upon the recommendations in this report, **the Panel recommends (12) that the Members' Allowances Scheme 2020/21 as set out at Annex D be adopted with effect from 1st April 2020 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis, and should be adopted with effect from the start of the Municipal Year), with applicable elements applied retrospectively back to this date.**

Annex A: Analysis of Members Survey Responses 2019

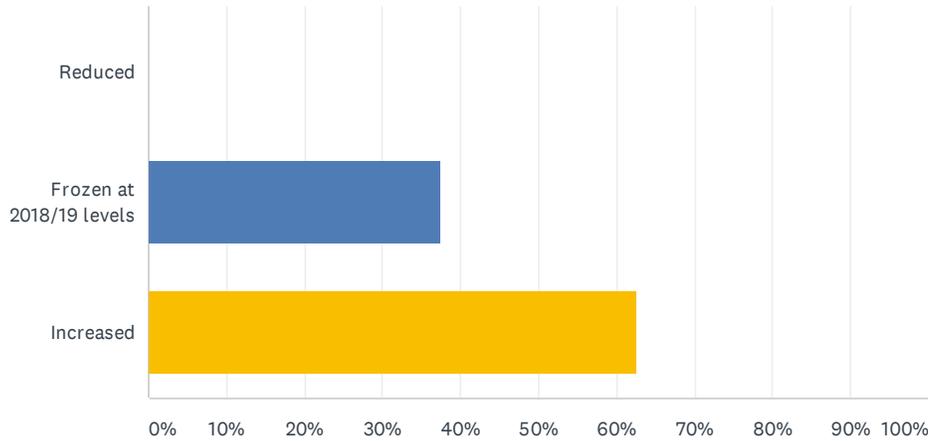
Annex B: Members' Allowances Claimed 2018/19

Annex C: Members' Allowances 2019/20 – Comparison with Surrey Districts, with graphs

Annex D: Members' Allowances Scheme for 2020/21

Q2 In 2018/19, total expenditure on member allowances was £417,000. Allowances were frozen in 2019/20. Do you consider that allowances should be:

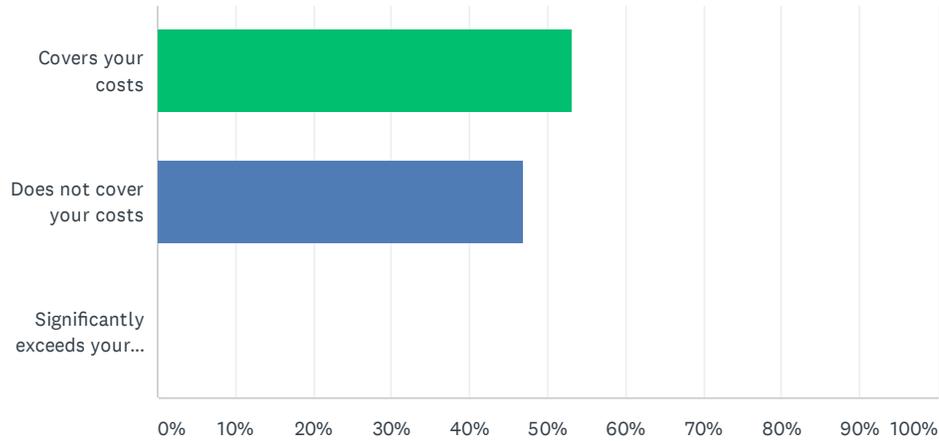
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Reduced	0.00%	0
Frozen at 2018/19 levels	37.50%	12
Increased	62.50%	20
TOTAL		32

Q3 Basic allowance: This covers time spent on ward and council activities. This includes your home office and admin requirements and travel for which your are not entitled to claim mileage. Do you consider the current annual basic allowance (£5,599):

Answered: 32 Skipped: 0



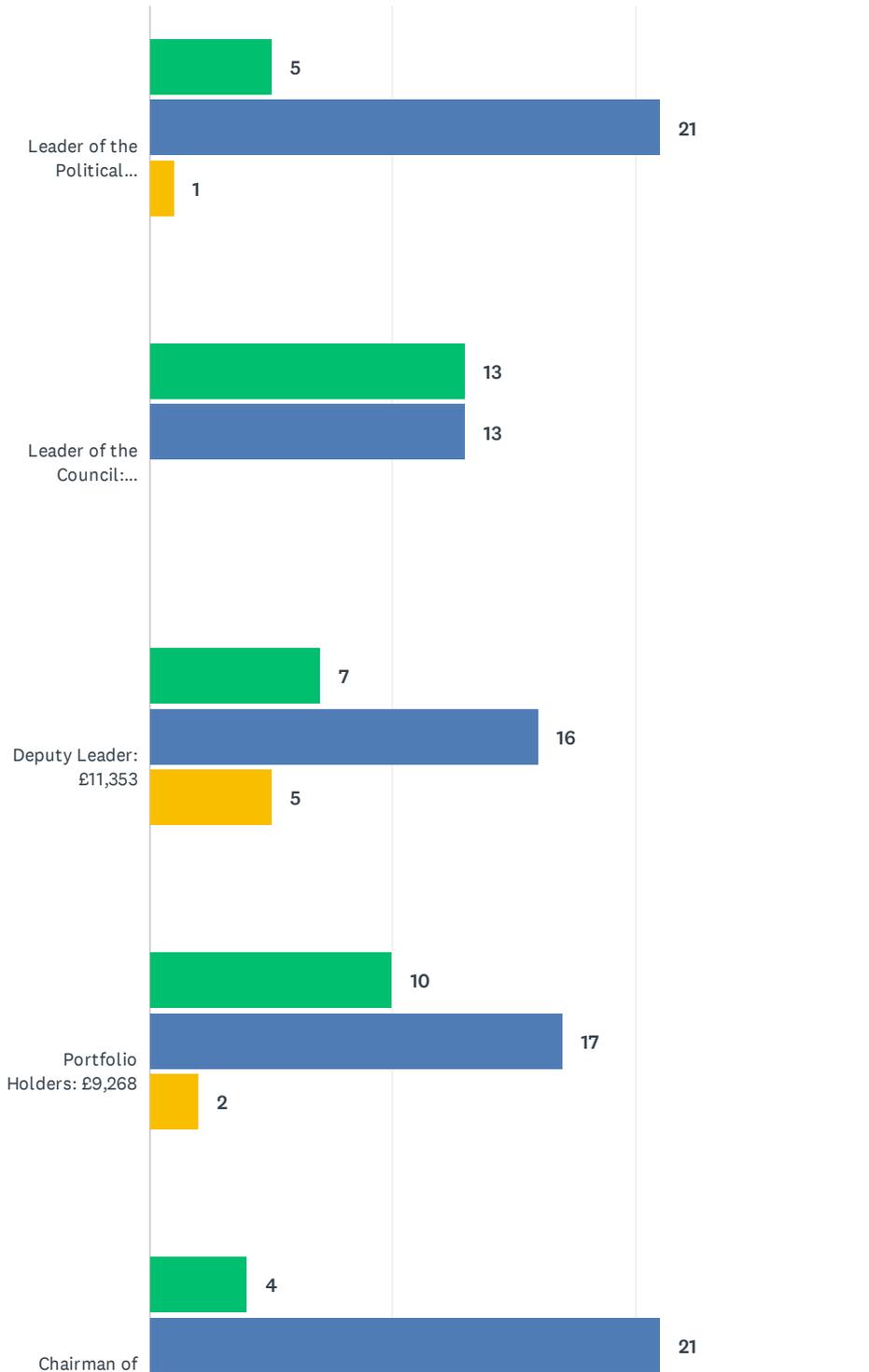
ANSWER CHOICES	RESPONSES	
Covers your costs	53.13%	17
Does not cover your costs	46.88%	15
Significantly exceeds your costs	0.00%	0
TOTAL		32

Members allowances 2019/20

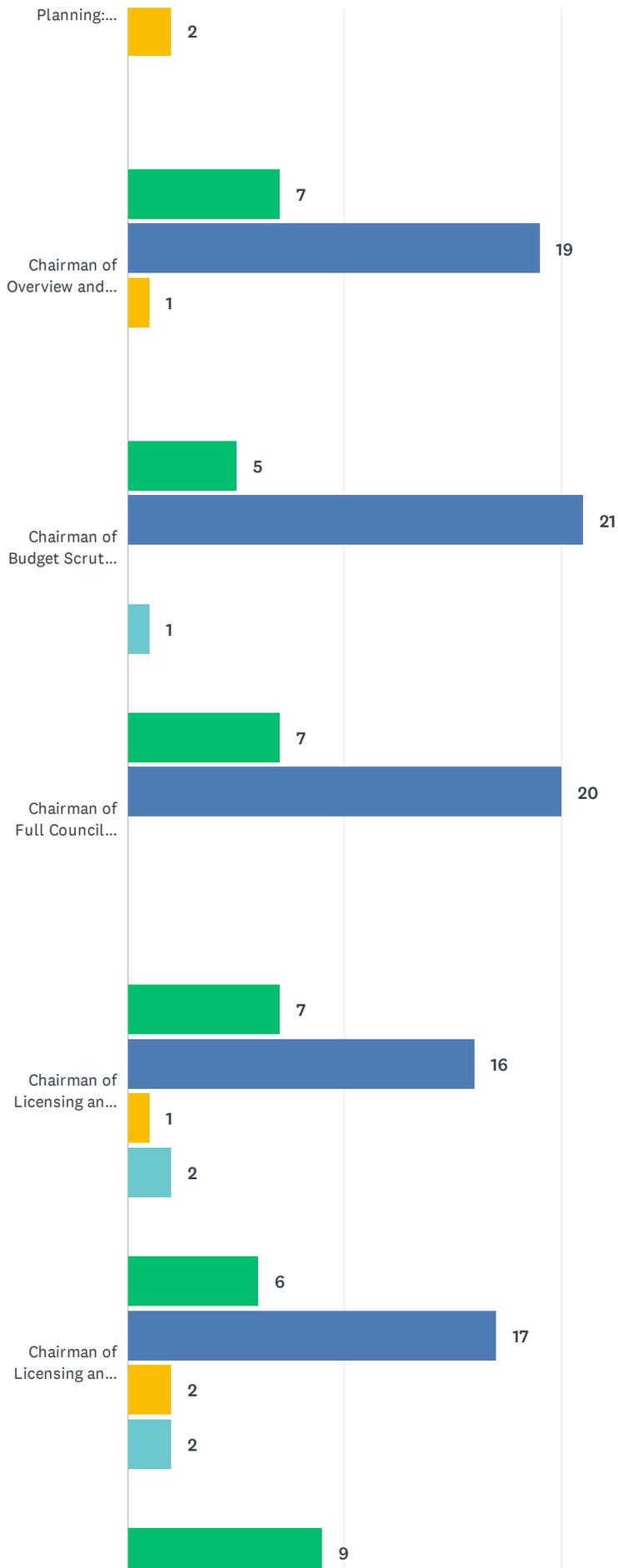
#	IF YOU HAVE FURTHER COMMENTS, TELL US HERE.	DATE
1	workload is significantly higher, especially since exec members are no longer allowed to sit on committees. Along with decrease to member numbers there is more case work, more committee work, and more paperwork/reading to do.	12/18/2019 5:28 PM
2	I don't expect it to cover all my costs	12/13/2019 11:30 AM
3	It covers my costs but only due to the fact that I am retired and don't rely on this allowance.	12/9/2019 2:25 PM
4	To be an effective councillor I have given up a significant part of the time I would have used working (self-employed). Therefore my basic allowance now has to provide for day-to-day essentials. As I do not drive it does not cover the additional cost of getting to meetings whether by public transport or uber so I am often restricted to what meetings I can go to by whether other councillors can offer me lifts.	12/6/2019 1:11 PM
5	I did not become an elected to be paid. However as I run my own business the time I spend reduces the amount I am able to earn. I am happy to have the allowances frozen but recognise that if we keep freezing the allowances we could fall behind and be criticised for then having a larger increase.	11/28/2019 8:32 PM
6	I am not sure why "covers your costs" is the relevant criteria. This is remuneration plus costs, so whether it covers your costs or not depends on how you view the appropriateness of the remuneration element. Think this question could be misleading.	11/28/2019 12:14 PM
7	The amount of time spent on activities related to the Council far exceeds the value of the allowance.	11/26/2019 2:22 PM
8	Basic allowance is more than enough for this Cllrs requirements. Yes sir!!!	11/25/2019 6:35 PM
9	just about covers cost	11/18/2019 3:20 PM
10	I cover my expenses from my allowance, with the exception on going on approved courses, seminars etc.	11/15/2019 9:36 AM

Q4 Special responsibility allowances: Councils may make provision in the allowances scheme for the payment of allowances for special responsibilities for those councillors who have significant responsibilities. Indicate to what extent, in your opinion, the following allowances cover the costs of the role, exceed them or if they should be removed.

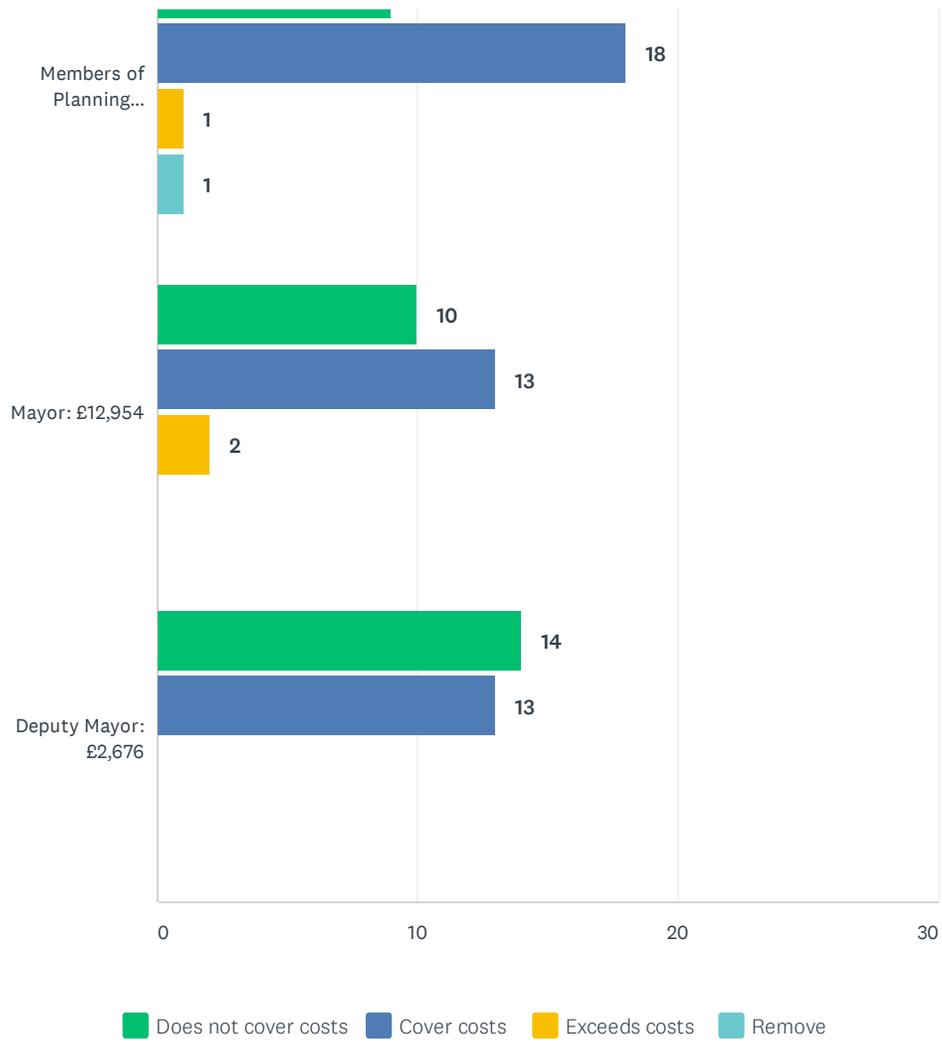
Answered: 31 Skipped: 1



Members allowances 2019/20



Members allowances 2019/20

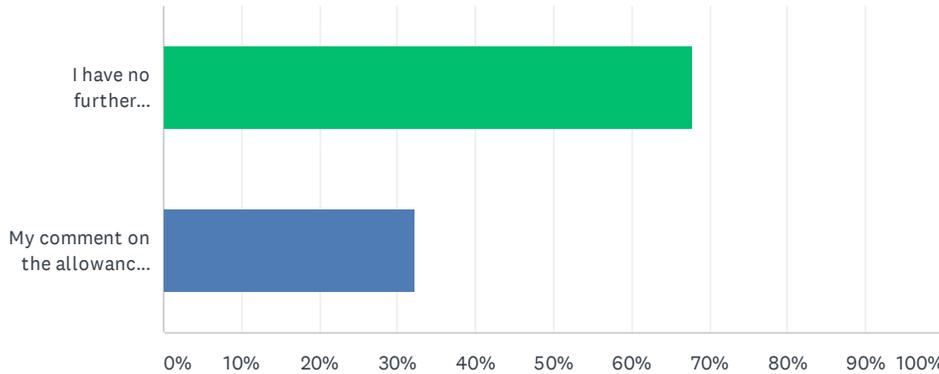


Members allowances 2019/20

	DOES NOT COVER COSTS	COVER COSTS	EXCEEDS COSTS	REMOVE	TOTAL	WEIGHTED AVERAGE
Leader of the Political Group: £144 basic allowance plus £57 for each member of the group	18.52% 5	77.78% 21	3.70% 1	0.00% 0	27	1.85
Leader of the Council: £13,901	50.00% 13	50.00% 13	0.00% 0	0.00% 0	26	1.50
Deputy Leader: £11,353	25.00% 7	57.14% 16	17.86% 5	0.00% 0	28	1.93
Portfolio Holders: £9,268	34.48% 10	58.62% 17	6.90% 2	0.00% 0	29	1.72
Chairman of Planning: £5,346	14.81% 4	77.78% 21	7.41% 2	0.00% 0	27	1.93
Chairman of Overview and Scrutiny: £3,106	25.93% 7	70.37% 19	3.70% 1	0.00% 0	27	1.78
Chairman of Budget Scrutiny Review Panel: £433	18.52% 5	77.78% 21	0.00% 0	3.70% 1	27	1.89
Chairman of Full Council (Mayor): £2,620	25.93% 7	74.07% 20	0.00% 0	0.00% 0	27	1.74
Chairman of Licensing and Regulatory committee: £433	26.92% 7	61.54% 16	3.85% 1	7.69% 2	26	1.92
Chairman of Licensing and Regulatory sub-committees: £303	22.22% 6	62.96% 17	7.41% 2	7.41% 2	27	2.00
Members of Planning Committee: £790	31.03% 9	62.07% 18	3.45% 1	3.45% 1	29	1.79
Mayor: £12,954	40.00% 10	52.00% 13	8.00% 2	0.00% 0	25	1.68
Deputy Mayor: £2,676	51.85% 14	48.15% 13	0.00% 0	0.00% 0	27	1.48

Q5 The panel especially welcomes your feedback on the special responsibility allowances. E.g. should any allowances be the subject of a review or should any other positions should be considered for an allowance?

Answered: 31 Skipped: 1



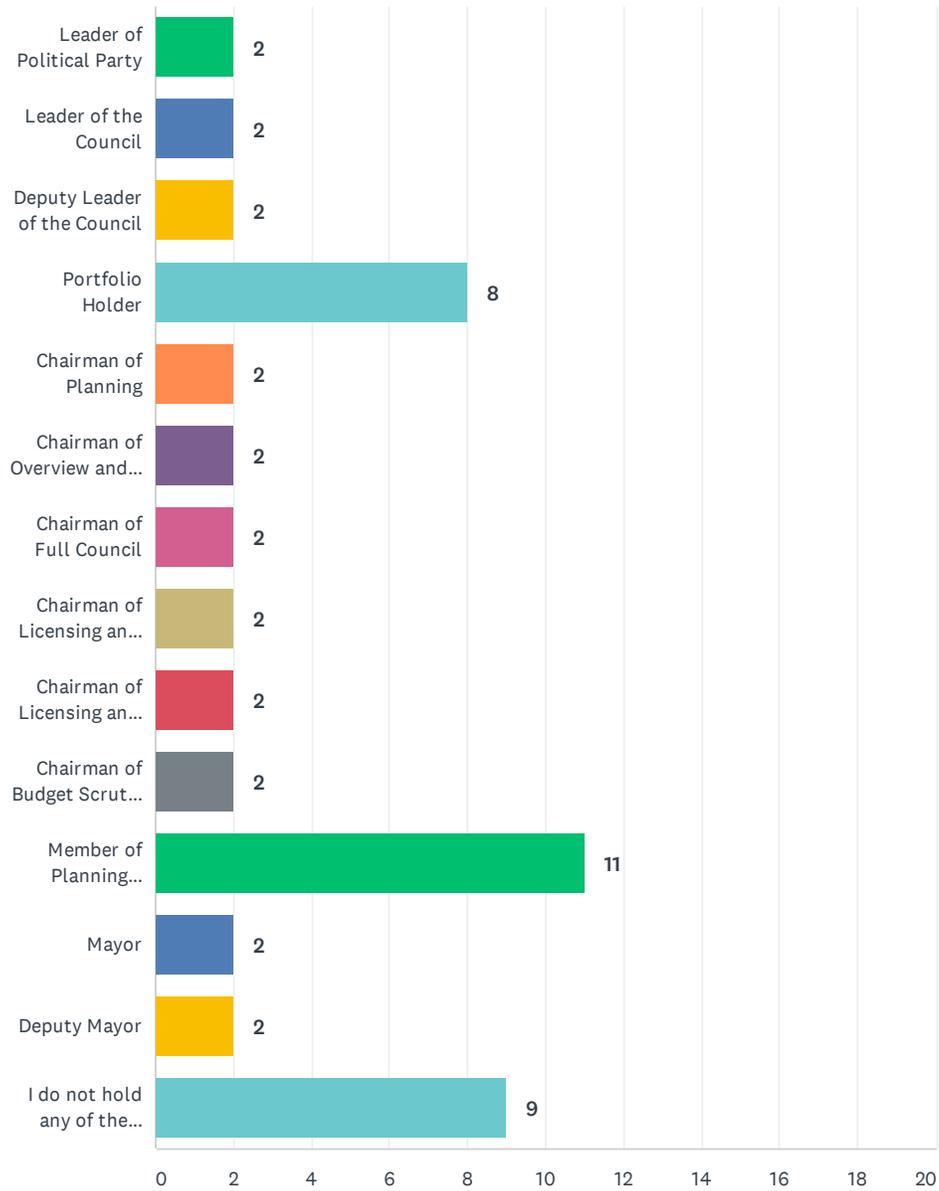
ANSWER CHOICES	RESPONSES	
I have no further feedback on the special responsibility allowances.	67.74%	21
My comment on the allowance/s is:	32.26%	10
TOTAL		31

Members allowances 2019/20

#	MY COMMENT ON THE ALLOWANCE/S IS:	DATE
1	I am unable to comment on those that I have NOT entered.	12/24/2019 9:28 AM
2	There is very little difference in terms of numbers of meetings, length of agenda and length of meetings between the Overview & Scrutiny and Planning Committees yet there is no allowance for members of the Overview & Scrutiny Committee; please note that this comment in no way advocates for a "special responsibility allowance" for members of the Overview & Scrutiny Committee. Given that the mechanism exists for members of the Planning Committee to claim mileage for attending site inspections and meetings at the Town Hall, if they so wish, I fail to see any justification for affording such a generous allowance to Planning Committee members.	12/16/2019 6:45 PM
3	The allowances often dont cover costs but i would not want them increased. Part of these roles is community input which unless there are extenuating circumstances that stops a good candidate doing the job due to financial reasons then there is no need for increases in my opinion.	12/16/2019 9:29 AM
4	It's hard to assess without data on the amount of time those members currently put into their roles	12/13/2019 2:30 PM
5	If we are trying to attract Cllrs who are still working, then these SRAs would not cover the costs of having to take time off work to carry out their Council duties. We should maybe look at reimbursing Cllrs who work for any time taken off work in order to carry out Council duties ?	12/9/2019 2:25 PM
6	Planning committee allowance should take into account not just the huge amount of time involved on committee work (potentially losing income from a regular job) but the need to print large quantities of documents, and the travel expenses to visit sites and residents.	12/6/2019 1:11 PM
7	Allowances were to ensure that we have a balance of councillors not just those who can afford the time off work or who are retired. This balance must be maintained. I am concerned that more and more meetings are during the day, meaning that working Councillors have to take time off and could lose money.	11/28/2019 8:32 PM
8	All positions are covered finely by the special responsibility allowance, and Cllrs in these roles are paid adequately and there is no need to increase or decrease this allowance. Unlike, say, the chief executive role who is unelected, not very accountable, seldom present during the week and earns more than the Prime Minister. Most certainly the Sir Humphrey Appleby of RBBC!	11/25/2019 6:35 PM
9	some portfolios have a lighter/heavier workload than others so assessment is an overall average.	11/18/2019 3:20 PM
10	The allowances for the responsibilities of planning members and the deputy Mayor are too low	11/15/2019 8:29 AM

Q6 Please indicate which, if any, position/s attracting a special responsibility allowance you hold. Tick all that apply.

Answered: 32 Skipped: 0

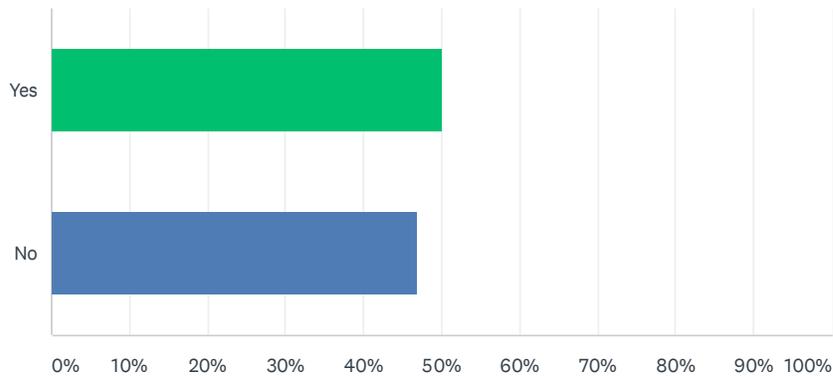


Members allowances 2019/20

ANSWER CHOICES	RESPONSES	
Leader of Political Party	6.25%	2
Leader of the Council	6.25%	2
Deputy Leader of the Council	6.25%	2
Portfolio Holder	25.00%	8
Chairman of Planning	6.25%	2
Chairman of Overview and Scrutiny	6.25%	2
Chairman of Full Council	6.25%	2
Chairman of Licensing and Regulatory Committee	6.25%	2
Chairman of Licensing and Regulatory Sub-committees	6.25%	2
Chairman of Budget Scrutiny Review Panel	6.25%	2
Member of Planning Committee	34.38%	11
Mayor	6.25%	2
Deputy Mayor	6.25%	2
I do not hold any of the positions listed	28.13%	9
Total Respondents: 32		

Q7 Do you think that the special responsibility allowances for these roles fairly reflects the related responsibilities and workload?

Answered: 32 Skipped: 0

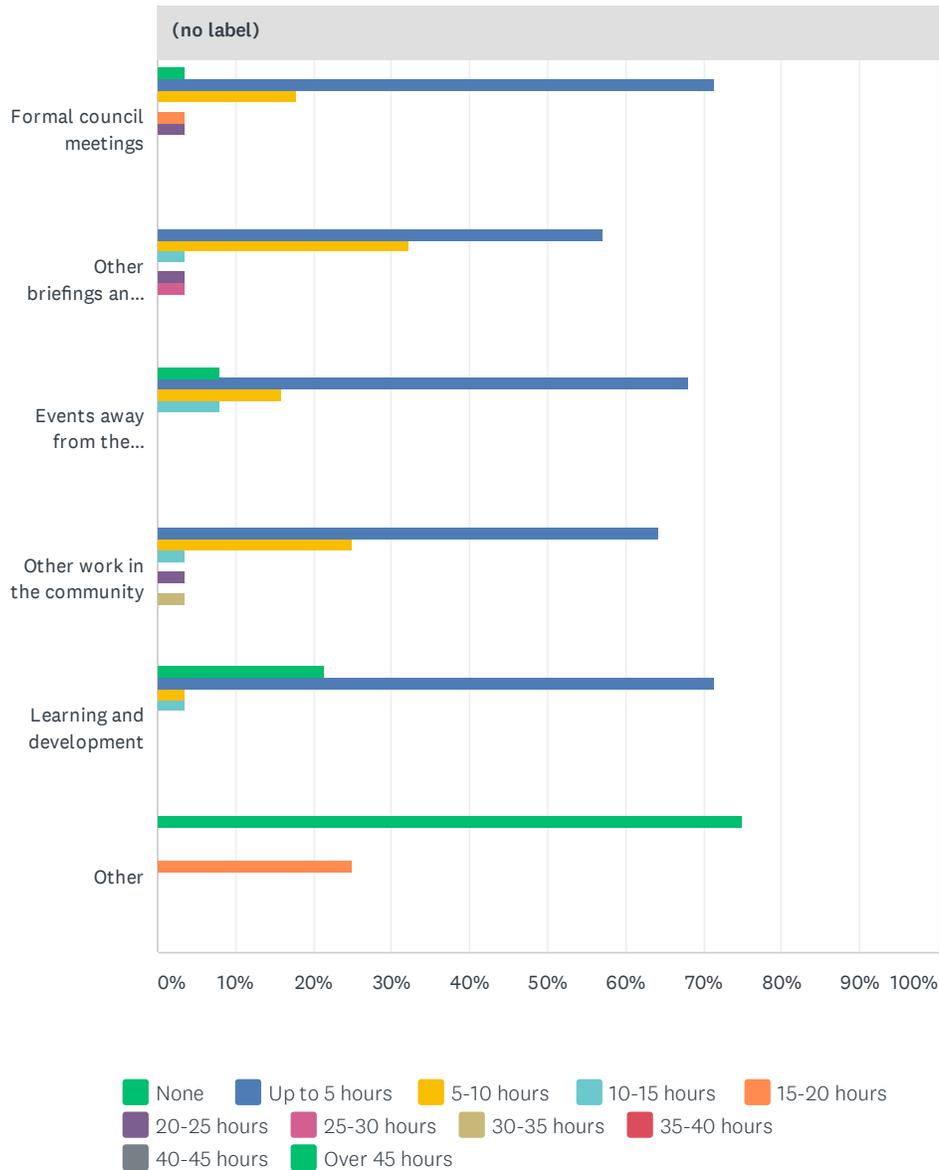


ANSWER CHOICES	RESPONSES	
Yes	50.00%	16
No	46.88%	15
TOTAL		32

#	IF YOU SAID NO, PLEASE TELL US WHY. IF YOUR COMMENTS RELATE TO A SPECIFIC ROLE, PLEASE STATE WHICH ONE/S.	DATE
1	I am sorry but I can only gauge from my own experience.	12/24/2019 9:28 AM
2	There is a significant amount of work, along with site visits.	12/18/2019 5:28 PM
3	Please see my comment regarding the "special responsibility allowance" for members of the Planning Committee at Question 5 above.	12/16/2019 6:45 PM
4	the answer is actually not always but i am comfortable with the allowance as it stands	12/16/2019 9:29 AM
5	I dont think the answer of to this is a yes/no answer	12/13/2019 2:30 PM
6	Amount of hours put in, divided by the amount, probably equals less than minimum wage.	12/13/2019 1:31 PM
7	In order to do some of these roles properly, you have to spend an inordinate amount of time preparing - which is fine for someone who is retired, but wholly inadequate for someone who is working. We are in effect excluding those people who work from holding senior positions at the Council.	12/9/2019 2:25 PM
8	Planning committee members have a huge workload not just with time assessing documents but costs incurred with site visits, meetings with residents, and a large volume of emails from residents often requiring very detailed and highly considered responses.	12/6/2019 1:11 PM
9	As noted above. Generally too many SRAs.	12/5/2019 4:14 PM
10	The amount of hours does not justifying	11/29/2019 12:03 AM
11	To do the job properly a long agenda has to be read. recently one had over 200 pages. I normally visit the sites so I can make sure I completely understand what is before me. There will be an exchange of e-mails with officers. Very often there will be a meeting or meetings with residents. We also hold two planning forums each month.	11/28/2019 8:32 PM
12	from my experience to date i would suggest all roles take far more time tan the allowance covers.	11/26/2019 2:22 PM
13	significant extra duties in some portfolios and the leader/deputy leader roles	11/18/2019 3:20 PM
14	however i am happy with amount	11/15/2019 3:49 PM
15	the planning committee members are required to undertake significant duties which I do not believe is reflected in the current allowance	11/15/2019 8:29 AM

Q8 How many hours per week do you spend on council duties? Include your preparation time, meetings and discussion, responding to matters, follow-up and travel (if it is not a journey for which you are entitled to claim mileage).

Answered: 28 Skipped: 4



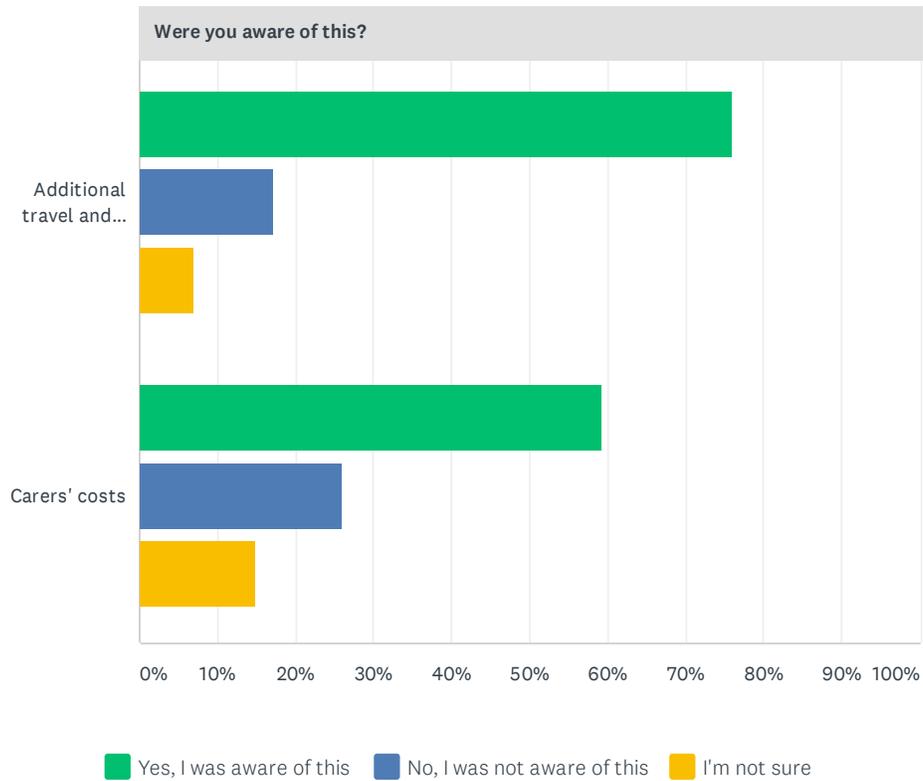
Members allowances 2019/20

(no label)												
	NONE	UP TO 5 HOURS	5-10 HOURS	10-15 HOURS	15-20 HOURS	20-25 HOURS	25-30 HOURS	30-35 HOURS	35-40 HOURS	40-45 HOURS	OVER 45 HOURS	T
Formal council meetings	3.57% 1	71.43% 20	17.86% 5	0.00% 0	3.57% 1	3.57% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
Other briefings and meetings with council officers, residents or other contacts	0.00% 0	57.14% 16	32.14% 9	3.57% 1	0.00% 0	3.57% 1	3.57% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
Events away from the council's offices	8.00% 2	68.00% 17	16.00% 4	8.00% 2	0.00% 0							
Other work in the community	0.00% 0	64.29% 18	25.00% 7	3.57% 1	0.00% 0	3.57% 1	0.00% 0	3.57% 1	0.00% 0	0.00% 0	0.00% 0	
Learning and development	21.43% 6	71.43% 20	3.57% 1	3.57% 1	0.00% 0							
Other	75.00% 3	0.00% 0	0.00% 0	0.00% 0	25.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	

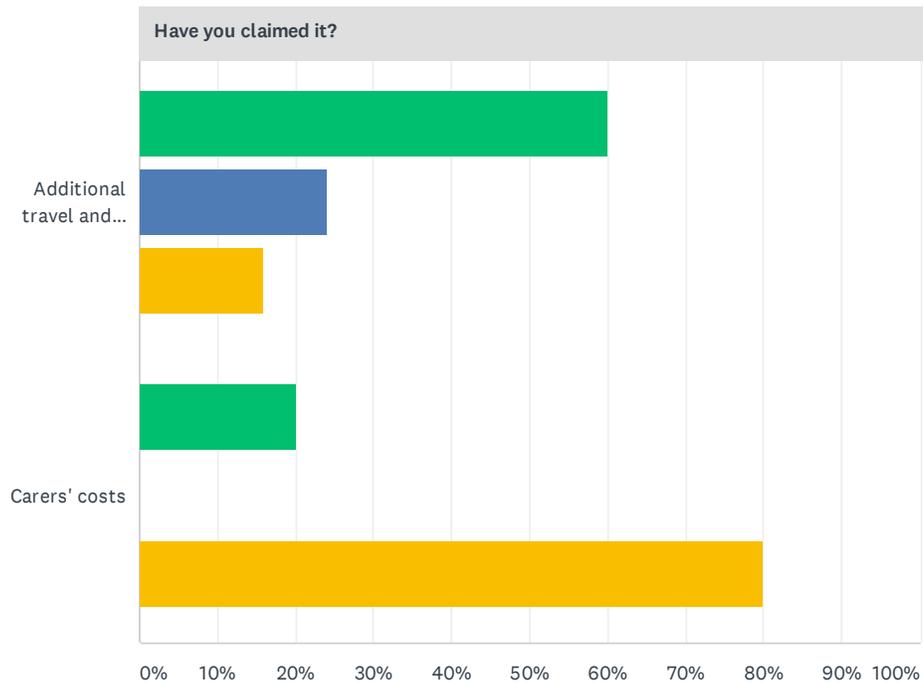
#	IF YOU CHOSE OTHER, WHAT DOES THIS INCLUDE?	DATE
1	Representational duties as Deputy Mayor	12/16/2019 7:00 PM
2	each week is different, Learning and Development have had quite a few of these recently, also attend presentations/seminars. Spend about 30 hours a week which includes outside bodies, sit on a couple of County committees, one meeting takes up a day	12/2/2019 10:23 PM
3	THESE HOURS WILL GO UP & DOWN IN RELATION WITH ISSUES WITHIN THE WARD!	11/29/2019 1:40 AM
4	On average I spend between 15 and 20 hours a week on Council matters.	11/28/2019 8:39 PM
5	Hard to say as each week differs.	11/25/2019 6:39 PM

Q9 Use the drop down menus to tell us if you were previously aware of these allowances and whether they have been of use to you.

Answered: 29 Skipped: 3



Members allowances 2019/20



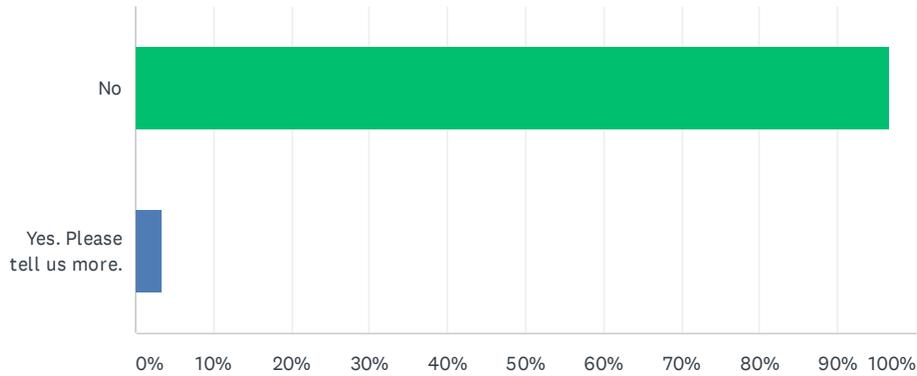
- I may be entitled to this but have not claimed it
- I am entitled to this and have claimed it
- I have not been entitled to this so far and have not claimed it

Were you aware of this?				
	YES, I WAS AWARE OF THIS	NO, I WAS NOT AWARE OF THIS	I'M NOT SURE	TOTAL
Additional travel and subsistence	75.86% 22	17.24% 5	6.90% 2	29
Carers' costs	59.26% 16	25.93% 7	14.81% 4	27

Have you claimed it?				
	I MAY BE ENTITLED TO THIS BUT HAVE NOT CLAIMED IT	I AM ENTITLED TO THIS AND HAVE CLAIMED IT	I HAVE NOT BEEN ENTITLED TO THIS SO FAR AND HAVE NOT CLAIMED IT	TOTAL
Additional travel and subsistence	60.00% 15	24.00% 6	16.00% 4	25
Carers' costs	20.00% 5	0.00% 0	80.00% 20	25

Q10 Have you been made aware of any other allowances this year that you have used?

Answered: 29 Skipped: 3

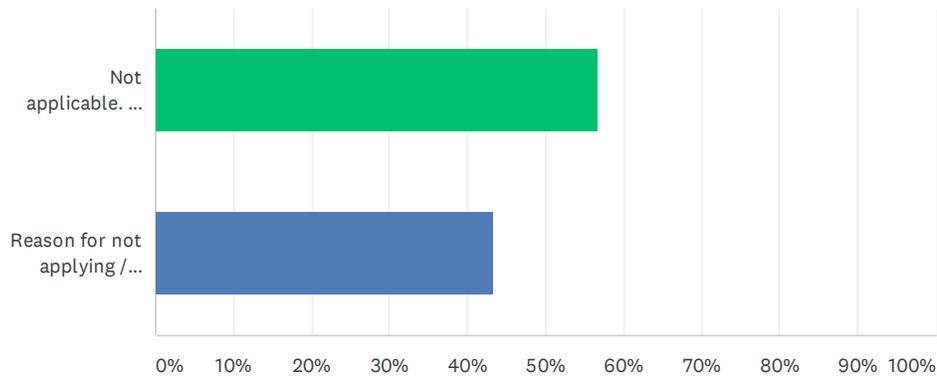


ANSWER CHOICES	RESPONSES	
No	96.55%	28
Yes. Please tell us more.	3.45%	1
TOTAL		29

#	YES. PLEASE TELL US MORE.	DATE
1	Often have day meetings, haven't claimed for food	12/2/2019 10:23 PM

Q11 If you might have been entitled to an additional allowance/s but decided not to apply, please tell us why.

Answered: 30 Skipped: 2

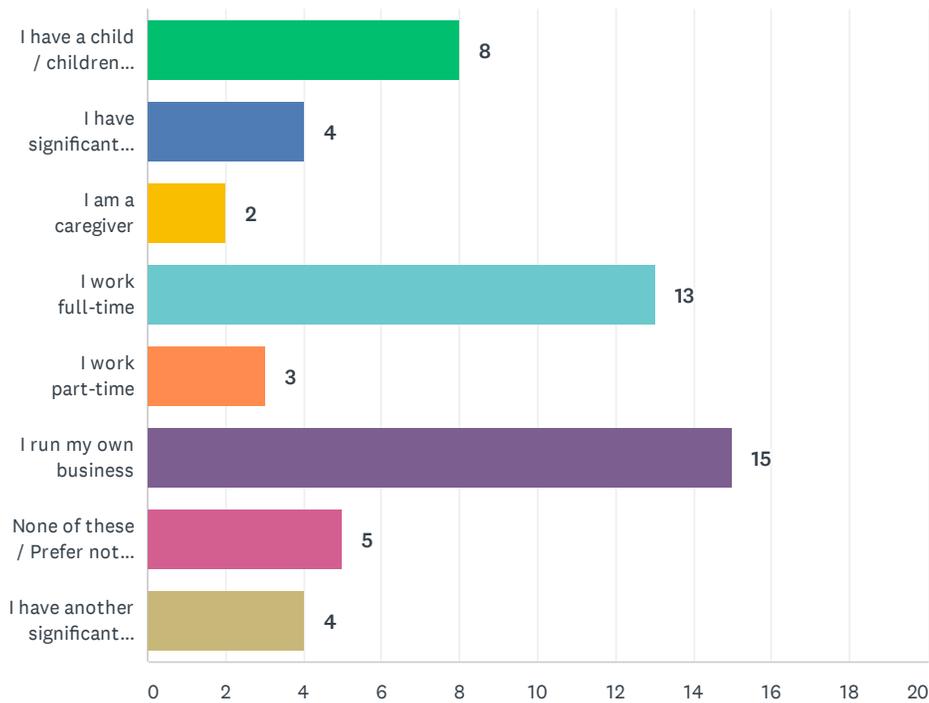


ANSWER CHOICES	RESPONSES
Not applicable. I am not entitled to any extra allowances.	56.67% 17
Reason for not applying / claiming allowance:	43.33% 13
TOTAL	30

#	REASON FOR NOT APPLYING / CLAIMING ALLOWANCE:	DATE
1	,	12/24/2019 9:31 AM
2	There is no personal need for me to seek additional finance.	12/16/2019 7:00 PM
3	I am not aware of any other allowances	12/13/2019 2:40 PM
4	For me I feel that this is what my allowances are for and I don't really feel the need to claim them. But I support them being in place for others who it may make more of a difference for.	12/13/2019 1:34 PM
5	not understanding the proses	12/9/2019 10:44 PM
6	Trying to save the Council money - I feel that my allowance more than covers this	12/9/2019 2:28 PM
7	unaware	12/2/2019 3:45 PM
8	Don't need it	11/29/2019 12:07 AM
9	I may have been able to claim travelling expenses, but have not done so. No reason I have just never claimed any expenses.	11/28/2019 8:39 PM
10	I do not know what is meant by ADDITIONAL travel and subsistence. Is this on top of the regular travel / mileage allowance?	11/28/2019 12:20 PM
11	I haven't yet found the claim form online to complete.	11/26/2019 2:24 PM
12	Because one is paid the allowance to cover THE COSTS INVOLVED IN UNDERTAKING AND CARRYING YOUR ELECTED RESPONSABILITIES AND DUTIES. There is simply no excuse to ask for "extra allowance/s" (expenses).	11/25/2019 6:39 PM
13	I feel the burden on the council tax payer is already too high, so I don't claim expenses which I am entitled to, I fund these costs out of my own pocket	11/15/2019 8:32 AM

Q12 Please tell us which, if any, of these applies to you. Tick all that apply.

Answered: 30 Skipped: 2

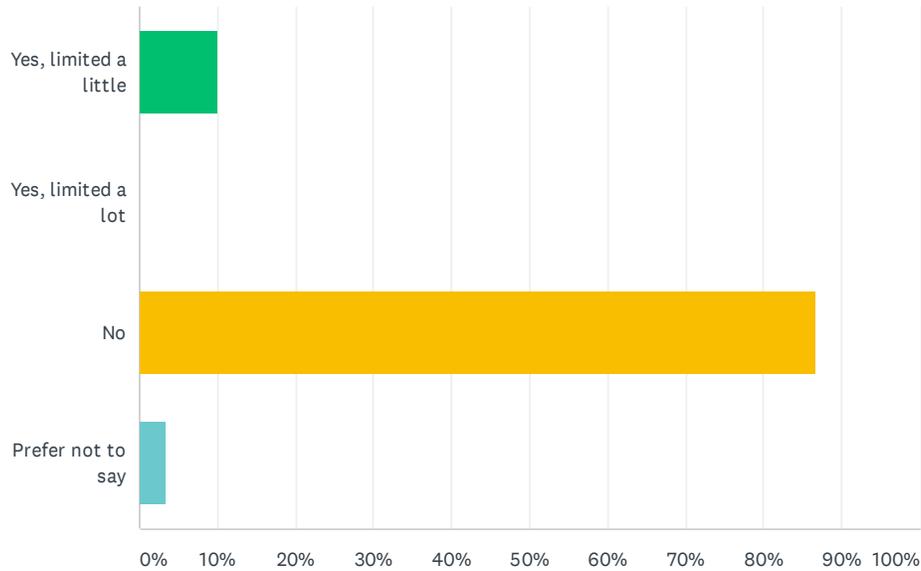


ANSWER CHOICES	RESPONSES	
I have a child / children under 18	26.67%	8
I have significant childcare responsibilities	13.33%	4
I am a caregiver	6.67%	2
I work full-time	43.33%	13
I work part-time	10.00%	3
I run my own business	50.00%	15
None of these / Prefer not to say	16.67%	5
I have another significant responsibility. Please tell us here.	13.33%	4
Total Respondents: 30		

#	I HAVE ANOTHER SIGNIFICANT RESPONSIBILITY. PLEASE TELL US HERE.	DATE
1	People contact me from outside the borough and ask for my assistance.	12/24/2019 9:34 AM
2	I am the Verger and Parish Safeguarding Officer at my local parish church.	12/16/2019 7:08 PM
3	County Councillor	12/5/2019 4:18 PM
4	I am a County Councillor	11/28/2019 12:22 PM

Q13 Are your day-to-day activities limited because of a long term health problem, disability or learning difficulty?

Answered: 30 Skipped: 2

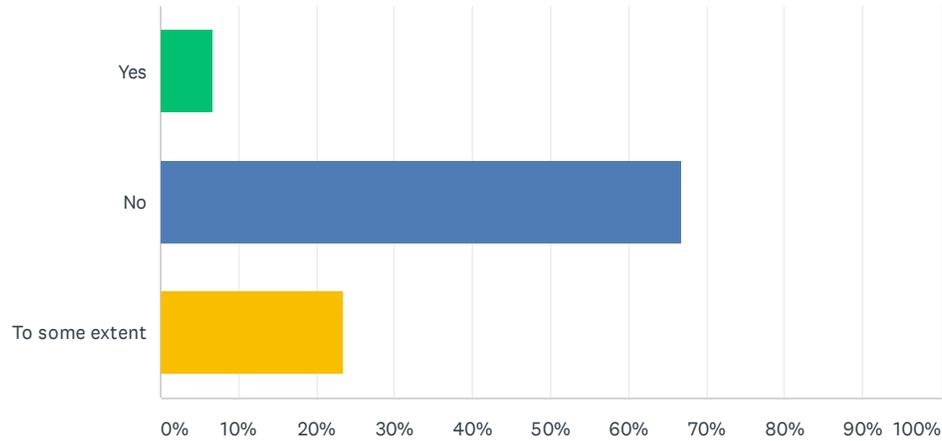


ANSWER CHOICES	RESPONSES
Yes, limited a little	10.00% 3
Yes, limited a lot	0.00% 0
No	86.67% 26
Prefer not to say	3.33% 1
TOTAL	30

#	IF YOU WOULD LIKE TO TELL US MORE, PLEASE USE THIS SPACE.	DATE
1	I am an insulin-dependent diabetic and therefore must always be mindful of my blood glucose levels, meal times and levels of activity which, perhaps surprisingly, includes 'mental' activity.	12/16/2019 7:08 PM
2	I am limited (a bit) by Ehlers-Danloss Syndrome (EDS - frequently breaking bones or snapping ligaments & tendons), tendonitis, gout, tinnitus, internal abdominal scarring leading to digestive problems, 4 hernias, & borderline high-functioning autism.	12/6/2019 1:29 PM

Q14 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?

Answered: 30 Skipped: 2



ANSWER CHOICES	RESPONSES
Yes	6.67% 2
No	66.67% 20
To some extent	23.33% 7
TOTAL	30

#	IF YOU ANSWERED YES OR TO SOME EXTENT, PLEASE TELL US MORE.	DATE
1	Because of being an independent.	12/24/2019 9:34 AM
2	To do, more time would be needed which would require either sacrificing my family or my job. Neither are realistic options given the financial cost of being a councillor. If being a councillor came with better support I would be able to sacrifice my job to do more	12/18/2019 5:31 PM
3	hard to say	12/13/2019 2:41 PM
4	I worry that I can comit the time required to the role and still do a good job at work and still find time for my family.	12/13/2019 1:37 PM
5	I really want to progress as a councillor, and think I have potential to be really good at it, but the financial cost, when looking at the huge time it takes to do it well and how that affects my day-job, is a constant worry.	12/6/2019 1:29 PM
6	Recently left work now have more time. Had to reduce my working hours/days due to becoming a cllr, loss of good salary. Had to often use my holiday entitlement for day meetings	12/2/2019 10:40 PM
7	The financial cost does not adequately compensate for the time.	11/18/2019 5:21 PM

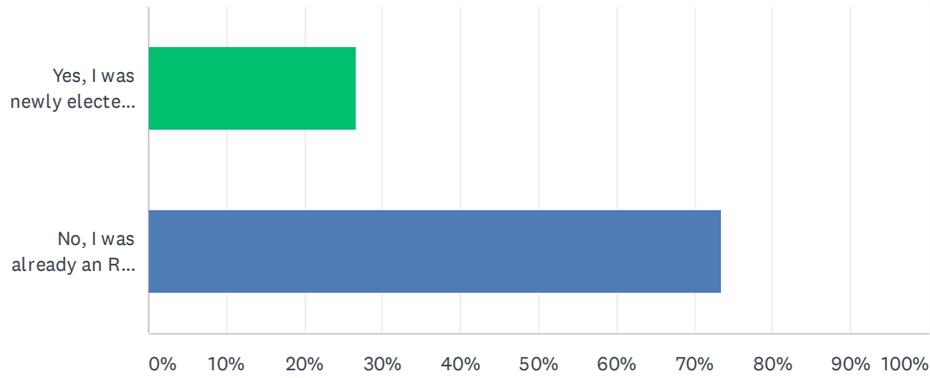
**Q15 What other support would would help you in your members' duties?
No suggestions? Skip to next question.**

Answered: 8 Skipped: 24

#	RESPONSES	DATE
1	The only reason why I'm able to contribute fully is because of my positive lady wife who knows a lot of people so we have a considerable network. So if there was no longer support from family for campaigning and leafleting.	12/24/2019 9:34 AM
2	Extra training on using our Council-supplied tablets.	12/16/2019 7:08 PM
3	Better timings of meetings, too many start too early which are not practical for those who work.	12/13/2019 1:37 PM
4	computing	12/9/2019 10:47 PM
5	None	12/9/2019 2:29 PM
6	Would be helpful to have fellow ward cllrs putting the hours in, sharing the work loads	12/2/2019 10:40 PM
7	I can think of nothing financial.	11/28/2019 8:42 PM
8	none, except of course the regular breifings and training, in which we receive anyway.	11/25/2019 6:40 PM

Q16 Were you newly elected as a councillor in May 2019?

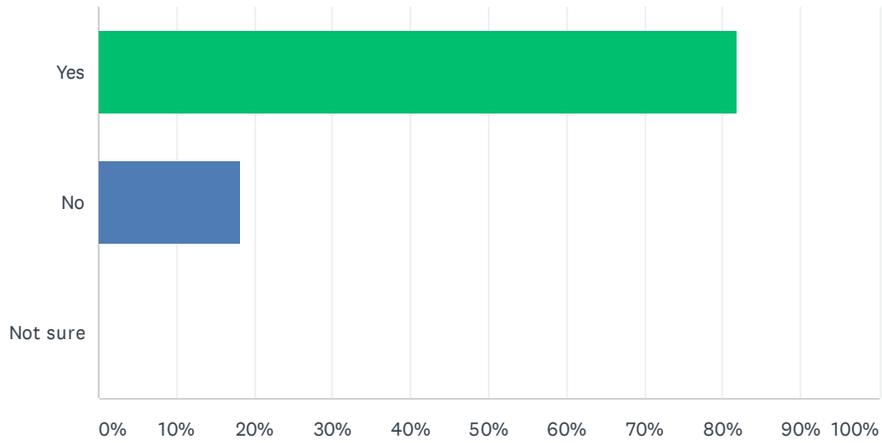
Answered: 30 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes, I was newly elected in 2019	26.67%	8
No, I was already an R&B councillor	73.33%	22
TOTAL		30

Q17 Have the demands on your time as a member changed since May 2019?

Answered: 22 Skipped: 10



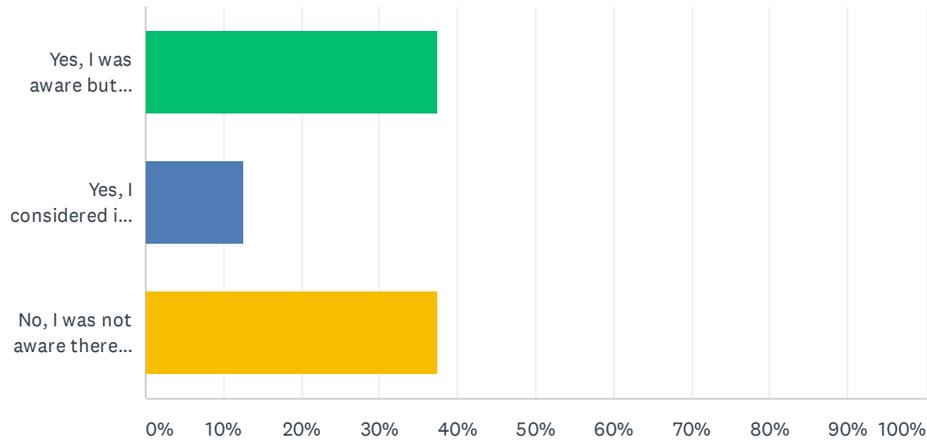
ANSWER CHOICES	RESPONSES	
Yes	81.82%	18
No	18.18%	4
Not sure	0.00%	0
TOTAL		22

Members allowances 2019/20

#	WHY DO YOU THINK THAT IS?	DATE
1	Far greater due to exec members not being on committees, less councillors, and more sub committees	12/18/2019 5:32 PM
2	1. A larger ward 2. Taking on additional duties - Deputy Mayor, representing RBBC on two "Outside Bodies"	12/16/2019 7:12 PM
3	Becoming a portfolio holder, a job that i enjoy immensely	12/16/2019 9:32 AM
4	My Ward has had several major projects/works which have attracted prolonged and full-on objections from residents	12/13/2019 2:42 PM
5	New larger ward and become a member of the executive	12/13/2019 1:38 PM
6	New, larger ward and become a member of the exec.	12/13/2019 1:37 PM
7	Due to being a PH	12/9/2019 2:29 PM
8	Larger political group.	12/5/2019 4:18 PM
9	Due to boundary changes, larger area and new residents to get to know, a new community which I have to drive about 4 mile to visit	12/2/2019 10:43 PM
10	EXTENDED WARD NOW INCLUDES VERY LOW INCOME AREA	11/29/2019 1:45 AM
11	I spend more time as Vice Chairman of the Planning Committee	11/28/2019 8:44 PM
12	I have taken on some new roles	11/28/2019 12:22 PM
13	no real change to the volume of resident queries. It has always varied.	11/25/2019 6:42 PM
14	extra workload in portfolio and as deputy leader	11/18/2019 3:24 PM
15	larger portfolio	11/15/2019 3:54 PM
16	Took on role of Chairman of Planning Committee.	11/15/2019 9:41 AM
17	Increase due to extra responsibility and new ward.	11/15/2019 8:39 AM
18	having been requested to take on more responsibility	11/15/2019 8:34 AM

Q18 Before standing for election, were you aware that you would incur costs as a result of being a councillor?

Answered: 8 Skipped: 24



ANSWER CHOICES		RESPONSES	
Yes, I was aware but assumed these would be covered by an allowance/expenses		37.50%	3
Yes, I considered it but it was not a factor		12.50%	1
No, I was not aware there would be significant costs		37.50%	3
TOTAL			8

#	OTHER (PLEASE EXPLAIN)	DATE
1	Yes, I was aware there would be some costs but was unaware just how much time being a councillor takes - if it's to be done well - & how low the expenses are	12/6/2019 1:37 PM

Q19 Thinking about local people who might be interested in becoming a councillor, what barriers do you think deter them?

Answered: 25 Skipped: 7

#	RESPONSES	DATE
1	Time How much time and other commitments they have. Unless part of a political group they have to work very hard. They won't remotely understand what is required. They would need support from a team of people who are prepared to help on their behalf.	12/24/2019 9:41 AM
2	Work-life bal the fact that they see that i am rarely in in the evenings.	12/18/2019 5:32 PM
3	Confidence Political climate Time Lack of confidence, lack of personal time and an increasing level of disdain for anything perceived to be politically oriented.	12/16/2019 7:18 PM
4	Time time	12/16/2019 9:32 AM
5	Finance Time The time commitment vs financial return	12/13/2019 2:45 PM
6	Time Time it takes.	12/13/2019 1:38 PM
7	Political climate The current negative view of politicians	12/13/2019 11:35 AM
8	Time Work-life bal Taking time off work to carry out Cllr responsibilities Dealing with constituents	12/9/2019 2:31 PM
9	Stress-responsibility Time The huge commitment in terms of time required to do the job properly. Unrealistic expectations by residents that you can achieve things which are either not the responsibility of the council or do not appreciate that the committee system requires a majority to make decisions when residents simply think you're their councillor so it's entirely up to you. Therefore, I don't think the allowance takes into account the mental stress of being a councillor & many potential candidates have said to me that the allowance is not worth the stress.	12/6/2019 1:37 PM
10	Time Work-life bal If working, day meetings, meetings starting at 6pm Can they commit at least 20/25 hours a week	12/2/2019 10:49 PM
11	Finance cost	12/2/2019 3:47 PM
12	Time None really, they need to have the time to commit to the role.	11/29/2019 10:49 AM
13	Time Time	11/29/2019 12:10 AM
14	Time Work-life bal time restraints, evening meetings,	11/28/2019 10:46 PM
15	Time I am sure the main barrier is the time that is required.	11/28/2019 8:48 PM
16	Time Work-life bal Time, other responsibilities, work demands	11/28/2019 12:31 PM
17	Time time.	11/26/2019 2:26 PM
18	Political climate Time giving the time to perform the role effectively. also the body politics has been somewhat spiteful of late, although I'd argue that mostly, local government here at RBBC is an exception to this.	11/25/2019 6:49 PM
19	Finance Stress-responsibility Time Lack of time Lack of understanding in terms of what a councillor does AND does not do Remuneration	11/18/2019 5:22 PM
20	Time Time commitment	11/18/2019 5:14 PM
21	Political climate Time commitment of time and risk of negative social media	11/18/2019 3:25 PM
22	.	11/15/2019 3:54 PM
23	Stress-responsibility responsibility	11/15/2019 11:21 AM
24	Political climate Understanding role lack of knowledge of what the role contains. Lack of interest in politics	11/15/2019 9:42 AM
25	Political climate Understanding role the current political environment (hostile) and the working practices of local government deters people for getting involved	11/15/2019 8:36 AM

Q20 If there is anything else you would like to tell the panel or you have any comments about members' allowances, please tell us here.

Answered: 10 Skipped: 22

#	RESPONSES	DATE
1	You must be prepared to give more time than you might expect. The council needs people with relevant experience.	12/24/2019 9:41 AM
2	The RBBC allowances are neither the highest or lowest as far as I understand. Having having allowances frozen this year, i would like to see a modest increase for the next year	12/13/2019 2:45 PM
3	Nothing	12/9/2019 2:31 PM
4	No	12/2/2019 10:49 PM
5	The allowances are necessary so as not to put off less well off persons who would make good councillors. A careful balance has to be drawn.	11/28/2019 8:48 PM
6	One of the members of our group does not drive and as he lives at the furthest extremity of the borough, public transport is not available in the evening. Other councillors generally give him a lift. Occasionally other councillors are not in a position to do this and he will need to take a taxi/Uber, but the rules do not allow this to be claimed. He can't even claim a "mileage" equivalent. This is unfair and discriminates against councillors who cannot drive.	11/28/2019 12:31 PM
7	The amount of time spent on council activity and the expectation to attend so many extra meetings is far greater than i had assumed. the whole system is geared towards councillors who are retired or semi retired rather than those in full time employment.	11/26/2019 2:26 PM
8	Cllrs are paid adequately in all roles and do not require a increase. So don't fall for their tricky ways. It's not as if any of us are having to be forced to shop in Icelands, for example. Although with some of our esteemed colleagues you'd never hear the end of it if they suddenly was!	11/25/2019 6:49 PM
9	Still think expense policy is inconsistent.	11/15/2019 8:40 AM
10	no	11/15/2019 8:36 AM

Member Payments 2018/19

(1 April 2018 – 31 March 2019)

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Absalom, Rosemary	5,598.96	675.61	0.00	6,274.57
Allcard, Derek	5,598.96	480.94	0.00	6,079.90
Archer, Tim	5,095.31	0.00	0.00	5,095.31
Ascough, Liam	5,598.96	747.28	0.00	6,346.24
Ashford, Rod	5,598.96	7,926.43	516.40	14,041.79
Biggs, Richard	5,095.31	675.61	0.00	5,770.92
Blacker, Michael	5,598.96	789.96	0.00	6,388.92
Bramhall, Natalie	5,598.96	9700.92	0.00	15,299.88
Bray, Jill	5,138.04	789.96	0.00	5,928.00
Broad, Victor	5,598.96	2,334.23	401.40	8,334.59
Brown, Hal	5,095.31	0.00	0.00	5,095.31
Brunt, Mark	5,598.96	14,976.42	336.00	20,911.38
Coad, Richard	5,598.96	0.00	0.00	5,598.96

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Crome, Graeme	5,598.96	789.96	0.00	6,388.92
Curry, George	5,598.96	0.00	0.00	5,598.96
Durrant, James	5,598.96	7,926.43	0.00	13,525.39
Ellacott, Julian	5,319.12	3,078.61	0.00	8,397.73
Essex, Jonathan	5,598.96	309.5	0.00	5,908.46
Foreman, Keith	5,598.96	9,700.92	558.90	15,858.78
Godden, John	5,598.96	0.00	0.00	5,598.96
Grant-Duff, Zully	512.6	72.32	0.00	584.92
Hack, Lynne	5,598.96	1,692.58	447.65	7,739.19
Harper, Bob	5,598.96	0.00	25.20	5,624.16
Harrison, Nick	5,598.96	432.96	107.10	6,139.02
Horwood, Alex	5,598.96	9,267.96	0.00	14,866.92
Humphreys, Eddy	5,598.96	9,267.96	831.60	15,698.52
Kelly, Frank	5,598.96	831.92	0.00	6,430.88
King, James	5,598.96	117.77	0.00	5,716.73

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Knight, Graham	5,598.96	11,091.36	0.00	16,690.32
Kulka, Stephen	512.6	95.94	0.00	608.54
Lewanski, Victor	5,095.31	675.61	0.00	5,770.92
Lynch, Andy	5,598.96	865.92	0.00	6,464.88
Mantle, Richard	512.6	0.00	0.00	512.6
McKenna, Stephen	5,598.96	789.96	0.00	6,388.92
Michalowski, Rich	5,095.31	675.61	0.00	5,770.92
Mill, Margaret	2,424.94	1,381.73	0.00	3,806.67
Newstead, Roger	5,598.96	2,321.87	0.00	7,920.83
Owen, Gareth	5,095.31	0.00	0.00	5,095.31
Parnall, Simon	5,598.96	5,165.62	539.10	11,303.68
Paul, James	5,598.96	789.96	0.00	6,388.92
Pay, David	512.6	72.32	0.00	584.92
Powell, David	5,598.96	117.77	0.00	5,716.73
Renton, Rita	512.6	848.51	0.00	1361.11

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Total (£)
Ross-Tomlin, Dorothy	5,598.96	13,319.64	0.00	18,918.60
Schofield, Tony	5,598.96	9,267.96	0.00	14,866.92
Selby, Michael	5,598.96	789.96	213.75	6,602.67
Stead, Brian	5,598.96	3,648.96	0.00	9,247.92
Stephenson, John	5,598.96	789.96	0.00	6,388.92
Stevens, Christian	5,457.00	789.96	0.00	6,246.96
Tarrant, Anna	5,598.96	0.00	0.00	5,598.96
Thomson, Barbara	5,598.96	789.96	0.00	6,388.92
Turner, Rachel	5,598.96	789.96	431.85	6,820.77
Walsh, Sam	5,598.96	675.61	0.00	6,274.57
Whinney, Christopher	5,598.96	675.61	0.00	6,274.57
White, Jonathan F	5,095.31	0.00	0.00	5,095.31
White, Jonathan C	3,778.66	0.00	0.00	3,778.66

Surrey Districts Member Allowances Comparison 2019-20

	Highest	Lowest	Average	Reigate and Banstead	Elmbridge *	Epsom and Ewell	Guildford *	Mole Valley	Runnymede	Spelthorne	Surrey Heath	Tandridge	Waverley *	Woking
Population (as at 2011 Census)	137,835	75,102	102,945	137,835	130,875	75,102	137,183	85,375	80,510	95,598	86,144	82,998	121,572	99,198
Basic	£7,200	£3,718	£5,207	£5,599	£5,066	£3,718	£6,864	£4,468	£4,000	£6,200	£5,087	£4,317	£4,758	£7,200
Leader SRA	£13,977	£3,718	£10,582	£13,901	£12,665	£3,718	£8,236	£7,668	£10,000	£14,259	£13,864	£6,123	£13,977	£12,000
Deputy Leader SRA	£11,353	£1,373	£5,830	£11,353	No Deputy Leader Position	No Deputy Leader Position	£1,373	£4,345	£2,500	£9,412	£8,686	£1,531	£9,676	£3,600
Portfolio Holder SRA	£9,268	£1,126	£4,582	£9,268	£6,333	£1,126	£5,491	£3272 (See Note A)	£1250 (See Note B)	£7130 (See Note C)	£4,626	£3,062	£6,451	£2,400
Planning Committee Chair SRA	£5,699	£2,400	£4,572	£5,346	£5,699	£3,718	£5,491	£2,617	£8,750	£5,703	£4,283	£3,062	£3,225	£2,400
Overview and Scrutiny Chair SRA	£6,333	£1,200	£3,717	£3,106	£6,333	£2,602	£5,491	£2,183	£5,000	£4,991	£3,700	£3,062	£3,225 (Audit Committee)	£1,200
Group Leader SRA	N/A	N/A	N/A	£144 basic + £57 per member of group: Conservative: £1797 Residents Association: £543 Green: £486 Lib Dem: £315 Total: £3141	Principal Opposition Group Leader £2,533. Leaders of Opposition groups with greater than 10% of total members £1,267	Majority group leader £2767.87. Minority group leader £200 + £50 per group member	£68.46 per group member	Leader of the opposition £3819 Other group leader, except leader of council, £547	£3750 (Except for Leader of Council)	Opposition Group Leader £3322	£4,626	Opposition Group Leader £3062. If 2 opposition parties of equal size, both will receive the full allowance	Principal Opposition Group Leader £3225	Leader of Opposition £1200 Other Group Leaders £600

* Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available

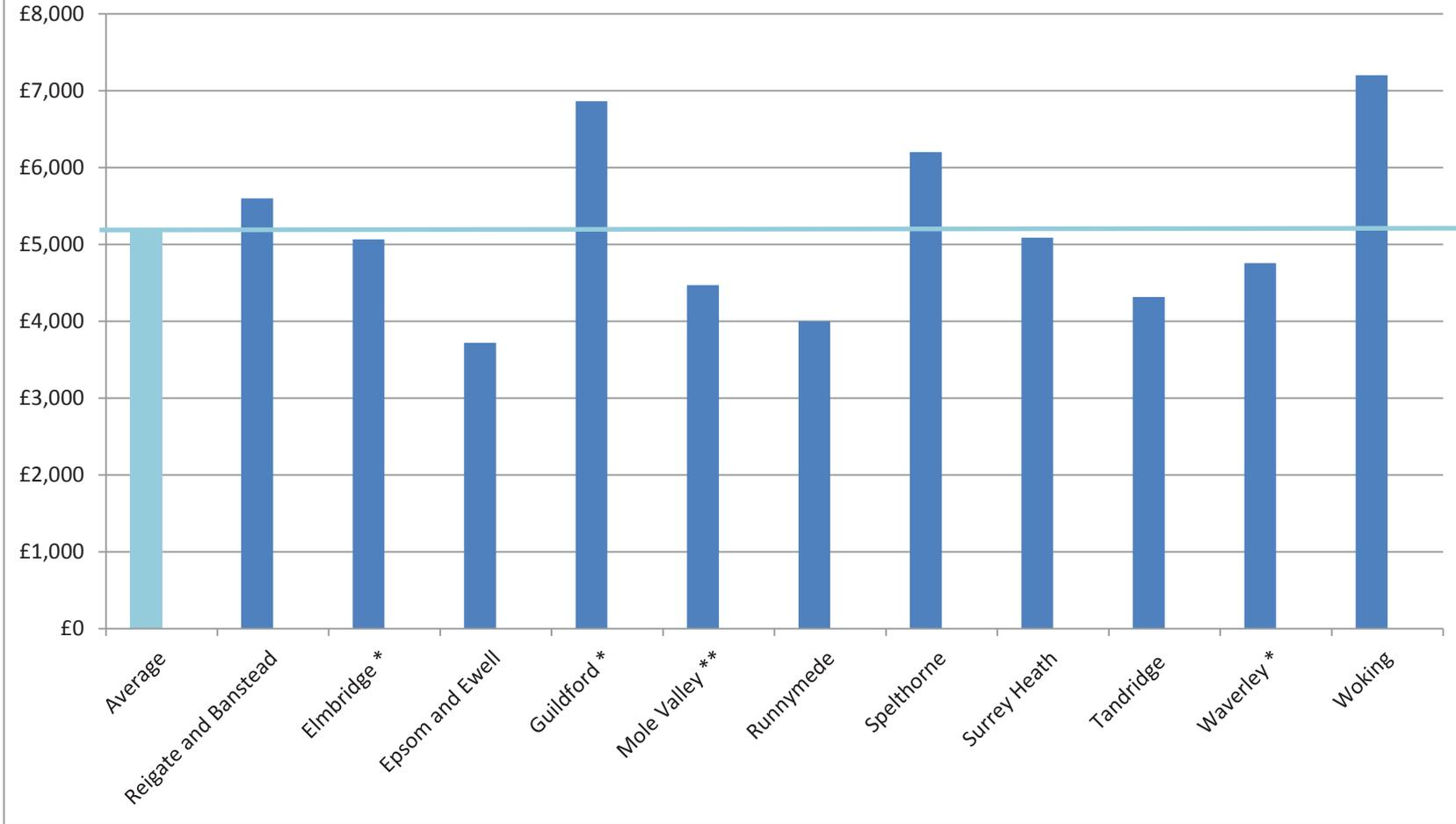
	Above Average
	Below Average
	Higher than Reigate and Banstead

Note A: Mole Valley Portfolio Holders rates vary according to the number appointed. Figure included based on current number of 7 (+ Leader and Deputy Leader)

Note B: For member of Corporate Management Committee without any other SRA

Note C: Cabinet member for Finance receives £9412, all others £7130

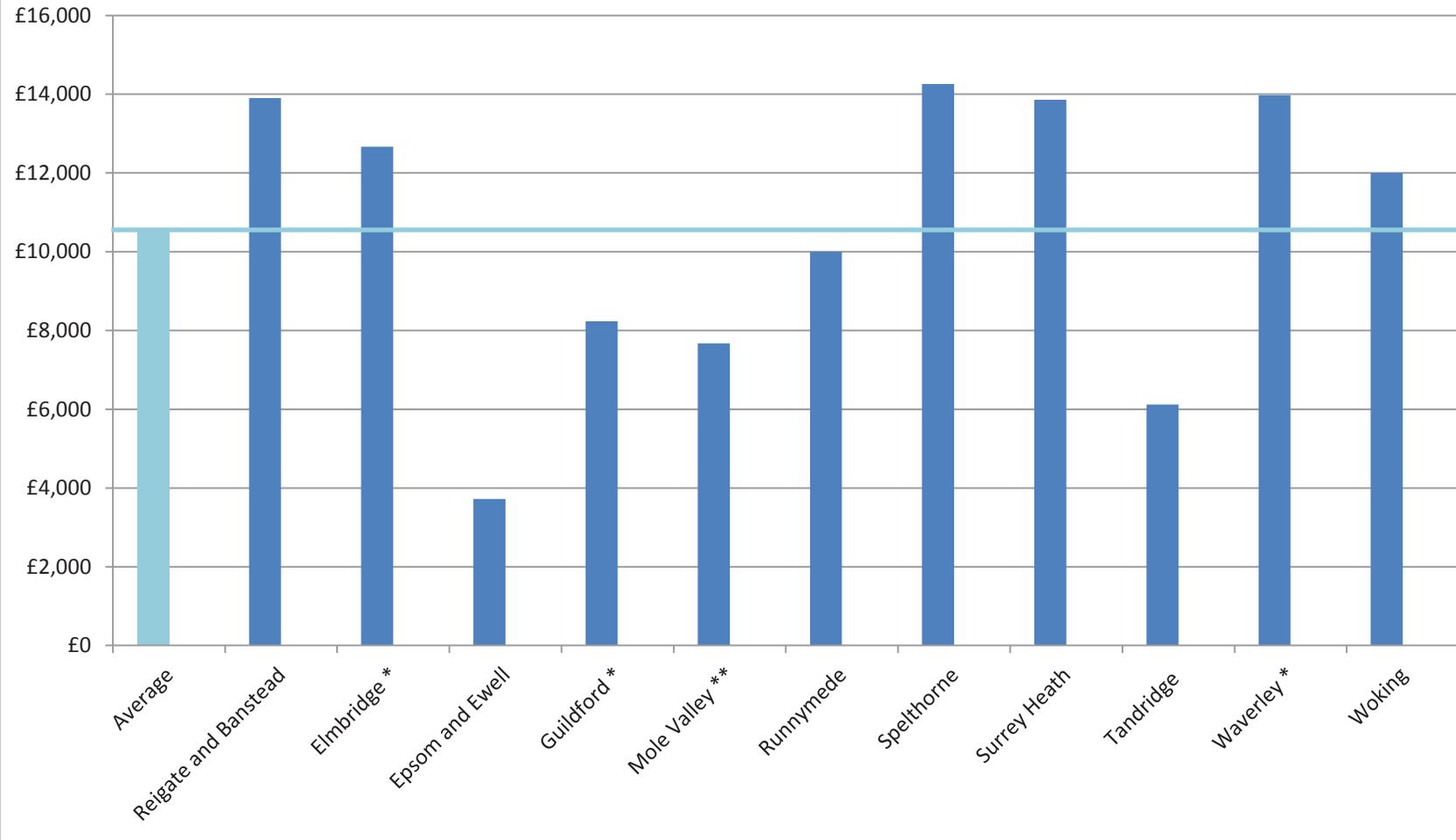
Members' Basic Allowance Comparison 2019-20



Surrey Districts

** Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available*

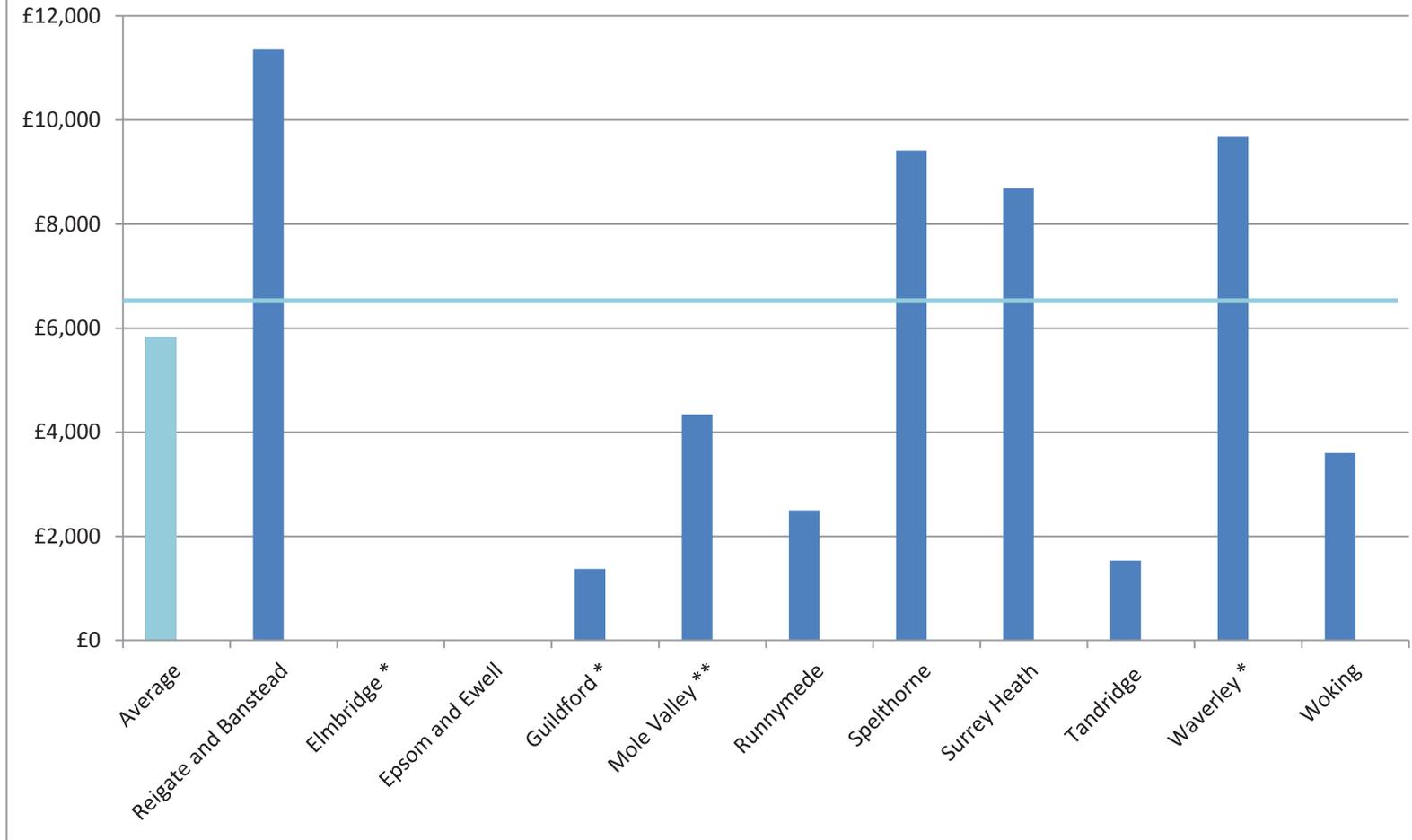
Leader of Council SRA Comparison 2019-20



Surrey Districts

* Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available

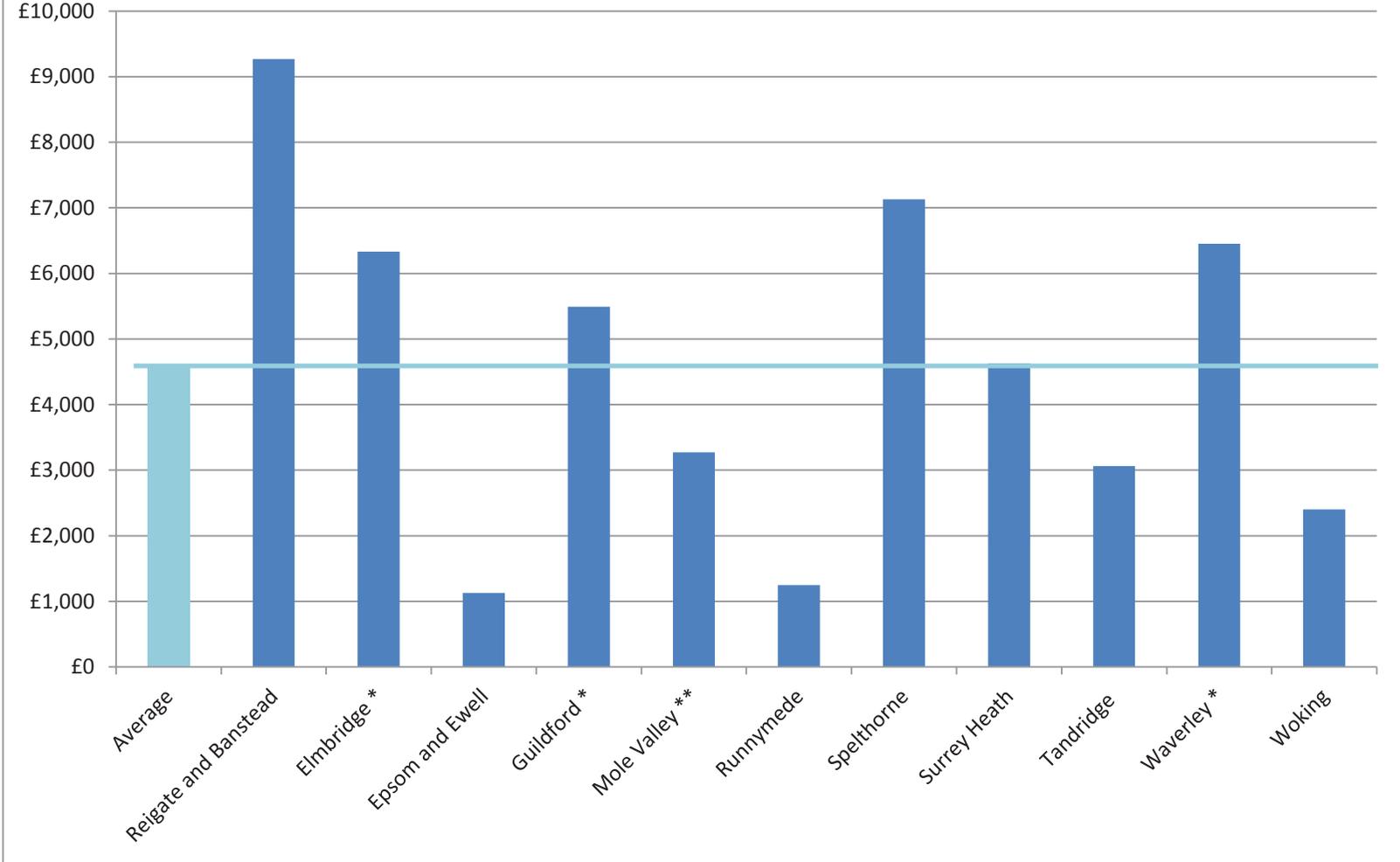
Deputy Leader of the Council SRA Comparison 2019-20



Surrey Districts

** Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available*

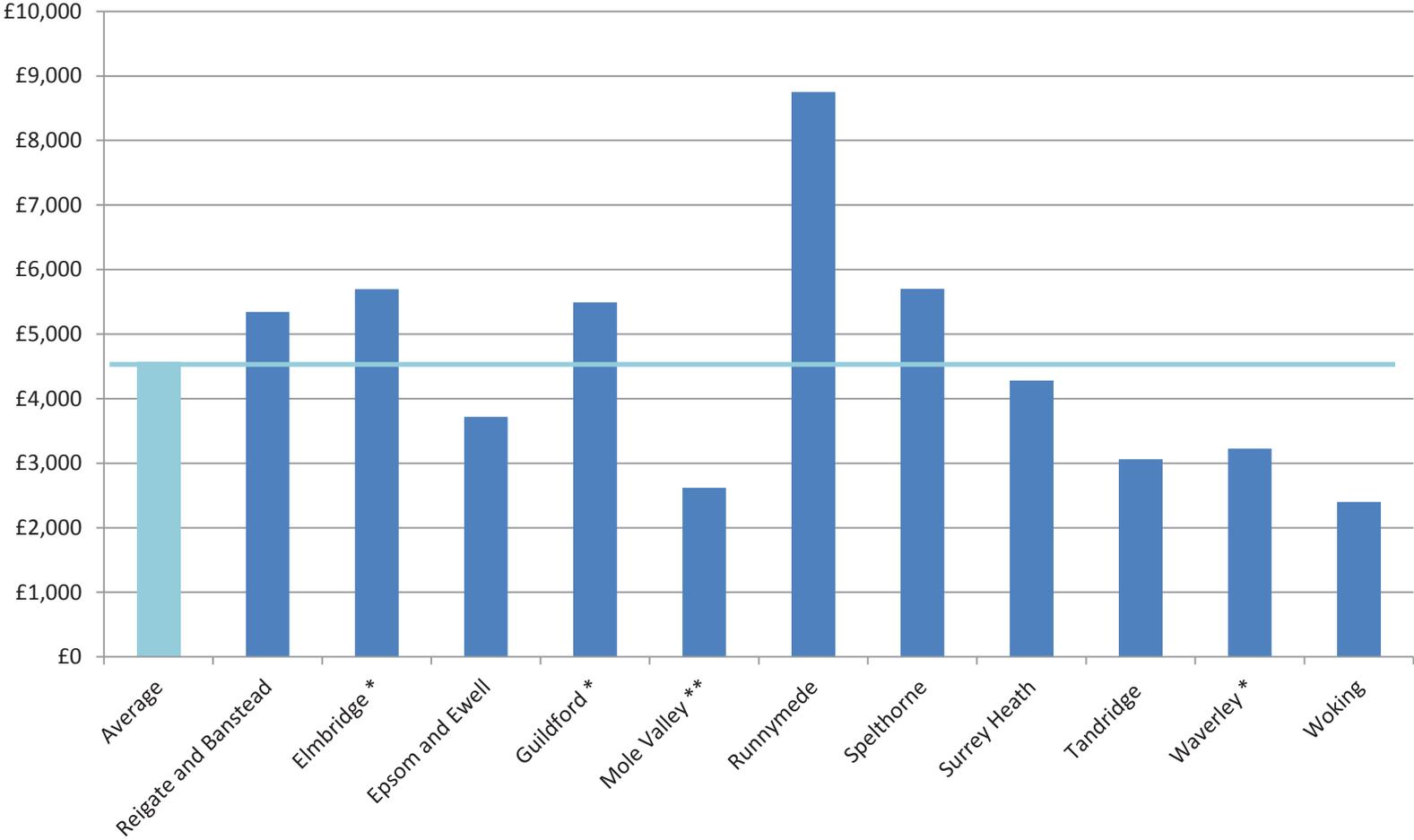
Portfolio Holders SRA Comparison 2019-20



Surrey Districts

* Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available

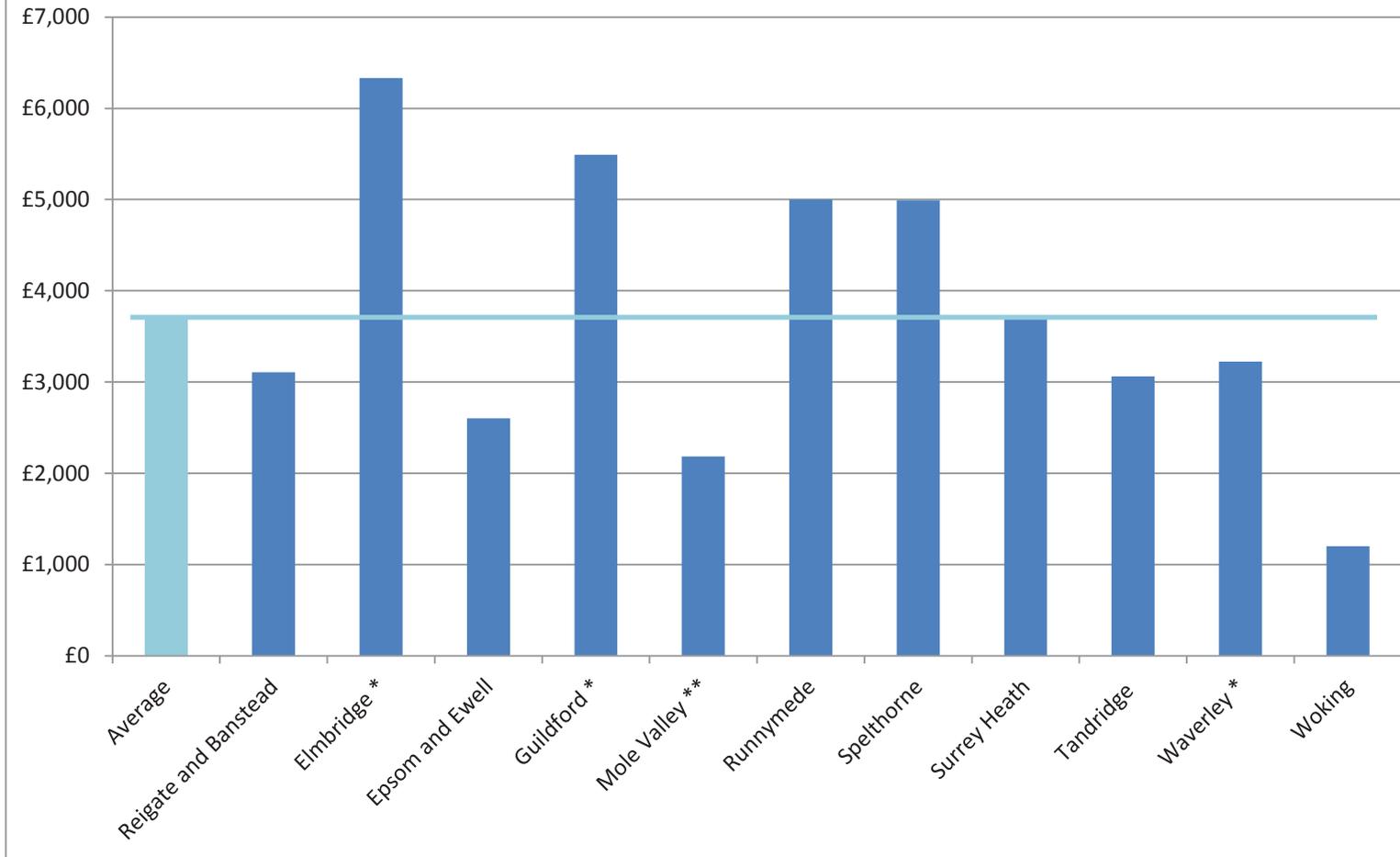
Planning Committee Chair SRA Comparison 2019-20



Surrey Districts

* Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available

Overview & Scrutiny Committee Chair SRA Comparison 2019-20



Surrey Districts

** Elmbridge, Guildford and Waverley show 2018-19 figures as 2019-20 information not available*

MEMBERS' ALLOWANCES SCHEME

MEMBERS' ALLOWANCES SCHEME – 2020/21

The Members' Allowances Scheme operating from 1st April 2020 provides for the following:

1. Payment of a **Basic Allowance** of £5670 to every Councillor for the year.

The Basic Allowance is provided to recognise and compensate the time commitment of Councillors including such inevitable calls on their time as attending Council and other formal meetings, training/briefings, civic events, undertaking general constituency work and to cover incidental costs such as the use of their homes, stationery, telephone usage, purchase of I.T. equipment, room/hall rental for community meetings, travel within their ward and the provision of general consumables.

2. Payment of **Special Responsibility Allowances** to: -

Leaders of Political Groups £147 basic allowance, plus
£58 for each Member of the Group

Executive Members

Leader of the Council £14151
Deputy Leader of the Council £ 11557
Other Portfolio Holders £ 9434

Chairmen of Committees/Panels

Full Council £ 2667
Planning £ 5442
Overview & Scrutiny £ 3162
Audit £ 3162
Budget Scrutiny Review Panel £ 441
Licensing and Regulatory £ 441
Licensing and Regulatory Sub £ 308 per Chairman

Planning Committee Members £ 804

Mayoral Allowance £ 13187 (to be paid on a Municipal Year basis)
Deputy Mayoral Allowance £ 2724 (to be paid on a Municipal Year basis)

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

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

The list of approved duties is set out in Schedule 1 of the scheme.

Members claiming travelling expenses are expected to utilise the most cost effective solution, with allowance for practicality and personal circumstances. This may take the form of a personal vehicle, public transport, or a taxi or similar service where most appropriate. When traveling by train there can be flexibility on train ticket options. Although standard fare is the normal ticket to be reimbursed, a first class fare may also be reimbursed where it is shown to be the cheapest ticket available. Wherever applicable

MEMBERS' ALLOWANCES SCHEME

and practical, receipts for the method of travel used should be retained and submitted with the claim for expenses.

4. Where the requirements of paragraph 3 are met a travelling allowance for use of a private car will be paid at the following rates:

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

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

In relation to travel between a Member's home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance can only be claimed and paid for mileage from and to the Borough boundary. This restriction should not apply to travel on official duties outside of the Borough.

The current bicycle allowance is 20p per mile.

5. **Subsistence** is generally only payable when a Member is not able to take a meal at his/her usual place of residence and has not been provided with refreshments at the Council's expense. Prior approval by the Chief Executive is required. The rates of Subsistence Allowance are currently as follows:

- (i) in the case of an absence, not involving an absence overnight from the usual place of residence: -

(a)	Breakfast	-	up to £6.36
(b)	Lunch	-	up to £8.78
(c)	Tea	-	up to £3.47
(d)	Evening Meal	-	up to £10.87

- (ii) in the case of an absence overnight from the usual place of residence: -

Standard Rate	-	up to £93.43
Absence in London or at an approved Conference	-	up to £106.61

The rate specified in (ii) above is deemed to cover a continuous period of absence of 24 hours. It should be reduced by an appropriate amount in respect of any meal provided free of charge by an Authority or Body during the period to which the allowance relates.

Subsistence cannot be claimed where expenses are already paid, for example as part of a course/conference fee. Prior approval to claim should be sought from the Chief Executive.

6. **Dependants' Carers' Allowance**

An allowance can be claimed to reimburse childcare/dependant carers' expenses in respect of the approved duties set out in schedule 1 to this scheme.

The carer must be over 16 years of age.

MEMBERS' ALLOWANCES SCHEME

A maximum of £3,000 can be paid to an individual Member in any one Municipal Year.

The scheme covers Members with responsibility for:

- (i) one or more children under 16 years of age; and
- (ii) a relative or household member who, by virtue of physical / mental incapacity, requires constant care and attendance.

Provided that they normally reside with the claimant and the paid carer is not a member of the claimant's immediate family or household.

The allowance payable shall be the actual fee by hour of the carer, with no figure for the number of hours, subject to the general reasonableness of the claim. As a guide for reasonableness, this allowance may be claimed for the duration of the meeting, together with up to one hour travelling time to and from the meeting, plus a short period for instruction/hand over with the carer.

Incidental expenses

Incidental validated expenses such as reimbursement for postage due on incoming post (due to underpayment by sender), letters or similar eligible payments, be reclaimable through the Members Allowances Scheme to ease the administration of the process.

ADMINISTRATION

All payments will be made on a monthly basis through the payroll by direct transfer to your bank account. Basic and Special Responsibility Allowances will attract income tax and National Insurance deductions where appropriate. Travelling Allowances being reimbursements are not subject to National Insurance deductions. Any mileage expenses, above the HMRC's Approved Mileage Allowance Payments (AMAP) are taxable. The AMAP for a car is 45p and 24p for a motorcycle. Payments above £702 a month will be subject to National Insurance contributions. You do not pay National Insurance after you reach State Pension Age. The Council, as employing authority, will still be subject to the Employer's contribution of National Insurance. The payroll officer of the Human Resources team will need to have sight of either a passport or birth certificate in order to update the National Insurance category.

Where a Member is currently paying the maximum National Insurance contribution relating to his/her normal employment he/she is advised to apply for deferment from the local Department for Work and Pensions. In these circumstances, the Department will almost certainly advise the Council not to deduct National Insurance contributions from that Member's gross pay.

Members' claims for travel and subsistence where payable should be sent to Democratic Services, by the 6th of each month and within 30 days of the expense being incurred.

MEMBERS' ALLOWANCES SCHEME

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

Queries as to whether an allowance is payable should be directed to Democratic Services. Queries relating to payments received should be directed to the payroll officer in the Human Resources team.

MEMBERS' ALLOWANCES SCHEME

SCHEDULE 1

APPROVED DUTIES

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

- (a) Council, Executive and Council Committees, Sub-Committees, Task Groups, Policy Development Groups, Overview and Scrutiny Panels, Informal Local Committee meetings, Meetings attended in the Assistant Portfolio Holder role; Working Groups, Area Planning Panels, Local Joint Forum, Chairman's Previews, Agenda Planning Meetings, Portfolio Panels/Committees and Housing Appeals Panel which Members attend;
- (b) Local Authority Associations of which the Council is a Member;
- (c) Formal Site Visits and other meetings authorised in advance by a Committee or Sub-Committee;
- (d) Seminars, Workshops/Away Days or similarly labelled events held by the Council for Members;
- (e) Outside organisations (including associated attendances) to which the Member has been appointed by the Executive or a Committee or Sub-Committee of the Council.
- (f) The opening of tenders in accordance with the Council's Contract Procedure Rules.
- (g) Meetings in relation to the discharge of Executive functions by Executive Members, including:
 - the Executive;
 - Leader's meetings;
 - meetings with the Chief Executive or Heads of Service; and
 - meetings with other local authorities, outside organisations and individuals.
- (h) Meetings with Portfolio Holders/Officers;
- (i) Portfolio Briefings;
- (j) Member champion activities (including meetings attended on behalf of the Council (excluding those attended for personal interest);
- (k) Mayoral and Deputy Mayoral engagements;
- (l) Ad hoc attendances approved by the Chief Executive.

For the purposes of the Dependents' Carer's Allowance only,

- (m) Ward work – i.e. meeting with residents and other work in the community which precludes the practical provision of care to those persons identified under the Dependents' Carer's Allowance.