

REPORT TITLE: MEMBERS' ALLOWANCES 2018/19 – REPORT OF THE INDEPENDENT REMUNERATION PANEL

27 NOVEMBER 2017

REPORT OF THE STRATEGIC DIRECTOR - RESOURCES

Contact Officer: David Blakemore 01962 848217 dblakemore@winchester.gov.uk

WARD(S): ALL

PURPOSE

The Report and recommendations of the Independent Remuneration Panel (IRP) regarding the City Council's Members' Allowances Scheme has been received and is attached at Appendix A. The Council's existing Members Allowances Scheme is attached at Appendix B.

The Panel's recommendations will be considered by The Overview and Scrutiny Committee at its meeting on 27 November 2017 and Cabinet on 6 December 2017. Council on 10 January 2018 will decide whether to implement them. The timing of this report therefore enables the Council to consider the proposals and set Members' Allowances rates for the forthcoming municipal year, together with making the necessary provision in the 2018/19 draft budget.

RECOMMENDATIONS:

1. That The Overview and Scrutiny Committee notes the following recommendations of the Independent Remuneration Panel and forwards the panels recommendations and any matters raised to Council for decision.
  - i. That the Basic Allowance for Members of Winchester City Council for the year 2018/19 should be £6,023 subject to any indexation
  - ii. The current Special Responsibility Allowance for the six Scrutiny Leads be withdrawn
  - iii. The qualifying criteria for a Group to be eligible to receive an SRA for the role of Other Opposition Group Leader should be reduced to 4 Members.

The qualifying criteria for a Group to be eligible to receive an SRA for the role of Group Manager should be reduced to 15 Members. These changes reflect the fall in the number of Council Members from 57 to 45.

- iv. The SRAs for 2018/19 to be in accordance with those listed on page 11 of the report (Appendix A)
- v. that specialist care provision should be reimbursed at cost upon production of receipts and that medical evidence that this type of care is required must also be provided and be approved by an appropriate officer of the Council.

Basic care provision e.g. short term child care should be reimbursed at the rate of the Living Wage as determined by the Living Wage Foundation. The current rate is £8.45 per hour for all workers over the age of eighteen; the rate is reviewed on an annual basis. Winchester City Council is a Living Wage Employer in accordance with the accreditation requirements of the Living Wage Foundation.

The Dependants' Carer' Allowance should also be better promoted and communicated by the Council and political parties to both prospective and newly elected Members.

- vi. The Council continue the current travel and subsistence allowances, including the approved duties and the terms and conditions for which they are claimable be maintained.
- vii. Any index linkage agreed should be in line with staff salary increases for a maximum of four years from 2018/2019 to 2022/ 2023.
- viii. The one SRA only rule per Member should continue to be implemented
- ix. That no more than 50% of the Council Members (currently 22 in total) should receive an SRA at any one time.

**IMPLICATIONS:****1 COUNCIL STRATEGY OUTCOME**

- 1.1 There is a requirement to undertake a periodic review of Members' Allowances in some circumstances and the Council is required to make a scheme before the beginning of each year with the process being set out in the regulations. Adopting a Scheme which has been the subject of consideration by an independent panel balances the desirability of just and fair recompense to Members for the work they do as a councillor, with the economic demands on the Council's limited resources.

**2 FINANCIAL IMPLICATIONS**

- 2.1 Actual and Forecast budgets to date are set out below for the Council's Members Allowances Scheme. Provision was made during 2016/17 for any changes to the scheme following the Boundary Review and changes to Council size. This budget was carried forward into 2017/18. It is estimated that the recommendations of the Panel, if supported as set out, will cost circa £20k p.a. This could potentially increase should the net effect of the Review of the Constitution and Decision Making structures (see paragraph 10.8 of the Report) create further roles that require appropriate remuneration.

<b>Member Allowances (£000)</b>	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
	Forecast*	Forecast	Actual	Actual	Actual	Actual	Actual	Actual
Member Allowances	389	369	357	417	429	433	440	439
Changes	20	12	(60)	(12)	(4)	(7)	1	

*\* Including recommendations of the Independent Remuneration Panel at a cost of £20k per annum*

- 2.2 When Member numbers were reduced from 2016/17, Council approved a budget of £50k p.a. to deal with the additional responsibilities and workloads. Any additional costs resulting from this will therefore use this existing budget, with any remaining budget released from the budget forecast.

**3 LEGAL AND PROCUREMENT IMPLICATIONS**

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the process that must be followed in order to review Member allowances. These include the appointment of the IRP and the advertising of the IRP's report once received. The Council must also consider the report of the IRP before adopting any such scheme.

#### 4 WORKFORCE IMPLICATIONS

4.1 None

#### 5 PROPERTY AND ASSET IMPLICATIONS

5.1 None

#### 6 CONSULTATION AND COMMUNICATION

6.1 The Panel's work included an evidence-gathering exercise undertaken by South East Employers in association with Council officers.

This included -

- a) a survey of all Members of the Council which would then be analysed for the Panel to consider;
- b) a survey of all Parish and Town Clerks which would then be analysed for the Panel to consider;
- c) collection of benchmark comparative data for all Hampshire districts and boroughs which will then be used as part of the report.

6.2 The report of the Panel's work was communicated via a statutory public notice in the Mid-Hants Observer on 16 November 2017 and also via the Council's website.

#### 7 ENVIRONMENTAL CONSIDERATIONS

7.1 None

#### 8 EQUALITY IMPACT ASSESSMENT

8.1 The report of the Panel included an assessment upon members of any equalities impact.

#### 9 RISK MANAGEMENT

<b>Risk</b> (Detail in this column specific risks, under each of these headings)	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property</i> Not applicable		
<i>Community Support</i> Adverse comments from public with regard to agreement that an increase in allowances is recommended.	Any increase proposed will have been recommended by an independent panel with it reasoning clearly demonstrated. Appropriate communications will also assist and draw attention to its findings and	

	conclusions.	
<i>Timescales</i> Implementation of a new scheme not completed early enough to budget implications to be factored	Should there be any delay in the implementation of a new scheme, officers will still be able to demonstrate likely budgetary implications to allow any backdating of payments if this becomes necessary.	
<i>Project capacity</i>  The review of the existing scheme has been undertaken and was facilitated by SEEMP and it's implementation will be undertaken by officers.	N/A	
<i>Financial / VfM</i> IRP recommends Scheme which exceeds budget provision.	Council has final decision on scale of allowances, and will take that decision in the context of the overall budget consideration.	
<i>Legal</i> Risk of challenge to adoption of Allowances Scheme.	Adoption will have followed independent assessment by IRP. Review process will have been undertaken by experienced SEE consultant.	
<i>Innovation</i> N/A		
<i>Reputation</i> Adverse comments from public if an increase in allowances is recommended.	Any increase proposed will have been recommended by an independent panel. There have been no increases to members allowances for a significant period of time	Need to ensure ongoing retention and attraction to the member role and ensuring allowances are reasonable is part of this.
<i>Other</i> N/A		

## 10 SUPPORTING INFORMATION:

### 10.1 Background

10.2 At the meeting held on 19 July 2017, the Council formally agreed to establish an Independent Remuneration Panel (IRP) to exercise the functions specified

in Regulation 21 of the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) – Report CL134 refers). The 2017 Panel convened on 5 and 6 September 2017 and its report has been received and a copy is attached as **Appendix A**.

The current Members' Allowances scheme is set out at **Appendix B**.

- 10.3 The timing of this report enables the Council to consider the proposals and set Members' Allowances rates for the forthcoming municipal year, together with making the necessary provision in the 2018/19 draft budget.
- 10.4 The Council is required by law to make a scheme for the payment of a basic allowance each year, and other allowances which the Council intends to pay. The Scheme can also include an annual inflation index (which the current scheme does) and such a scheme can be continued for up to four years before the inflation allowance must be reviewed. A Panel previously convened in October 2014 and the current Scheme was adopted from the following municipal year. This means that the City Council's inflation index must be reviewed by April 2019. However, it was proposed to review the Scheme as a whole after the Boundary Review.
- 10.5 As some eighteen months have now elapsed since the new Council was elected in 2015, it was considered an appropriate time to carry out a review of the Scheme, as the review can have appropriate evidence of any changes in Member workload resulting from the overall reduction in size of the Council (from 57 Members to 45) which was a consequence of the 2015 Boundary Review. The IRP would also consider the existing Special Responsibility Allowances (SRAs) and Travel and Subsistence schemes.
- 10.6 Consequently, on 8 February 2017, as part of its consideration of the 2017/18 budget, Cabinet resolved that an Independent Remuneration Panel be appointed to undertake a review of the Council's Members Allowances Scheme in autumn 2017, so as to allow any changes to be included in the budget for 2018/19.
- 10.7 As referred to above, the legislation requires a Members Allowances Independent Remuneration Panel (IRP) to be established. The Panel takes evidence and then makes recommendations to the Council on a Members' Allowances Scheme. Before a Scheme is amended, the Council has to have regard to the Panel's recommendations. Consequently, the Panel's report will be considered at the Council meeting on 10 January, after firstly having been discussed at The Overview and Scrutiny Committee. The comments of The Overview and Scrutiny Committee on the IRP report will be considered also by Cabinet, who will recommend to Council accordingly.
- 10.8 As part of its review, the IRP was mindful that the Council was currently undergoing a review of its Constitution. Therefore, in time, it was recognised that there may be some consequential impacts on the Council's decision-making structures. The IRP will be consulted (and reconvened if necessary)

once these new arrangements had been embedded during the next Municipal Year and their actual workloads assessed.

10.9 The IRP's report sets out a number of recommendations; members may like to particularly have regard to the Panel's recommendations with regard to withdrawing the the current SRA's for the six Scrutiny Leads.

#### 10.10 Conclusions

10.11 Members are asked to consider the recommendations of the Independent Remuneration Panels as set out in its Report at Appendix A. Each of the Panel's recommendations are clearly evidenced within and are summarised in the recommendations to this report.

### 11 OTHER OPTIONS CONSIDERED AND REJECTED

11.1 Delay the review – opportunity existed to delay the review but given that there has been a significant period since a previous was completed and there is a need to complete the review by 2019, it was opportune to complete this at this time.

#### BACKGROUND DOCUMENTS:-

##### Previous Committee Reports:-

CAB2635 – Members' Allowances – Report of the Independent Remuneration Panel - 3 December 2014

CL104 – Members Allowances – Approval of Full Scheme - 7 January 2015

##### Other Background Documents:-

None

#### APPENDICES:

Appendix A - Report of the Independent Remuneration Panel - Members' Allowances Scheme

Appendix B - Existing Members Allowances Scheme



**A Review of Members' Allowances for  
Winchester City Council**

**Report of the Independent Remuneration Panel**

**5<sup>th</sup> & 6<sup>th</sup> September 2017**

**2 CROWN WALK, JEWRY STREET,  
WINCHESTER  
HANTS,  
SO23 8BB**



## 1. Introduction

The Independent Remuneration Panel was convened to undertake a full review of Members' Allowances. The review was undertaken and the Panel convened in accordance with The Local Authorities (Members Allowances) (England) Regulations (SI 1021) (2003 Regulations).

The Panel met on 5<sup>th</sup> and 6<sup>th</sup> September 2017 and membership of the Panel was:-

Mark Palmer, Development Director, South East Employers (Panel Chair)  
Roger Farrall, Local Government Officer (Retired) and local resident  
Tim Stanbrook, High Technology Engineer (Retired) and local resident.

A questionnaire was sent out to all Members prior to the review and we interviewed 10 Members and 2 Officers. **Seventeen** of the 45 Members of the Council completed the questionnaire; a comprehensive analysis of the questionnaire is attached as **Appendix 1**.

The Panel would like to thank the Members who completed the questionnaire as well as the Members and the Officers we interviewed during the process. We have taken account of the views expressed to us by those Members and Officers; and would like to thank them for their assistance in this review.

Additionally the Panel was assisted and supported throughout by David Blakemore (Democratic Services Manager).

Other information at our disposal included previous Reports of the Independent Remuneration Panel, the current Scheme of Members' Allowances, committee reports and written submissions from Members.

We also had the benefit of the Members' Allowance Survey for District and Borough Councils in the South East published by South East Employers in October 2016, the Survey has been used to support benchmarking and for this purpose we have used the Hampshire district and borough Councils as the benchmark group

Comprehensive details of the allowances in these Councils are attached as **Appendix 2**.

## 2. Terms of Reference

Our terms of reference were to undertake a full review of Members' Allowances for Winchester City Council and to make recommendations as to the level of the Basic Allowance and of Special Responsibility Allowances for the year 2018/2019 and beyond for a maximum 4 year period. The review also included making recommendations in respect of the, Dependants' Carers' Allowance and the scheme for travel and subsistence. The Panel was established in accordance with section 99 of the Local Government Act 2000.

### **3. The Deliberations of the Panel**

The Panel had access to the previous reports of the Independent Remuneration Panel a full review last took place in November 2014. The Panel has given due consideration to this review as part of its deliberations when formulating its recommendations.

The Panel is also mindful of the impact of the 2015 Boundary Review undertaken by the Local Government Boundary Commission that has led to a reduction in the number of Members from 57 to 45 and a reduction in the number of wards from 26 to 16.

During the interviews and within the Questionnaire a number of Members did raise the issue of an increasing workload as a consequence of a reduction in the number of Members and Wards.

Members representing the more rural wards also raised the issue of larger wards leading to increased travel time, distances travelled and a greater number of Parish Council meetings to attend. The Panel has taken in to consideration these issues and concerns when making its recommendations.

Finally, the Panel was also aware that the review took place at time when the Council is also reviewing the Constitution. The Constitution Review may have an impact on the governance and decision-making structure of the Council and although the Panel can only make recommendations in respect of the member roles relating to the current governance and decision-making structure it is aware of the potential changes that will shape future recommendations of the Panel.

A key role of the Panel is to recommend a scheme of allowances which recognises both Members' responsibilities and workloads. However, the Panel was mindful of the Council's continued financial constraints when making its recommendations.

To develop a structured approach in determining allowances the Panel has used transparent formula and methodology for calculating the Basic Allowance and the Special Responsibility Allowances.

### **4. Basic Allowance**

The current Basic Allowance for Winchester City Council, £5,580 was set in 2010/11 following a decision by Members to take a 5% reduction in the allowance (2009/10 the allowance was £5,874). Since 2010/11 Members have chosen not to apply the recommended indexation and the November 2014 recommended no change to the level of Basic Allowance.

The 2014 review as part of its report did however present a recalibrated Basic Allowance of £6,976. The recalibrated Basic Allowance aimed to demonstrate the degree to which

the current Basic Allowance had fallen behind the earnings of Members' constituents since 2007 and also to flag up a prospective point of reference for a future Panels to be aware of.

	2007/08 £	2008/09 £	2009/10 £	2010/11 (-5% budget reduction) £	2011/12- 2017/18 £
<b>Basic Allowance</b>	<b>5,800</b>	<b>5,946</b>	<b>5,874</b>	<b>5,580</b>	<b>5,580</b>

The Panel was of the view that the Basic Allowance did require an increase and the Questionnaire that supported this review identified that **80%** of Members responding did not think the current Basic Allowance was appropriate and were of the view that it should be “higher” or “slightly higher”.

In respect of a level of Basic Allowance the questionnaire asked Members for a proposed level and the responses recommended an average Basic Allowance of £6,000 to £7,000. Members support for an increase in the level of Basic Allowance was also reflected in the interview sessions that specifically highlighted the increase in the workload of Members as a result of the Boundary Commission Review and the fact that the allowance had fallen in both real and nominal terms since 2010/11.

The Panel also sought views from Members during the interviews in respect of whether they felt that the current level of the Basic Allowance was a barrier to candidates from all sections of the community standing to be councillors. A number of Members interviewed expressed the view that the current level of Basic Allowance did deter people from standing for Council and remaining as Councillors in particular those with young families and full time employment; the Panel has taken these views into consideration.

The Panel was asked to consider whether and how the Members Allowance Scheme can take account of the ICT needs of Members to support and facilitate a move to a more digital way of working and during the interviews some Members expressed concern about the ICT provision and support provided. Some Members were of the view that ICT support should include not only a PC, laptop or tablet but also a phone line, mobile phone, broadband, printer and additional incidental support to cover such items as paper and printer ink cartridges

Whilst recognising the cost of the provision of ICT by Members the Panel was not supportive of a separate ICT allowance. The vast majority of Members already had access to broadband and ICT hardware prior to becoming a Councillor and the Panel was of the view that the Basic Allowance should be at a level to support the cost of undertaking the role of Councillor including the ICT provision.

The Panel is also supportive of effective ICT development and support for Members to ensure that ‘all’ Members realise the potential of the commitment to a more digital way of working.

The Panel was of the view that a structured formula for calculating the Basic Allowance was required and will provide a foundation to allow a future Panel to better determine the allowance and also provide a transparent formula for how the Basic Allowance was arrived at. The Panel was also of the view that unlike within the previous seven years the Basic Allowance should be indexed annually to avoid a real term fall in the level of Basic Allowance.

In determining a formula to calculate the Basic Allowance, the Panel chose full-time median hourly earnings for the South East of England area as a place of residence. This information is published by the Office for National Statistics each December as part of its National Statistics of Hours and Earnings (NOMIS) and in December 2016 this was **£14.85 per hour**.

The formula was also based on average weekly hours undertaken and in respect of the average national weekly hours for a District/Borough Councillor without any additional special responsibilities the Local Government Association (LGA) as part of the LGA Councillor Census stated between 10 to 15 hours was appropriate. The Panel therefore chose **12 hours per week** to support the calculation of the Basic Allowance.

Finally, the Panel also looked at the level of the Public Service Discount (PSD). The PSD is the element of a Members activity that is given on a purely voluntary basis. The questionnaire responses had varying views on the percentage level of PSD ranging from 5% to 80%, the average across the South East region is between 35-50%. The Panel was of the view that a level of **35%** should represent the level of recommended "Public Service Discount".

**Based on these figures the level of Basic Allowance for Members of the Council can be calculated as 12 hours per week x 52 weeks x £14.85 per hour - 35% Public Service Discount which gives a annual Basic Allowance of £6,023.**

Currently, Winchester City Council is ranked eighth in the level of Basic Allowance across the eleven benchmark Hampshire district/borough councils. Even after this recommended change to the Basic Allowance, Winchester City Council will still be in seventh position with regards the level of Basic Allowances across the benchmark Councils.

However, the Panel felt that this proposed increase in the Basic Allowance was setting a clear direction of travel and that for the first time since the 5% reduction in Basic Allowance in 2010/11 there will be a real term increase of £443 (7.9% increase) in the level of Basic Allowance.

## Benchmark Councils- Basic Allowance (September 2017)

Council	Basic Allowances
Basingstoke & Deane BC	£6,876
Fareham BC	£6,809
Test Valley BC	£6,581
Gosport BC	£6,280
Eastleigh BC	£6,240
New Forest DC	£6,150
Havant BC	£5,891
<b>Winchester CC</b>	<b>£5,580 (Proposed £6,023)</b>
East Hampshire DC	£5,200
Rushmoor BC	£5,005
Hart DC	£4,561
<b>Average</b>	<b>£5,925</b>

**RECOMMENDATION:** The Basic Allowance for Members of Winchester City Council for the year 2018/2019 should be £6,023 subject to any indexation.

### 5. Special Responsibility Allowances (SRA's)

The Panel have used the same methodology for our recommendations as those currently in place. The Panel heard no strong views during the interviews and there was no evidence in the questionnaire that supported a change to the current methodology for calculating the SRA's.

We do, however, for ease of reference, set out on page 11 the current allowances and **the level of allowances the IRP recommends for 2018/19.**

In determining which roles merit an SRA the Panel was cognisant of the 2006 Statutory Guidance (May 2006, paragraphs 70 and 73) that states:

*“SRAs may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority’s functions.”*

When considering all the current roles at Winchester City Council that receive an SRA the Panel was of the view that all with the exception of one of the roles continue to involve a “*significant additional responsibility*” that will lead them to receive an SRA.

In determining the SRA’s the Panel heard evidence from Members and Officers during the individual interviews and the findings of the questionnaire. The review in 2014 had recommended that the current ‘six band structure’ for allowances should continue, this approach has been in place since 2007/08 and the Panel received no evidence that it was no longer fit for purpose.

Therefore the Panel was of the view that the six band approach to SRA’s was still fit for purpose in 2017 and the **Panel recommend no change to the six Band approach to the SRA’s.**

The Panel recommend no change to the criteria and formula for calculating the Leader of the Council Allowance, **a multiplier of three times the Basic Allowance** and no change to the criteria, formula or Band of the other Special Responsibility Allowances.

Since the Leaders allowance is calculated as a multiplier of the Basic Allowance and the other SRA’s are based on the level of the Leaders allowance all the SRA’s will like the Basic Allowance increase by **7.9%**.

The following additional changes are recommended to the SRA’s:

### **Scrutiny Leads**

The Panel was informed that the role of the Scrutiny Leads had diminished considerably and currently the six Scrutiny Leads were not leading any key scrutiny projects or in-depth reviews.

The Panel was mindful of the Constitution Review and that a wider and more developed role for scrutiny in respect of policy development and accountability was been considered, however the Panel was of the view that the current limited role of the Scrutiny Leads meant that the role could no longer be seen to have *‘significant responsibilities over and above the generally accepted duties of a councillor’*.

The Panel was therefore of the view that the SRA for the six Scrutiny Leads should be withdrawn.

**RECOMMENDATION: The current SRA’s for the six Scrutiny Leads be withdrawn**

## **Qualifying Criteria for SRA for Leaders of Other Opposition Groups and Group Managers**

To be eligible for an SRA for the role of 'Other Opposition Group Leader' and 'Group Manager' the current qualifying criteria is 5 Members and 19 Members in your Group respectively. However, this qualifying criteria was formulated when the Council had 57 Members, following the 2015 Boundary Commission Review the number of Members has reduced by 12 (a 21% reduction).

The Panel was of the view that there should therefore be a corresponding reduction (21%) in the qualifying criteria to be eligible to receive the aforementioned SRA's. The 21% reduction in the qualifying criteria will therefore mean that a Group will now require **4** Members to be eligible to receive the SRA for the role of 'Other Opposition Group Leader' and **15** Members to be eligible to receive the SRA for the role of Group Manager.

**RECOMMENDATION: The qualifying criteria for a Group to be eligible to receive an SRA for the role of Other Opposition Group Leader should be reduced to 4 Members.**

**The qualifying criteria for a Group to be eligible to receive an SRA for the role of Group Manager should be reduced to 15 Members. These changes reflect the fall in the number of Council Members from 57 to 45.**

### **Vice Chairman Role**

Currently the only Vice Chairman role to receive an SRA is that of Vice Chairman of the Planning Committee (Band 5). During the review the Panel received feedback regarding the developing role of the Vice Chairman in respect of both responsibility and workload.

Although recognising the changing and emerging role of the Vice Chairman the Panel was of the view that there should be '**no change**' to the current position with regard to the provision of SRA's for Vice Chairmen.

**RECOMMENDATION: The SRAs for 2018/19 to be in accordance with those listed on page 11 of the report**

## **6. Dependants' Carers' Allowance**

Currently Winchester City Council offers a Dependants' Carers' Allowance (DCA) equivalent to the actual cost incurred to cover child care (children up to and including 14 years) or dependent specialist care subject to the provision of receipts and completing a claim form. The actual cost of childcare is reimbursed up to a maximum cost of **£8.08 per hour**.

The Panel was of the view that a ceiling on the reimbursement of care costs at £8.08 per hour will lead to Members who require specialist care support to undertake Approved Duties out of pocket.



Specialist care provision is considerably more expensive than £8.08 per hour and therefore the Panel was of the view that care provision **should be reimbursed for the actual cost incurred** by the Member upon production of receipts.

In the case of reimbursement for the cost of specialist care the Panel was of the view that medical evidence that this type of care is required must also be provided and approved by an appropriate officer of the Council.

**RECOMMENDATION: The Panel recommend that specialist care provision should be reimbursed at cost upon production of receipts and that medical evidence that this type of care is required must also be provided and be approved by an appropriate officer of the Council.**

**Basic care provision e.g. short term child care should be reimbursed at the rate of the Living Wage as determined by the Living Wage Foundation. The current rate is £8.45 per hour for all workers over the age of eighteen; the rate is reviewed on an annual basis. Winchester City Council is a Living Wage Employer in accordance with the accreditation requirements of the Living Wage Foundation.**

**The Dependants' Carer' Allowance should also be better promoted and communicated by the Council and political parties to both prospective and newly elected Members.**

## **7. Travel and Subsistence**

The Council currently pays mileage allowances based on the HMRC rates. No evidence was received to indicate that the current terms and conditions, including approved duties, and rates at which these allowances are claimable needed revisiting.

**RECOMMENDATION: The Council continue the current travel and subsistence allowances, including the approved duties and the terms and conditions for which they are claimable be maintained.**

## **8. Index Linking**

The index linking of the allowances is currently based on the staff salary increases relating to Spinal Column Point 49 of the NJC for Local Government Staff Services

The Panel was of the view that this approach to indexation should continue and therefore future index linking of the Basic Allowance and SRA's from **April 2018** should be at the rate of increase in staff salaries.

**RECOMMENDATION: Any index linkage agreed should be in line with staff salary increases for a maximum of four years from 2018/2019 to 2022/ 2023. The Panel recommends that Members ensure the indexation of allowances based on the percentage of staff salary increases takes place and is not foregone.**



## **9. The One SRA Only Rule**

The 2003 Members' Allowances Regulations do not limit the number of SRAs an individual Member can receive. Nevertheless, it is common and established good practice in most council's to have a 'One SRA only' rule set out in their allowances scheme. The Panel review in 2014 recommended the continuation of the One SRA per Member'.

The Panel was of the view that the current approach should continue and should an individual Member be undertaking more than one role eligible for an SRA then they should only receive the SRA of the highest value role.

**RECOMMENDATION: The one SRA only rule per Member should continue to be implemented**

## **10. Maximum Number of SRA's Payable**

In accordance with the 2006 Statutory Guidance (paragraph 72) the previous Panels have recommended that no more than **50%** of Winchester City Council Members (22 Members) should receive an SRA at any one time. The Panel received no evidence to change this position.

**RECOMMENDATION: The Panel continues to recommend that no more than 50% of the Council Members (currently 22 in total) should receive an SRA at any one time.**

## **11. Implementation of Recommendations**

**As permitted by the 2003 Members' Allowances Regulations (paragraph 10.6) it is recommended that the new Members' Allowances as set out in this report be implemented by April 2018**

**Mark Palmer  
Chairman of the Independent Remuneration Panel,  
September 2017**

	<b>CURRENT ALLOWANCES £</b>	<b>2018/2019 RECOMMENDATIONS £</b>	<b>RATIONALE &amp; METHODOLOGY</b>
Basic Allowance	5,580 (45)	<b>6,023 (45)</b>	
Leader	16,734 (1)	<b>18,069 (1)</b>	<b>Band One- Three times the Basic Allowance</b>
Deputy Leader With a Portfolio	9,129 (1)	<b>9,857 (1)</b>	<b>Band Two-</b>
Deputy Leader Without a Portfolio <b>(Not in current use)</b>	7,605 (1)	<b>8,212 (1)</b>	<b>Band Three</b>
Cabinet Member with a Portfolio	7,605 (6)	<b>8,212 (6)</b>	<b>Band Three</b>
Chairman of the Overview and Scrutiny Committee	7,605 (1)	<b>8,212 (1)</b>	<b>Band Three</b>
Chairman of Planning Committee	7,605 (1)	<b>8,212 (1)</b>	<b>Band Three</b>
Leader of Principal Opposition Group	7,605 (1)	<b>8,212 (1)</b>	<b>Band Three</b>
Chairman of Personnel Committee	3,042 (1)	<b>3,285 (1)</b>	<b>Band Four</b>
Chairman of Licensing and Regulation Committee	3,042 (1)	<b>3,285 (1)</b>	<b>Band Four</b>
Chairman of the Council	2,280 (1)	<b>2,462 (1)</b>	<b>Band Five</b>
Chairman of Audit Committee	2,280 (1)	<b>2,462 (1)</b>	<b>Band Five</b>
Other Opposition Group Leaders <b>(Not in current use)</b>	2,280	<b>2,462</b>	<b>Band Five</b>
Vice Chairman of Planning Committee	2,280(1)	<b>2,462 (1)</b>	<b>Band Five</b>
Chairman of Winchester Town Forum	1,521 (1)	<b>1,642 (1)</b>	<b>Band Six</b>
Scrutiny Leads	1,521 (6)	<b>SRA to be withdrawn</b>	

Chairman of Task & Finish Working Groups/Ad hoc Working Groups or Panels	1,521	<b>1,642</b>	<b>Band Six</b>
Group Managers	1,521 (2)	<b>1,642 (2)</b>	<b>Band Six</b>
Chairman of Standards Committee	1,521 (1)	1,642 (1)	<b>Band Six</b>
<b>Total Cost (£)</b>	<b>373,542</b>	<b>393,391</b>	

- Based on all 45 Members receiving the Basic Allowance and all current SRAs been paid.

The Panel recommendations will lead to an increase in the annual cost of all allowances of **£19,849**, subject to all Members receiving the Basic Allowance and all SRA's been paid. The reduction in Members as part of the Boundary Commission Review, 57 to 45 Members resulted in an initial saving of £66,690. Following the recommended increases to the Basic Allowance and SRA's £47,111 of the initial savings will be retained.

**MEMBERS AND OFFICERS OF WINCHESTER CITY COUNCIL INTERVIEWED BY  
THE INDEPENDENT REMUNERATION PANEL 5<sup>th</sup> & 6<sup>th</sup> SEPTEMBER 2017**

Councillor Kelsie Learney	Chairman of the Overview and Scrutiny Committee
Councillor Anne Weir	Chairman of the Winchester Town Forum
Councillor Angela Clear	Group Manager Liberal Democrats
Councillor Richard Izard	Ward Member- Colden Common & Twyford
Councillor Mike Read	Chairman of Personnel Committee
Councillor David McLean	Chairman of the Council
Councillor Eileen Berry	Ward Member – St Barnabas
Councillor Steve Miller	Portfolio Holder for Economy and Estates
Councillor Caroline Horrill	Leader of the Council and Portfolio Holder for Housing Development
Councillor Lucille Thompson	Leader of Principal Opposition Group
Howard Bone	Head of Legal and Democratic Services
David Blakemore	Democratic Services Manager



# Winchester City Council Members Allowances Survey



**Mark Palmer**

**Winchester City Council**

**Independent Remuneration**

**Panel Chairman**

**Q1 In a typical week how many hours do you spend on Council business?**

Answered: 16 Skipped: 1

The amount of hours that members spent on council duties varied anywhere between 10 and a maximum of 30 – 40 hours per week. The average amount of hours ranged between 15 – 20 hours per week. However, many of those that responded stated that the hours could vary so it was very hard to pinpoint the exact amount of hours they worked on a weekly basis.

#	RESPONSES	DATE
1	60	8/13/2017 11:25 AM
2	As I am also Chair of Parish Council duties can sometimes merge .Because of my various roles this could average to 10 + hours a week	8/10/2017 6:03 PM
3	16	8/2/2017 2:21 PM
4	17	8/2/2017 11:33 AM
5	15+ hours - some weeks considerably more on both internal and external meetings, some less	8/2/2017 11:09 AM
6	15-20 hours	8/2/2017 9:47 AM
7	This varies as some weeks there are more meetings that other weeks.Also case work can take time and extra groups for me within-so I would say on average 15 hours per week	8/2/2017 9:32 AM
8	29	8/1/2017 9:29 PM
9	20/25 hrs per week	7/31/2017 11:23 AM
10	22	7/25/2017 11:53 AM
11	14	7/24/2017 3:15 PM
12	30-40	7/22/2017 2:05 PM
13	10	7/22/2017 12:50 PM
14	30	7/21/2017 11:54 AM
15	18	7/21/2017 10:34 AM
16	Approximately 20; very difficult to define. If council business is anything to do with being a counillor it is greater.	7/21/2017 10:23 AM

**Q2 If you hold a role(s) within the Council i.e. Portfolio Holder, Chairman etc., how many hours do you spend in a typical week on Council business relevant to the role(s). [Please provide details separately for each role if more than one additional role is held.] Please specify specific roles below and hours spent on each role:**

Answered: 14 Skipped: 3

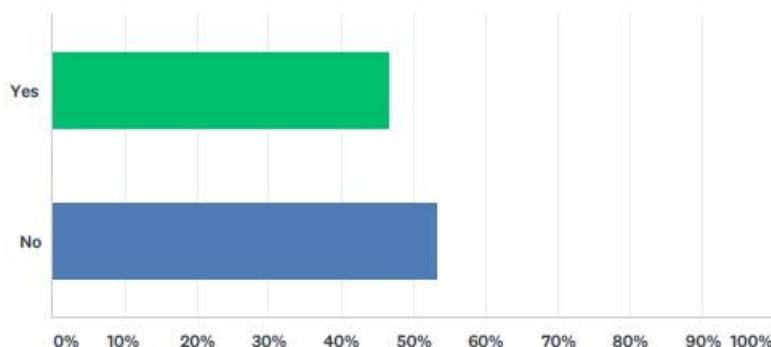
Depending upon the number of roles that each member held within the council, the amount of hours dedicated to each role varied. Members could spend as little as 3 hours but as many as 30 hours per week on their dedicated roles.

#	RESPONSES	DATE
1	Local ward member attending Parish Councils - 6 in my ward and dealing with queries raised by residents 4 hours per week on average Leader of the Council 50 hours per week Portfolio Holder for Housing - 6 hours a week	8/13/2017 11:25 AM
2	Planning committee meeting and pre site meetings 8hours plus site viewings if applicable Vice Chair Licensing and Chair of Licensing Sub Committee hours vary depending on cases Vice Chair Central Regeneration Informal Committee hours depend on number of meetings between public meetings	8/10/2017 6:03 PM
3	Shadow Portfolio 6 hours	8/2/2017 2:21 PM
4	Chair Audit 3hrs	8/2/2017 11:33 AM
5	Conservative Group Manager - tied in with above.	8/2/2017 11:09 AM
6	N/a	8/2/2017 9:47 AM
7	Group Manager and Shadow Portfolio holder. This also varies due to times and dates of meetings.	8/2/2017 9:32 AM
8	As a Ward Councillor devoted to Ward activities, including Parish Council meetings : 6 hours As a Member of City Council : 4 hours keeping up with papers on our and other District Council Comparison As a Cabinet Member for Health & Wellbeing : 7 hours (includes CAB, PCC responsibilities, H&WB Boards) As a Cabinet Member with responsibility for Cabinet (Sport & Leisure) Committee : 10 hours Cabinet Joint Waste & Environment Services/Traffic & Parking Committees : 2 hours	8/1/2017 9:29 PM
9	Planning Chairman 10hrs Answering Emails About planning 8hrs Travelling about ward solving problems 7hrs	7/31/2017 11:23 AM
10	Chairman Overview and Scrutiny - 8hrs	7/25/2017 11:53 AM
11	12: Portfolio Holder for Finance	7/24/2017 3:15 PM
12	25-30	7/22/2017 2:05 PM
13	Planning issues 15 to 20 at the moment as it is unusally busy PC 4 hours, leisure centre 5, residents questions 8 hours	7/21/2017 11:54 AM
14	Ward Member work - 8 hours Portfolio Holder work - 6 hours Other Cabinet work - 4 hours	7/21/2017 10:34 AM

**Q3 Do you incur any significant costs which you believe are not covered by your present allowance?**

Answered: 15 Skipped: 2

Question 3 asked members if they suffered financial costs as a result of the level of the current allowance. The majority of members said that they did not suffer from such costs but the 47.7% that said they did. Eight members left comments that detailed their reasoning; these varied from having to cover much larger areas as a result of boundary changes, additional responsibilities and having to take annual leave from their current day job.



ANSWER CHOICES	RESPONSES	
Yes	46.67%	7
No	53.33%	8
<b>TOTAL</b>		<b>15</b>

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Only because I am retired	8/10/2017 6:03 PM
2	Travel to informal meetings at 30 miles round trip 1 to 3 times per week	8/2/2017 2:21 PM
3	Although travelling is covered by expenses I have not in the past claimed for these as I felt adequately covered by the monies we already received. However with the increase in size of our patches and the exponential increase in parish council meetings now committed to, this is wearing thin.	8/2/2017 11:09 AM
4	Since the boundary change, I have two more parish councils to attend as well as meeting residents in a much wider area. For these meetings no extra petrol expenses can be claimed.	8/2/2017 9:47 AM
5	Time! The responsibilities with Cabinet mean more time is devoted to WCC role.	8/1/2017 9:29 PM
6	Now have 13 PC meeting to travel to, 1 is 20 miles round trip	7/31/2017 11:23 AM
7	Driving to and from Winchester but that is covered by expenses	7/22/2017 2:05 PM
8	hours spent on planning committee	7/21/2017 11:54 AM
9	I have to forego 15-18 days of my annual leave from my job to deal with Council work that I am required to perform during the working week.	7/21/2017 10:34 AM



**Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?**

Answered: 15 Skipped: 2

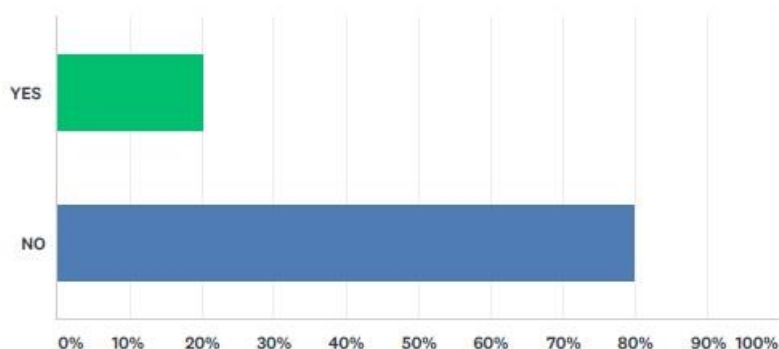
When asked how much of their time they believed should be voluntary, the members answer responses varied, ranging from 5% to 60% and 100%. Out of the 17 members 15 responded to this question and 2 did not respond.

#	RESPONSES	DATE
1	100% if a ward councillor. If specific roles are allocated then these should receive the full allowance	8/13/2017 11:25 AM
2	My role as Chair of Parish Council is already voluntary. Being on Planning Committee and Chair of Licensing Subcommittee should be outside basic allowance otherwise it's an honour to represent the two villages I represent 60 %	8/10/2017 6:03 PM
3	25%	8/2/2017 2:21 PM
4	15%	8/2/2017 11:33 AM
5	30% - however I feel that I do give in not claiming justifiable expenses.... putting in the hours and making sure I attend as many parish meetings both official and unofficial as I can.	8/2/2017 11:09 AM
6	None	8/2/2017 9:47 AM
7	30%	8/1/2017 9:29 PM
8	When I joined I had 4 PC which was acceptable, 13 is not you work out the percentage!	7/31/2017 11:23 AM
9	25%	7/25/2017 11:53 AM
10	10	7/24/2017 3:15 PM
11	20%	7/22/2017 2:05 PM
12	5%	7/22/2017 12:50 PM
13	60%	7/21/2017 11:54 AM
14	4 hours per week	7/21/2017 10:34 AM
15	Not sure how to answer this - I am not a councillor in lieu of a job, or even as part of a job, or indeed for any financial remuneration but a modest flat fee is appreciated. The payment model is important to attract people of working age, for those who do not have alternative income or for whom the risk is greatest if they have to make a choice between being a councillor or furthering their career in a job. The amount of time put in to being a councillor is as long as a piece of string, much of it being voluntary but not quantified, or indeed always efficient - much is personal and based on the need to spend time with people, whether voters or fellow councillors.	7/21/2017 10:23 AM

**Q5 The present level of Basic Allowance payable to all Councillors is £5,580. Do you think this is appropriate?**

Answered: 15 Skipped: 2

When asked if they thought the allowance level was appropriate, only 3 out of the 15 members that responded to this question agreed it was. Twelve members that responded left detailed comments on how they felt the allowances should be higher. The reasons for a higher allowance varied from encouraging younger people to become members, an increase in work load and that the allowance has had no increase since they first became a member.



ANSWER CHOICES	RESPONSES	
YES	20.00%	3
NO	80.00%	12
TOTAL		15

#	IF NO, SHOULD IT BE LOWER OR HIGHER? PLEASE GIVE A REASON FOR YOUR ANSWER:	DATE
1	This is neither one thing or the other.	8/13/2017 11:26 AM
2	Higher no increase for several years in fact a reduction most of other Councils allowances exceed this amount	8/10/2017 6:06 PM
3	Higher to encourage younger councillors	8/2/2017 2:22 PM
4	Higher - as self employed person not sufficient to employ replacement for time away from business	8/2/2017 11:36 AM
5	Higher - the workload has increased with the boundary resizing exponentially. It needs to be of an amount suitable to encourage more younger members to come forward and take ownership/responsibility for their district, not just those who can afford to finance the time involved thereby excluding those who do not have a sufficient private salary/pension.	8/2/2017 11:16 AM
6	It should be higher. I've been a Councillor for nine years and the ward has now increased with no extra allowance or pension. It is impossible to attract younger people to the role of a Councillor as the basic allowance is not enough.	8/2/2017 9:51 AM
7	Higher at least £7250. Over the past few years councillors have actually taken a decrease in their basic pay.	8/2/2017 9:33 AM
8	Much higher, We havent had a rise for years, when i joined in 2006 the basic allowance was £5448.00pa	7/31/2017 11:33 AM
9	Higher - does not account for loss of other work and lack of benefits eg pension. Workload has increased with reduced number of Councillors	7/25/2017 12:04 PM
10	It should be more in line with the surround councils which are mostly higher, and be index linked.	7/22/2017 2:07 PM
11	Higher, because I use my car my insurance has gone up and wear and tear also I work full time so lose a lot of my allowance in tax	7/22/2017 1:01 PM
12	higher for the additional work now required as it has increased by 30%	7/21/2017 11:57 AM
13	No idea on what it is based, seems an odd figure	7/21/2017 10:27 AM

**Q6 If you are able to, please indicate an appropriate level £:**

Answered: 14 Skipped: 3

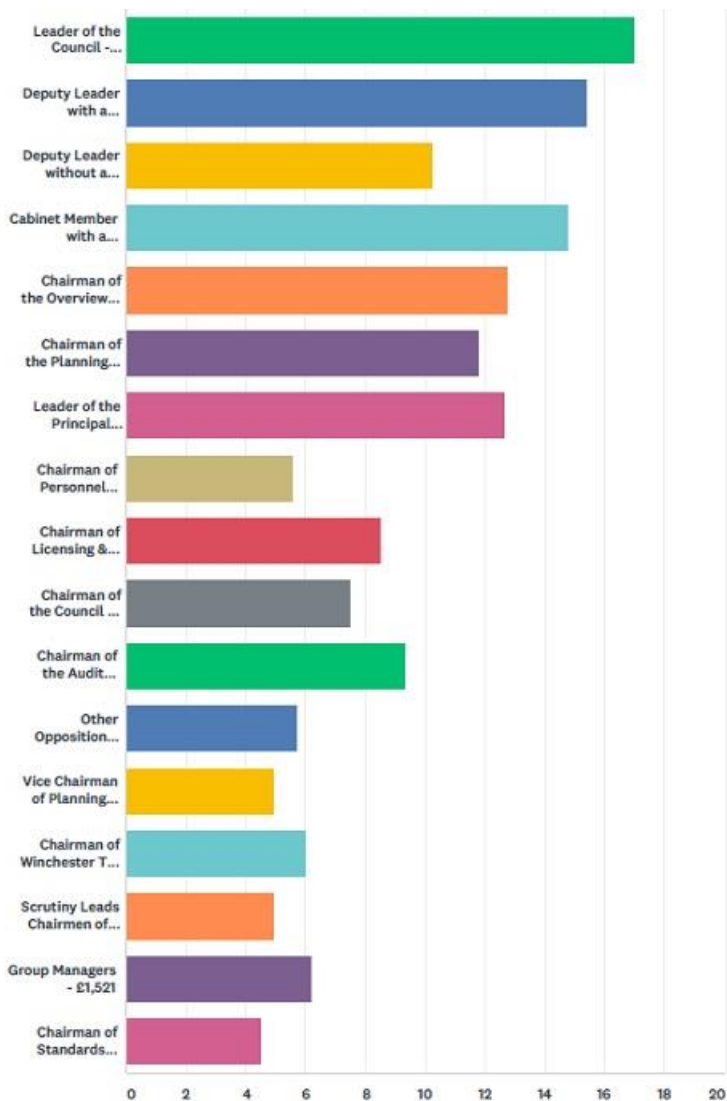
When asked to suggest an appropriate level for the members allowance the answers ranged from a minimum of £5-6k to a maximum of £8-10k. The average appropriate level that was suggested was between £6-7k.

#	RESPONSES	DATE
1	This is difficult. Some Councillors only do case work and little Committee work. £7000	8/10/2017 6:06 PM
2	£8-10K	8/2/2017 2:22 PM
3	£7500	8/2/2017 11:36 AM
4	@ 15 hrs pw - 1/3rd volunteered; 10hrs x 52wk for the year @ say, £20 phr ~ implies of the order of £10k pa	8/2/2017 11:16 AM
5	£7 to £8k	8/2/2017 9:51 AM
6	£7250.	8/2/2017 9:33 AM
7	As a Ward Councillor without additional responsibilities this amount feels entirely appropriate. If in a full time role having to reduce hours, it would seem acceptable to me to offer a reduced time in the office and this level of income to cover the work needed to support residents.	8/1/2017 9:30 PM
8	£7,580, to cover the extra PC and the amount of time needed to serve them properly and travelling Wear and tear on my car, and I need a car to travel to each Parish	7/31/2017 11:33 AM
9	c7000 based on average wage-25% discount	7/25/2017 12:04 PM
10	£6,500	7/22/2017 2:07 PM
11	6,500	7/22/2017 1:01 PM
12	£7500	7/21/2017 11:57 AM
13	I believe that £10-£12 per hour is an appropriate rate. For Ward Member work, a reasonable number of hours would be no more than 12 hour work per week required to represent residents. Anything more indicates either incompetence or excessive political activity, neither of which should be charged to the public purse. £144 per week should be the maximum basic allowance.	7/21/2017 10:38 AM
14	Around £5-6,000	7/21/2017 10:27 AM

**Q7 Special Responsibility Allowances (SRAs) are currently paid as follows: [To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in respect of importance and impact: 1 to 17, with 1 being the most important, and 17 being the least important.]**

Answered: 16 Skipped: 1

Overall 16 out of the 17 members responded to this question. The Leader was considered the most important role while the Chairman of Standards was seen as the least important. The other roles varied with where they should be listed.





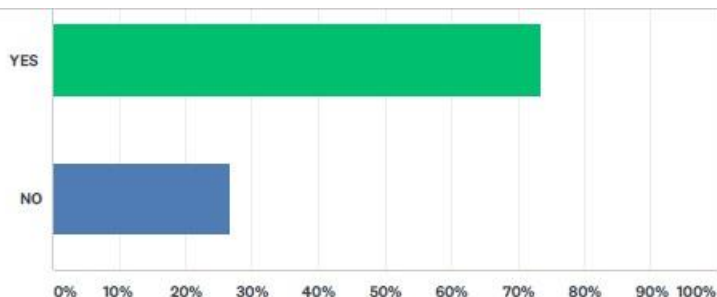
# Independent Remuneration Panel Members' Allowances Questionnaire 2017 - Winchester City Council

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Leader of the Council - £16,734	100.00% 14	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Deputy Leader with a Portfolio - £9,129	0.00% 0	69.23% 9	15.38% 2	0.00% 0	15.38% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Deputy Leader without a Portfolio - £7,605	0.00% 0	0.00% 0	8.33% 1	25.00% 3	16.67% 2	8.33% 1	0.00% 0	8.33% 1	8.33% 1	0.00% 0	0.00% 0	8.33% 1	0.00% 0	0.00% 0	0.00% 0	8.33% 1	8.33% 1
Cabinet Member with a Portfolio - £7,605	0.00% 0	14.29% 2	57.14% 8	21.43% 3	7.14% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chairman of the Overview & Scrutiny Committee - £7,605	0.00% 0	0.00% 0	15.38% 2	23.08% 3	15.38% 2	30.77% 4	7.69% 1	0.00% 0	7.69% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chairman of the Planning Committee - £7,605	0.00% 0	0.00% 0	0.00% 0	15.38% 2	30.77% 4	15.38% 2	15.38% 2	15.38% 2	0.00% 0	0.00% 0	7.69% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Leader of the Principal Opposition Group - £7605	0.00% 0	14.29% 2	7.14% 1	14.29% 2	7.14% 1	28.57% 4	21.43% 3	0.00% 0	0.00% 0	7.14% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chairman of Personnel Committee - £3,042	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8.33% 1	16.67% 2	0.00% 0	16.67% 2	8.33% 1	0.00% 0	0.00% 0	8.33% 1	16.67% 2	0.00% 0	25.00% 3
Chairman of Licensing & Regulation Committee - £3,042	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	7.14% 1	21.43% 3	0.00% 0	14.29% 2	14.29% 2	7.14% 1	7.14% 1	14.29% 2	7.14% 1	0.00% 0	0.00% 0	0.00% 0
Chairman of the Council - £2,280	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8.33% 1	0.00% 0	0.00% 0	16.67% 2	25.00% 3	16.67% 2	0.00% 0	8.33% 1	8.33% 1	0.00% 0	0.00% 0	8.33% 1	8.33% 1
Chairman of the Audit Committee - £2,280	0.00% 0	6.67% 1	0.00% 0	0.00% 0	6.67% 1	0.00% 0	0.00% 0	26.67% 4	26.67% 4	6.67% 1	20.00% 3	6.67% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Other Opposition Group Leaders - £2,280	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	7.14% 1	7.14% 1	7.14% 1	0.00% 0	28.57% 4	14.29% 2	0.00% 0	14.29% 2	0.00% 0	14.29% 2
Vice Chairman of Planning Committee - £2,280	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.69% 1	23.08% 3	7.69% 1	23.08% 3	15.38% 2	7.69% 1	7.69% 1	7.69% 1
Chairman of Winchester Town Forum - £1,521	0.00% 0	0.00% 0	7.14% 1	0.00% 0	7.14% 1	0.00% 0	0.00% 0	0.00% 0	14.29% 2	0.00% 0	7.14% 1	7.14% 1	7.14% 1	21.43% 3	7.14% 1	14.29% 2	7.14% 1
Scrutiny Leads Chairmen of Task & Finish &/or Ad Hoc Working Groups/Panels with Significant Impact - £1,521	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	0.00% 0	7.14% 1	0.00% 0	7.14% 1	7.14% 1	14.29% 2	7.14% 1	0.00% 0	14.29% 2	28.57% 4	7.14% 1
Group Managers - £1,521	6.25% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.25% 1	12.50% 2	0.00% 0	0.00% 0	12.50% 2	6.25% 1	0.00% 0	0.00% 0	18.75% 3	12.50% 2	18.75% 3	6.25% 1
Chairman of Standards Committee - £1,521	0.00% 0	0.00% 0	6.67% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.67% 1	0.00% 0	13.33% 2	13.33% 2	13.33% 2	20.00% 3	13.33% 2	13.33% 2

### Q8 Would you like to see any of these changes made to these allowances?

Answered: 15 Skipped: 2

When asked if they would like to see any of these changes implemented, 73.3% of members said that they would whilst 26.7% said that they would not. The members that responded yes to this question were asked to provide details for their reasons. The responses ranged from better recognition for the work involved, higher allowance for those with more responsibilities and an overall percentage increase in allowances.



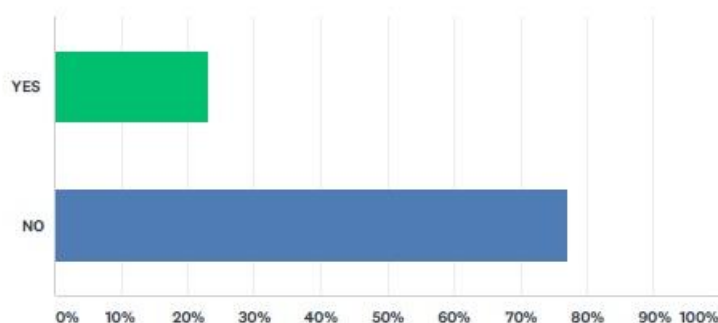
ANSWER CHOICES	RESPONSES	
YES	73.33%	11
NO	26.67%	4
TOTAL		15

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	better recognition of the work involved	8/13/2017 11:32 AM
2	Other Vice Chairs	8/10/2017 6:12 PM
3	Allowance for members of planning committee-more hours given than any other committee	8/2/2017 2:25 PM
4	Group manager should be increased. Personnel, Licensing and Audit should be the same level	8/2/2017 11:43 AM
5	Group Managers are responsible for committee membership , arrange meetings, answer problems/queries members may have.Make sure members attend all full council meetings and committee meetings.Take the minutes and distribute from meetings.Generally keep an eye on things	8/2/2017 9:50 AM
6	As a Cabinet Member, to undertake the role to support the District adequately I spend time which prevents me from working as many hours in a professional role as I previous. Town Forum : This is like a Parish Council and Parish Councillors do not usually get paid any allowance.	8/1/2017 9:49 PM
7	Increased by the percentage of basic allowance	7/31/2017 11:55 AM
8	Adjust reflecting responsibility & time commitment. However cabinet allowances should reflect increase in their numbers.	7/25/2017 12:17 PM
9	Cabinet give up far more time than any of the chairs so the allowance should be far higher to recognise this	7/22/2017 2:13 PM
10	Leader is nearly a full time role, which needs to reward the sacrifice that a competent person has to make to take such a commitment on. The allowance should doubled from its current level, without affecting other allowances. The chairman roles for Audit and Overview and Scrutiny do not take up anything like the same amount of time as a cabinet role, so should be reduced accordingly. There is no role for Personnel or Standards Committee chairman, which should both have the allowance removed. Planning committee members have to make a significant working day commitment that should be reflected in the allowances, as does the Mayor	7/21/2017 10:46 AM
11	These statutory committees do not adequately reflect the important tasks of the council. Are they an incentive to encourage people to take on more responsibility, goes back to original overall questions.	7/21/2017 10:38 AM

### Q9 Would you like to see any new SRAs introduced?

Answered: 13 Skipped: 4

When asked if they would like to see any new SRAs introduced, 77% stated no whilst a remaining 23% yes.



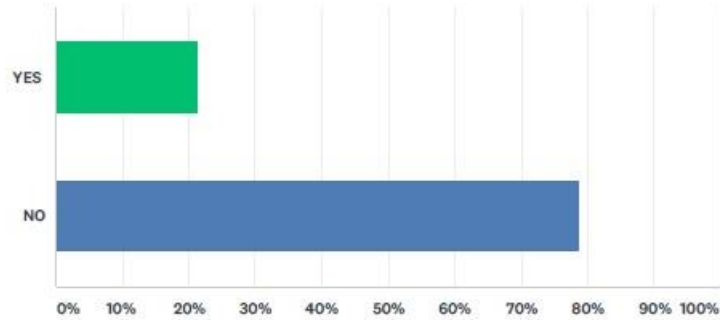
ANSWER CHOICES	RESPONSES	
YES	23.08%	3
NO	76.92%	10
TOTAL		13

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	As above	8/10/2017 6:12 PM
2	as above	8/2/2017 2:25 PM
3	Only perhaps members of the planning committee should be able to claim allowance for sitting on this committee. It may only meet once a month but one day before the meeting there are site visits to attend. On the actual day of planning committee members are usually sitting from 9am until 5 or 6p.m.	8/2/2017 9:50 AM
4	members of the planning committee should have a basic allowance to cover the work required	7/21/2017 12:01 PM
5	Planning Committee members	7/21/2017 10:46 AM
6	Why does Housing not get more recognition and why is there no sense of strategic work, including planning, not development control?	7/21/2017 10:38 AM

**Q10 Dependent Relative Care - up to £8.08 per hour. Do you think these rates should be increased?**

Answered: 14 Skipped: 3

When members were asked if they thought Dependent Relative Care should be increased from the current rate, 78% of members believed that this rate should not be increased while 22% believe that it should be. Those that stated yes were asked to indicate a suggested rate. The responses suggested that it should raise to at least £10 per hour.



ANSWER CHOICES	RESPONSES	
YES	21.43%	3
NO	78.57%	11
TOTAL		14

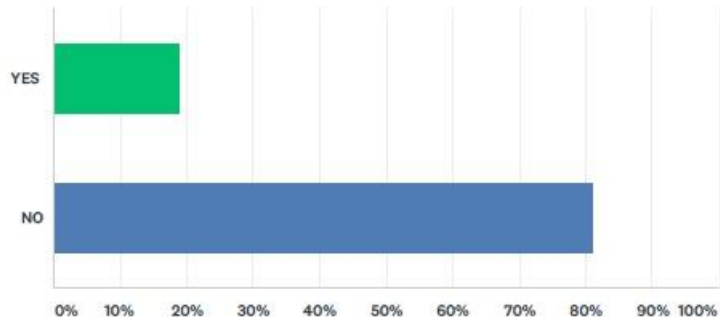
#	IF YES, PLEASE INDICATE RATE AND SEASON:	DATE
1	£10	8/2/2017 11:43 AM
2	AT the rate the mininum wage rate is increasing this will soon fall behind.	8/2/2017 11:28 AM
3	Cost of professional elderly care is more than £15ph. Professional babysitting £10ph	7/25/2017 12:20 PM
4	No idea and/or on what it based	7/21/2017 10:39 AM



**Q11 The current scheme of travel allowances are linked to those recommended by HMRC level. Do you have any comments on the current scheme for Councillors?**

Answered: 16 Skipped: 1

When asked if they had any comments on the recommended travel allowance by HMRC, only 18.8% of members stated that they did whilst the remaining 81.2% that responded stated that they did not..



ANSWER CHOICES	RESPONSES	
YES	18.75%	3
NO	81.25%	13
TOTAL		16

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Increase in line with inflation	8/2/2017 2:28 PM
2	Councillors should be able to claim for attending all parish council meetings within their ward	8/2/2017 10:02 AM
3	Travel allowances should not in my opinion be taxed	8/2/2017 9:51 AM

**Q12 If you have any other comments on Members' Allowances, please detail below:**

Answered: 8 Skipped: 9

The final question asked members whether they had any further comments on members' allowances that only 8 out of the 17 completed. These responses highlighted travel allowances and that allowances should better reflect extra hours contributed.

#	RESPONSES	DATE
1	As mentioned earlier this is difficult.Because I am now retired I can spend more time on Committee work.I am also on standards Committee and have Chaired some hearings.	8/10/2017 6:15 PM
2	Allowances should increase with inflation.It is often seen wrong for members voting themselves a pay rise but allowances need to reflect other increases in daily life-otherwise councillors cannot afford to commit themselves to so much 'voluntary' work and Council becomes static and aging	8/2/2017 2:28 PM
3	Travel allowance should be backdated to when the new boundary changes took place (May 2016)	8/2/2017 10:02 AM
4	We were lead to believe that any increase to allowances would be back dated to May 2016	7/31/2017 11:57 AM
5	It's too easy for allowances to be used as a political football rather than reflecting the need to enable those from a variety of backgrounds and with differing personal circumstances to be Councillors.	7/25/2017 12:25 PM
6	My listing of 1-17 isn't accurate as I think some are on par	7/22/2017 2:14 PM
7	as no change to allowances has happen for 7 years at least and the work load has increased by 30% there shpould be an increase.	7/21/2017 12:03 PM
8	Allowances should be given to reflect the extra hours that is expected from a Councillor over and above a reasonable member of the community. The allownaces should not be a means of giving rewards to individuals but merely for recompensing them for their efforts. The elvel should be easily justified in these terms to the public.	7/21/2017 10:49 AM

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2016/17	Overall budget for Member Allowances (£)	Total number of Councillors	Percentage of Public Service Discount (%)	Average spent per Councillor	Comments on Basic Allowance
Basingstoke and Deane BC	District / Borough	173,860	6,803	581,800	60	Not Specified	9,697	None
East Hampshire District Council	District / Borough	115,600	5,200	376,800	44	Not Applicable	8,564	Increased from £4,500 for 2016/17, but now includes the previously separate £200 IT Allowance
Eastleigh Borough Council	District / Borough	124,000	6,240	404,000	44	N/A	9,182	N/A
Fareham Borough Council	District / Borough	114,079	6,741	376,900	31	n/a	12,158	n/a
Gosport Borough Council	District / Borough	83,659	5,921	237,600	34	Not Specified	6,988	none
Hart	District / Borough	90,000	3,855	232,975	33	Not Specified	7,060	This is the current allowance. This will change in April 2017, following a review in spring 2016
Havant Borough Council	District / Borough	120,700	5,891	363,516	38	Not specified	9,566	(Incorporating a modernisation allowance of £461)
New Forest District Council	District / Borough	177,818 (2016 Forecast)	6,089	494220 including travel	60	33.3% (one third)	8,237	none
Rushmoor Borough Council	District / Borough	95,300	4,953	300,000	39	40%	7,692	There is an additional IT allowance that all Councillors receive (358.00)
Test Valley Borough Council	District / Borough	120,712	6,516	408,100	48	50%	8,502	none
Winchester City Council	District / Borough	120,743	5,580	419,000	45	N/A	9,311	na

Council Name	Type of Council (County, Unitary or District/Borough)	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Chair / Civic Mayor	Deputy Chair / Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person	1 SRA per cllr?	50% Rule?
Basingstoke and Deane BC	District / Borough	22,685.00	15,114.00	11,342.00	n/a	5,671.00	5,671.00	568.00	n/a	6,805.00	681.00	n/a	5,671.00	568.00	452.00	4,530.00	1,301.00	6,805.00	n/a	3,403.00	n/a	HR & Standards 5,671	1,675.00	Yes	No
East Hampshire District Council	District / Borough	18,000.00	10,000.00	6,000.00	Not Applicable	2,000.00	2,000	Not Applicable	250.00	6,000.00	3,000.00	250.00	2,000.00	Not Applicable	Not Applicable	3,000.00	Not Applicable	3,000.00	Not Applicable	Not Applicable	Not Applicable	2,000.00	Not Applicable	Yes	No
Eastleigh Borough Council	District / Borough	19958.68	9230.39	7911.33	N/A	2636.1	0	0	0	Local Area Committee Chair - 3296.64	Local Area Committee Vice-Chair - 824.16	0	2636.1	659.53	N/A	5,050.00	0	5,274.22	0	N/A	N/A	N/A	600 + travel expenses, 300 + L exp. for the reserve	no	no
Fareham Borough Council	District / Borough	20,223.43	11,235.24	11,235.24	0	4,213.22	7,022.03	842.64	n/a	10,011.60	842.64	n/a	7,864.67	842.64	n/a	4,213.22	842.64	6,741.14	n/a	6,741.14	280.88	842.64	700.00	Yes	No
Gosport Borough Council	District / Borough	13,756.20	0.00	0.00	0	0	0	0	0	4,405.62	0	0	0	0	0	0	0	2,383.50	0	2,383.50	0	0	0	Yes	Yes
Hart	District / Borough	15,642.00	6,213.00	5,461.00	0	1,722.00	1,722.00	781.00	0	3,128.00	1,042.00	0	1,722.00	781.00	0	3,048.00	1,051.00	2,045.00	0	45 per member of group	0	0	1,173.00	yes	no
Havant Borough Council	District / Borough	14,800.00	8,800.00	8,140.00	n/a	1,480.00	2,960.00	n/a	n/a	3,577 (Divided 3,577 amongst 6 members)	n/a	n/a	5,920.00	n/a	n/a	n/a	n/a	See 'group leader' info	n/a	Band A 2-5 Members £600 Band B 6-10 Members £1,200 Band C 11-15 Members £1800 Band D 16+ Members	n/a	Scrutiny Leads £2500, Chairman of the Joint Human Resources Cttee £1973	not specified	Yes	Yes
New Forest District Council	District / Borough	19,401.00	0.00	9,701.00	0	1,999.00	£1,999	0	0	5,383.00	0	0	4,851.00	0	0	£9,200 (paid under Sec 3(5) of the LGA 1972)	£1,990 (paid under Sec 3(5) of the LGA 1972)	Major - £7,276*, Minority - £1,032* *Formula based on Group size	Deputy Leader of Main Opp. Group £1,032* *Formula based on Group size	0	0	0	0	Yes	No, but only about 12% receive SRAs
Rushmoor Borough Council	District / Borough	14,413.00	8,670.00	7,640.00	not specified	not specified	5,160.00	not specified	not specified	5,160.00	not specified	not specified	3,100.00	not specified	not specified	1,441.00	not specified	3,100.00	not specified	not specified	not specified	not specified	0	yes	no
Test Valley Borough Council	District / Borough	12,355.00	8,445.00	7,872.00	N/A	N/A	3,884.00	777.00	N/A	4,900.00	991.00	N/A	6,516.00	1,304.00	N/A	2,919.00	574.00	2,919.00	N/A	N/A	N/A	N/A	NO	YES	YES
Winchester City Council	District / Borough	16,734.00	9,129.00	7,605.00	not in use	2,280.00	3,042.00	na	na	7,605.00	2,280.00	na	7,605.00	na	na	2,280.00	na	7,605.00	not in use	not in current use	na	na	240.00	yes	yes

Council Name	Type of Council (County, Unitary or District/Borough)	Travelling / Mileage (pence per mile)	Bicycle Mileage (pence per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Basingstoke and Deane BC	District / Borough	45p	20p	£7.56 - Breakfast, £10.45 - Lunch, £4.16 - Tea, £12.92 - Dinner	£4.62 Child Care, £16.77 Adult Care	n/a	Standards Vice Chairman (non Councillor position) £380
East Hampshire District Council	District / Borough	45p	20p	Maintained in line with Officer's allowance, Breakfast £5.73, Lunch £7.92, Meal £9.80	Child care up to £8.75 per hour, Dependent Relative Care up to the hourly rate for approved care providers within Hampshire County Council.	Incorporated into the basic allowance.	£3,000 SRA for Assistant Portfolio Holders
Eastleigh Borough Council	District / Borough	45p	20p	For more than 4 hours but less than 8 hours	Reasonable costs up to £18 per hour	Council equipment and internet connection provided	N/A
Fareham Borough Council	District / Borough	45p	25p	Breakfast - £11.79 Lunch - £23.60 Tea - £5.89 Evening Meal - £35.37 Overnight (incl. meal and accom.) - £176.92	upto £7.28 per hour (max £1769.2 per annum)	n/a	n/a
Gosport Borough Council	District / Borough	40.9p	30p	not specified	£8.25 per hour - max 8 hours per week	Maximum £25.00 per month	no information given
Hart	District / Borough	Standard as per NJC	none	None	£8 ph up to £1,600	£250 pa	Child as per carers
Havant Borough Council	District / Borough	In line with the HMRC rate, currently 45p per mile. Passenger 5p per mile.	cycle rates set at and 20p per mile	Breakfast 5.73, Meal 9.70, lunch 7.92 (Max 43)	up to £8.75 per hour	N/A	none specified
New Forest District Council	District / Borough	45p (car), 24p (motor cycle)	20p	Yes	Dependent children - £7.85/hour, Dependent relatives - £10.22/hour	(£386 included in Basic Allowance)	none
Rushmoor Borough Council	District / Borough	45p	20p	£5.73 breakfast, £7.92 lunch, £3.13 tea, £9.80 evening meal	Childcare £7.20, other care hourly wage charged by HCC Adult Services	£358.00 per annum	no information
Test Valley Borough Council	District / Borough	45p plus 5p per passenger	20p	Daytime allowance (more than 4 hours away or less before 7pm) £6.70 Evening allowance (more than 4 hours away or after 7pm) £11.73	£11.82 per hour, limits the maximum level of payment in any one week to a maximum of 8 hours or the duration of 2 meetings (whichever is the lesser period)	Included in Basic Allowance	Overnight accommodation £150.83
Winchester City Council	District / Borough	45p	20p	breakfast - £5.17, lunch £7.13, Tea £2.79, Eve meal £8.82	up to £8.08 p/h	n/a	n/a

<b>Council Name</b>	Adur District Council	Wycombe District Council
<b>Type of Council</b> (County, Unitary or District/Borough)	District / Borough	District / Borough
<b>Travelling / Mileage</b>	999cc or less = 46.9p, 10000cc - 1199cc = 52.2p, 1200cc + = 65p	45p
<b>Bicycle Mileage</b>	12.5p	20p
<b>Subsistence allowance</b>	Breakfast £7.90, Lunch £10.91, Tea £4.32, Evening meal £13.51	1. (a) In the case of an absence, not involving an absence overnight from the usual place of residence:- (i) Breakfast allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period before 11 am) £6.60
<b>Carers allowance</b>	£15.00 per hour	A contribution towards actual costs of up to the adult minimum wage per hour may be paid against a receipted invoice.
<b>IT allowance</b>	n/a	There is a Members ICT Scheme which does not form part of the Allowances Scheme
<b>Other allowances</b>	n/a	n/a

Council Name	Type of Council (County, Unitary or District/Borough)	How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).	Date current allowances were approved?	Date of your next review?	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually? If yes, please detail.	How did you recruit your Independent Remuneration Panelists (did you advertise, if yes, where)?	What rate of pay do Independent Remuneration Panelists receive?	Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	Is the Leader full time? If not, please detail the number of hours worked on average per week.	Please detail the number of hours your Cabinet members work on average per week.	Please detail any significant changes made to SRAs.	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Basingstoke and Deane BC	District / Borough	Varies depending on role	1/4/2016	Reviewed annually, next IRP review not due until 2018	1% increase	Increased in line with staff pay award	Did not recruit this year, have used same panel members for a number of years	£350 per day for panel members plus additional sum to Chairman for preparation of final report.	Political make-up Conservative 33, Labour 19, Lib Dems 6, Independants 2	35	20	None	11 (6 Conservatives, 3 Labour, 1 Lib Dem, 1 Independent)
East Hampshire District Council	District / Borough	Following benchmarking undertaken by the IRP and assessment of the responsibilities of the differing roles in relation to each other.	25th February 2016, effective from 1 April 2016	Summer 2019, with a revised scheme to be in place for 1 April 2020	Updated	No	Advertised for members in local newspapers.	None, mileage expenses only.	None	Usually in excess of three full working days in the office in addition to an unknown amount of time working from home.	Unknown, as they are home based.	The largest increase was to the Deputy Leader's allowance, which under the previous scheme was designed to be in addition to the Cabinet SRA. The move to the one SRA rule resulted in the Deputy Leader receiving no more than a Cabinet Member. Planning Committee members now receive an SRA, in line with Licensing Committee members.	Following recent changes, we now have a Governance, Audit and Scrutiny Committee comprising 14 members.
Eastleigh Borough Council	District / Borough	in line with any staff cost of living increases. (last increase was 1%)	January 2016	January 2017	Updated by 1% on 2015/2016	in line with staff cost of living increases	through contacts and recommendations so as to get one member from private sector, one from public sector and one from voluntary sector	£500 each	Slight change in political make up following last election 38 LD : 6 Cons	4 days per week in the calculation	20 hrs per week was calculated by the last panel	none	1 Scrutiny panel - 11 members appointed under Council's political make up (9 Lib Dem, 2 Cons)
Fareham Borough Council	District / Borough	Independent Panel	February 2013	January 2017	frozen	in line with staff pay increase	known associates	£500	Conservative - 24; Liberal Democrat - 4; UKIP - 2 and Independent - 1	PT - approx 30	not known	none	Scrutiny Board - 9 members (8 deputies) with Committee as follows - Conservative (7), Liberal Democrat (1) and UKIP (1).
Gosport Borough Council	District / Borough	This is calculated by reference to the work involved but no provision has been included for out of pocket expenses.	December 2015	Autumn 2019	Updated	Increased in line with the percentage increase applied to Gosport Borough Council Staff salaries	Local Schools and Businesses, advertisement in local paper.	Just expenses	None	Not full time. Approximately 20 hours per week.	Not applicable.	Not applicable.	We no longer have one.
Hart	District / Borough	Determined by Remuneration Committee March 2011	A review took place in February 2016. The new allowance structure has been approved and will commence in April 2017.	2020/2021	Uplift as per staff pay rise Jan 16	Any staff pay rise applied to Councillors	Local professionals known to us - led by SEE professional	They invoice us, hourly rate no greater than £20 plus expenses	2016 elections gave slight overall control	15	5	n/a	11 Members, 1 Committee no panels
Havant Borough Council	District / Borough	Via assessment of the position in relation to other positions and benchmarking against other authorities.	13 April 2016	2020	Updated	No	Yes (advertised in local news)	None	n/a	Not known	Not known	Recommendations made by IRP were not adopted.	Board =11. 5 Panels of 6 members
New Forest District Council	District / Borough	Some opposition SRAs rely on group size. Leader/Cabinet/Scrutiny Chairmen SRAs are in ratio: 100% : 50% : 25%	22 February 2016	October 2017	Uprated	Local Government Employees' National Pay Award annual percentage increase backdated to 1 April	Advert in local paper. Networking, research, consulting knowledgeable employers' bodies	Approx £300-£600 per day depending on experience and qualifications	None	No Historically have calculated 28 hours per week	Historically have calculated 14 hours per week	None	3 x Panels of 10 members. Elected members by political proportionality
Rushmoor Borough Council	District / Borough	Factor approach for Leaders SRA, and benchmarking	July 2016	April 2020	updated	in line with annual % pay increase given to RBC employees as agreed each year by NJC for LG staff	Invited back from past review	no information	no information	no - 20	16	Increase in the Leader's SRA	5 Panels each with 9 Councillors
Test Valley Borough Council	District / Borough	Percentage of Leader's SRA	October 2014	October 2018	1% increase backdated to April as per the increase awarded to employees by the National Joint Council (NJC) for Local Government Services	The BA and SRAs should be increased in line with any overall percentage increases awarded to employees by the National Joint Council (NJC) for Local Government Services - Travel allowances should be increased in line with HMRC approved costs - All other allowances should be increased on 1st April each year by the same percentage as the increase in CPI for the preceding September.	Consultant chaired the meeting. One appointed through our Citizens Panel and one nominated from Business Community through the Chamber of Commerce.	Consultants fees and £50 per day to two other members plus travel and refreshments.	None	3.75 days	2.5	None	OSCOM 11 Conservative, 4 Lib Dem, 2 Independent, Audit Panel 4 Conservative 2 Lib Dem, Budget Panel 4 Conservative, 2 Lib Dem, 1 Independent
Winchester City Council	District / Borough	as a % of Leaders SRA	01/04/15	2017	frozen	Yes. Adjusted for inflation by the amount of the % increase in the nationally agreed pay increase for LG employees.	Advertise in Local Press	£200 per day for panelists plus additional fee for chairman for preparing final report.	Reduced from 57 to 45 councillors wef May 2016. Conservative majority.	full time - 37 hours per week	25 hours	None.	Main Overview & Scrutiny Committee - 9. Chaired by Opposition member. Politically balanced.

<b>Council Name</b>	Adur District Council	Wycombe District Council
<b>Type of Council (County, Unitary or District/Borough)</b>	District / Borough	District / Borough
<b>How are current levels of SRA calculated? Please provide a brief summary (e.g. as a percentage of the Leader's SRA).</b>	SRAs are calculated by method of a multiplier (this is the multiplier times the level of basic allowance)	Formula within the Scheme for all SRA levels, e.g. Leader is basic allowance x 3.5; Deputy Leader is basic allowance x 2.5; Cabinet Members basic allowance basic allowance x 2. This is the principle operated for all SRA positions within the Scheme.
<b>Date current allowances were approved?</b>	December 2015	July 2016
<b>Date of your next review?</b>	no information	Council agreed to undertake reviews on a 4 yearly cycle, next one in last year of current term (2018/19)
<b>Have your allowances been updated since last year, or frozen?</b>	Allowances have gone up in the previous year and this is typically done by tying the rise in line with the NJC pay award for staff (although there is a further uplift in Adur to bring allowances in line with Worthing)	Been updated
Have you established a formula for updating the allowances annually? If yes, please detail.	no information	Yes, when agreeing the current level of allowances in July 2016, Council agreed that the allowances should be also be increased in line with the level of RPI each year.
How did you recruit your Independent Remuneration Panellists (did you advertise, if yes, where)?	IRP members are recruited by advertising in the paper as a notice, and through social media (twitter, facebook and linkedin) we also put an advert on the councils jobs page	Yes, in local newspaper and on web site
What rate of pay do Independent Remuneration Panellists receive?	IRP members receive £75 per meeting and the Chairman receives £100 per meeting. There are typically 4-5 meetings as part of the review.	27.87 per session + expenses
Please detail any recent changes to the structure within your authority (including number and / or political persuasion of members involved).	no information	Current political composition of Council is: 49 Conservatives, 6 Labour, 3 East Wycombe Independent Party, 1 Liberal Democrat, 1 Independent
Is the Leader full time? If not, please detail the number of hours worked on average per week.	No. No information available about hours per week.	No
Please detail the number of hours your Cabinet members work on average per week.	No information available about hours per week.	n/a
Please detail any significant changes made to SRA's, or the structure of the cabinet, following the introduction of the 'strong leader' model.	SRA's were changed significantly in Adur for 2015/16 to bring them in line with Worthing's SRA's.	Formula 'weightings' were amended this year - e.g. for some Committee Chairman, this was increased from basic allowance x 0.25 to basic allowance x 0.5.
Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.	8 members politically balanced.	The Council has one main Scrutiny body, the Improvement and Review Commission. This has a membership of 18 Members and is politically balanced. The Commission appoints task & finish groups to undertake work, and the Constitution





## CONSTITUTION OF THE CITY COUNCIL

### PART 6 - MEMBERS' ALLOWANCES SCHEME

Section	Page Number
<b>1. BACKGROUND</b>	
1.1 Legislative Framework for Scheme	3
1.2 The Independent Remuneration Panel	3
1.3 Definitions	4
<b>2. BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES FOR COUNCILLORS</b>	
2.1 Basic Allowance	4
2.2 Special Responsibility Allowances	4
2.3 Part Year Entitlement to Basic and Special Responsibility Allowances	5
<b>3. TRAVEL AND SUBSISTENCE</b>	
3.1 Travel	6
3.2 Subsistence	7
3.3 Accommodation	9
<b>4. DEPENDANTS' CARERS' ALLOWANCE</b>	9
<b>5. CO-OPTEE'S ALLOWANCES</b>	9
<b>6. RENUNCIATION</b>	10
<b>7. MEMBERSHIP OF MORE THAN ONE AUTHORITY</b>	10
<b>8. INFLATION INDEX</b>	10
<b>9. ADMINISTRATIVE PROCEDURE</b>	
9.1 Making Payments	11
9.2 Queries over Entitlement	13
9.3 Tax and National Insurance Implications	13
9.4 Amendments to Allowance Levels and to Eligibility Criteria	14
9.5 Publicity of Scheme	14
<b><u>SCHEDULE 1: ELIGIBILITY FOR TRAVEL AND SUBSISTENCE</u></b>	
Internal Meetings	15
External Meetings: Categories A, B and C	16

**SCHEDULE 2: AMOUNTS CURRENTLY PAID FOR EACH DUTY**  
**(FROM 01/04/15)**

Allowances	19
Travel & Subsistence	21

## **1. BACKGROUND**

### **1.1. Legislative Framework for Scheme**

The Council is currently empowered to remunerate Members under the Local Authorities (Members Allowances) Regulations 2003, as amended (principally SI Nos 1021 and 1692 of 2003) (the Regulations). These Regulations are made under the provisions of the Local Government Act 2000 and the Local Government & Housing Act 1989. The Local Government Act 2000 made provision for an Independent Remuneration Panel to be established to make recommendations upon the Scheme and provided for statutory guidance to be issued by the Secretary of State. The Council has had regard to the report of the Panel and the statutory guidance in producing this Scheme.

The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 (SI No 1022) used to permit Members to be admitted to the Local Government Pension Scheme. However, these provisions were not adopted by the Council and the law no longer allows schemes to make new provisions for such pensions. For these reasons, this Scheme does not make provision for any pension entitlement for Members under the Local Government Pension Scheme.

This document contains details of the formal statutory scheme, comprising of Basic Allowance and Special Responsibility Allowances, as set out in Section 2 below and the relevant part of the Schedule. The Dependants' Carers' Allowances, Co-optees Allowances, travel and subsistence provisions also form part of the Scheme.

### **1.2 The Independent Remuneration Panel**

An Independent Remuneration Panel, appointed by the Council under the provisions of the Local Government Act 2000, from time to time makes recommendations to the Council as to the contents of its Allowances Scheme.

The Panel has met in 2001, 2002, 2003, 2006, 2010, 2011 and 2014.

The previous Scheme was amended by the Council on 23 February 2012 and continued in effect until 1 April 2014. The Council decided on 7 January 2015 that it should be revoked with effect from that date and replaced by this Scheme (Reports CAB2635 and CL104 refer).

This Scheme adopts the recommendations of the Independent Remuneration Panel. However, Council decided not to implement the general NJC inflation index for 2015/16 because of the current economic situation.

Any subsequent amendments to the Scheme take effect from the date stated on the re-issued pages. The approved scheme sets out the only categories of duties for which payment is eligible. The Scheme does not cover every duty that is carried out by Members.

### **1.3. Definitions**

Under the Scheme, a year is defined as commencing 1 April and concluding 31 March.

Any period of 24 hours shall be treated as having commenced at 3 am on the day in question.

For the purposes of this Scheme, the phrase 'Political Group' shall have the same meaning as Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990.

## **2. BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES FOR COUNCILLORS**

### **2.1. Basic Allowance**

A Basic Allowance is payable. The current rate is set out in Schedule 2.

The Basic Allowance is a flat rate payable to all Members, regardless of individual duties, and is primarily intended to reflect Members' constituency role.

It is also intended to cover the standard incidental costs that Members incur as part of their general duties. In particular it covers the cost of telephone calls from Members houses, broadband, printing leaflets for constituency surgeries, minor office equipment and use of their homes for Council duties. However, it does not negate the current level of provision and access by Members to those services provided as Member Services such as, inter alia, IT equipment or support where required, corporate stationery, car parking permit and the ongoing Member Development Training Programme.

The existing policy of allowing free use of sheltered housing schemes for Members Surgeries continues outside the Members Allowances Scheme, but Members are required to make a contribution to the Tenants Social Fund for such use.

### **2.2. Special Responsibility Allowances**

Some duties undertaken by Members are eligible for a Special Responsibility Allowance (SRA). The eligible duties and amounts payable are set out in Schedule 2.

A Member is only entitled to claim one SRA Allowance at any one time. If the Member holds more than one position which is eligible for such an allowance, he/she will notify the Democratic Services Manager as to the SRA that will be claimed.

The Band 6 SRA set out in Schedule 2 provides for the Council to identify Chairmen of task and finish and/or ad hoc working groups/panels with significant impact as being eligible for the allowance. These posts are not specifically identified within the Scheme itself but are, in accordance with the recommendations of the Independent Remuneration Panel, identified by resolution of the Council from time to time. However, no more than 50% of the Council (22 Members) may receive an SRA at any one time.

This provision limits the number of posts that can be allocated a Band 6 SRA allowance in this category. It also means that if the take up of all SRA's for the other positions specifically allocated in the Scheme changes, this may affect the total number of SRA's payable at any one time. In these circumstances, the Council will have to reconsider which of the task and finish etc allowances can still be paid.

### **2.3. Part-year Entitlement to Basic and Special Responsibility Allowances**

- a) Where a Councillor is elected, or resigns as a Councillor part way through the year, the amount of *Basic Allowance* payable is calculated by dividing the annual sum of the basic allowance (set out in Schedule 2) by 365 and multiplying the product by the number of days that the duty was undertaken.
- b) Where a Councillor commences or ceases to carry out a *Special Responsibility*, as defined above, part way through the year, the amount payable is calculated by dividing the annual sum of the Special Responsibility Allowance (set out in Schedule 2) by 365 and multiplying the product by the number of days that the duty was undertaken.
- c) In the event that the Council revokes a Scheme during the Municipal Year, then an appropriate adjustment shall be made in respect of any Basic Allowance or Special Responsibility Allowance which:-
  - (i) has already been paid under the previous scheme in respect of the remainder of the year from which the further Scheme has effect, or
  - (ii) is to be paid in respect of any part of the year during which the previous Scheme had effect.

- d) In the event of an amendment to the amount of Basic or Special Responsibility Allowance part way through the year, the entitlement shall be calculated by reference to dividing each annual sum by 365 and multiplying the product by the number of days during which each level of allowance was payable.

Example: Basic Allowance £ 5,580 per annum  
 (based upon £5,580 divided by 12 = £465 per month Basic Allowance  
 2015/16 Member commences duty 2 September  
 rates) 29/30ths of £465 = £449.50 Basic Allowance paid for office  
 September  
 £465 per month paid thereafter for each full month in

### 3. TRAVEL, SUBSISTENCE AND ACCOMMODATION

#### 3.1. Travel

Travel costs are payable in respect of approved duties in accordance with the criteria set out in Schedule 1. In some instances, the Schedule makes distinctions between rates that can be claimed for travel within the administrative boundaries of Winchester City Council and for travel outside those boundaries. Travel costs also apply to payments to Co-opted Members in the circumstances set out in paragraph 4 below. Claims can be made for the following:

(a) Car, Van or Motor Cycle Mileage:

These rates are set out in Schedule 2. The rates may be increased by a supplementary rate when carrying passengers; these rates are also set out in Schedule 2. This rate applies to all passengers up to a maximum of four. Supplementary claims may also be made in respect of expenditure necessarily incurred on tolls and parking fees. Where possible, receipts for such supplementary claims should be obtained and attached to travel claim forms.

(b) Cycle Mileage

At the rates as set out in Schedule 2.

(c) Bus fares

Shall not exceed the amount of ordinary fare or any available cheap fare. Where possible, receipts should be obtained and attached to travel claim forms.

(d) Rail & Ferry

When more than one class is available, the rate by ferry is economy class, and by rail second class, subject to

supplementary payments for seat reservation fees, deposit, luggage portage costs, and sleeping accommodation where appropriate on overnight trains/ferries. Reduced rate tickets should be used where practicable. Where possible, receipts should be obtained and attached to travel claim forms.

(e) Taxi/Private Hire

When it is difficult to utilise public transport at standard rates or otherwise, and the prior approval of the Democratic Services Manager has been obtained, the actual fare for travel by taxi/private hire vehicle, together with reasonable gratuity will be paid. Where possible, receipts should be obtained and attached to travel claim forms.

When taxi/private hire is used out of choice and without prior approval, the reasonable alternative fare for public transport referred to in (c) and (d) above applies. However, if the Democratic Services Manager is satisfied that it was reasonable in all the circumstances that taxi/private hire was used without prior approval, then he may exercise discretion to authorise actual fare and reasonable gratuity.

(f) Car Hire

When hiring a vehicle, the normal mileage rates that apply for private car use; or when it is difficult to utilise public transport at standard rates or otherwise, and the prior approval of the Democratic Services Manager has been obtained, the actual cost of hire. In these circumstances receipts should be obtained and attached to travel claim forms.

(g) Air Travel

When travelling by air, the rates shall not exceed the rates for alternative means of transport (e.g. train fare), unless the Democratic Services Manager has agreed that the saving in travelling time justified the payment of the actual air fare. Where possible, receipts should be obtained and attached to travel claim forms.

The Independent Remuneration Panel has indicated that when Members are travelling outside the Council's administrative boundary on approved duties, they should choose the most cost effective method of travel that meets the reasonable needs of their travel requirements.

### **3.2. Subsistence**

Subsistence is only payable in respect of approved duties outside the Winchester District. However, the Democratic Services Manager may

authorise the arranging of meals/refreshment on appropriate occasions e.g. day long meetings of the Planning Committee. The Democratic Services Manager may also authorise subsistence payments in accordance with Schedule 1 (Category B). Subsistence may also be paid to Co-opted Members, in the circumstances set out in Paragraph 5 below. The rates are set out in Schedule 2, and subject to the following criteria:

- (a) in the case of an absence, not involving an absence overnight from the usual place of residence:-
  - (i) Breakfast Allowance (more than 4 hours away from the usual place of residence, before 11am)
  - (ii) Lunch Allowance (more than 4 hours away from the normal place of residence, including the lunchtime, between 12 noon and 2pm)
  - (iii) Tea Allowance (more than 4 hours away from the normal place of residence, including the period 3pm to 6pm)
  - (iv) Evening Meal Allowance (more than 4 hours away from normal place of residence, ending after 7pm)

These rates should be reduced by an appropriate amount if any meal is provided free of charge by the Council or the outside body. e.g. If a Member takes the Council provided refreshments at meetings then no claim should be made.

- (b) Whenever possible in relation to accommodation and related subsistence for meetings outside the authority, the Member will ask the Democratic Services Manager to make the booking and the necessary payments at such reasonable rates as he may determine.

Otherwise a separate allowance rate is payable in respect of an absence overnight from the usual place of residence, which is set out in Schedule 2. These rates cover a continuous period of absence of 24 hours, and 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, or in respect of any accommodation for which the Council is making a direct payment.

- (c) Where meals are taken on a train or elsewhere during the periods falling within the categories set out in (a) (i-iv) above on travel outside the Winchester District, reimbursement for reasonable actual costs of the meals will be given in lieu of subsistence allowances on production of receipts.



### 3.3 Accommodation

The Democratic Services Manager will determine those occasions when it is appropriate for a Member attending a conference, seminar or training course, to travel to the venue on the evening before the event and incur a cost for overnight accommodation. For example, such consent would not normally be given for a conference starting at 10am in London, but may be allowed if that conference were in Birmingham or Manchester.

## 4. DEPENDANTS' CARERS' ALLOWANCE

An allowance can be claimed to reimburse childcare/dependant carers' expenses in respect of attendance at any of the Internal Meetings set out in Schedule 1. This allowance does not apply to External Meetings (Schedule 1(Category A) or any other activity.

The Allowance can be claimed in respect of *paid* care for:

- (a) Children up to and including 14 years old;
- (b) Elderly, disabled or mentally handicapped relatives requiring care and not able to be left on their own;

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

In order to claim the Allowance, the Member must lodge a written declaration with the Democratic Services Manager, outlining the circumstances which entitle him/her to make a claim.

The allowance payable shall be the actual fee by hour of the carer, as set out in Schedule 2, with no maximum set 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.

Payment can only be made on production of a receipt or invoice from the paid carer.

## 5. CO-OPTEES' ALLOWANCES

Co-optees' Allowances are only payable to Co-opted Members, as Basic/Special Responsibility Allowance is not payable.

The Co-optees' Allowance applies to the Parish Representatives on the Standards Committee.

The current rates for Co-optees' Allowances are set out in Schedule 2.

In the event that the Scheme is amended or revoked during the year, or a Member holds office for only part of the year, then the Co-optees' Allowance shall be adjusted in the same manner as for Basic and Special Responsibility Allowances – see Para 2.3 above.

The Travel and Subsistence Scheme applies to these duties.

## **6. RENUNCIATION**

A Councillor or co-opted Member may, by written notice to the Democratic Services Manager, choose to forego all or any part of his/her entitlement to any allowance under this scheme.

## **7. MEMBERSHIP OF MORE THAN ONE AUTHORITY**

Where a Member is also a member of another authority, then that Member may not receive allowances from more than one authority in respect of the same duties.

## **8. INFLATION INDEX**

In the event that the Council decides that it is not necessary for the Scheme to be reviewed by the Independent Remuneration Panel in any year from 2015/16 onwards, then the amounts of the Basic, Special Responsibility, Co-optees' and Dependants' Carers' Allowances, together with subsistence rates, will be adjusted for inflation by the amount of the percentage increase in the nationally agreed pay increase for local government employees (linked to Spinal Column Point 49 of the NJC Scheme) on 1 April (commencing 2015) for implementation from the commencement of the new Municipal Year starting with the date of the Annual Council Meeting in the following May/June (also commencing 2015). The increased allowances may be rounded up or down to allow division by a factor of 12.

The amounts of the mileage allowances in the Travel Scheme will be linked to the HM Revenue and Customs (HMRC) rates from time to time and updated by the Democratic Services Manager.

The Council will consider whether the NJC inflation index should be used in lieu of a review by the Panel before the start of the relevant financial year. However, Regulation 10(5) of the 2003 Regulations (SI No 1021) provides that the Council cannot rely on an index for a period of longer than four years before seeking a further recommendation from the Independent Remuneration Panel.

In the event that the Council decides to operate such an index, rather than re-convening the Panel, it shall comply with the provisions of the relevant Regulations for the time being in force and ensure that an updated table of allowances, with the actual amounts payable, is

published annually and available for public inspection. Such updated allowances shall be added to Schedule 2 of the Constitution indicating the periods for which they apply.<sup>1</sup>

## **9. ADMINISTRATIVE PROCEDURES**

### **9.1. Making Payments**

#### Automated payments

The Basic Allowance, Special Responsibility Allowance, and Co-optees' Allowance where applicable, are administered through the payroll, and are paid automatically into Members' bank accounts using the Bank Automated Clearing System (BACS). Payments are made on a monthly basis on the last working day of each month. Payments are subject to deduction of National Insurance and Income Tax (where applicable).

#### Making a Claim – Other Allowances

Other Allowances have to be claimed by Members and must be submitted **within two months** of the approved duty to the Democratic Services Manager, who will check the claim before onward transmission to the Payroll Team. Claims received no later than the fifteenth day of the month will be paid on the last working day of that month. The Council has discretion as to whether any late claims should be paid.

It is strongly recommended that claims are made on a monthly basis, for the previous month. This is because the liability for National Insurance payments is dependent on when claims are made, and not when entitlement to the payment arose. If claims over a period of time are stored up and submitted together, the total claimed that month may exceed National Insurance payment thresholds.

Claims should be made in writing and on the standard claim form, and signed to confirm that the duty has been carried out and that no other claim has been made for that duty. If claims can also be made from an outside body, then Members are encouraged to claim from that body rather than the Council. Where the travel and subsistence scheme requires the submission of receipts, then these should be attached to the claim form.

---

<sup>1</sup> Note. In view of the current financial situation, at its meeting on 7 January 2015 the Council decided not to apply the Inflation Index for Allowances and Subsistence rates for the 2015/16 Municipal Year.

The Council decided that should the HMRC mileage rate increase in 2015/16 then the index should be applied and implemented forthwith.

From 1 January 2007, HMRC has introduced new VAT regulations following a decision in the European Court. The rules affect fuel costs that are subsequently reimbursed by an employer, either on the basis of the actual cost of the fuel or by means of a mileage allowance. Businesses can continue to recover VAT on fuel costs, but must now retain full VAT receipts.

All mileage allowance claims forms received from Members must be supported by full VAT receipts for fuel to cover all journeys being claimed on the form. The receipt must be for fuel purchased in advance of the journeys being claimed. A receipt may cover a single or multiple journeys and single or multiple forms. Where, through low usage, a receipt covers more than one claim, any HMRC compliance testing will recognise this position and will not expect, as a matter of course, a receipt to be attached to each claim.

Original receipts are required, but where a Member has to retain original receipts (e.g. in connection with his/her own business), a copy will be acceptable. Receipts will be checked by the Democratic Services Manager and will be retained for 6 years, plus the current year.

Claims for the Dependants' Carers' Allowance must be accompanied by a receipt or invoice from the paid carer. The Member also has to notify the Democratic Services Manager as to the reasons why he/she is eligible to make a claim before regular claims are made.

Forms can be obtained from the General Office, Democratic Services (01962 848264), or from the Payroll Team, (01962 848157). Forms are available on the Intranet, though have to be signed in writing when submitted.

For the purpose of paying Members' Allowances, it is important that the Council's Payroll Manager is notified as soon as possible of new Members' National Insurance numbers and details of their nominated bank or building society accounts, to which all allowances and other expenses will be paid. New Members who currently do not have a National Insurance number are asked to obtain one from the Department of Works and Pensions. Members who have a number, but are uncertain as to what it is, can obtain confirmation from this same source.

When submitting a claim form, it is important to check against the categories in Schedule 1 to this scheme, to ensure that the duty is eligible for travel and/or subsistence allowance. If in doubt, you are recommended to contact the Democratic Services Manager (01962) 848217, prior to submitting the claim. It is the responsibility of the Member to ensure the accuracy of any claim made.

## **9.2. Queries over Entitlement**

Occasionally, a claim may be made that is considered by officers not to be in accordance with the agreed criteria. In such cases, no payment will be made. If a Member wishes to dispute the decision of the officers, they are requested to appeal in writing to the Democratic Services Manager, who will give reasons for refusing to authorise the payment. If the matter is not resolved, it can be referred to Cabinet to make recommendations to Council.

## **9.3. Tax and National Insurance Implications**

Income Tax and National Insurance will be deducted as appropriate from Members' Allowances in accordance with Inland Revenue regulations. Basic Allowance, Special Responsibility Allowance, Co-optees' Allowance and Dependants' Carers' Allowance are taxable and may also be subject to National Insurance contributions if the monthly threshold is exceeded. In general, travelling expenses incurred in the performance of official duties are not taxable, as the Scheme is based upon the maximum HMRC rates below the NI/Income Tax threshold. Subsistence expenses may in some instances be subject to deductions of tax or National Insurance. Members should be aware that benefits received from other authorities or bodies in the pursuance of their duties are taxable, in exactly the same way as if benefits had been provided by the Council. Members who are over state pension age or have the right to pay reduced rate National Insurance Contributions, should obtain the relevant certificate from the Department of Works and Pensions, and forward it to the Payroll Team.

In certain circumstances, Members may be entitled to claim tax relief for some expenses incurred in the course of their duties, where these expenses are not re-claimable from the Council. A document is available for inspection for any Member who may be affected.

Entitlement to certain State Benefits can be reduced by the receipt of Member Allowances, and any Member affected should discuss this with the Department of Works and Pensions. The entitlement may be affected even if the Member decides not to claim the allowances. In limited circumstances, some Members may be entitled to Statutory Sick Pay if the illness is likely to prevent the undertaking of duties for four or more days. This is only likely to apply if National Insurance is deducted on a regular basis. If a Member thinks that this might apply to their circumstances, further advice should be sought.

Any queries regarding the payment of Members' Allowances should be referred to the Payroll Team (telephone 01962 848157) or email [payroll@winchester.gov.uk](mailto:payroll@winchester.gov.uk).

#### **9.4. Amendments to Allowance Levels and to Eligibility Criteria**

The actual amounts paid under the Scheme and changes to eligibility criteria (particularly in relation to outside bodies) are more likely to be revised on a regular basis than the overall policy of the Scheme. For this reason, the information is contained in the Schedules at the back of the document, and can therefore be updated and reissued to Members as appropriate.

#### **9.5. Publicity of Scheme**

##### Keeping Records of Payments

A record of all payments to individual Councillors under the Scheme will be kept and made available for public inspection.

The Democratic Services Manager will record the names of Members attending meetings called by the Chief Executive or Head of Legal and Democratic Services. For other meetings called by Heads of Teams, such as Member training, the Officer calling the meeting will record the names of Members in attendance and submit a list to the Democratic Services Manager.

##### Advertisement of Scheme

In the event of the Scheme being revoked or amended, publicity shall be given in accordance with Regulation 16 of the 2003 Regulations (SI No. 1021). Any change in allowance rates due to use of an index must also be published annually under Regulation 16(2).

The Scheme must also be advertised in accordance with regulation 15(3) of the same Regulations as soon as possible in each year, setting out the following information:

- (a) The payments that were made to each individual in respect of Basic, Special Responsibility, Co-optees', and Dependants' Carers' Allowances, together with travel and subsistence allowances, during the preceding financial year.

## **SCHEDULE 1 - ELIGIBILITY OF DUTIES**

### **1. INTERNAL MEETINGS**

#### **Travel Allowances are payable in the following cases:-**

#### **Subsistence allowances are NOT payable for this category.**

- (a) A Councillor attending Council, or a Councillor attending as a member of Cabinet, or Member or deputy of a Committee, Sub-Committee, Informal Working Group etc. which is convened by the Chief Executive or the Head of Legal and Democratic Services.
- (b) A Chairman and/or Vice Chairman and a spokesperson for each of the other political Groups attending a Group Representatives Briefing for Cabinet, a Committee or Sub-Committee with officers (not including Pre-Agenda Meetings attended by Chairmen).
- (c) Where a Chairman (or in his/her absence Vice Chairman), Portfolio Holder or Cabinet Member has been invited to meet with a Member of Corporate Management Team (CMT) or Head of Team.
- (d) A Councillor attending a tour of the District or a Councillor appointed to attend a site visit accompanied by officers, in both cases which Cabinet, a Committee or Sub-Committee has resolved should be made, or which has been arranged by the Chief Executive or the Head of Legal and Democratic Services.
- (e) A Councillor appointed by Cabinet or a Committee or given prior approval by the Head of Legal and Democratic Services to attend an official meeting with other local authorities.
- (f) A Councillor attending a meeting where a minimum of two political groups are invited to attend, called by the Head of Team, subject to the prior approval of the Head of Legal and Democratic Services.
- (g) A Councillor attending a meeting of Cabinet or a Committee they do not serve on and to which ALL Members of the Council have been invited to attend.
- (h) Any Member attending a formal meeting, where they have been permitted to speak by the Chairman under Council Procedure Rule 35(4).

- (i) A member of the Shadow Cabinet (Principal Opposition Group) and other Group Leaders (of a Group of at least two Members) when they are attending Cabinet meetings and when attending internal meetings when invited by a member of CMT or a Head of Team
- (j) Tender Opening - where a Member has been invited by the Head of Legal and Democratic Services to be present in accordance with Contract Procedure Rule 5.2 (a).
- (k) Member Training - subject to the event being arranged by a Head of Team as a training seminar with a formal invitation sent or prior approval given by the Head of Legal and Democratic Services.

## 2. EXTERNAL MEETINGS

PLEASE NOTE THAT FOR CATEGORIES A AND B BELOW, IF ANY PAYMENT HAS BEEN RECEIVED FROM THE HOST ORGANISATION FOR TRAVEL OR SUBSISTENCE, THEN NO PAYMENT CAN LAWFULLY BE MADE UNDER THIS SCHEME FOR THE CATEGORY FOR WHICH THE HOST ORGANISATION HAS MADE A PAYMENT.

WHERE PAYMENT IS PERMITTED UNDER THE FOLLOWING CATEGORIES, ALL MEMBERS APPOINTED BY COUNCIL, CABINET, A COMMITTEE, SUB-COMMITTEE OR WORKING GROUP TO ATTEND A DUTY ARE ELIGIBLE TO CLAIM, EXCEPT WHERE A LIMITATION ON THE NUMBERS RECEIVING PAYMENT HAS BEEN AGREED, WHICH IS REFERRED TO BY EACH ITEM.

### **Category "A" - Travel Payable (plus Subsistence when meeting takes place outside the Winchester District)**

#### **Ad-Hoc Appointments**

Henry Smith Charity (St John)  
Henry Smith Charity (St Peter)  
Hospital of St Cross & Almshouses of Noble Poverty  
River Hamble Harbour Management Sub-Committee  
St John's Winchester Charity  
Winchester Charity School Education Foundation

#### **Annual Appointments**

Age Concern - Hampshire  
Bishops Waltham Sports Committee  
The Carroll Centre  
Friends of Hyde Abbey Gardens  
Gypsy and Travellers Joint Advisory Panel (HCC)  
Hampshire Alliance for Rural Affordable Housing (HARAH)  
Hampshire Homechoice Board



Hants & IOW Association of Local Authorities (HIOWA)  
Hampshire Police & Crime Panel  
HCC Annual Meeting with Parish & District Councils (Transport)  
Live Theatre Winchester Trust Limited (LTWTL)  
Local Government Association  
Meadowside Leisure Centre Users Group  
National Parking Adjudication Joint Committee (now PATROLAJC)  
North of Fareham SDA Community Liaison Group  
PUSH Joint Committee  
PUSH Overview & Scrutiny Committee  
Portsmouth City Council – Health Overview & Scrutiny Panel  
Portsmouth Water Customer Forum  
Project Integra Management Board  
Relate  
River Park Leisure Centre Users Forum  
Scrutiny Champions Network – The Centre for Public Scrutiny (CfPS)  
Southampton International Airport Consultative Committee  
South Downs National Park Authority  
South East Employers  
South East Employers – Elected Member Overview & Scrutiny Network  
South East England Councils (SEECA)  
Southampton University Court  
Stanmore Combined  
Streetreach (formerly Winchester Detached Youth Work Project)  
Swanmore Community Facilities Management Committee  
Trinity Centre Advisory Committee  
Whiteley Community Association  
Tourism South East  
Twyford Waterworks  
Winchester Action on Climate Change (WinACC)  
Winchester Allotment Holder's Society  
Winchester City Centre Management Ltd  
Winchester District CAB Trustee Board  
Winchester Area Community Action (WACA)  
Winchester District Board of the Council for the Protection of Rural  
England  
Winchester Housing Trust  
Winchester Inclusive Housing Forum  
Winchester Indoor Sports Association (Lido)  
Winchester Road Safety Council  
Winchester Sports Stadium Management Committee

**Category "B" - Can be Approved on an Ad-Hoc Basis Either Travel and Subsistence, or Travel only.**

Where a Member wishes to attend an ad-hoc meeting or an official event on behalf of the Council which is not listed in Category A in the Scheme, then authorisation, either for travel and subsistence, or travel/mileage only, may be obtained prior to the event through the Democratic Services Manager, in exercise of delegated authority taking

account of the eligible list of approved duties in regulation 8(1) of the 2003 Regulations (SI No 1021). Subsistence allowances are only payable for attending approved duties outside the Winchester District.

A request can only be approved under this provision for the same meeting on up to two separate occasions. Otherwise the matter will be referred to Cabinet for recommendation to Council as to whether it is suitable for inclusion on the Category A list.

**Category "C" - No Travel or Subsistence is Payable**

Remuneration is only payable for the specific duties listed in the Categories A or B of the Scheme, and not for any other activity, even though it may be linked to Council business. The following list of duties not eligible for payment is not an exhaustive list, but includes duties where a policy decision has been taken not to include them on the Category A list.

No allowance is payable in respect of duties in connection with any of the following:

- Universities, Colleges and Schools
- Residents' interest and action groups
- Parish Council meetings

-----

**SCHEDULE 2**

**BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES**  
*(with effect from 01/04/15)*

Post	No of SRAs Suggested <sup>2</sup>	Basic Allowance	Special Responsibility Allowance	Total Allowance per Member
<b>Basic Allowance</b>				
All Members		£5,580		£5,580
<b>Band One</b>				
Leader	1	£5,580	£16,734	£22,314
<b>Band Two</b>				
Deputy Leader with a Portfolio	1	£5,580	£9,129	£14,709
<b>Band Three</b>				
Deputy Leader without a Portfolio	Not in current use	£5,580	£7,605	Not in current use
Cabinet Member with a Portfolio	6	£5,580	£7,605	£13,185
Chairman of The Overview and Scrutiny Committee	1	£5,580	£7,605	£13,185
Chairman of Planning Committee	1	£5,580	£7,605	£13,185
Leader of Principal Opposition Group	1	£5,580	£7,605	£13,185
<b>Band Four</b>				
Chairman of Personnel Committee	1	£5,580	£3,042	£8,622
Chairman of Licensing & Regulation Committee	1	£5,580	£3,042	£8,622

**Band Five**

<sup>2</sup> The number of SRAs listed in the second column is for illustrative purposes only. The number of recommended SRAs that are payable at any one time to various post holders will vary in some instances depending on what SRAs are in effect based on changing political structures. The Panel has taken on board the statutory advice that no more than 50 per cent of the membership should be in receipt of a SRA at any one time. It has also adopted the principle that a Member can only draw down one SRA regardless of the number of posts held. For instance, if Council appoints the Leader of the Principal Opposition Group as Chairman of The Overview and Scrutiny Committee (which has occurred in the past) he/she can only draw one SRA of his/her choice. This would be the relevant committee SRA or Opposition Group Leader SRA but not both. The variation in the number of SRAs being claimed at one time will affect the number of Task and Finish and/or Ad Hoc Working Groups and/or Panels that the Council can award a Band 6 allowance. There is a ceiling of no more than 28 Members in receipt of a SRA.

Members' Allowances Scheme

Chairman of the Council	1	£5,580	£2,280	£7,860
Chairman of Audit Committee	1	£5,580	£2,280	£7,860
Other Opposition Group Leaders (not in current use) <sup>3</sup>	Not in current use	£5,580	£2,280	£7,860
Vice Chairman of Planning Committee	1	£5,580	£2,280	£7,860
<b>Band Six</b>				
Chairman of Winchester Town Forum	1	£5,580	£1,521	£7,101
Scrutiny Leads	6	£5,580	£1,521	£7,101
Chairmen of Task & Finish &/or Ad Hoc Working Groups/Panels with Significant Impact	See note 1	£5,580	£1,521	£7,101
Group Managers <sup>4</sup>	2	£5,580	£1,521	£7,101
Chairman of Standards Committee	1	£5,580	£1,521	£7,101

<sup>3</sup> To qualify for the 'Other Opposition Group Leader' SRA, the Group must have at least 5 Members.

<sup>4</sup> To qualify for the 'Group Manager' SRA, the Group must have at least 19 Members.

**SCHEDULE 2****OTHER ALLOWANCES – with effect from 01/04/15**

<b>Type of Allowance:</b>		<b>(£)</b>
<b><i>Travel</i></b>		
Travel within District	Cars and Vans	45p a mile
	Motor Cycles	24p a mile
	Bicycles	20p a mile
Travel outside District	Cars and Vans	45p a mile (subject to most effective mode of transport for reasonable needs of Member)
	Air Travel	Not to exceed public transport (eg train fare) unless prior approval obtained
All Journeys	Ferry	Economy class fare or reduced rate
	Rail	2 <sup>nd</sup> class fare or reduced rate
	Taxi or Private Hire	Fare and reasonable gratuity (bus or train rate if use of taxi/private hire optional)
	Hired car	Prior approval - actual cost. Otherwise normal mileage rates
	Bus	Ordinary or cheap rate fare
	Car Parking	Actual cost
	Additional mileage rate for Members carrying other Members in their vehicles	5p a mile (per passenger up to 4 max.)
<b><i>Subsistence</i></b>		
Subsistence <u>outside</u> District only	Breakfast	5.17
	Lunch	7.13
	Tea	2.79
	Evening Meal	8.82

Overnight stay outside District	86.03
Overnight stay – London	98.11
<b><i>Dependants' Carers' Allowance (to include childcare):</i></b>	
Actual fees, up to	8.08 per hour
<b><i>Co-optees' Allowances:</i></b>	
Co-opted Members and Parish Representatives on Standards Committee	240 pa