

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

November 2017

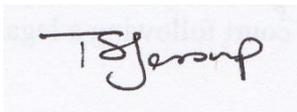
FOREWORD

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

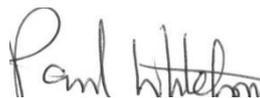
The Council's Independent Remuneration Panel ("the Panel") comprises Mrs. Tracey Jessup (Chairman), Mr. Paul Whitehouse and Mr Colin Woods. The Members of the Panel have between them considerable experience in the areas of central and local government, parliamentary procedures, the wider public sector,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

The Panel would like to thank the Members who attended for interview and all those who completed the Members' Allowances Survey 2017-18. The return of completed surveys was very helpful and a key piece of information. The Panel welcomes representations and comments of Councillors and considers this an integral part of the review process. The important role of Members both individually and on a Group basis in providing evidence cannot be over emphasised.

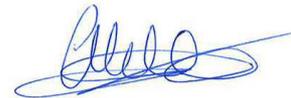
The Panel is grateful for the support and co-operation it has received from Councillors and also for the assistance of Council Officers in support of the Panel's work.



Tracey Jessup
(Chairman)



Paul Whitehouse



Colin Woods

INTRODUCTION AND TERMS OF REFERENCE

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

EXECUTIVE SUMMARY OF RECOMMENDATIONS

4. **The Panel recommends:**

General principle

- (i) **That the principle of adopting the October 2017 CPI (3%) as the external benchmark for the purposes of uplifting Members' Allowances continue to be adopted for 2018/19 [paragraphs 12 - 15].**

Basic Allowances

- (ii) **That the Members Allowance Scheme be clarified to indicate what the Basic Allowance payment to Councillors should cover (to avoid future uncertainty) and be defined as:**

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

- (iii) **That there should be an increase in the Basic Allowance for 2018/19 of 3%, in line with the principles set out in recommendation (i) [paragraphs 16 - 27];**
- (iv) **That the request to move towards an expense and receipt approach of reimbursing Member expenses (currently reimbursed by the Basic Allowances Scheme) be not supported.**

Special Responsibility Allowances

- (v) **That for 2018/19 all Special Responsibility Allowances (SRAs) be increased by 3%, in line with the principles set out in recommendation (i) [paragraphs 30 - 78];**
- (vi) **That no further SRAs be added to the Members Allowance Scheme at this time.**

Health Champion

The Panel noted that a strong case had been made to add an SRA for the Health Champion role. Despite the strong case the Panel considered that more clarity about the position was required before it could offer a detailed recommendation on the request. For example there appeared to be no role profile associated with the position and some uncertainty about the appointment process for the position; responsibilities held and reporting channels for how the role holder would be held to account by the Council for those responsibilities.

- (vii) The Panel recommend therefore that, should the Council wish to progress the addition of a SRA for the Health Champion, that it provides further clarity on the points raised above so that it can give the matter further consideration in its 2018 Report for the reasons set out in paragraphs 57 - 63.**

Police and Crime Panel representative

- (viii) That the request to provide an SRA for the Council's representative on the countywide Police and Crime Panel be not supported for the reasons set out in paragraphs 68 to 72.**

Armed Forces Champion

- (ix) That the role of Armed Forces Champion be noted as one that did not require an SRA to support its activities. However the Panel identified that there was no role profile for this position and that the Council may consider that it would assist the clarity of the role if one was adopted.**

Assistant Portfolio Holders

- (x) That no SRA be provided for the Assistant Portfolio Holders, however it was felt that the post holders should be entitled to claim expenses for attending meetings (See approved duties section paragraphs 73 - 77).**
- (xi) The Panel noted that no role profile was in place for these positions and that the Council may wish to consider whether it would assist the clarity of the role if one was adopted.**

Leader, Deputy Leader and Executive Members

- (xii) That the workloads of the Executive Members, Deputy Leader and Leader of the Council be noted as continuing to increase particularly in relation to the commercial activities that are central to the Council's activities. However, at this time, no additional increase be recommended to their SRAs (above the 3% increase referenced at recommendation (i) above) for the reasons set out in paragraphs 34 - 41.**

Mayoral Allowances

- (xiii) **That for 2018/19 the Mayoral Allowances should be increased by 3%, in line with the principles set out in recommendation (i) [paragraphs 79 - 84];**

Approved Duties

The Panel noted that the list of Approved Duties had not been reviewed recently and had not therefore kept up with the changing ways in which the Council operated. The Panel also noted that there was the option for the Council to introduce a streamlined approach to submitting expenses claims via an online service and that the Officers were looking into the practicalities of progressing this with Members.

- (xiv) **It is recommended, therefore, that the following activities be added to the list of Approved Duties in the Members Allowance Scheme [paragraphs 91 - 94]:**

- **Informal Local Committee meetings;**
- **Meetings attended in the Assistant Portfolio Holder role;**
- **Members attending meetings with Portfolio Holders/Officers;**
- **Member champion activities (including meetings attended on behalf of the Council (excluding those attended for personal interest);**
- **Member attendance at informal Portfolio Panels/Committees;**
- **Member attendance at Portfolio Briefings; and**
- **Members attendance at workshops/Away Days or similarly labelled events**

Travel and Subsistence Allowances

- (xv) **That for 2018/19 all travel and subsistence allowances be retained at 2017/18 levels;**

- (xvi) **That flexibility be provided in the Scheme to incorporate the option of travel by first class where it is shown to be the cheapest ticket available.**

[paragraphs 86 -90]

Administration of incidental expenses

- (xvii) **That the Members Allowances Scheme be amended to add:**

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

[paragraphs 95 - 97]

Carers' Allowance

(xviii) That the Council should retain a Carers' Allowance within the Members' Allowance Scheme, with a maximum rate paid per hour to a carer capped at the first spine point from RBBC's pay scales. For 2017/18 this is spine point 19, and the hourly rate is £8.52. The maximum amount to be claimed in any year by a Councillor should remain at £3,000 [paragraphs 99 - 103];

Members Allowances Scheme

(xix) That the Members' Allowances Scheme (set out at Annex 3 and based on the recommendations in this report) be adopted with effect from 1st April 2018 (except for the Mayoral Allowances, which are payable on a Municipal Year basis) [paragraph 106 and Annex 3];

Future Reviews

(xx) That the Council indicate whether it would like the Panel to undertake any further work for their 2018/19 review. [paragraphs 104 – 105]

METHODOLOGY

5. All Members were given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2017/18 and 24 Councillors (47%) chose to do so. A low response rate makes it difficult for the Panel to be confident that the recommendations made relate to the needs of the majority of Members and the Panel would prefer to see a higher response rate in future years. However, as always the information obtained was very helpful to the Panel and was used as a significant element of the evidence upon which it has based its report and recommendations. Reference to the questionnaire results is made throughout this report.
6. A full analysis of the questionnaire responses is set out at **Annex 1** to this report. With regard to those Members who did not submit a completed questionnaire, the Panel took this to be an indication that those Members had no concerns with the current Members' Allowances Scheme (and associated methodology) and considered it to be fair and reasonable.
7. All Members were also given the opportunity to either meet with or submit comments to the Panel on the current Members' Allowances Scheme. No written representations were submitted this year. The Panel met with the John Jory, the Chief Executive, and Councillors Ashford, Broad, Parnall and Schofield in order to explore any general issues regarding Allowances. One Member requested to meet the Panel but was unable to find a mutually convenient time so the Panel invited and received an oral submission instead. The Panel took the low number of Members wishing to meet with them as a general indication of satisfaction.
8. The Panel noted that it had reviewed Mayoral Allowances as part of its 2014 report and this had resulted in a significant alteration of the arrangements for, and level of, the Mayoral Allowances for the years 2015/16 and 2016/17. As part of the Panel's review last year it had met with the Mayor and Deputy Mayor for 2016/17. It was agreed that there was no need to consider Mayoral Allowances in detail this year.
9. The South East Employers Members' Allowances survey for 2017/18 was not available for the Panel this year but it was able to review comparative data on allowances gathered from the other local authorities within Surrey.

10. The Panel was additionally provided with the following information for its consideration:
 - The number and duration of Council and Committee meetings from 2009/10 to 2016/17;
 - Planning site visit information for 2016/17; and
 - Committee attendance records for 2016/17.
11. The Panel had regard to the previous year's report and recommendations.

GENERAL PRINCIPLE

12. The Panel continued to advocate that Members' Allowances should be based on an external benchmark, as this ensured that Allowances are maintained at a level appropriate to the wider economic landscape. The consistent use of one external benchmark also allowed for decisions to be removed from the political arena and local pressures.
13. The external benchmark historically used by the Panel has been the Consumer Price Index (CPI). The Panel noted that this benchmark was used by many local authorities for the same purpose, as it is the Index that takes account of the most relevant basket of costs. The Panel continued to advocate that increases in Member Allowances should be based on the rate of October 2017 CPI.
14. The CPI during the last 12 months had been steadily rising between October 2016 and May 2017, then decreased from 2.9% to 2.6% in June. It remained at 2.6% in July and increased to 3% in September and remained at 3% in October 2017.
15. **The Panel therefore recommended that the principle of adopting the October CPI (3%) as the external benchmark for the purposes of uplifting Members' Allowances continue to be adopted for 2018/19.**

BASIC ALLOWANCE

16. The Panel considered the general principle behind the establishment of Member Allowances, recognising that the role of Councillor is not a salaried one.
17. In its 2016 report it noted that the levels of remuneration available should be sufficient to allow most people to consider becoming an elected Member without risk of undue financial hardship, and to allow existing councillors to fulfil their role to the best of their ability. This remains the view of the Panel although it noted that 33% of respondents to the survey (8 Councillors) indicated that they were financially disadvantaged.
18. The Panel reported in 2016 that the Basic Allowance was intended to recognise and compensate the time commitment of Councillors including such inevitable calls on their time as attending Council and other formal meetings, training/briefings, civic events, and undertaking general constituency work. It was also recognised as covering incidental costs such as the use of their homes, telephone usage, purchase of I.T. equipment, room rental and the provision of general consumables.
19. Based on evidence, information and representations considered by the Panel as part of its 2005 review of Members' Allowances, the estimate of time required for Councillors to fulfil their duties remained at around 4.5 days a month although the Member survey had revealed that the Ward work and general Council work had increased.
20. The Panel noted the survey responses regarding hours worked per week, as set out below:

Weekly hours	Up to 10		Between 10 and 20		Between 20 and 30		Above 30	
	2017	2016	2017	2016	2017	2016	2017	2016
Ward Work – all Members	54%	58%	33%	42%	12.5%	0%	0%	0%
General Council Work – all Members	54%	78%	41%	18%	4%	4%	0%	0%

21. There appeared to be an increase in hours spent by Members carrying out ward work and general Council work (seen in Annex 1 in response to question 11). 47% of the respondents indicated that there had been an increase in their hours worked (compared to 57% last year), 52% indicated that there had been “not much change”.
22. The Panel noted, based on the most recently available full sets of data, that the level of Basic Allowance paid to Reigate and Banstead Councillors remained above average compared to neighbouring authorities in Surrey.

Surrey – 2017/18 (figures for 2016/17 used where 2017/18 schemes were not published)

Average	Maximum	Minimum	Reigate and Banstead
£4984	£7200	£3341	£5436

23. The survey identified that a majority of Councillors (87%) believe that the current Basic Allowance is about right and a much reduced number of Councillors (8%) consider that this allowance was too low, whilst 1% felt that it was too high.
24. Having regard to all of the above, the Panel did not consider that there was a case to change the base level of the Basic Allowance at this time. However a Councillor had presented the case that this allowance should be revised in favour of the reimbursement of receipted expenses. Other comments had suggested that items of expenditure such as hiring of rooms/halls for community meetings should not be covered from the Basic Allowance as it was a separate expense that should be reimbursed in full. Part of the rationale that was applied by the Councillor seeking this amendment was that the Basic Allowance is taxable and therefore the full amount of expenditure is not actually what the Councillors receive in practice resulting in activities such as room hire leaving the Members out of pocket.
25. The Panel noted that although they had provided general commentary about what the Basic Allowance should cover in previous reports that it might help to administer the Scheme if a clearer definition was added to cover this aspect of its work.
26. In that respect the Panel recommends that the definition set out in paragraph 27 below be provided within the Members Allowance Scheme:
27. **The Panel recommended that**

(i) the Members Allowance Scheme be clarified to indicate what the Basic Allowance payment to Councillors should cover (to avoid future uncertainty) and be defined as:

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

(ii) there should be an increase in the Basic Allowance for 2018/19 of 3%, in line with the principles set out in recommendation (i).

(iii) the request to move towards an expense and receipt approach to reimbursing Member expenses (currently reimbursed by the Basic Allowances Scheme) be not supported.

Voluntary Element Discount

28. The Statutory Guidance on Members Allowances requires a discount to be applied which varies between different authorities. For Reigate and Banstead this was set at 40% when the Members' Allowance Scheme was first introduced.
29. The Panel noted that the Council has previously agreed the continuation of the “voluntary element discount” of 40% as a standing arrangement of the Members' Allowance Scheme, to be reviewed only if specifically required by the Council at any time. This had not been required for 2018/19.

SPECIAL RESPONSIBILITY ALLOWANCES

30. In the Panel's 2016 report it indicated that the *Local Authorities (Members' Allowances) (England) Regulations 2003* do not limit the number of SRAs which may be paid, nor do the Regulations prohibit the payment of more than one SRA allowance to any one Member. However, guidance that supports the Regulations indicates that there are important considerations for Local Authorities in relation to SRAs.
31. The guidance states that *“If the majority of Members of a Council receive an SRA the local electorate may rightly question whether this was justified. Local Authorities will wish to consider very carefully the additional roles of Members and the significance of these roles both in terms of responsibility and real time commitment before deciding which will warrant the payment of the SRA.”* The Panel has had regard to this advice in recommending the Members' Allowance Scheme for 2018/19.
32. Details of payments to Councillors during the financial year 2016/17 are set out in **Annex 2** to this report. These figures include Councillors that were in receipt of allowances for the last few weeks of the 2015/16 municipal year. Adjusting these figures to reflect those members who remained on the Council for the 2016/17 municipal year it can be seen that 74% (38) of those Councillors were in receipt of an SRA. In contrast the National Census of Councillors 2013 showed that 53% of Councillors nationally received an SRA.
33. The Panel has considered the base level of Special Responsibility Allowances in respect of each position for which an SRA is currently given together with those that were put forward for consideration of a new SRA as follows.

Leader, Deputy Leader and Executive Members

34. The Panel noted a further increase in workloads and responsibility being undertaken by the Leader, Deputy Leader and Executive Members. It was noted that operational

changes to how the Council manages its activities require most of the Executive Members to undertake an increased workload with significantly marked increases for those involved with the commercial activities of the Council.

35. This was a trend that had been reported in recent years, and related to the changes in how the Council developed different income streams to take account of the removal of the Government's Revenue Support Grant and other pressures on the Council to manage the impact of wider public sector pressures.
36. The Council now had three commercial entities in place. This included two Local Authority Trading Companies and a Partnership LLP. These entities had involved a lot of additional work for the Members directly involved with them and it was envisaged that this would continue for the foreseeable future.
37. As reported last year the establishment of these companies involved the setting up of associated sub-committees, each of which included four Executive Members as sub-committee members. This has led to a recent increase in the workloads for those Executive Members which was expected to continue.
38. The Panel heard that the Council was considering incorporating further companies or vehicles to progress its commercial activities and to support the objectives of the Council's 5 Year Plan, which sought to ensure that the Council was financially self sufficient by 2020.
39. The Panel heard oral representations to suggest that the Leader and Deputy Leader of the Council in particular had absorbed increased workloads as had a number of other Executive Members. However there had not been an associated request to increase the level of their SRAs from the survey results. The Panel noted that the SRAs were higher than the average level for Surrey districts and boroughs. The Panel also noted the responses to the Member survey, as set out below:

	Too low	About right	Too high
Leader	12.5%	75%	12.5%
Deputy Leader	4%	66%	29%
Executive Members	4%	78%	17%

40. The Panel considered that whilst an increase in the workload of certain Executive Members had clearly been the case, in the absence of a significant request that the current SRAs were insufficient, it was considered that the SRAs were at the right level for the responsibilities being managed.
41. The Panel interviewed the Leader of the Council and, as with last year, he made it very clear that there should be no further increase to the allowances for this position (other than in recognition of the level of CPI). The Panel therefore concluded that the increased workloads be noted and that the status quo should be held to allow for the position to be further reviewed in 2018.

Chairman of Full Council

42. The Panel noted that an SRA for the Mayor had been introduced in 2014 to recognise the responsibility with charring meetings of Full Council.
43. No specific representations were made to the Panel about this SRA. In survey responses, 87% of Members felt that it was about right, 8% that it was too high and 4% that it was too low. The Panel therefore did not consider that there was a need to review the base level of this SRA.

Chairman of the Overview and Scrutiny Committee

44. The Panel received no representations relating directly to this SRA and noted that 73% of Members had responded to the survey to the effect that it was about right. Of the remaining Members, 17% felt that it was too low and 8% that it was too high.
45. The Panel therefore considered that there was no strong case for a review of the base level of this SRA.

Chairman of the Planning Committee and Members of the Planning Committee

46. The Panel reviewed the Planning Committee meeting and attendance information to determine if the volume of work had increased. Last year it was determined that the number of meetings per year had remained at 13 since 2010/11, in 2015/16 and 2016/17 this dropped to 12. The average duration of these meetings had risen slightly, from 1 hour 43 minutes in 2015/16 to 2 hours 6 minutes in 2016/17 (an increase of 23 minutes). The Panel considered that this indicated that the workload had been of a similar level in recent years but noted that some of the recent meetings in 2017/18 had been in excess of 3 hours in length and that additional meetings had been arranged to manage the business.
47. The comparison of survey responses regarding hours per week spent on activities as a Planning Committee Member did seem to indicate a slightly downwards trend for the majority, as demonstrated by the table below.

	Up to 10	10-12	20-30	30+
2017/18	83%	16%	0%	0%
2016/17	75%	25%	0%	0%
2015/16	50%	50%	0%	0%
2014/15	85%	15%	0%	0%
2013/14	92%	0%	8%	0%
2012/13	61%	23%	8%	8%

48. Finally, the Panel noted that in responding to the survey, 79% of Councillors felt that the SRA for Members of the Planning Committee was about right, and 8% that it was too high, 8% that it was too low and 4% felt that it should be removed.
49. With regard to the Chairman of the Planning Committee, the Panel noted that 79% of Councillors had responded to the survey to the effect that the related SRA was about right, 12.5% that it was too low, and 8% that it was too high. The Panel noted that there is a high volume and complexity of the work for Members of this Committee.
50. Overall, the Panel felt that there was no evidence to support an increase in either the Members' or Chairman's SRAs.

Chairman and Sub-Committee Chairman of the Licensing and Regulatory Committee

51. The Panel received no representations specifically relating to the chairmen of this committee and its sub-committees. The Panel noted that 83% of survey respondents felt the SRA for the Chairman of the Licensing and Regulatory Committee to be about right, and 79% of survey respondents felt the SRA for the Chairman of the Licensing and Regulatory Sub-Committees to be about right. The Panel concluded that no review of the base level of this SRA was necessary.

Chairman of the Budget Scrutiny Review Panel

52. The Panel noted that the pattern of workloads for the Budget Scrutiny Review Panel and the workloads for 2017/18 were expected to remain at a similar level.

53. The Panel noted that 75% of Members completing the questionnaire had indicated that the current level of allowance was 'about right'. The Panel therefore considered that there was no strong case for a review of the base level of this SRA.

Group Leaders

54. The Panel noted that the role of Group Leader for the Conservative Group (40 Members) had been combined that of Leader of the Council. The other Group Leaders, supported the Residents' Association (7 Members); Liberal Democrats; (2 Members) and Green Party (2 Members).
55. The Panel recognised that the workloads for this SRA varied depending upon the number of Members within each group. The Scheme had catered for this by allowing for a payment of £55 for each Member of the Group in addition to the payment of £140 received by Group Leaders. The Panel acknowledged that whilst this role could be substantial for the larger Groups a significant proportion (87%) of Members completing the questionnaire had indicated that the current level of allowance was 'about right'.

New Special Responsibility Allowances

56. Submissions/comments were received in response to the Member survey and interviews suggesting that new SRAs should be introduced in respect of the Member Health Champion, the Council's representative on the county-wide Police and Crime Panel and for the Members holding the Assistant Portfolio Holder positions.

Health Champion

57. The Panel received representations that the Health Champion position should be considered for the payment of a Special Responsibility Allowance.
58. The Panel noted that in previous years the role of Health had been a prescribed portfolio on the Executive and had taken forward a lot of work in relation to the Council's role on health matters. This included liaison with a wide variety of partners from a range of sectors to maintain the co-ordination of activities and manage the information flow.
59. However in 2017/18 there was a review of the Portfolios on the Executive and the specific role of health was no longer included as a prescribed portfolio. Whilst that practical change had been made the work associated with some of the health matters had continued to be progressed by the former Portfolio Holder in a new position of Health Champion formulated by the Leader of the Council (the role being outside the Executive).
60. As that member was continuing to undertake the hard work that she had done whilst in the Portfolio Holder position the Panel was requested to consider recognising this by attributing a SRA for the role.
61. The Panel heard that this was the second Champion position that the Council had in place with the Armed Forces Champion having been created a number of years earlier. The Panel recognised with a great deal of respect, that the Health Champion was attending a lot of meetings and supporting the Council in this respect by liaising with a wide range of public bodies by attending their meetings and feeding back to the Leader of the Council. However the Panel established that the role had been an informal appointment made by the Leader of the Council and that there was no Role Profile associated with the position. The Panel could not ascertain tangible clear

responsibilities for the position or how they were held to account for their activities.

62. In the circumstances the Panel considered that although a strong case had been made to add an SRA for the role of Health Champion more clarity about the role was required before it could offer a qualified recommendation on the request. For example there appeared to be no role profile associated with the role; the appointment process for the position had not provided sufficient clarity about the responsibilities, reporting channels or how the role holder would be held to account for those responsibilities.
63. **The Panel therefore recommend that the Council put in place further clarity on the role including a Role Profile for the position of Health Champion so that it can give the matter further consideration.**

Armed Forces Member Champion

64. The Panel heard that the role of Armed Forces Champion had been established at the time of progressing the arrangements to support a covenant for former members of the armed forces in the Borough and to recognise Voluntary activity that is undertaken.
65. The Panel heard that the activities for this position included attending meetings (often in other parts of Surrey) with a Council Officer. The volume or frequency of those meetings would depend on what was either put into the role from the member or on the range of activities taking place at that time.
66. The Panel were informed that the role was not onerous and that there was no case to be made for attributing a SRA for the position.
67. **That the role of Armed Forces Champion be noted as one that did not require an SRA to support its activities.**

Police and Crime Panel representative

68. The Panel received a request to provide an SRA for the Council's representative on the countywide Police and Crime Panel as the volume of work that they are asked to cover can be onerous.
69. The Panel were informed that Surrey County Council receives a grant from the Home Office for the operation of the Police and Crime Panel and that it is a matter of their local discretion as to how they disperse that grant. It transpired that the Members of that Panel did, in the past, receive a Special Responsibility Allowance from Surrey County Council but following a review that allowance was removed. The County Council do however offer to pay the expenses for those Members attending the Panel and other associated meetings.
70. It is believed to be the case that no other Surrey authority provides their representative with an SRA for holding this position based on the arrangement operated by Surrey County Council to manage this responsibility.
71. The Panel gave this request detailed consideration but felt that as Surrey County Council had the responsibility to administer the Police and Crime Panel and that they were in receipt of a Home Office grant then it should fall on the County Council to

decide whether an SRA was payable rather than Reigate and Banstead or indeed any other Surrey authority.

72. **In the circumstances the Panel recommended that no SRA be provided from Reigate and Banstead for its Police and Crime Panel representative for the reasons set out in paragraphs 68 to 71.**

Assistant Portfolio Holders

73. The Panel received a request to provide an SRA for the Council's Assistant Portfolio Holders as the volume of work that they are asked to cover can be onerous.
74. The Panel sought views from those giving evidence on this request, which had emerged from a Member being interviewed. The Panel heard that this role did not carry with it any responsibility for decisions and that it served as a political development area for Councillors to understand the role that is undertaken by the Portfolio holders so that the Administration has a way of succession planning within the system.
75. Whilst the Panel recognised that the work of the Assistant Portfolio Holders was quite onerous for those that put a lot of energy into the role, it was regarded as a personal development opportunity rather than an area that merited a special responsibility allowance. The Panel also noted that no Role Profile appeared to be in place for these roles and that it might be a matter that the Administration would consider to assist those Members who undertake the role.
76. The Panel however did consider that those Members holding the position of Assistant Portfolio Holder should not be out of pocket for attending meetings etc and that this role was appropriate to add to those identified as Approved Duties.
77. In the circumstances the Panel recommended:
- (i) **That no SRA be provided for the Assistant Portfolio Holders, however it was felt that the post holders should be entitled to claim expenses for attending meetings (See approved duties section paragraphs 91 -94).**
 - (ii) **The Panel noted that no role profile was in place for these positions and that the Council may wish to consider whether it would assist the clarity of the role if one was adopted.**
78. **In the light of all of the above, the Panel recommends that for 2018/19:**
- i) **the SRAs for the:**
 - **Leader**
 - **Deputy Leader**
 - **Executive Members**
 - **Full Council Chairman**
 - **Planning Committee Chairman**
 - **Overview and Scrutiny Committee Chairman**
 - **Budget Scrutiny Review Panel Chairman**
 - **Licensing & Regulatory Committee Chairman**
 - **Licensing & Regulatory Sub Committee Chairman**
 - **Planning Committee Members**

- **Leaders of Political Groups**

be increased by 3%, in line with the principles set out in recommendation (i).

ii) that no new SRAs be introduced.

MAYORAL AND DEPUTY MAYORAL ALLOWANCES

79. Mayoral or Civic Allowances are legislated for under the Local Government Act 1972. The Act states that “a principal council may pay the Chairman for the purpose of enabling him to meet the expenses of this office”. The same applies to the Vice-Chairman of the Council. For Reigate and Banstead this equates to our Mayor and Deputy Mayor for legal purposes of interpretation.
80. In 2014, following advice received from HM Revenue & Customs (HMRC) that these Allowances need to be processed through the PAYE tax system and a full review by the Panel of the Council’s arrangements for paying Mayoral Allowances, the Council resolved to bring these within the confines of the Members’ Allowances Scheme. As such the level of the Mayoral Allowance and Deputy Mayoral Allowance will be reviewed each year as part of the Panel process.
81. In accordance with this, the Panel received evidence concerning the high volume of, and level of responsibility associated with, Mayoral duties. The Panel considered it to be vital that those undertaking these roles would not be financially disadvantaged. The Council had therefore increased the base level of both the Mayoral and Deputy Mayoral Allowances. An SRA was also introduced for the Mayor’s role as Chairman of Full Council meetings.
82. The Panel noted that in survey responses 75% of Councillors had felt that the Mayoral Allowance was about right (8% felt that it was too low, and 16% that it was too high).
83. A greater number of Councillors (21%) felt that the Deputy Mayoral Allowance was too low and 8% thought it was too high, but the Panel noted that the majority (69%) still viewed this as about right.
84. Overall, the Panel did not feel that there was strong evidence at this time to suggest that the base level of the Mayoral Allowances should be reviewed again for 2018/19. As was agreed in 2016/17, Mayoral Allowances now formed part of the annual review work of the IRP and would be kept under consideration in future years and any emerging issues examined as appropriate.
85. **The Panel recommends that the Mayor and Deputy Mayor’s Allowances be increased by 3%, in line with the principles set out in recommendation (i).**

TRAVEL AND SUBSISTENCE ALLOWANCES

86. The Panel through its seventh report linked travel allowances to the Inland Revenue’s Approved Mileage Allowance Payments (AMAP). The Panel recommends that the travel allowance (for cars) under the Members Allowances scheme for 2018/19 should remain at 45 pence per mile for cars and vans, 24 pence per mile for motorcycles and 20 pence per mile for cycles in line with the current AMAP rates. The Panel noted that AMAP provided that for car mileage in excess of 10,000 miles, the rate reduced from 45 pence per mile to 25 pence per mile. This was only applicable to car travel and was included in the Members’ Allowances scheme.
87. In addition, it was previously recommended (and accepted by the Council) that, in relation to travel between a Member’s home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance should only apply

for mileage from and to the Borough boundary. This restriction did not apply to travel on official duties outside the Borough. A similar approach is recommended in respect of the Members' Allowances Scheme for 2018/19.

88. No representations were received on the level of travel and subsistence Allowances and the Panel considered that the Allowances should be frozen at 2015/16 levels, which reflect the current AMAP allowances.
89. The Panel heard a representation from a Member that requested an adjustment to the arrangements for reimbursement of train fares. The current Scheme provides that standard rail fares would be reimbursed. However utilising special offers or a timely purchase of tickets can result in first class tickets being the cheapest ticket available. The Panel considered this to be a reasonable request to be incorporated into the Scheme.
90. **The Panel therefore recommend that the Members Allowances Scheme be revised to provide flexibility on train ticket options by including the words "or a first class fare where it is shown to be the cheapest ticket available".**

Approved Duties

91. The Panel received representations from a number of Councillors indicating that the list of Approved Duties had not been reviewed recently and had not therefore kept up with the changing ways in which the Council operated.
92. The Panel reviewed the various examples cited by Members and sought the views of the Leader and Chief Executive when they were interviewed on the appropriateness of these requests. It was noted that the Council had changed how it worked significantly in recent years and that Councillors were asked to attend more meetings and undertake different roles to help progress the business.
93. In the circumstances the Panel considered that a good case had been made to update the list of approved duties by the addition of those that are currently excluded so that Members can be reimbursed for their travel to these meetings.
94. **It is recommended, therefore, that the following activities be added to the list of Approved Duties in the Members Allowance Scheme:**
 - **Informal Local Committee meetings;**
 - **Meetings attended in undertaking the Assistant Portfolio Holder role;**
 - **Members attending meetings with Portfolio Holders/Officers;**
 - **Member Champion activities (including meetings attended on behalf of the Council (but excluding those attended for personal interest);**
 - **Member attendance at informal Portfolio Panels/Committees;**
 - **Member attendance at Portfolio Briefings; and**
 - **Members attendance at workshops/away days or similarly labelled events.**

Administration of incidental expenses

95. The Panel were informed that, although very rare, there were occasions when a Councillor incurred incidental expenses that were not covered by the Members Allowances Scheme but were appropriate for reimbursement. The Council's current procedures for the reimbursement were acknowledged as being a little onerous and that a streamlining of the process could be introduced by building this into the Members Allowances Scheme.
96. The example cited to the Panel was 'postage due' on a Council delivery of incoming post (due to underpayment by sender) that a Councillor sought reimbursement. It

was clearly a legitimate expenditure to be reimbursed and would have been easier to administer if it was a claimable reimbursement through the Members Allowance Scheme.

97. The Panel considered that a small adjustment to the wording of the Scheme could allow for this type of reimbursement in the future.

(iii) It is therefore recommended that the Members Allowances Scheme be amended to add:

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

98. **On this basis the Panel recommends that:**

(i) subject to the restriction referred to in note (ii) below, the following travel Allowances be adopted for 2018/19:

Car	-	45p per mile
Motorcycle	-	24p per mile
Cycle Allowance	-	20p per mile

(Notes: (i) enhanced travel allowances for shared vehicle use of 10p per mile for the first passenger and 6p per mile for the second and subsequent passengers;

(ii) car mileage in excess of 10,000 miles would receive a reduced rate of 25 pence per mile, as per the HMRC Approved Mileage Allowance Payments rates; and

(iii) in relation to travel between a Member’s home and the Town Hall, Reigate or other place for approved duties within the Borough, the travel allowance should only apply for mileage from and to the Borough boundary. This restriction should not apply to travel on official duties outside of the Borough.)

(ii) the following Subsistence rates be adopted for 2018/19:

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

(e) Overnight stay – reasonable expenses up to a maximum of the following rates:

Standard Rate - £93.43

Absence in London-£106.61

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

- (iii) **That the Council require claims for expenses claims to be submitted within 30 days of being incurred.**
- (iv) **That the Members Allowances Scheme be revised to provide flexibility on train ticket options by including the words “where it is shown to be the cheapest ticket available”.**
- (v) **That the following activities be added to the list of Approved Duties in the Members Allowance Scheme:**
 - **Informal Local Committee meetings;**
 - **Meetings attended in undertaking the Assistant Portfolio Holder role;**
 - **Members attending meetings with Portfolio Holders/Officers;**
 - **Member champion activities (including meetings attended on behalf of the Council (but excluding those attended for personal interest));**
 - **Member attendance at informal Portfolio Panels/Committees;**
 - **Member attendance at Portfolio Briefings; and**
 - **Members attendance at workshops/away days or similarly labelled events.**

CARERS' ALLOWANCE

- 99. No representations have been made on the payment of the Carers' Allowance. This Allowance is based on the first spine point from RBBC's pay scales. For 2017/18 this is spine point 19, and the hourly rate is £8.52.
- 100. Government guidance is that local authorities should consider whether the Allowance should be subject to a maximum cap, and this cap is currently set at £3,000.
- 101. Both the Allowance and the cap compare favourably with those of other Councils, and no representations were made on their current levels.
- 102. The Panel noted that during 2016/17 no Members claimed the Carers' Allowance.
- 103. **The Panel recommends that the Council should retain a Carers' Allowance within the Members' Allowance Scheme, with a maximum rate paid per hour to a carer capped at Reigate and Banstead's first spine point from the Officer pay scales. For 2017/18 this is spine point 19, and the hourly rate is £8.52. The maximum amount to be claimed in any year by a Councillor should remain at £3,000.**

Future Reviews

- 104. The Panel has identified from the Member survey and the feedback provided at the interviews with Members that there is an upward trend in the workloads recognised for many of the Councillors. In particular the Panel noted the workloads on the Leader, Deputy Leader and Executive Members; that 33% (8 Members) had indicated that they were financially disadvantaged by the level of allowances paid; and that ward and general workloads had increased. However this was conflicted by the response to the question about the number of hours worked by Councillors. 57% thought it had increased last year and 47% thought this to be the case this year.

105. **In view of these points the Panel recommends that the Council indicate whether it would like the Panel to undertake any further work for their 2018/19 review.**

MEMBERS' ALLOWANCES SCHEME 2018/19

106. **Based upon the recommendations in this report, the Panel recommends that the Members' Allowances Scheme 2018/19 as set out at Annex 3 be adopted with effect from 1st April 2018 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis).**

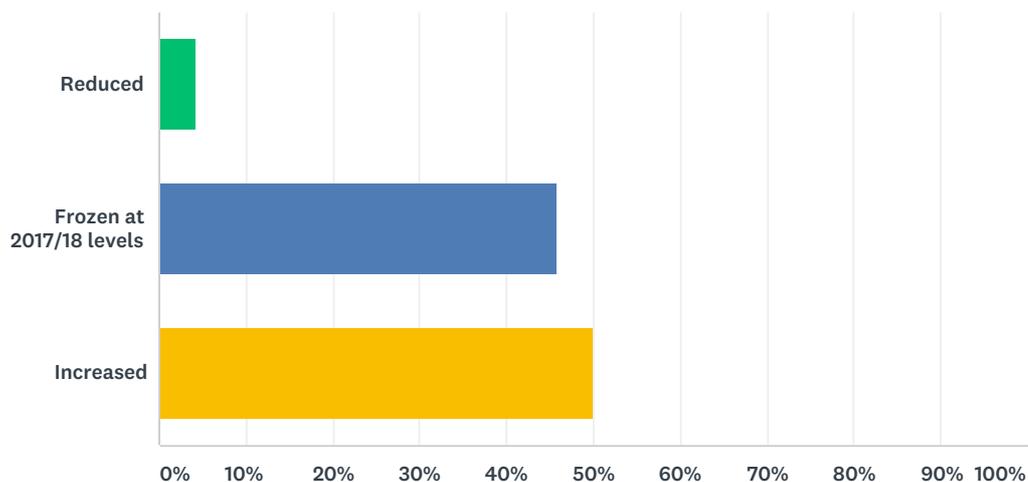
Annex 1: Analysis of Members Survey Responses October 2017

Annex 2: Councillor payments in 2016/17

Annex 3: Members' Allowances Scheme 2018/19

Q2 Allowances: General In 2016/17 expenditure on Member Allowances totalled £418,000. For 2017/18 Allowances were increased by 0.9%.
Do you consider that the Allowances should be:

Answered: 24 Skipped: 0

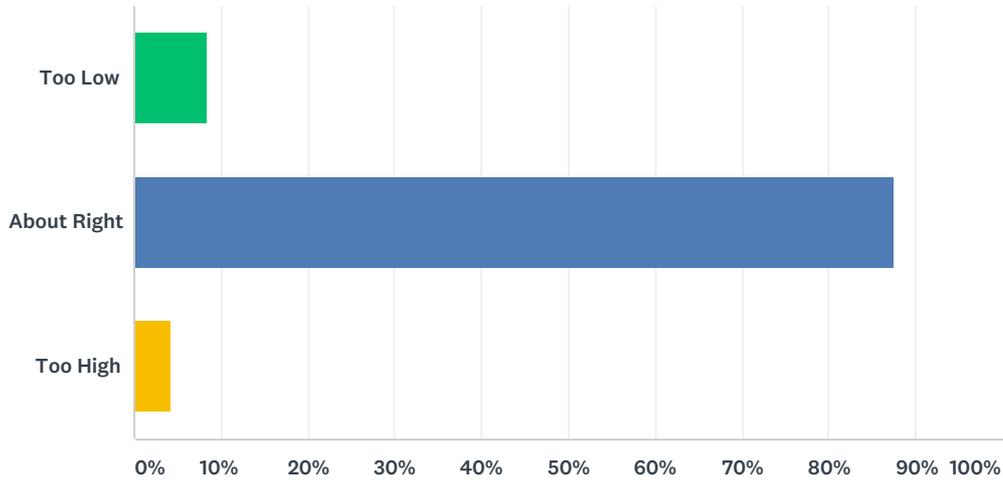


ANSWER CHOICES	RESPONSES
Reduced	4.17% 1
Frozen at 2017/18 levels	45.83% 11
Increased	50.00% 12
TOTAL	24

#	IF YOU ANSWERED 'REDUCED' OR 'INCREASED', PLEASE GIVE AN INDICATION OF THE LEVEL OF CHANGE YOU BELIEVE WOULD BE APPROPRIATE:	DATE
1	same increase as staff pay	9/10/2017 8:27 PM
2	1%	9/10/2017 3:56 PM
3	It is hard to comment as some Councillors spend more time on Council matters than others.	8/21/2017 10:03 AM
4	Inflation - say 1%	8/11/2017 8:59 AM
5	Around 1%	8/9/2017 6:21 PM
6	Pegged at same level of staff increases.	7/31/2017 12:37 PM
7	I think allowance should be kept in touch with inflation thus avoiding a massive hike at some time in the future	7/31/2017 10:53 AM
8	A reduction to around £4,000pa would create a good saving that could be put into improving services/community investment. There are few councillors that use or deserve the current allowance level.	7/30/2017 9:26 PM
9	In line with inflation	7/29/2017 12:46 PM
10	By inflation	7/28/2017 5:27 PM
11	In line with inflation.	7/28/2017 5:06 PM
12	in line with inflation	7/28/2017 4:44 PM
13	Member should recognise their contribution to the cost to residents and should tighten their belts like others	7/28/2017 4:17 PM
14	In line with staff increases	7/28/2017 4:10 PM

Q3 Basic Allowance:The allowance is to cover time on Ward and council activities. This includes the use of your own home, computer, stationery, printer, postage, telephone line and mobile (plus calls), Internet connection and travel for which you are not entitled to claim mileage. Do you consider the current Basic Allowance (£5,436) is:

Answered: 24 Skipped: 0

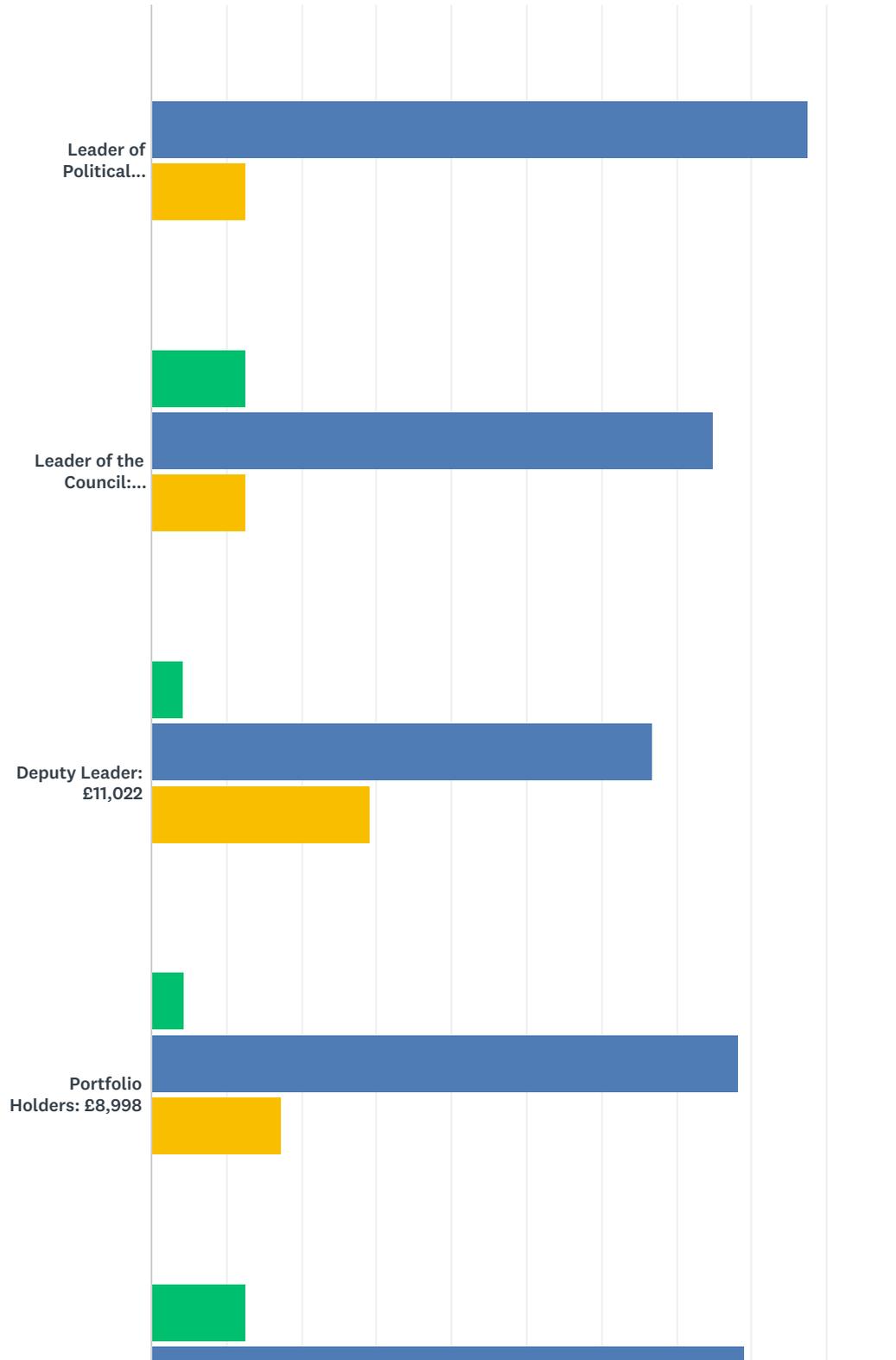


ANSWER CHOICES	RESPONSES
Too Low	8.33% 2
About Right	87.50% 21
Too High	4.17% 1
TOTAL	24

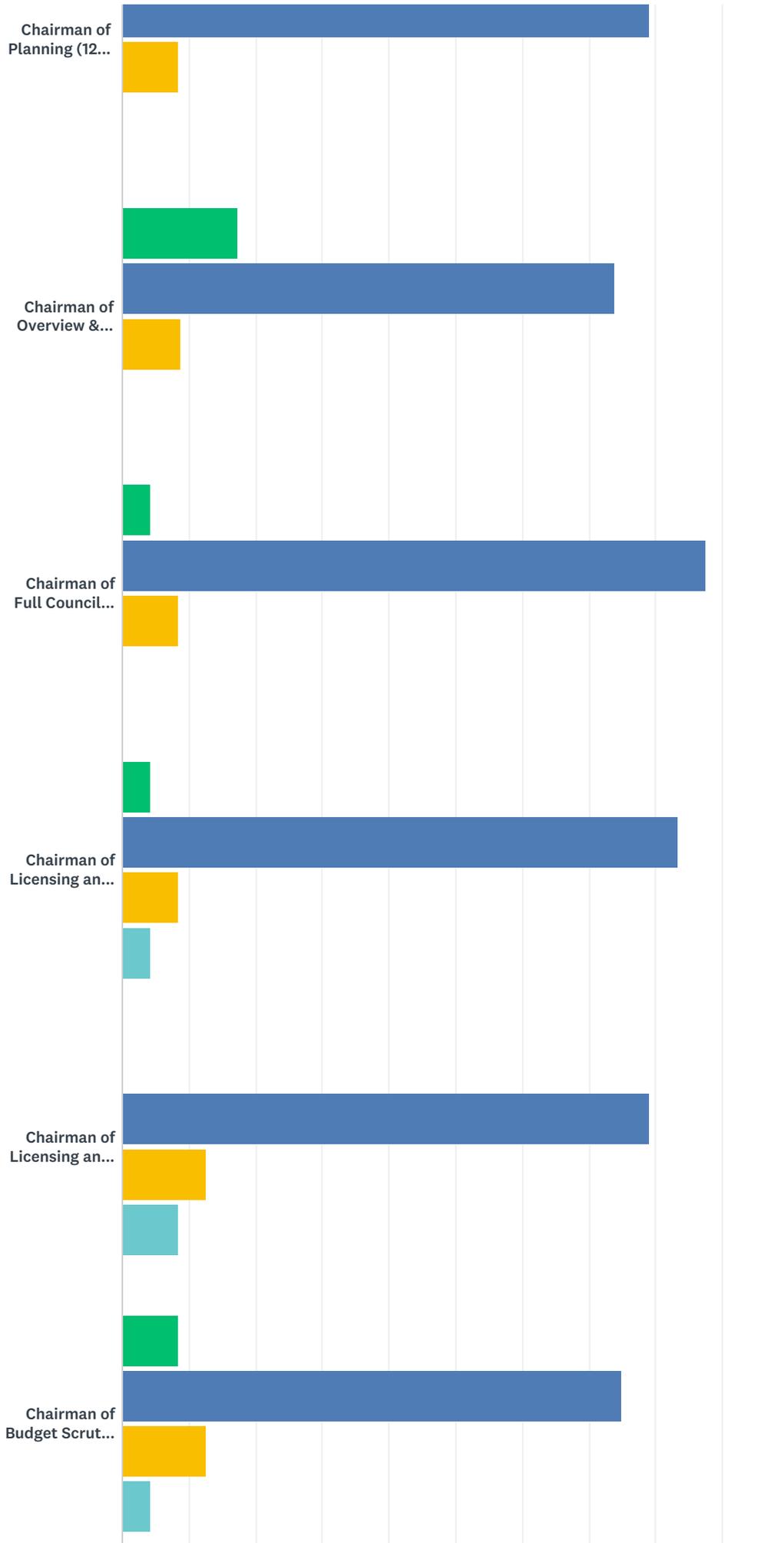
#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	The current basic allowance is generous enough for any Cllr at any level. No need for a raise.	8/21/2017 7:31 AM
2	But needs to be increased as per answer to previous question.	8/9/2017 6:21 PM
3	I spend considerable more time and expenses that the allowance covers. However I would still do the job if I was paid nothing. I have never claimed expenses other than the allowance.	7/31/2017 12:41 PM
4	Our work load is much higher now than 10 years ago.	7/28/2017 5:06 PM

Q4 Special Responsibility Allowances:Councils may make provision in the allowances scheme for the payment of Special Responsibility Allowances for those Councillors who have significant responsibilities. Reigate and Banstead currently pays Special Responsibility for 37 Council positions. Please indicate whether, in your opinion, the following SRAs are too low, about right, too high, or should be removed:

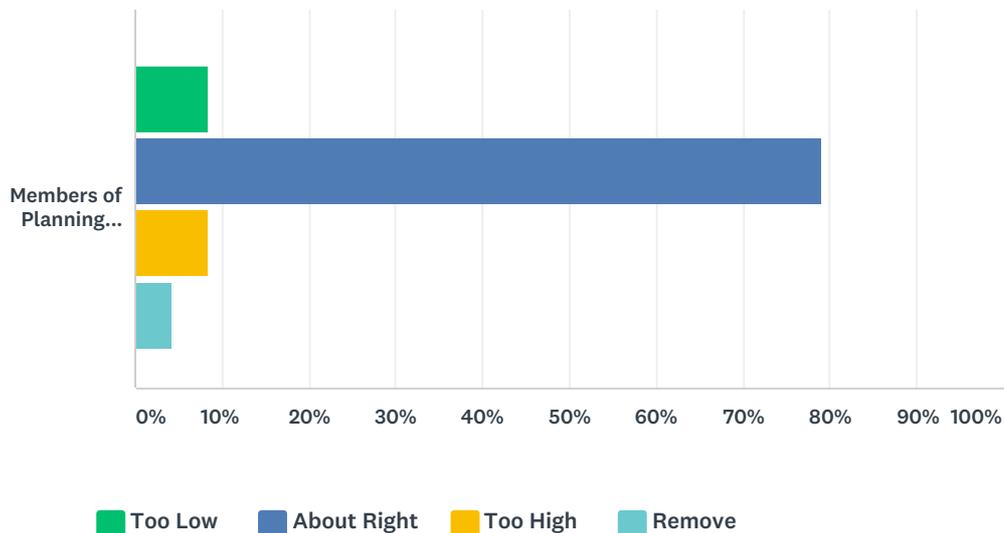
Answered: 24 Skipped: 0



Members' Allowances Scheme 2017/18



Members' Allowances Scheme 2017/18



	TOO LOW	ABOUT RIGHT	TOO HIGH	REMOVE	TOTAL
Leader of Political group: £140 basic allowance, plus £55 for each Member of the Group	0.00% 0	87.50% 21	12.50% 3	0.00% 0	24
Leader of the Council: £13,496	12.50% 3	75.00% 18	12.50% 3	0.00% 0	24
Deputy Leader: £11,022	4.17% 1	66.67% 16	29.17% 7	0.00% 0	24
Portfolio Holders: £8,998	4.35% 1	78.26% 18	17.39% 4	0.00% 0	23
Chairman of Planning (12 Meetings): £5,190	12.50% 3	79.17% 19	8.33% 2	0.00% 0	24
Chairman of Overview & Scrutiny (8 Meetings): £3,016	17.39% 4	73.91% 17	8.70% 2	0.00% 0	23
Chairman of Full Council (Mayor) (7 Meetings): £2,544	4.17% 1	87.50% 21	8.33% 2	0.00% 0	24
Chairman of Licensing and Regulatory: £420	4.17% 1	83.33% 20	8.33% 2	4.17% 1	24
Chairman of Licensing and Regulatory Sub-Committees: £420	0.00% 0	79.17% 19	12.50% 3	8.33% 2	24
Chairman of Budget Scrutiny Review Panel: £420	8.33% 2	75.00% 18	12.50% 3	4.17% 1	24
Members of Planning Committee: £767	8.33% 2	79.17% 19	8.33% 2	4.17% 1	24

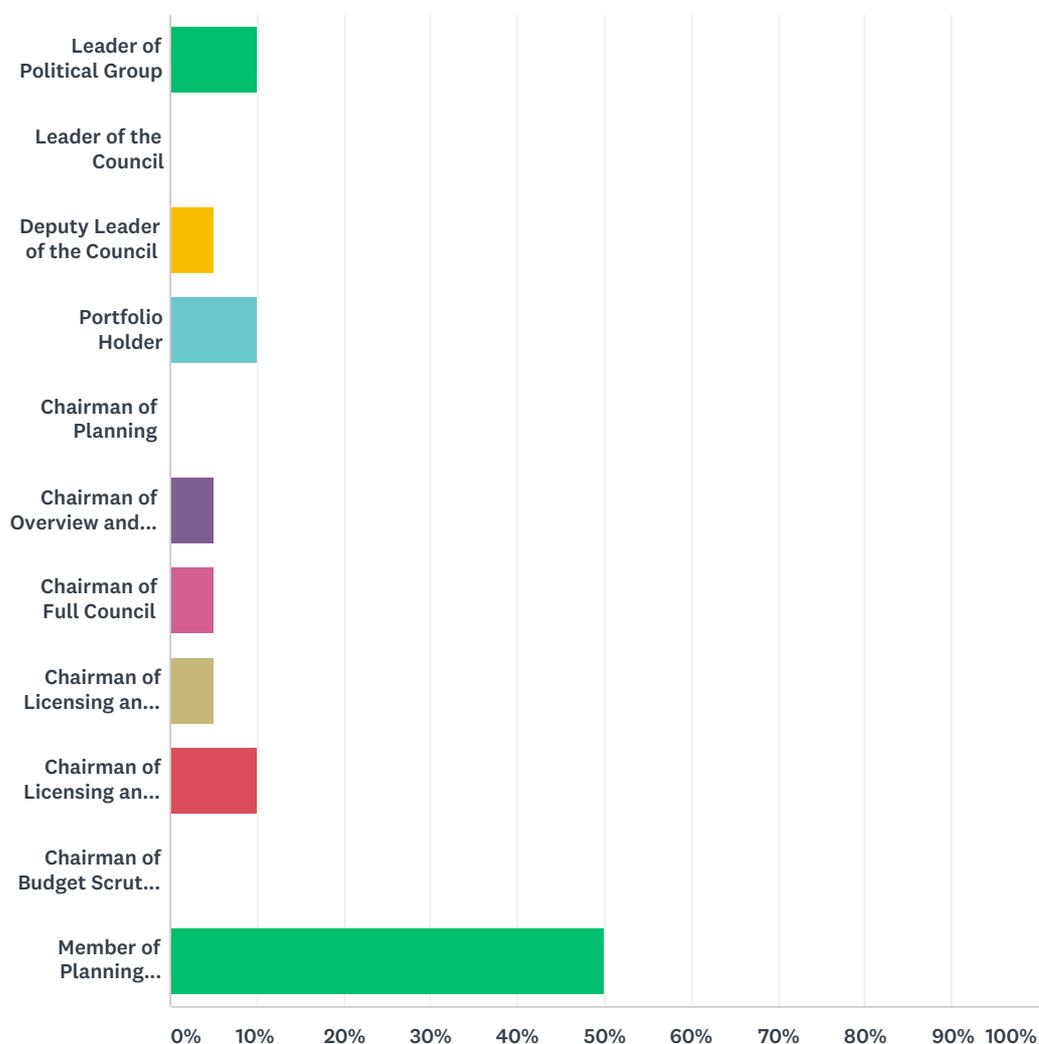
Q5 Are there any other positions that you would like the IRP to consider for an SRA?

Answered: 13 Skipped: 11

#	RESPONSES	DATE
1	I am the Health Champion for the Borough which covers many meetings, sit on SCC Adult and Health Select Committee	9/10/2017 3:56 PM
2	Portfolio Holder Assistants (Shadows)	8/21/2017 10:03 AM
3	Nopey nope.	8/21/2017 7:31 AM
4	none	8/3/2017 3:11 PM
5	No.	8/2/2017 9:11 PM
6	No.	7/31/2017 12:41 PM
7	No	7/31/2017 10:53 AM
8	Planning Committee Substitutes	7/31/2017 12:11 AM
9	No	7/30/2017 9:26 PM
10	No	7/29/2017 12:46 PM
11	Vice chairman planning	7/28/2017 5:27 PM
12	no	7/28/2017 4:44 PM
13	no	7/28/2017 4:17 PM

Q6 If you hold (or in the case of chairing a Licensing and Regulatory Sub-Committee, have held recently) a position or positions that attract a Special Responsibility Allowance, which SRA(s) do you receive?

Answered: 20 Skipped: 4



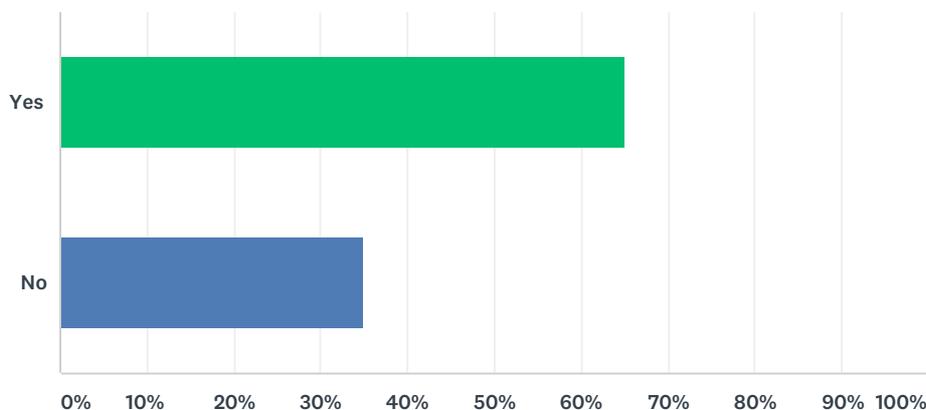
ANSWER CHOICES	RESPONSES	
Leader of Political Group	10.00%	2
Leader of the Council	0.00%	0
Deputy Leader of the Council	5.00%	1
Portfolio Holder	10.00%	2
Chairman of Planning	0.00%	0
Chairman of Overview and Scrutiny	5.00%	1
Chairman of Full Council	5.00%	1
Chairman of Licensing and Regulatory Committee	5.00%	1
Chairman of Licensing and Regulatory Sub-Committees	10.00%	2

Members' Allowances Scheme 2017/18

Chairman of Budget Scrutiny Review Panel	0.00%	0
Member of Planning Committee	50.00%	10
TOTAL		20

Q7 Do you think that the Special Responsibility Allowance you receive fairly reflects your responsibilities, role and workload?

Answered: 20 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	65.00%	13
No	35.00%	7
TOTAL		20

#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	The SRA in no way reflects the responsibilities or workload, but it is not designed to do so.	9/10/2017 8:27 PM
2	I wasn't actually aware that being a member of the planning committee has a SRA for it! This amount does indeed provide the remuneration for the extra time and effort being on this committee demands.	8/21/2017 7:31 AM
3	Time spent on planning is very significant.	8/9/2017 6:21 PM
4	Again receiving any payment is a bonus. Most planning committee members many hours before a committee meeting so they fully understand the applications. But again I would do it for nothing.	7/31/2017 12:41 PM
5	I believe a reduction to the planning committee SRA to around £500 would be fair.	7/30/2017 9:26 PM
6	Vice chairman of planning has many more meetings than the 12 mentioned. Additionally shadowing portfolio holder should have some recognition	7/28/2017 5:27 PM
7	There is more to it in terms of preparation than just turning up at the meetings	7/28/2017 4:44 PM

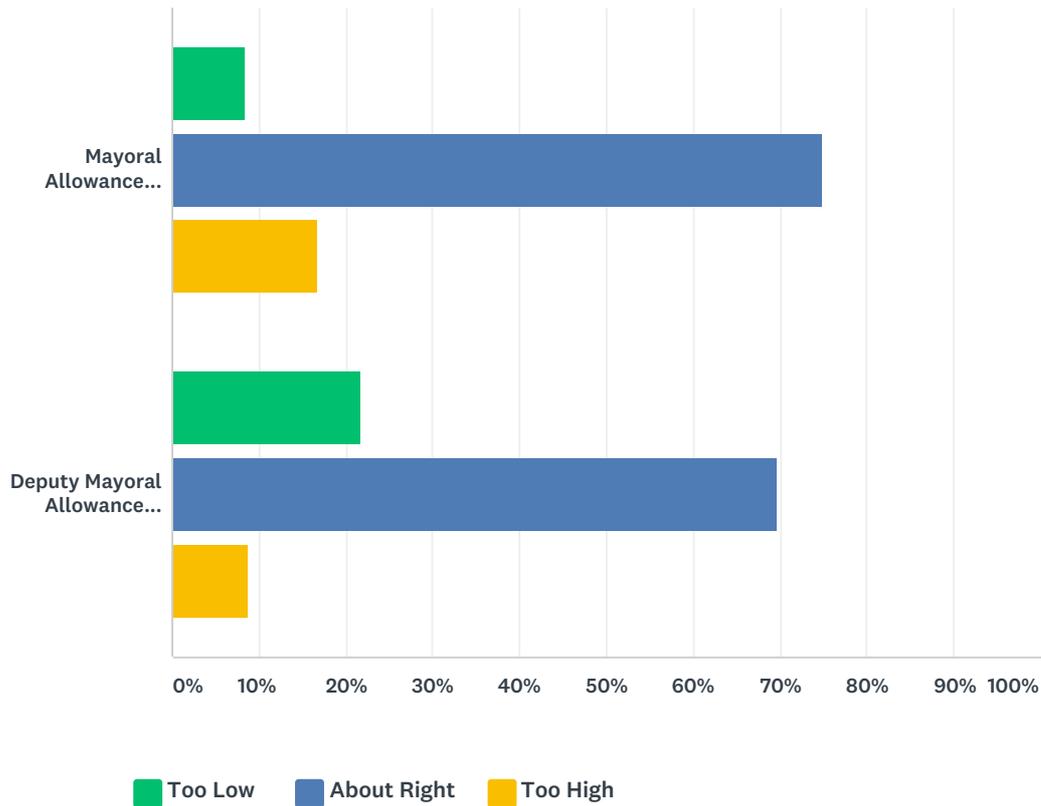
Q8 If you wish to make any general comment on the Special Responsibility Allowances, please set these out below. The IRP would specifically welcome the views of Members on whether any SRAs should be discontinued or be the subject of review:

Answered: 7 Skipped: 17

#	RESPONSES	DATE
1	Some Portfolio holders work hard, some do not	9/10/2017 3:56 PM
2	Not at present. What should be on review is the wages of certain high ranking executives of the council in relation to their working days and availability. The Chief Executive of a BOROUGH Council earns more than the Prime Minister yet isn't available on a Friday? Really? Absolutely shocking!!	8/21/2017 7:31 AM
3	I am pleased to receive a special responsibility allowance but as stated above I would do the job for nothing.	7/31/2017 12:41 PM
4	Over the course of a year, a Planning Committee Substitute can attend more site visits and Planning Committee meetings than many Planning Committee members without recompense. A more equitable system would be to award the SRA to members and substitutes on a pro rata basis of meetings actually attended.	7/31/2017 12:11 AM
5	I believe that at a time when the council needs to reduce costs, an overall reduction in all allowances is appropriate. Many councillors state that they do not do the role for the money, yet many advocate a freeze or increase.	7/30/2017 9:26 PM
6	Possible review, not discontinued.	7/28/2017 5:06 PM
7	The SRA for the leader and deputy leader, appear to be excessive for the role fulfilled.	7/28/2017 4:17 PM

Q9 Mayoral Allowances: Since 2015/16, the Mayoral Allowances have been incorporated into the Members' Allowances Scheme. As well as introducing an SRA for chairing Full Council meetings (as above), the base level of both Allowances was increased in 2016/17 to take account of the work undertaken and expenses incurred in fulfilling these roles. Please indicate whether, in your opinion, the following allowances are too low, too high, or about right:

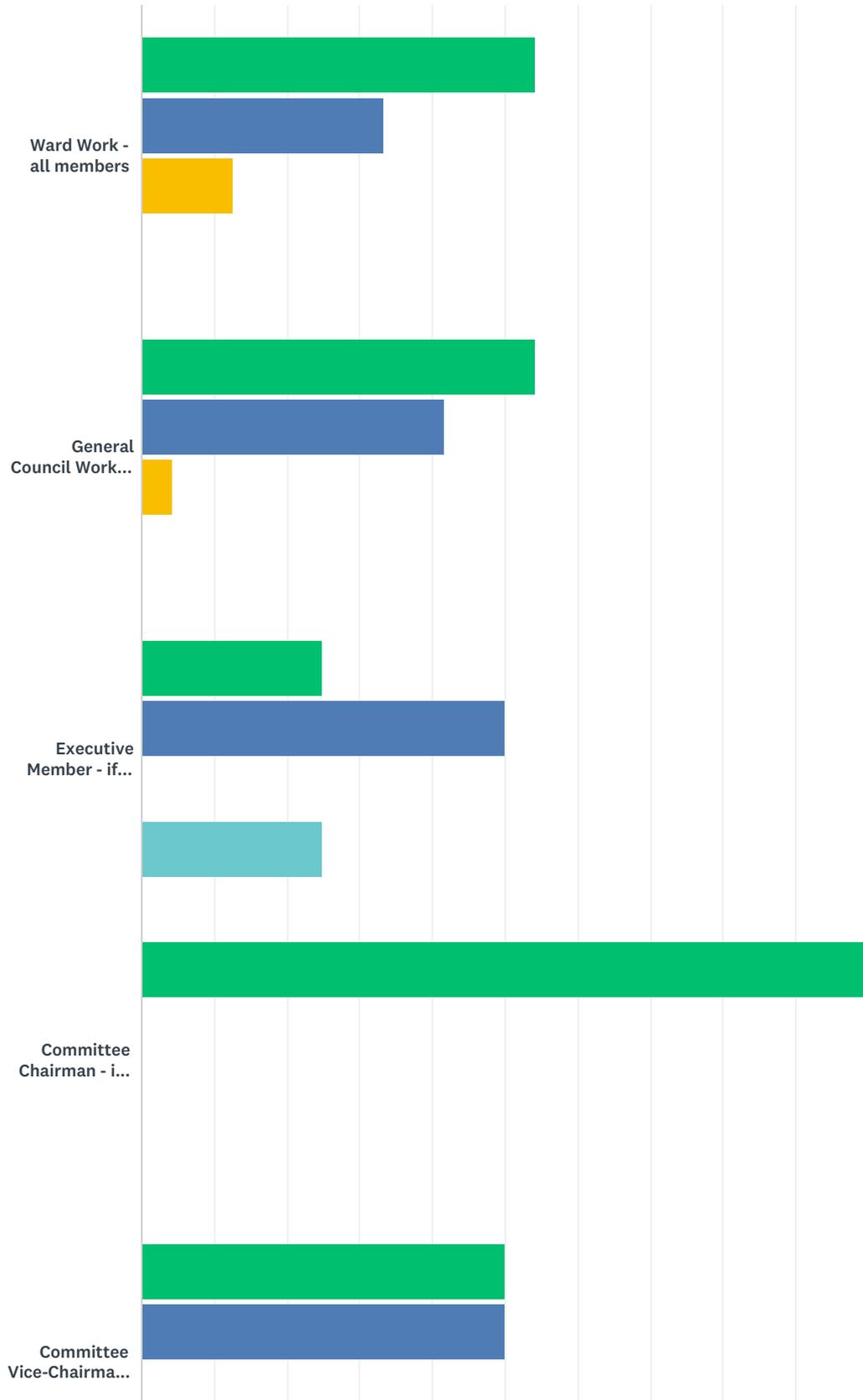
Answered: 24 Skipped: 0



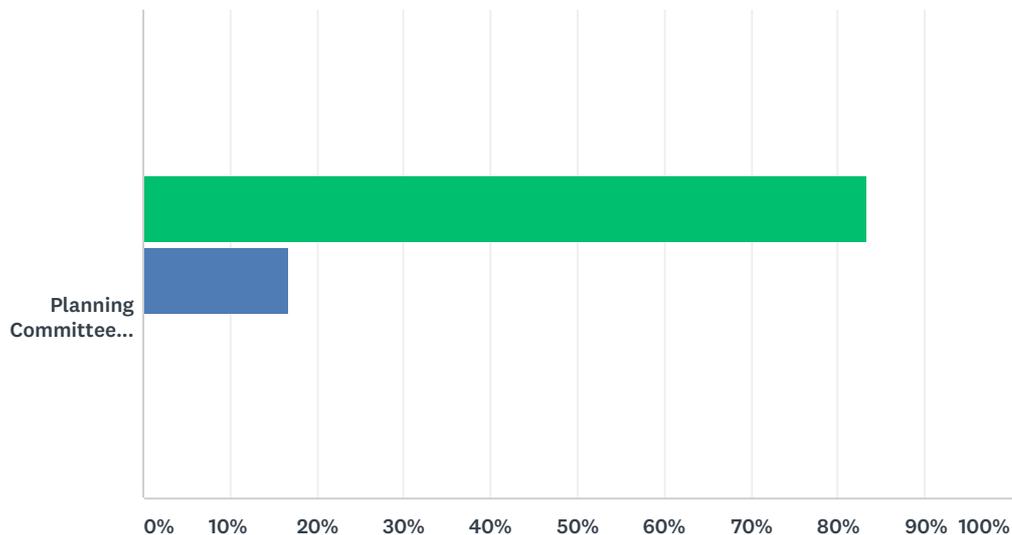
	TOO LOW	ABOUT RIGHT	TOO HIGH	TOTAL
Mayoral Allowance £12,577	8.33% 2	75.00% 18	16.67% 4	24
Deputy Mayoral Allowance £2,598	21.74% 5	69.57% 16	8.70% 2	23

Q10 How many hours (per week) do you spend on Council Duties (including preparation time, meetings / discussion / responding to matters, follow-up and travel if it is not a journey for which you are entitled to claim mileage)? Please tick all appropriate boxes:

Answered: 24 Skipped: 0



Members' Allowances Scheme 2017/18

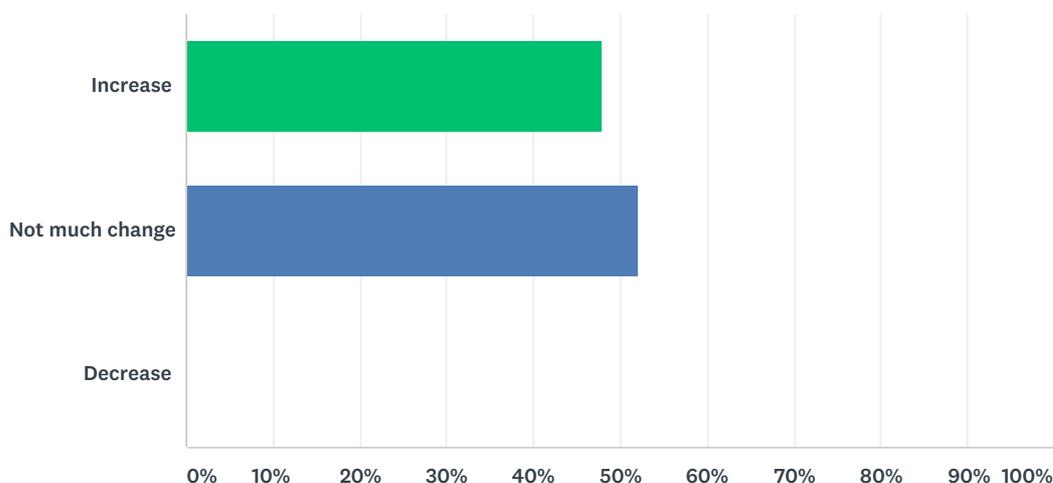


■ Up to 10 hours
 ■ 10 to 20 hours
 ■ 20 to 30 hours
 ■ Above 30 hours

	UP TO 10 HOURS	10 TO 20 HOURS	20 TO 30 HOURS	ABOVE 30 HOURS	TOTAL
Ward Work - all members	54.17% 13	33.33% 8	12.50% 3	0.00% 0	24
General Council Work - all members	54.17% 13	41.67% 10	4.17% 1	0.00% 0	24
Executive Member - if applicable	25.00% 1	50.00% 2	0.00% 0	25.00% 1	4
Committee Chairman - if applicable	100.00% 2	0.00% 0	0.00% 0	0.00% 0	2
Committee Vice-Chairman - if applicable	50.00% 1	50.00% 1	0.00% 0	0.00% 0	2
Planning Committee Member - if applicable	83.33% 10	16.67% 2	0.00% 0	0.00% 0	12

Q11 In the last year, has there been a significant increase or decrease in your hours worked as a Councillor?

Answered: 23 Skipped: 1

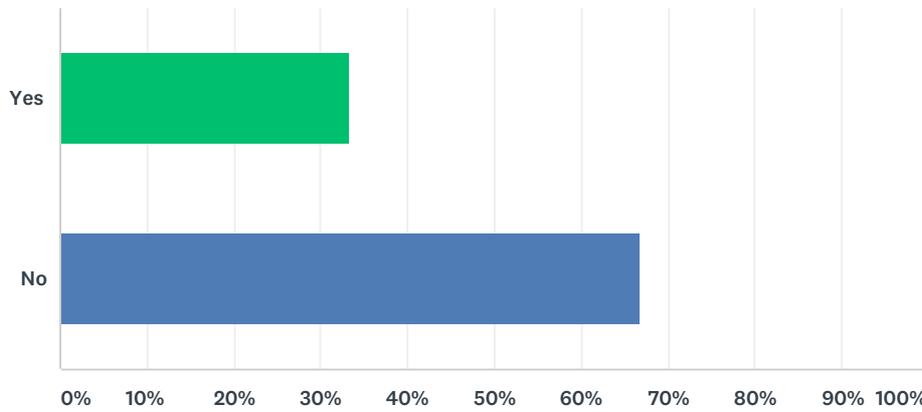


ANSWER CHOICES	RESPONSES	
Increase	47.83%	11
Not much change	52.17%	12
Decrease	0.00%	0
TOTAL		23

#	IF SO, IN WHAT AREAS OF WORK?	DATE
1	Executive sub committees to set up and run the new companies have been a significant increase in workload.	9/10/2017 8:27 PM
2	Was the Portfolio holder for health till may 2017 when the Council got rid of the Health role. Was made Health Champion which involves as much work as when I was a Portfolio holder with no SRA	9/10/2017 3:56 PM
3	Attending Portfolio Holder Meetings, Leaders meetings, Awaydays, Joint Committee meetings	8/21/2017 10:03 AM
4	Committee work as a result of joining a much busier and demanding committee, as expected. Ward work has been more involved as residents have been more proactive in ward goings on, too.	8/21/2017 7:31 AM
5	Reflects increased responsibilities, which I welcome.	8/11/2017 8:59 AM
6	a lot more correspondence with electors	8/3/2017 3:11 PM
7	There has just been many extra items for all councillors to consider. We have the Development Management Plan, coping with the removal of the government grant and finance matters in general. Although not councillors responsibility we are all being questioned about the poor state of the roads and pavements .	7/31/2017 12:41 PM
8	Property and acquisition portfolio.	7/31/2017 12:37 PM
9	In General Council Work.	7/31/2017 12:11 AM
10	Shadow to DMP portfolio holder	7/28/2017 5:27 PM
11	Ward work.	7/28/2017 5:06 PM
12	I am mayor this year	7/28/2017 4:44 PM
13	Doing more as shadow to Executive member	7/28/2017 4:10 PM

Q12 Other Factors: Before seeking election, were you aware that Councillors received a financial allowance?

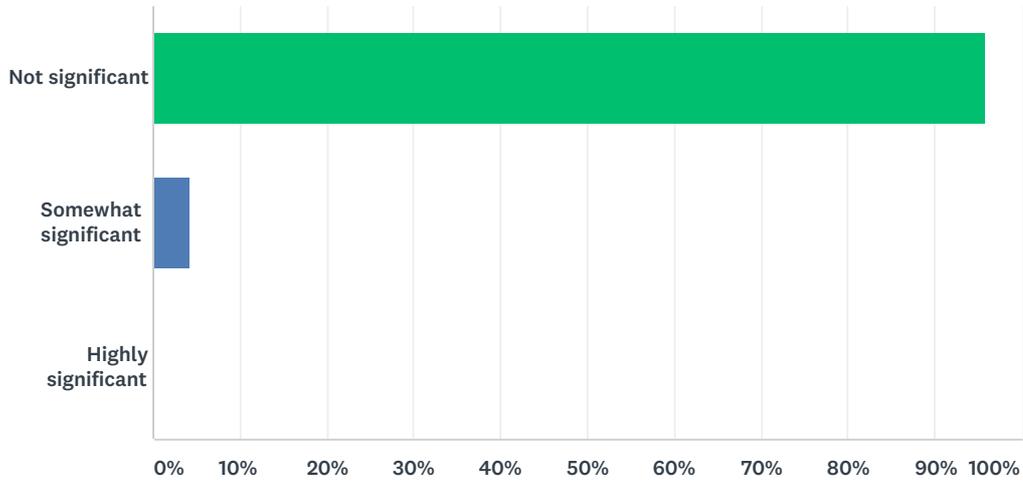
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	33.33%	8
No	66.67%	16
TOTAL		24

Q13 Was the level of allowances a factor in your decision to stand for election?

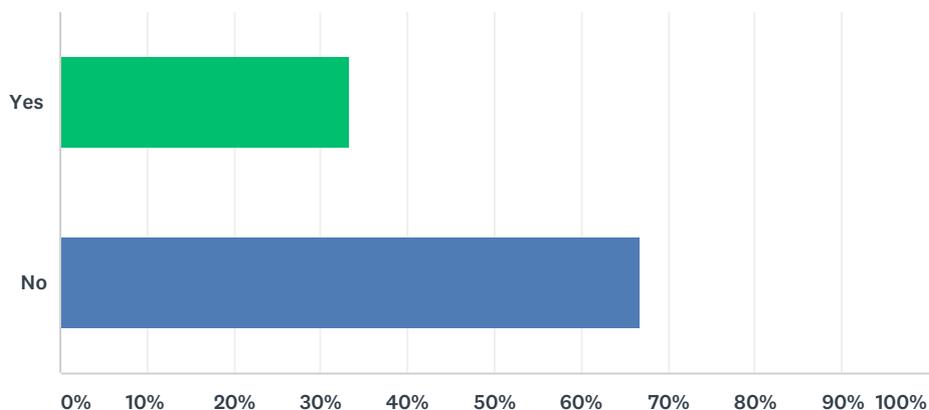
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not significant	95.83%	23
Somewhat significant	4.17%	1
Highly significant	0.00%	0
TOTAL		24

Q14 Do you consider yourself to be financially disadvantaged as a result of your role as a Councillor?

Answered: 24 Skipped: 0

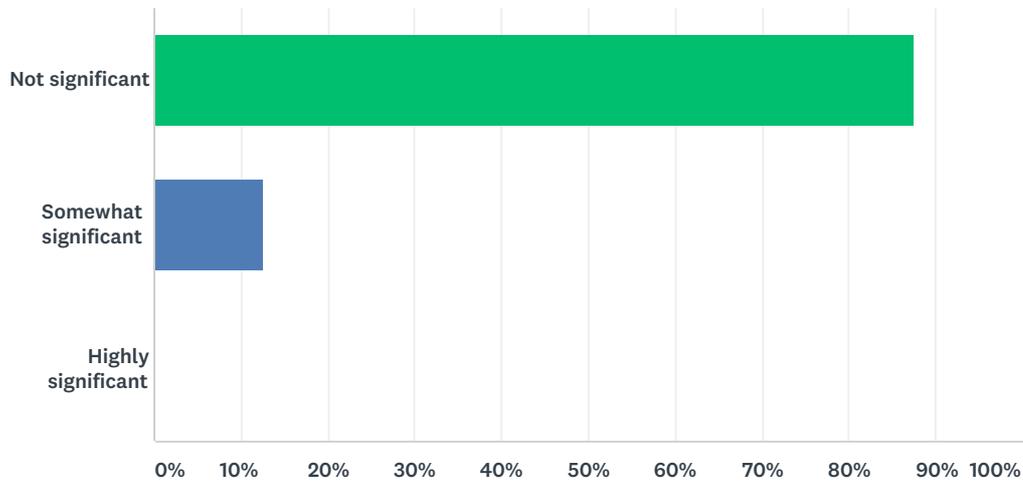


ANSWER CHOICES	RESPONSES
Yes	33.33% 8
No	66.67% 16
TOTAL	24

#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	Recently retired, used to have to use my holiday leave so I could attend meetings during the day or leave work early	9/10/2017 3:56 PM
2	For Councillors who are not retired and still working there is a significant amount off time away from work required to operate effectively as a Councillor. Especially the self employed.	8/21/2017 10:03 AM
3	Not at all. Besides, one shouldn't even consider for standing as a candidate if they feel the time taken for the role will be a disadvantage to them. No no!	8/21/2017 7:31 AM
4	I have to take time off from work to attend some meetings to be convenient for officers, and for this I lose compensating payment.	8/9/2017 6:21 PM
5	I am self employed and make my time up in the evenings.	7/31/2017 12:41 PM
6	Time off work to go to meetings.	7/28/2017 5:06 PM
7	It is a voluntary role. No-one is forced to be a councillor or to accept a position of special responsibility	7/28/2017 4:44 PM

Q15 Is the level of allowances a factor for you in deciding whether to stand for re-election?

Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not significant	87.50%	21
Somewhat significant	12.50%	3
Highly significant	0.00%	0
TOTAL		24

#	PLEASE PROVIDE ANY FURTHER COMMENT:	DATE
1	A bit. You just ask to be paid a standerd amount for the effort and resources you put in. That's fair.	8/21/2017 7:31 AM
2	As per my comment above.	8/9/2017 6:21 PM
3	I became a councillor to try and get thing done.	7/31/2017 12:41 PM

Q16 General Comment Please set out below any general comments / views you wish brought to the attention of the IRP, including any difficulties you have in performing Council duties or matters that could enable you to be more effective:

Answered: 6 Skipped: 18

#	RESPONSES	DATE
1	Many Councillors have calculated that the time spent preparing for meetings; performing Ward duties including attending Residents' Association meetings/functions/writing articles for magazines; attending Town Hall meetings, Portfolio Holders' meetings, speaking to Officers regarding ward matters etc etc means if the Allowance was an hourly rate they would be earning less than £5 per hour of their time.	8/21/2017 10:03 AM
2	Lower the wages of officers and Chief Executives who are paid more than the role demands (see earlier rant). If any local authority is to be serious about cutting costs due to the absolute halt of central government funds WITHOUT CUTTING ESSENTIAL SERVICES then one can't think of a more obvious example than the one I have given here. This is not defensible.	8/21/2017 7:31 AM
3	I have had to pay ward meeting costs myself and would like to speak to the panel so that they might consider how relatively small yet still significant costs could be approved to compensate.	8/9/2017 6:21 PM
4	There are some retired people on the council to whom the allowance is important. I am sure there are others who also would not be able to stand without the allowance. Unfortunately since we have moved from the committee system to the leader and executive system more and more meetings are during the day. Therefore some people cannot attend or have to take time off and the allowance is therefore essential.	7/31/2017 12:41 PM
5	Some Councillors do very little but still take their allowance, more should be done to stop this.	7/31/2017 12:37 PM
6	We would be more effective if we paid a living wage.	7/28/2017 5:06 PM

Member Payments 2016/17

(1 April 2016 – 31 March 2017)

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Carer's Allowance (£)	Total (£)
Absalom, Rosemary	5,388.00	759.96	0.00	0.00	6,147.96
Allcard, Derek	5,388.00	759.96	0.00	0.00	6,147.96
Ascough, Liam	4,859.04	337.11	0.00	0.00	5,196.15
Ashford, Rod	2,209.33	0.00	0.00	0.00	2,209.33
Blacker, Michael	5,388.00	759.96	0.00	0.00	6,147.96
Bramhall, Natalie	5,388.00	9334.08	0.00	0.00	14,722.08
Bramhall, Stephen	522.81	114.11	0.00	0.00	636.92
Bray, Jill	5,138.04	117.46	0.00	0.00	5,255.50
Broad, Victor	5,388.00	13376.04	819.15	0.00	19,583.19
Brunt, Mark	5,388.00	10753.95	0.00	0.00	16,141.95

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Carer's Allowance (£)	Total (£)
Clarke, James	4,983.28	586.63	0.00	0.00	5,569.91
Coad, Richard	5,388.00	0.00	0.00	0.00	5,388.00
Crome, Graeme	5,388.00	824.27	0.00	0.00	6,212.27
Durrant, James	5,388.00	8918.04	0.00	0.00	14,306.04
Ellacott, Julian	5,118.12	2293.11	0.00	0.00	7,411.23
Essex, Jonathan	5,388.00	366.46	0.00	0.00	5,754.46
Foreman, Keith	5,388.00	3357.07	391.50	0.00	9,136.57
Godden, John	5,388.00	0.00	0.00	0.00	5,388.00
Grant-Duff, Zulema	5,388.00	0.00	0.00	0.00	5,388.00
Hack, Lynne	5,388.00	10631.37	1116.10	0.00	17,135.47
Harper, Robert	5,388.00	643.71	46.35	0.00	6,078.06
Harris, Norman	451.49	0.00	0.00	0.00	451.49

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Carer's Allowance (£)	Total (£)
Harrison, Nicholas	5,388.00	416.04	259.20	0.00	6,063.24
Horwood, Alexander	5,388.00	759.96	0.00	0.00	6,147.96
Humphreys, Eddy	5,388.00	8918.04	758.65	0.00	15,064.69
Jackson, David	5,388.00	759.96	0.00	0.00	6,147.96
Kay, Allen	522.81	1059.97	0.00	0.00	1,582.78
Kelly, Frank	5,388.00	416.04	0.00	0.00	5,804.04
King, James	4,859.04	643.71	0.00	0.00	5,502.75
Knight, Graham	5,388.00	4057.91	0.00	0.00	9,445.91
Kulka, Stephen	5,388.00	868.26	0.00	0.00	6,256.26
Lynch, Andrew	5,388.00	754.29	0.00	0.00	6,142.29
Mantle, Richard	5,388.00	0.00	0.00	0.00	5,388.00
McKenna, Stephen	4,859.04	643.71	0.00	0.00	5,502.75

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Carer's Allowance (£)	Total (£)
Mill, Rosalind	5,388.00	8918.04	100.35	0.00	14,406.39
Newstead, Roger	5,388.00	0.00	0.00	0.00	5,388.00
Parnall, Simon	5,388.00	759.96	267.30	0.00	6,415.26
Paul, Jamie	5,388.00	643.71	0.00	0.00	6,031.71
Pay, David	5,388.00	759.96	0.00	0.00	6,147.96
Powell, David	5,388.00	13209.04	0.00	0.00	18,597.04
Renton, Rita	5,388.00	8918.04	0.00	0.00	14,306.04
Rickman, Simon	5,388.00	0.00	0.00	0.00	5,388.00
Ross-Tomlin, Dorothy	5,388.00	0.00	0.00	0.00	5,388.00
Schofield, Tony	5,388.00	8918.04	0.00	0.00	14,306.04
Selby, Michael	5,388.00	759.96	356.45	0.00	6,504.41
Spiers, Joan	2,245.00	2316.33	0.00	0.00	4,561.33

Councillor	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel & Subsistence (£)	Carer's Allowance (£)	Total (£)
Stead, Brian	5,388.00	3513.00	138.60	0.00	9,039.60
Stephenson, John	5,388.00	0.00	0.00	0.00	5,388.00
Stevens, Christian	5,298.00	0.00	0.00	0.00	5,298.00
Tarrant, Anna	4,859.04	0.00	0.00	0.00	4,859.04
Thomson, Barbara	5,388.00	759.96	0.00	0.00	6,147.96
Truscott, Bryn	522.81	0.00	0.00	0.00	522.81
Turner, Rachel	5,388.00	7671.32	412.30	0.00	13,471.62
Walsh, Samuel	5,388.00	117.46	0.00	0.00	5,505.46
Whinney, Christopher	5,388.00	117.46	0.00	0.00	5,505.46
White, Jonathan	4,859.04	0.00	245.25	0.00	5,104.29
Total	272,214.89	140,613.46	4911.20	0.00	417,739.55

MEMBERS' ALLOWANCES SCHEME – 2017~~8~~/189

The Members' Allowances Scheme operating from 1st April, 201~~8~~7 provides for the following:

1. Payment of a Basic Allowance of £~~5599~~ 5,436 to every Councillor for the year.

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

2. Payment of Special Responsibility Allowances to:-

Leaders of Political Groups £~~140-144~~ basic allowance, plus
£~~57~~ for each Member of the Group

Executive Members

Leader of the Council	£ 13901 <u>13,496</u>
Deputy Leader of the Council	£ 11,022 <u>11353</u>
Other Portfolio Holders	£ 8,998 <u>9268</u>

Chairmen of Committees/Panels

Full Council	£ 2,544 <u>2620</u>
Planning	£ 5,190 <u>5346</u>
Overview & Scrutiny	£ 3,016 <u>3106</u>
Budget Scrutiny Review Panel	£ 420 <u>433</u>
Regulatory Licensing	£ 420 <u>433</u>
Regulatory & Licensing Sub	£ 420 <u>433</u>

Planning Committee Members £~~767~~ 790

Mayoral Allowance	£ 12,577 <u>12954</u> (to be paid on a Municipal Year basis)
Deputy Mayoral Allowance	£ 2,598 <u>2675.94</u> (to be paid on a Municipal Year basis)

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

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

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

When traveling by train there be flexibility on train ticket options. Although standard fare is the normal ticket to be reimbursed a first class fare may also be reimbursed where it is shown to be the cheapest ticket available.

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

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

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

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

The current bicycle allowance is 20p per mile.

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

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

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

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

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

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

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

6. A Carer's Allowance is payable at the rate of ~~£7.80~~ 8.52 per hour per carer which is the equivalent of the first spine point from the Officer pay scales. For 2017/18 this is spine point 19. The carer must be over 16 years of age and cannot be a member of the claimant's household.

The Scheme covers Members with responsibility for:

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

requires constant care and attendance (as defined by Attendance Allowance).

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

Carer's Allowance is payable in respect of the approved duties set out in schedule 1 to this scheme apart from attendance at meetings of Outside Bodies.

Incidental expenses

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

ADMINISTRATION

All payments will be made on a monthly basis through the payroll by direct transfer to your bank account. Basic and Special Responsibility Allowances will attract income tax and National Insurance deductions where appropriate. Travelling Allowances being reimbursements are not subject to National Insurance deductions. Any mileage expenses, above the HMRC's Approved Mileage Allowance Payments (AMAP) are taxable. The AMAP for a car is 45p and 24p for a motorcycle. To avoid National Insurance deductions, the payment of allowances must not reach **£476-490** per month during 2017~~8~~/19~~8~~. Age Exception cards can be used (but the Council, as employing authority, will still be subjected to the Employer's contribution of National Insurance). Such cards can be obtained on application from the local Department for Work and Pensions by persons of state pensionable age. On receipt of such a card by the recipient, it should be handed over to the Payroll Manager who will then ensure that the card is utilised when the gross allowances in any month reaches the National Insurance figure of **£476-490** per month.

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

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

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

Queries as to whether an allowance is payable should be directed to Chris Phelan in Democratic Services (Tel: 01737 276114). Queries relating to payments received should be directed to Karen Mullett in Human Resources (Payroll) (Tel: 01737 276581).

SCHEDULE 1

APPROVED DUTIES

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

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