

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

**November 2015**



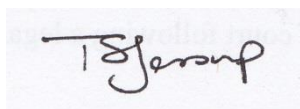
## FOREWORD

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. William Young; Mr. Paul Whitehouse. 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 2015-16. 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)



William Young



Paul Whitehouse

## INTRODUCTION AND TERMS OF REFERENCE

1. A review of the Reigate & Banstead Borough Council Members' Allowances Scheme was conducted by the Independent Remuneration Panel at the request of the Council as part of an annual review of Members' Allowances.
2. This report has been prepared in accordance with the *Local Government Act 1972*, and the *Local Authorities (Members' Allowances) (England) Regulations 2003* and the *Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations*, both of which came into force on 1st May, 2003.
3. The Panel's review has been conducted having regard to guidance issued by the then Office of the Deputy Prime Minister (in conjunction with the Inland Revenue) 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 CPI (-0.1%) as the external benchmark for the purposes of uplifting Members' Allowances continue to be adopted for 2016/17 [*paragraphs 13 - 16*];

### **Inflationary realignment principle**

- (ii) That as an additional principle uniquely for 2016/17, a 1.8% uplift be made to Members' Allowances to bring these in line with recent historic inflation [*paragraphs 17 - 27*];

**Note:** *The cumulative result of recommendations (i) and (ii) will be to provide a 1.7% increase to Members' Allowances for 2016/17.*

### **Basic Allowances**

- (iii) That there should be an increase in the Basic Allowance for 2015/16 of 1.7%, in line with the principles set out in recommendations (i) and (ii) [*paragraphs 28 - 38*];

### **Special Responsibility Allowances**

- (iv) That for 2015/16 all Special Responsibility Allowances (SRAs) should be increased by 1.7%, in line with the principles set out in recommendations (i) and (ii) [*paragraphs 39 - 72*];

### **Mayoral Allowances**

- (v) That for 2015/16 the Mayoral Allowances should be increased by 1.7%, in line with the principles set out in recommendations (i) and (ii) [*paragraphs 73 - 81*];

### **Members Allowances Scheme**

- (vi) That the Members' Allowances Scheme (set out at Annex 3 and based on the recommendations in this report) be adopted with effect from 1<sup>st</sup> April 2016 (except for the Mayoral Allowances, which are payable on a Municipal Year basis) [*paragraph 91 and Annex 3*];

## **Travel and Subsistence Allowances**

- (vii) That for 2016/17 all travel and subsistence allowances be retained at 2015/16 levels *[paragraphs 82 - 85]*;

## **Carers' Allowance**

- (viii) 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 Reigate and Banstead minimum wage of £7.80 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000 *[paragraphs 86 - 90]*;

## **Future Reviews**

- (ix) That the Council indicate whether it would like the Panel to undertake any further work for their 2017/18 review on the appropriateness of the level of Special Responsibility Allowance that is currently provided to:
- (a) Chairman of Planning Committee *[paragraphs 50 - 61]*;
  - (b) Member of Planning Committee *[paragraphs 50 - 61]*.

## **METHODOLOGY**

5. All Members were given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2015/16 and 30 Councillors (58.8%) 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, with the previous year's figures shown in brackets for comparison.
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 but the Panel met with the following individuals in order to explore any general issues regarding Allowances:
  - Councillor V.W. Broad, Leader of the Council;
  - Councillor J.M. Ellacott, Conservative Group Leader;
  - Councillor M.J. Selby, Residents Association Member and Member of the Planning Committee; and
  - Kathy O'Leary, Deputy Chief Executive.
8. The Panel noted the outcome of its review of Mayoral Allowances, undertaken as part of its 2014 report. Since the recommendations of this review, as adopted by the Council, had significantly altered the arrangements for, and level of, the Mayoral Allowances, the Panel considered that it was appropriate to explore whether any further review was necessary at this time. In doing so, the Panel met with the following Members:
  - Councillor Mrs J.M.A. Spiers, Mayor of Reigate & Banstead (2015/16); and

- Councillor D.J. Pay, former Mayor of Reigate & Banstead (2014/15).
9. The Panel has taken into account the South East Employers Members' Allowances survey 2015/16, which provided regional comparative data on allowances in 2014/15. The Panel also received more detailed comparative data on allowances gathered from the other local authorities within Surrey, and evidence gained through consultation with several of these authorities.
  10. The Panel was additionally provided with the following information for its consideration:
    - The number and duration of Council and Committee meetings from 2008/9 to 2014/15;
    - Planning site visit information for 2014/15; and
    - Committee attendance records for 2014/15.
  11. The Panel had regard to the previous year's report and recommendations, and received details of the level of uplift in Allowances recommended and provided between 2010/11 and 2015/16.
  12. During the review process the Panel received oral evidence that indicated that the volume of work required by the Planning Committee had increased. To assist the Panel in considering this further, it met with Councillor M.A. Brunt, Chairman of the Planning Committee, and received the following additional information:
    - Comparison of site visit information between 2013/14 and 2014/15;
    - Comparison of the average number of items on the Agenda for Planning Committee meetings from 2012/13 to 2014/15, and 2015/16 to date;
    - Comparison of survey responses to the question about hours per week spent on activities as a Planning Committee Member from 2012/13 to 2015/16; and
    - Comparison of allowances with other Surrey Districts, and evidence from consultation with Runnymede Borough Council regarding the justification for a historic uplift in their allowance.

#### **GENERAL PRINCIPLE**

13. 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.
14. 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 CPI.
15. The CPI during the last 12 months had been steadily reducing between October 2014 and February 2015, and since then had fluctuated monthly between 0.1% and -0.1%. For October 2015, CPI stood at -0.1%.
16. **The Panel therefore recommended that the principle of adopting the October CPI (-0.1%) as the external benchmark for the purposes of uplifting Members' Allowances continue to be adopted for 2016/17.**

#### **INFLATIONARY REALIGNMENT PRINCIPLE**

17. The Panel was cognisant that the economy had clearly not recovered fully, and it was considered that further economic restraint would continue to be a pressure for the Council for the foreseeable future. The Panel heard that the Council was planning to be financially self-sufficient by 2020.

18. The Panel noted though that the economy had shown signs of improvement in recent years, with more stability in the level of the CPI between 2012 and 2014. The House Price Index stood at 6.1% in September 2015, and the UK unemployment rate had fallen to a seven-year low of 5.3% in the three months to September 2015 (latest available figures at time of writing).
19. Between 2010/11 and 2012/13, the Panel had considered it appropriate to reflect the national (and global) economic recession by recommending a freeze on Allowances, which the Council had been keen to support. Councillors had continued to have regard to the recent downturn and need for economic restraint in the following two years, and had chosen not to accept an increase in line with the October CPI as recommended by the Panel. This is demonstrated in the below table:

	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
<b>CPI</b>	1.3%	2.2%	2.7%	5%	3.2%	1.5%
<b>IRP Recommendation</b>	1.3%	2.2%	2.7%	0%	0%	0%
<b>Council adopted increase</b>	1.3%	1.1%	2%	0%	0%	0%

20. The Panel respected the decisions made by the Council in these years but considered that, given the improved economic situation, it was now appropriate to ensure that Allowances were in line with the cumulative rate of CPI over the past three years. Taking account of the differences between CPI and the Council adopted increase in 2013/14 and 2014/15, Member Allowances were deemed to be 1.8% lower than the cumulative rate of inflation. If the October 2015 CPI were then factored in, an uplift of 1.7% was considered appropriate for 2016/17.
21. In reaching this decision, the Panel placed significant emphasis on the purpose of Members' Allowances, which is to ensure that Councillors are not financially disadvantaged in carrying out their role. The Panel noted from responses to the survey that 21% of Members felt that they were currently financially disadvantaged as a result of being a Councillor.
22. The Panel also noted that 33% of Members had indicated that Allowances for 2015/16 should be increased, whilst 67% felt that they should be frozen at 2014/15 levels and none felt that they should be reduced.
23. Councillors were largely (93%) of the view that Allowances were of no significance in deciding whether to stand for election to the Council. The Panel noted, however, that it was not possible to say from this analysis whether the level of remuneration deterred other people from standing for election.
24. In considering this issue the Panel also considered that the Council's Allowances, in the main, compared favourably with those given by similar local authorities as shown in the SEE survey.
25. Good progress was being made on the production of a balanced budget for 2016/17, even taking account of the financial pressures facing the Council. The Panel were given assurance that the budget contained sufficient capacity to accommodate a 1.7% increase to Members' Allowances for 2016/17.
26. Taking account of all of the above, the Panel considered that there was a strong case for an inflationary realignment uplift across all allowances in 2016/17, to ensure that Members did not become financially disadvantaged as a result of decisions taken under different economic circumstances.
27. **The Panel therefore recommended that as an additional principle uniquely for 2016/17, a 1.8% uplift be made to Members' Allowances to bring these in line with recent historic inflation.**

## BASIC ALLOWANCE

28. The Panel considered the general principle behind the establishment of Member Allowances, recognising that the role of Councillor is not a salaried one. 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.
29. The Basic Allowance is 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, and civic events, and undertaking general constituency work. It is also intended to cover incidental costs such as the use of their homes, telephone usage, purchase of I.T. equipment and the provision of general consumables.
30. 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 was 4.5 days a month.
31. 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	
	2015	2014	2015	2014	2015	2014	2015	2014
<b>Ward Work</b> – all Members	67%	70%	27%	20%	3%	10%	3%	0%
<b>General Council Work</b> – all Members	76%	83%	24%	17%	0%	0%	0%	0%

32. There appeared to be a slight upward trend in the number of hours worked, although in contrast to the previous year's survey, a greater number of Councillors responded that there had been 'not much change' in their hours worked (58%), rather than an increase (42%).
33. 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 both in Surrey and the wider South East region.

### Surrey – 2014/15

Average	Maximum	Minimum	Reigate and Banstead
£4488	£7115	£2869	£5298

### South East Region – 2014/15

Average	Maximum	Minimum	Reigate and Banstead
£4853	£7115	£2808	£5298

34. 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 (10%) consider that this allowance was too low, whilst 3% felt that it was too high.
35. 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, meaning that no further



recommendation would be made beyond application of the general principle as outlined above.

36. **The Panel recommended that there should be an increase in the Basic Allowance for 2015/16 of 1.7%, in line with the principles set out in recommendations (i) and (ii).**

### **Voluntary Element Discount**

37. 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.
38. 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 2016/17.

### **SPECIAL RESPONSIBILITY ALLOWANCES**

39. 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.
40. 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 2016/17.
41. Details of payments to Councillors during the financial year 2014/15 are set out in **Annex 2** to this report. This indicates that 77% of Councillors were in receipt of an SRA. In contrast the most recent National Census of Councillors 2013 showed that 53% of Councillors nationally received an SRA.
42. The Panel has considered the base level of Special Responsibility Allowances in respect of each position for which an SRA is currently given.

### **Leader, Deputy Leader and Executive Members**

43. The Panel noted that the workloads and responsibility undertaken by the Leader, Deputy Leader and Executive Members had increased in recent years, as traditional income streams (particularly Government grant) had depleted and the Council had begun to look to more commercial sources of funding in order to maintain its sustainability. The Council had also adopted a new 5 Year Plan 2015-20 which placed a high priority on action to support vulnerable families, young and older people, to encourage healthy lifestyles, to improve safety, and to drive economic prosperity. In order to achieve these goals a greater emphasis had been placed upon partnership working, which required additional investments of time. These factors had combined with the increased responsibility introduced under the Strong Leader model of governance in 2010.
44. The Panel heard only one oral representation to suggest that any of these SRAs should be increased, and noted that each was higher than the average level for Surrey districts and boroughs. The Panel also noted the responses to the Member survey, as set out below:

	<b>Too low</b>	<b>About right</b>	<b>Too high</b>
<b>Leader</b>	14%	72%	14%
<b>Deputy Leader</b>	10%	72%	17%
<b>Executive Members</b>	7%	76%	17%

45. In consideration of all of these factors, the Panel concluded that this increased workload and responsibility undertaken by the Executive had already been reflected in the base level of these SRAs.

#### **Chairman of Full Council**

46. The Panel in 2014 had recommended the introduction of an SRA for the Mayor for the purpose of chairing meetings of Full Council, in recognition of the fact that this is a significant additional requirement on the Mayor's time, and a great responsibility.
47. No specific representations were made to the Panel about this SRA. In survey responses, 80% of Members felt that it was about right, 12% that it was too high, 8% (2 Members) that it should be removed, and none 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**

48. The Panel received no representations relating directly to this SRA and noted that 83% of Members had responded to the survey to the effect that it was about right. Of the remaining Members, 3% felt that it was too low, 10% that it was too high, and 3% (1 Member) that it should be removed.
49. 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**

50. The Panel received and heard a range of evidence relating to the SRAs for the Chairman and Members of the Planning Committee, which included representations that both of these SRAs were too low.
51. In order to explore this further, the Panel met with the current Chairman of the Committee, Councillor M.A. Brunt, and requested further information as detailed in paragraph 12 above.
52. The further information received indicated that the volume of work had, if anything, slightly decreased in recent years. The number of meetings per year had remained at 13 since 2010/11, whilst the average duration of these meetings had dropped from 2 hours and 36 minutes in 2010/11 to 1 hour and 19 minutes in 2011/12 and had remained at a similar level since (in 2014/15 it had been 1 hour and 29 minutes, down by 5 minutes from the previous year). The number of site visits had also decreased between 2013/14 and 2014/15.
53. The comparison of survey responses regarding hours per week spent on activities as a Planning Committee Member did seem to indicate an upwards trend for the majority, as demonstrated by the below table, and the comments provided as part of the survey included a number that supported this picture.

	<b>Up to 10</b>	<b>10-120</b>	<b>20-30</b>	<b>30+</b>
<b>2015/16</b>	50%	50%	0%	0%
<b>2014/15</b>	85%	15%	0%	0%
<b>2013/14</b>	92%	0%	8%	0%
<b>2012/13</b>	61%	23%	8%	8%

54. The Panel heard from more than one interviewee that the complexity of the Committee's work had increased, however it noted that the average number of items on the Planning Committee Agenda had been gradually declining, from 14.4 in 2012/13 to 11.7 in 2015/16 (to date). Reference was made to the emerging Development Management Plan (DMP) and the need for the Committee to digest and apply this complex document. With respect to this the Panel noted that it was the role and responsibility of the Executive to deliver the DMP, whilst the Planning Committee would be responsible for its implementation. Whilst the policies themselves would be new, this facet of the Committee's role was not.
55. Reference was also made to the allowance paid by Runnymede Borough Council to Members of their Planning Committee. In 2014/15 this was £1,672 compared to

Reigate & Banstead's £737. The Panel noted that only two other authorities in Surrey provided an SRA for this role, and that these were much closer to and in fact lower than the Reigate & Banstead allowance – these were Epsom & Ewell (£334.14), and Tandridge (£539).

56. The Panel requested information in relation to the work carried out by Runnymede's Planning Committee and was informed that Runnymede had increased their SRA from £624 to £1165 in 2003, based on the following reasons:
- Greater frequency of meetings compared to other committees
  - Requirement to attend site visits
  - Volume of calls/correspondence with local residents
  - Greater requirement to attend training/briefing sessions
  - The volume of background research required to make informed decisions
  - Longer meetings with the advent of public speaking
57. The Panel noted that Runnymede's Planning Committee meets every 3 weeks (around 18 times per year; this equates to 38% more meetings than at Reigate & Banstead). It noted that the justification behind the 2003 increase related to matters of volume and complexity, which the Panel had already considered as detailed above.
58. Finally, the Panel noted that in responding to the survey, 65% of Councillors felt that the SRA for Members of the Planning Committee was about right, and 21% that it was too low.
59. With regard to the Chairman of the Planning Committee, the Panel noted that 69% of Councillors had responded to the survey to the effect that the related SRA was about right, and 17% that it was too low. The Panel considered that all of the information it had received regarding the volume and complexity of the Committee's work was as relevant to the SRA for the Chairman of the Planning Committee as it was to the Committee Member SRA.
60. Overall, the Panel felt that it had received a mixed set of evidence regarding the Planning Committee, and therefore concluded that it had not heard enough to justify recommending any changes to the base levels of either of the associated SRAs at this time. However, it considered, given the representations received, that it would be prudent to ask **the Council as a body to indicate whether it would like the Panel to undertake a fuller review for 2017/18.**
61. The Panel had also heard representations that the site visits undertaken by the Planning Committee were not on the whole well attended, and that the workload of the Committee was therefore unevenly distributed. Attendance information in respect of site visits was not available; however, the Panel was pleased to note that overall attendance at meetings of the Planning Committee in 2014/15 had been high at 87%, and that this had increased from 85% in 2013/14. The Panel noted that it was the responsibility of the Members' Allowances Scheme to adequately recompense Councillors for time spent on Council duties, and that the purpose of SRAs was to make this specific to different roles within the Council. Under Regulations, it was not permissible to pay individual [Attendance] Allowances in recognition of attendance at meetings, and it was not the purpose of the Scheme or of any SRA to encourage attendance and participation by Councillors. The Panel considered that it was the place of the Planning Committee and its Chairman to determine how to address any existing issues therewith.

#### **Chairman of the Regulatory Committee**

62. The Panel received no representations specifically relating to the SRA for Chairman of the Regulatory Committee and, noting that 75% of Members responding to the

survey had felt it to be about right, concluded that no review of the base level of this SRA was necessary.

### **Chairmen of Licensing Sub Committees**

63. The Panel noted that the workloads for the Licensing Sub Committees had reduced again, following an increase in the previous year. It was noted that these workloads were difficult to predict, as they were dependent on the occurrence of cases, and therefore not subject to internal control.
64. The Panel recognised that the average duration of these meetings had been higher than in any previous year, indicating that the cases considered, though fewer in number, had been more complex, and demonstrating the responsibility and time commitment required as part of this role. The Panel also noted that 93% of Members completing the questionnaire felt that the current level of allowance was 'about right', and that no further representations had been made on this topic.
65. The Panel therefore felt that there was no cause for a review of the base level of this SRA.

### **Chairman of the Budget Scrutiny Review Panel**

66. The Panel recognised that the pattern of workloads for the Budget Scrutiny Review Panel had plateaued and that the workloads for 2016/17 were projected to remain at a similar level.
67. The Panel noted that 76% 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**

68. The Panel noted that currently there are 3 Group Leaders which support the Conservative Group (40 Members), Residents' Association (7 Members); and Green Party (2 Members).
69. 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 £54 for each Member of the Group. The Panel acknowledged that whilst this role could be substantial for the larger Groups a significant proportion (75%) of Members completing the questionnaire had indicated that the current level of allowance was 'about right'.

### **New Special Responsibility Allowances**

70. Two comments were made in response to the Member survey suggesting that new SRAs should be introduced in respect of Substitute Members of Planning Committee, and the Local Joint Committee. The Panel acknowledged these comments but noted that there was no internal or local (within Surrey) precedent for either of these positions to receive an SRA, and recognised that these were, at present, individual suggestions.

71. The Panel also had regard to the guidance set out in paragraphs 39 and 40 above.

72. **In the light of all of the above, the Panel recommends that for 2016/17:**

**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**
- **Regulatory Committee Chairman**

- **Licensing Sub Committee Chairmen**
- **Planning Committee Members**
- **Leaders of Political Groups**

**be increased by 1.7%, in line with the principles set out in recommendations (i) and (ii).**

**ii) that no new SRAs be introduced.**

## **MAYORAL AND DEPUTY MAYORAL ALLOWANCES**

73. 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.
74. 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.
75. In accordance with this, the Panel received evidence concerning the high volume of, and level of responsibility associated with, Mayoral duties, as well as comparative data from across Surrey. The Panel considered it to be vital that those undertaking these roles would not be financially disadvantaged. The Council chose to increase the base level of both the Mayoral and Deputy Mayoral Allowances, from £10,100 and £1,600 to £12,100 and £2,500, respectively. An SRA was also introduced for the Mayor’s role as Chairman of Full Council meetings, as aforementioned (providing a total allowance for Mayor, after the application of a 1.3% CPI related increase, of £14,736).
76. The Panel in 2015 met with the Mayor, Councillor Mrs J.M.A. Spiers, and former Mayor, Councillor D.J. Pay (who was the incumbent Mayor when the 2015/16 Scheme was brought in on 1 April 2015), as well as seeking the thoughts of the other individuals with whom they met.
77. The evidence received was somewhat mixed, with the current Mayor feeling that the particular arrangements in place did not provide sufficient funds for the undertaking of the role to a high standard. Other representations were more positive about the current arrangements, and the Panel noted that in survey responses 76% of Councillors had felt that the Mayoral Allowance was about right (17% felt that it was too low, and 7 % that it was too high).
78. A greater number of Councillors (26%) felt that the Deputy Mayoral Allowance was too low, but the Panel noted that the majority (67%) still viewed this as about right, and no representations were received directly from either the current or former Deputy Mayor to indicate that they had any issues with the present Allowance.
79. The Panel noted that HMRC had recently conducted an audit of the Council’s payroll arrangements, and had reported very favourably on the arrangements in place with regard to the Mayoral Allowances.
80. 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 2016/17. The Panel considered the relatively short amount of time that the new arrangements had been in effect, and that this had limited the breadth and depth of evidence available. It was noted that, since Mayoral Allowances now formed part of the annual review work of the IRP, they would be kept under consideration in future years and any emerging issues examined as appropriate.

81. **The Panel recommends that the Mayor and Deputy Mayor's Allowances be increased by 1.7%, in line with the principles set out in recommendations (i) and (ii).**

#### **TRAVEL AND SUBSISTENCE ALLOWANCES**

82. 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 2016/17 should remain at 45 pence per mile and 24 pence per mile for motorcycles in line with the current AMAP rates and 25 pence per mile for cycles.

83. 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 2016/17.

84. No representations have been received on the level of travel and subsistence Allowances and the Panel considers that the Allowances should be frozen at 2015/16 levels.

85. **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 2016/17:**

<b>Car</b>	<b>-</b>	<b>45p per mile</b>
<b>Motorcycle</b>	<b>-</b>	<b>24p per mile</b>
<b>Cycle Allowance</b>	<b>-</b>	<b>25p per mile</b>

- (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; and**

- (ii) 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 2016/17:**

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

- (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.**

#### **CARERS' ALLOWANCE**

86. No representations have been made on the payment of the Carers' Allowance. This Allowance is linked to Reigate and Banstead's minimum hourly rate, which is currently £7.80.
87. 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.
88. Both the Allowance and the cap compare favourably with those of other Councils, and no representations were made on their current levels.
89. The Panel noted that during 2014/15 only two Members claimed the Carers' Allowance, and that both had claimed a total amount significantly below the level of the current maximum cap.
90. **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 the Reigate and Banstead minimum wage £7.80 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000.**

#### **MEMBERS' ALLOWANCES SCHEME 2016/17**

91. Based upon the recommendations in this report, the Panel recommends **that the Members' Allowances Scheme 2016/17 as set out at Annex 3 be adopted with effect from 1<sup>st</sup> April 2016 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis).**

**Annex 1:** Analysis of Members Survey Responses October 2015

**Annex 2:** Councillor payments in 2014/15

**Annex 3:** Members' Allowances Scheme 2016/17

## Analysis of Member Survey Responses on the Members Allowances Scheme

October 2015

**Q1 Allowances: General:** In 2014/15 expenditure on Member Allowances totalled £388,862. For 2015/16 Allowances increased mostly by 1.3%. Do you consider that the Allowances should be:

Answer Choices	Responses	
Reduced	0.00%	0
Frozen at 2015/16 levels	66.67%	20
Increased	33.33%	10
<b>Total</b>		<b>28</b>

**Q2 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 (£5,298) is:

Answer Choices	Responses	
Too Low	10.00%	3
About Right	88.67%	26
Too High	3.33%	1
<b>Total</b>		<b>28</b>

**Q3 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 42 Council positions. Please indicate whether, in your opinion, the following SRAs are too low, about right, too high, or should be removed:

	Too Low	About Right	Too High	Remove	Total
Leader of the Council: £13,152	13.79% 4	72.41% 21	13.79% 4	0.00% 0	29
Deputy Leader: £10,741	10.34% 3	72.41% 21	17.24% 5	0.00% 0	29
Portfolio Holders: £8,769	6.90% 2	75.86% 22	17.24% 5	0.00% 0	29
Chairman of Planning (2014/15 - 12 Meetings): £5,058	17.24% 5	68.97% 20	13.79% 4	0.00% 0	29
Chairman of Overview & Scrutiny (2013/14 - 6 Meetings): £2,939	3.45% 1	82.76% 24	10.34% 3	3.45% 1	29



Chairman of Full Council (2014/15 – 7 Meetings): £2,479	0.00% 0	80.00% 20	12.00% 3	8.00% 2	25
Chairmen of Licensing Sub-Committees (2014/15 – 3 Meetings): £409	0.00% 0	92.86% 26	7.14% 2	0.00% 0	28
Chairman of Regulatory (2013/14 - 2 Meetings): £409	0.00% 0	75.00% 21	17.86% 5	7.14% 2	28
Chairman of Budget Scrutiny Review Panel (2014/15 - 1 Meeting): £409	3.45% 1	75.86% 22	17.24% 5	3.45% 1	29
Members of Planning Committee: £747	20.69% 6	65.52% 19	13.79% 4	0.00% 0	29
Leader of Political group - £137 basic allowance, plus £54 for each Member of the Group	3.57% 1	75.00% 21	17.86% 5	3.57% 1	28

#### Q4 Are there any other positions that you would like the IRP to consider for an SRA?

Answer Choices	Responses	
Yes	30.00%	3
No	70.00%	7
<b>Total</b>		<b>10</b>

#	Responses supporting a new SRA and/or where comments are made.
1	Substitute to Planning Committee member - since subs have to spend the same time reading/preparing in case they are called upon in the event of member absence.
2	Maybe Local Joint Committee as it has daytime meetings.
3	What do you mean by Chairman of the full council? Surely that is the Mayor? No. No-one is forced to accept a SRA. Leaders of Political groups should be paid by their parties not by the community.

#### Q5 If you hold (or in the case of chairing a Licensing Sub-Committee, have held recently) a position or positions that attract a Special Responsibility Allowance, which SRA(s) do you receive?

Answer Choices	Responses	
Leader of Political Group	5.56%	1
Leader of the Council	0.00%	0
Deputy Leader of the Council	5.56%	1
Portfolio Holder	22.22%	4
Chairman of Planning	0.00%	0
Chairman of O&S	5.56%	1
Chairman of Full Council	0.00%	0
Chairman of Licensing Sub-Committee	11.11%	2

Chairman of Regulatory	5.56%	1
Chairman of Budget Scrutiny Review Panel	0.00%	0
Member of Planning Committee	44.44%	8
<b>Total</b>		<b>18</b>

**Q6 Do you think that the Special Responsibility Allowance you receive fairly reflects your responsibilities, role and workload?**

Answer Choices	Responses	
Yes	65.67%	12
No	33.33%	6
<b>Total</b>		<b>18</b>

#	Please provide any further comment:
1	None but I think that all allowances should be pro-rata on attendance. Site visits should be proven especially unaccompanied.
2	(No) Diligence in planning requires a huge investment in time and I think this is not adequately recognised in proportion to the general allowance.
3	Yes, but should rise as per staff increase.
4	(No) Heavy and sensitive workload.
5	The average hourly rate for the time spent on my portfolio equates to a low rate but I consider my time to be given free therefore it is of no material interest to me
6	The SRA for planning committee is wholly inadequate for the duties these members are expected to carry out. More than ever before, much more time is spent on planning matters due to the complexity and volume of many applications. Planning policy guidelines have changed and we now have the Localism Act and National Planning Policy Framework, introduced earlier this year. More information is being placed on the Website which takes more time to access. The SRAs should be retained but adjusted to reflect the role more equitably. For example, planning committee members should receive an SRA equal or closer to that of an Executive Member! Planning is a 'quasi-judicial' service of the Council. Planning site visits are a regular feature. Area Panels meet regularly once a month to discuss major planning applications. There are occasional workshops, seminars and presentations appertaining to planning. LDF Scrutiny Panel meets occasionally.

**Q7 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 SRA's should be discontinued or be the subject of review:**

#	Please provide any further comment:
1	SRA should not be discontinued for planning, a great deal of extra time and work is spent covering this i.e. visiting the planning application.
2	SRA should be kept to a minimum and where possible reduced.
3	It would be useful to understand the equivalent hourly rate in relation to SRA i.e. SRA/(no. of hours) = hourly rate; from the experience of those members who have held such positions. As members we understand that hourly rates are not comparable to other positions however it would be useful to dispel the myth to residents, that somehow councillors have a large allowance with generous expenses.
4	Chair of Regulatory should be reviewed !

5	From experience, most members receiving an SRA put in many more hours than the sums paid would cover if it was employment.
6	The workload and responsibility of those Members having an SRA has increased especially in certain areas and the remuneration does not match the time and work involved.
7	SRA's reflect the extra work done by those individuals and the extra responsibility they carry.

**Q8 Mayoral Allowances: For 2015/16, the IRP reviewed Mayoral Allowances for the first time and recommended that these be newly 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 2015/16 to take account of the significance of both roles in representing the Council. Please indicate whether, in your opinion, the following allowances are too low, too high, or about right:**

Mayoral Allowance: Answer Choices	Responses	
Too low	17.24%	5
About right	75.86%	22
Too High	6.90%	2
<b>Total</b>		<b>29</b>

Deputy Mayoral Allowance: Answer Choices	Responses	
Too low	25.93%	7
About right	66.67%	18
Too High	7.41%	2
<b>Total</b>		<b>27</b>

**Q9 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:**

	Up to 10 hours	10 to 20 hours	20 to 30 hours	Above 30 hours	Total
Ward Work - all members	66.67% 20	26.67% 8	3.33% 1	3.33% 1	30
General Council Work - all members	75.86% 22	24.14% 7	0.00% 0	0.00% 0	29
Executive Member - if applicable	0.00% 0	40.00% 2	40.00% 2	20.00% 1	5
Committee Chairman - if applicable	100.00% 3	0.00% 0	0.00% 0	0.00% 0	3
Committee Vice-Chairman - if applicable	100.00% 3	0.00% 0	0.00% 0	0.00% 0	3
Planning Committee Member - if applicable	55.56% 5	44.44% 4	0.00% 0	0.00% 0	9

**Q10 In the last year, has there been a significant increase or decrease in your hours worked as a Councillor?**

Answer Choices	Responses	
Increase	42.31%	11
Not much change	57.69%	15
Decrease	0.00%	0
<b>Total</b>		<b>26</b>

**Q11 Other Factors: Before seeking election, were you aware that Councillors received a financial allowance?**

Answer Choices	Responses	
Yes	51.72%	15
No	48.28%	14
<b>Total</b>		<b>29</b>

**Q12 Was the level of allowances a factor in your decision to stand for election?**

Answer Choices	Responses	
Not significant	93.10%	27
Somewhat significant	6.90%	2
Highly significant	0.00%	0
<b>Total</b>		<b>29</b>

**Q13 Do you consider yourself to be financially disadvantaged as a result of your role as a Councillor?**

Answer Choices	Responses	
Yes	20.69%	6
No	79.31%	23
<b>Total</b>		<b>29</b>

**Q14 Is the level of allowances a factor for you in deciding whether to stand for re- election?**

Answer Choices	Responses	
Not significant	93.33%	28
Somewhat significant	6.67%	2
Highly significant	0.00%	0
<b>Total</b>		<b>30</b>

**Q15 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:**

#	Responses
1	The increasing amount of electronic material being despatched from Town Hall departments and not being given the option of receiving paper copies of plans, etc. Not everyone has the same level of computer literacy. The younger generation are generally more conversant with Information Technology.
2	It is important to remember these are allowances and not a salary. They should therefore be kept as low as possible.
3	Allowances should be set at a level that enables anybody who wishes to stand as a Councillor to do so. The current levels seem to encourage standing for financial gain rather than enabling access.
4	There is quite a significant disparity / variance between wards and what ward councillors activities undertake.
5	If we were to be paid a living wage for being a councillor, then I believe that I would be far more effective as a councillor.
6	As I only became a Councillor for the first time four months ago, it is hard to judge whether the allowance levels are reasonable and commensurate with the working levels and, as a result, I have selected the "Frozen at 2015/2016 levels" and "About Right" options where relevant. Also, I was unaware of the need to keep weekly records of how long I spent on individual Council-related tasks and therefore, without any evidence to the contrary, I selected the lowest option of "Up to 10 hours" as my response to Question 10.
7	I enjoy being a Councillor for the involvement it brings with Borough wide matters. When I have lost an election it is amazing how much, despite the time, how much it is missed. I hope I can make a contribution that may make a difference.
8	I think it is sensible to increase allowances each year in line with staff increase. If you do not then any subsequent increase becomes an unnecessary political embarrassment.
9	I accept that those who take time off work should be compensated but no-one is forced to become a councillor and for many it is a hobby ( for a few an ego trip ). I think we are too generous in the allowances we give, particularly in respect of SRAs
10	None but face to face personal discussion should be allowed.
11	I do think that further training in the role as a Cllr, how the different committees work, who to contact and what rights a Cllr has, what a Cllr can work on, etc would be beneficial especially for those such as myself who have no fellow party colleagues to guide one through the ropes of this role. More training would result in more effective Cllrs overall.
12	Given the recent (and welcome) reviews of certain SRAs, and in line with the current low levels of inflation, I think a low or zero increase would be appropriate.
13	I am a Councillor because of my commitment to our borough and particularly to my Ward. Remuneration/allowances do not enter the picture.

## Councillor Payments 2014/15

Name	Special Responsibility Allowance	Basic Allowance	Travel & Subsistence	Carer's Allowance	Total
S Banwait		751.06			751.06
M Blacker	589.13	4,487.26			5,076.39
N Bramhall	9,207.07	5,229.96	112.2		14,549.23
S Bramhall	822.09	5,229.96			6,052.05
J Bray		5,072.04			5,072.04
V Broad	12,640.36	5,229.96	566.59		18,436.91
L Brunt	737.04	5,229.96			5,967.00
M Brunt	5,730.0	5,229.96			10,959.96
G Crome	1,141.08	5,229.96			6,371.04
A De Save	1,243.06	751.06			1,994.12
J Durrant	6,918.84	5,229.96			12,148.80
J Ellacott	2,229.59	4,968.00			7,197.59
J Essex		5,229.96			5,229.96
S Farrer	551.11	5,229.96			5,781.07
S Finch	1,031.04	5,229.96			6,261.00
K Foreman	589.13	5,229.96	90.9		5,909.99
L Hack	6,918.84	5,229.96	413.0		12,561.80
R Harper	737.04	5,229.96	56.7		6,023.70
G Harper-Adamson	737.04	5,229.96	43.2	19.10	6,029.30
N Harris		4,516.56	166.5		4,683.06
N Harrison	404.04	5,229.96	308.7		5,942.70
A Horwood	737.04	5,229.96			5,967.00
E Humphreys	6,918.84	5,229.96	633.15		12,781.95
A Kay	10,202.35	5,229.96			15,432.31

<b>Name</b>	<b>Special Responsibility Allowance</b>	<b>Basic Allowance</b>	<b>Travel &amp; Subsistence</b>	<b>Carer's Allowance</b>	<b>Total</b>
F Kelly	318.53	5,229.96			5,548.49
G Knight	6,918.84	5,229.96			12,148.80
S Kulka	737.04	5,229.96			5,967.00
A Lynch	404.04	5,229.96			5,634.00
R Mantle		5,229.96			5,229.96
M Mill	8,655.96	5,229.96	94.95		13,980.87
M Miller	2,316.37	5,229.96			7546.33
R Newstead	1,727.24	5,229.96			6,957.20
G Norman	240.96	5,229.96			5,470.92
S Parnall	737.04	5,229.96	206.55	26.74	6,200.29
D Pay	147.07	5,229.96	9.96		5,386.99
C Poulter	404.04	5,229.96			5,634.00
D Powell	589.13	5,229.96			5,819.09
R Renton	8,655.96	5,229.96			13,885.92
S Rickman		5,229.96			5,229.96
D Ross-Tomlin		5,229.96			5,229.96
J Schofield	7,065.91	5,229.96	26.1		12,321.97
M Selby	737.04	4,516.56	246.6		5,500.20
P Shillinglaw		5,229.96			5,229.96
J Spiers	2,590.68	5,229.96	155.25		7,975.89
B Stead	3,407.04	5,229.96	291.34		8,928.34
J Stephenson	147.07	5,229.96			5,377.03
C Stevens		4,487.26			4,487.26
B Thomson	737.04	5,229.96			5,967.00
B Truscott		5,229.96			5,229.96

<b>Name</b>	<b>Special Responsibility Allowance</b>	<b>Basic Allowance</b>	<b>Travel &amp; Subsistence</b>	<b>Carer's Allowance</b>	<b>Total</b>
R Turner	589.13	5,229.96	452.75		6,271.84
M Vivona	2,096.04	5,229.96			7,326.00
S Walsh	737.04	5,229.96			5,967.00
C Whinney		5,229.96			5,229.96



## MEMBERS' ALLOWANCES SCHEME – 2016/17

The Members' Allowances Scheme operating from 1st April, 2016 provides for the following:

1. Payment of a Basic Allowance of £5,388 to every Councillor for the year.
2. Payment of Special Responsibility Allowances to:-

<b>Leaders of Political Groups</b>	£139 basic allowance, plus £55 for each Member of the Group
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### **Executive Members**

Leader of the Council	£13,376
Deputy Leader of the Council	£10,924
Other Portfolio Holders	£8,918

### **Chairmen of Committees/Panels**

Full Council	£2521
Planning	£5,144
Overview & Scrutiny	£2,989
Budget Scrutiny Review Panel	£416
Regulatory	£416
Licensing Sub	£416

### **Planning Committee Members**      £760

Mayoral Allowance	£12,465 (to be paid on a Municipal Year basis)
Deputy Mayoral Allowance	£2,575 (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.
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 25p 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 per hour per carer. 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.

## 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 Inland Revenue'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** per month during 2016/17. 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** 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.

Details of payments made by bank transfer will be despatched to Members on the 21<sup>st</sup> of each month. Blank forms relating to Travelling and Subsistence Allowance claims are available from eMembers: [www.reigate-banstead.gov.uk/members](http://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, Working Groups, Area Planning Panels, Local Joint Forum, Health and Safety Forum, Chairman's Previews, Agenda Planning Meetings 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 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) Mayoral and Deputy Mayoral engagements;
- (i) Ad hoc attendances approved by the Chief Executive.