

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

November 2016

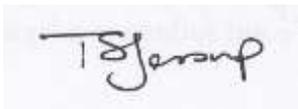
FOREWORD

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 2016-17. 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.

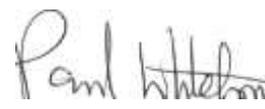
The Panel is grateful for the support and co-operation it has received from Councillors and also for the assistance of Council Officers in support of the Panel's work.



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 2016 CPI (0.9%) as the external benchmark for the purposes of uplifting Members' Allowances continue to be adopted for 2017/18 [paragraphs 12 - 15].

Basic Allowances

- (ii) That there should be an increase in the Basic Allowance for 2017/18 of 0.9%, in line with the principles set out in recommendation (i) [paragraphs 19 - 28];

Special Responsibility Allowances

- (iii) That for 2017/18 all Special Responsibility Allowances (SRAs) should be increased by 0.9%, in line with the principles set out in recommendation (i) [paragraphs 31 - 58];

Mayoral Allowances

- (iv) That for 2017/18 the Mayoral Allowances should be increased by 0.9%, in line with the principles set out in recommendation (i) [paragraphs 59 - 67];

Members Allowances Scheme

- (v) 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 2017 (except for the Mayoral Allowances, which are payable on a Municipal Year basis) [paragraph 76 and Annex 3];

Travel and Subsistence Allowances

- (vi) That for 2017/18 all travel and subsistence allowances be retained at 2016/17 levels [paragraphs 68 - 71];

Carers' Allowance

- (vii) 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 £8.36 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000 *[paragraphs 72 - 76]*;

Future Reviews

- (viii) That the Council indicate whether it would like the Panel to undertake any further work for their 2017/18 review, including amongst other factors the possibility that there could be a significant increase in inflation in 2017/18, and in particular on the appropriateness of the level of Special Responsibility Allowance that is currently provided to:
- (a) Mayor *[paragraphs 59-63]*;
 - (b) Deputy Mayor *[paragraph 64]*;
 - (c) Chairman of Planning Committee *[paragraphs 45 - 50]*;
 - (d) Member of Planning Committee *[paragraphs 47 - 50]*.

METHODOLOGY

5. All Members were given an opportunity to complete a questionnaire on the Members' Allowances Scheme 2016/17 and 24 Councillors (47.1%) 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. Two written representations were submitted and the Panel met with the John Jory, the Chief Executive in order to explore any general issues regarding Allowances. The Panel provided all Members with the opportunity to meet with the Panel on any points being reviewed, two Members requested to meet the Panel but were unable to find a mutually convenient time so the Panel invited and received written submissions 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 for 2015/16 and the former Mayor (for 2014/15). The Panel considered it was appropriate to explore with the current Mayor whether any further review was necessary since this was only the second year of the new arrangements. In doing so, the Panel met with the following Members:

- Councillor D.T. Powell, Mayor of Reigate & Banstead (2016/17); and
 - Councillor K. Foreman, Deputy Mayor of Reigate & Banstead (2016/17).
9. The Panel has taken into account the South East Employers Members' Allowances survey 2016/17, which provided regional comparative data on allowances in 2015/16. The Panel also received more detailed 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 2008/9 to 2015/16;
 - Planning site visit information for 2015/16; and
 - Committee attendance records for 2015/16.
 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 2016/17.

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 2016 CPI.
14. The CPI during the last 12 months had been steadily rising between October 2015 and March 2016, then had decreased from 0.5% to 0.3% in April, before rising to 0.5% in June, 0.6% in July and then 1.0% in September. It decreased to 0.9% in October 2016.
15. **The Panel therefore recommended that the principle of adopting the October CPI (0.9%) as the external benchmark for the purposes of uplifting Members' Allowances continue to be adopted for 2017/18.**

INFLATIONARY REALIGNMENT PRINCIPLE

16. The Panel noted that in its report last year it had incorporated inflationary realignment to reflect that Allowances had been frozen between 2010/11 and 2012/13, so that an uplift on the October 2015 CPI was incorporated to reflect the improved economic situation and the fact that Members had not received an increase for several years.
17. The Panel noted that the economy continued to show signs of improvement this year. The House Price Index peaked at 9.34% in June 2016, standing at 7.66% in September 2016, which was comparable to the figure of 7.76% in January 2016 and an improvement on the 6.1% in September 2015. The UK unemployment had fallen to an eleven-year low of 4.8% in the three months to September 2016 (latest available figures at the time of writing). In light of the improvement in the economy and the inflationary realignment principal applied last year, the Panel considered the

CPI rate to be the only and the appropriate rate to consider this year, being the rate usually applied to Allowances.

18. The Panel considered the uncertainties arising from Brexit, and related inflationary risks, but at the time of producing this report the position still remained too uncertain to predict with any uncertainty the outcome or risks ahead. The Panel considered it likely these factors would have a noticeable effect over the course of the next twelve months and so anticipated that they would certainly need to be considered in the 2017/18 review. It would be premature to try to address these concerns at this time.

BASIC ALLOWANCE

19. 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.
20. 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, 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, room rental and the provision of general consumables.
21. 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 4.5 days a month, as had been estimated last year.
22. 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 | |
|---|----------|------|-------------------|------|-------------------|------|----------|------|
| | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 |
| Ward Work – all Members | 58% | 67% | 42% | 27% | 0% | 10% | 0% | 0% |
| General Council Work – all Members | 78% | 76% | 18% | 24% | 4% | 0% | 0% | 0% |

23. There appeared to be a significant increase in hours spent by Members carrying out ward work (seen in Annex 1 in response to question 10). In contrast to the last year's survey, a greater number of Councillors responded that there had been an increase in their hours worked (57% this year, compared to 27% last year), rather than "not much change" (43%).
24. 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%).

25. 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 – 2015/16

| Average | Maximum | Minimum | Reigate and Banstead |
|---------|---------|---------|----------------------|
| £4530 | £7200 | £3215 | £5388 |

South East Region – 2015/16

| Average | Maximum | Minimum | Reigate and Banstead |
|---------|---------|---------|----------------------|
| £5151 | £7200 | £3215 | £5388 |

26. The survey identified that a majority of Councillors (92%) believe that the current Basic Allowance is about right and a much reduced number of Councillors (4%) consider that this allowance was too low, whilst 4% felt that it was too high.
27. 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.
28. **The Panel recommended that there should be an increase in the Basic Allowance for 2017/18 of 0.9%, in line with the principles set out in recommendation (i).**

Voluntary Element Discount

29. 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.
30. 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 2017/18.

SPECIAL RESPONSIBILITY ALLOWANCES

31. 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.
32. 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 2017/18.
33. Details of payments to Councillors during the financial year 2015/16 are set out in **Annex 2** to this report. This indicates that 76% 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.

34. 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

35. The Panel noted last year 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. Last year 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.
36. In addition to these ongoing factors, this year the Council had established a Social Care Company, to complement Surrey County Council's obligations, which would provide care beyond the obligations of the Council. This had been established to address the needs of the borough, which was the most populous and still growing significantly. Whilst the company was intended to assist Surrey County Council in the provision of immediate treatment care, it was also intended to operate commercially and generate revenue for the Council.
37. The Council had also established a Property Company to enable it to invest and develop property assets more commercially and competitively, in order to maximise investment income as well as to improve the borough and its facilities.
38. 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 of those Executive Members which was expected to continue once the companies were operational. At the present time, however, the only submission received by the Panel was a written submission from Councillor Ellacott indicating that to date there had been no discernible increase in workload.
39. The Panel heard no oral representations 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:

| | Too low | About right | Too high |
|--------------------------|----------------|--------------------|-----------------|
| Leader | 8% | 84% | 8% |
| Deputy Leader | 0% | 71% | 29% |
| Executive Members | 8% | 84% | 8% |

40. The Panel considered that whilst an increase in the workload of certain Executive Members was certainly anticipated, in the absence of any specific representation suggesting that the current SRAs were insufficient, it was too early to determine the actual workload increase and therefore the appropriateness, if any, of increasing these SRAs. The Panel therefore concluded that there was insufficient reason or evidence at this time to require an increase to these SRAs.

Chairman of Full Council

41. 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.

42. No specific representations were made to the Panel about this SRA. In survey responses, 84% of Members felt that it was about right, 4% that it was too high, 8% (2 Members) that it should be removed, 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

43. The Panel received no representations relating directly to this SRA and noted that 84% of Members had responded to the survey to the effect that it was about right. Of the remaining Members, 8% felt that it was too low, 8% that it was too high, and 0% that it should be removed.
44. 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

45. The Panel received one written submission from councillor Selby representing the case for a substantial uplift in the SRA for Planning Committee Members due to the significant workload and the introduction of CIL on 1 April 2016.
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, and in 2015/6 this in fact dropped to 12. The average duration of these meetings had risen slightly, from 1 hour 29 minutes last year to 1 hour 43 minutes this year (an increase of 14 minutes). The Panel considered that this indicated that the workload had neither increased nor decreased significantly.
47. The comparison of survey responses regarding hours per week spent on activities as a Planning Committee Member did seem to indicate a downwards trend for the majority, as demonstrated by the table below. There was only one comment regarding the Planning Committee Member SRA provided as part of the survey, and that comment supported a request for an increase in that SRA.

| | Up to 10 | 10-120 | 20-30 | 30+ |
|----------------|-----------------|---------------|--------------|------------|
| 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, 91% of Councillors felt that the SRA for Members of the Planning Committee was about right, and 1% that it was too high and 1% felt that it should be removed.
49. With regard to the Chairman of the Planning Committee, the Panel noted that 78% of Councillors had responded to the survey to the effect that the related SRA was about right, 17% that it was too low, and 4% that it was too high. 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.
50. Overall, the Panel felt that aside from the written representation suggesting a significant increase in the Planning Committee Member SRA, 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 noted that in 2016 the Licensing Committee and Regulatory Committee had been combined into one Committee and one Sub-Committee to reflect the fact the Regulatory Committee was rarely required to meet. The Panel had received no

representations specifically relating to the chairmen of this committee and sub-committee. The Panel noted that 75% 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 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 79% 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 currently there are 4 Group Leaders which support the Conservative Group (40 Members), 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. The Panel acknowledged that whilst this role could be substantial for the larger Groups a significant proportion (83%) of Members completing the questionnaire had indicated that the current level of allowance was 'about right'.

New Special Responsibility Allowances

56. Two comments were made in response to the Member survey suggesting that new SRAs should be introduced in respect of Chairmen of Steering Groups and the Members of the Local Committee. The Panel acknowledged these comments but noted that the former was considered to form part of a Councillor's ward work and time spent in respect of the latter was considered to be compensated by way of the Basic Allowance.
57. The Panel also had regard to the guidance set out in paragraphs 31 and 32 above.
58. **In the light of all of the above, the Panel recommends that for 2017/18:**

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 0.9%, in line with the principles set out in recommendation (i).

ii) that no new SRAs be introduced.

MAYORAL AND DEPUTY MAYORAL ALLOWANCES

59. 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.
60. 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.
61. 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 £14,976).
62. The Panel in 2016 met with the Mayor, Councillor D.T. Powell, and the Deputy Mayor, Councillor K. Foreman.
63. Both the Mayor and Deputy Mayor felt strongly that the allowance was generous. The Mayor provided a list of expenditure from the beginning of this municipal year, which he noted was the bulk of the expenditure he expected for the remainder of the municipal year. As at 3 November, these expenses amounted to £5,896.50. The Mayor also noted that he considered his expenditure to have been increased by the anniversary of the Battle of the Somme, which he considered had given rise to exceptional additional expenditure on related hospitality. The Panel noted this event, although it considered it likely that in any year there was likely to be an exceptional event such as an anniversary which would give rise to expenditure on hospitality. The Mayor agreed with the Panel that the needs of a female Mayor as regarded formal attire would be in excess of his own due to the need to tailor all outfits for all seasons to be able to accommodate the Mayoral chains. Accordingly whilst the Mayor considered the Mayoral Allowance to be in excess of his own requirements, it was an appropriate amount to fairly enable a Member to be Mayor without suffering personal financial detriment. The Panel noted that in survey responses 88% of Councillors had felt that the Mayoral Allowance was about right (4% felt that it was too low, and 8% that it was too high). The Panel noted that one survey respondent considered the Mayoral Allowance to be too high when compared to the Leader’s SRA, noting the distinction between the two positions and particular the additional political role of the Leader.
64. A greater number of Councillors (21%) felt that the Deputy Mayoral Allowance was too low and 4% thought it was too high, but the Panel noted that the majority (75%) still viewed this as about right.
65. The Panel noted that HMRC had last year 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.
66. 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 2017/18.

The Panel considered the relatively short amount of time that the new arrangements had been in effect, and that this still 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.

67. **The Panel recommends that the Mayor and Deputy Mayor's Allowances be increased by 0.9%, in line with the principles set out in recommendation (i).**

TRAVEL AND SUBSISTENCE ALLOWANCES

68. 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 2017/18 should remain at 45 pence per mile and 24 pence per mile for motorcycles in line with the current AMAP rates and noted that the rate had reduced from 25 pence to 20 pence per mile for cycles. 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 this should be included in the Members' Allowances scheme.

69. 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 2017/18.

70. 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. A representation had been made regarding the timing of allowances and the Panel noted that the Council had been lenient in enforcing the deadline for claims and recommended that the Council remind Members of the importance of submitting claims in a timely fashion and in any event within 30 days of the expense being incurred.

71. **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 2017/18:**

| | | |
|------------------------|----------|---------------------|
| 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 Inland Revenue 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 2017/18:

- (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.

CARERS' ALLOWANCE

- 72. 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 £8.36.
- 73. 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.
- 74. Both the Allowance and the cap compare favourably with those of other Councils, and no representations were made on their current levels.
- 75. The Panel noted that during 2015/16 no Members claimed the Carers' Allowance.
- 76. **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 £8.36 and the maximum amount to be claimed in any year by a Councillor should remain at £3,000.**

MEMBERS' ALLOWANCES SCHEME 2017/18

- 77. Based upon the recommendations in this report, the Panel recommends **that the Members' Allowances Scheme 2017/18 as set out at Annex 3 be adopted with effect from 1st April 2017 (with the exception of the Mayoral Allowances, which are payable on a Municipal Year basis).**

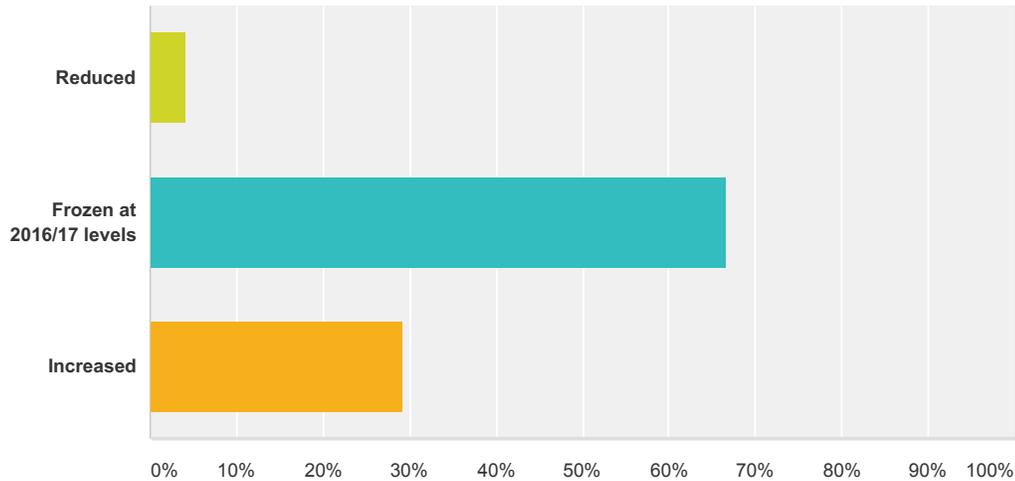
Annex 1: Analysis of Members Survey Responses October 2016

Annex 2: Councillor payments in 2015/16

Annex 3: Members' Allowances Scheme 2017/18

Q2 Allowances: General In 2015/16 expenditure on Member Allowances totalled £406,000. For 2016/17 Allowances were increased by 1.7%. Do you consider that the Allowances should be:

Answered: 24 Skipped: 0

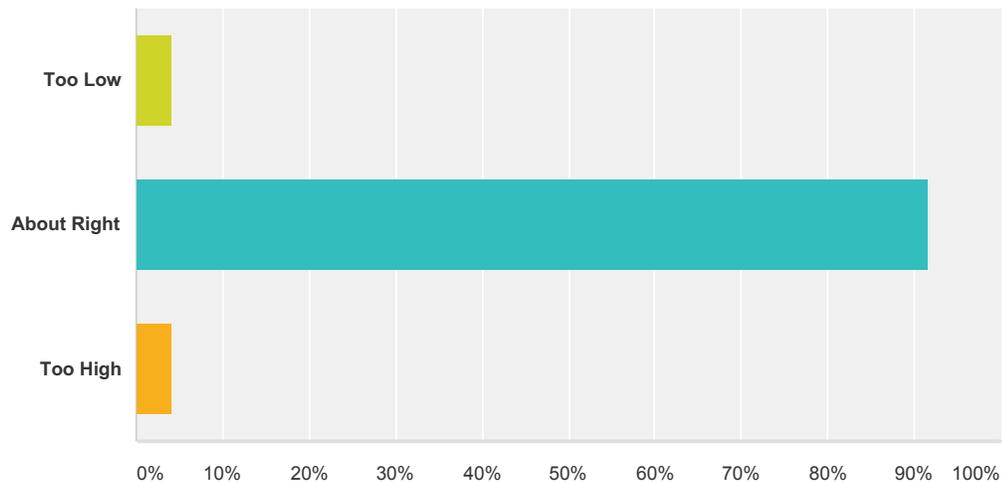


| Answer Choices | Responses | |
|--------------------------|-----------|-----------|
| Reduced | 4.17% | 1 |
| Frozen at 2016/17 levels | 66.67% | 16 |
| Increased | 29.17% | 7 |
| Total | | 24 |

| # | If you answered 'Reduced' or 'Increased', please give an indication of the level of change you believe would be appropriate: | Date |
|---|---|--------------------|
| 1 | At the same level as 2016/7 | 9/21/2016 10:21 AM |
| 2 | 25% across the board | 8/30/2016 1:02 PM |
| 3 | Same Level as Staff increase. | 8/29/2016 1:19 PM |
| 4 | I support the view that these allowances should be increased each year in line with the cost of living. This saves the problem of larger increases when the allowance has fallen behind | 8/25/2016 5:11 PM |
| 5 | Inflation | 8/25/2016 10:30 AM |
| 6 | just below level of council tax increase, say 0.5% below | 8/23/2016 9:57 AM |
| 7 | Inflation - ie 1% | 8/23/2016 7:35 AM |
| 8 | Increased at the basic level only, for the time being; see below | 8/22/2016 6:28 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 (£5,388) is:

Answered: 24 Skipped: 0



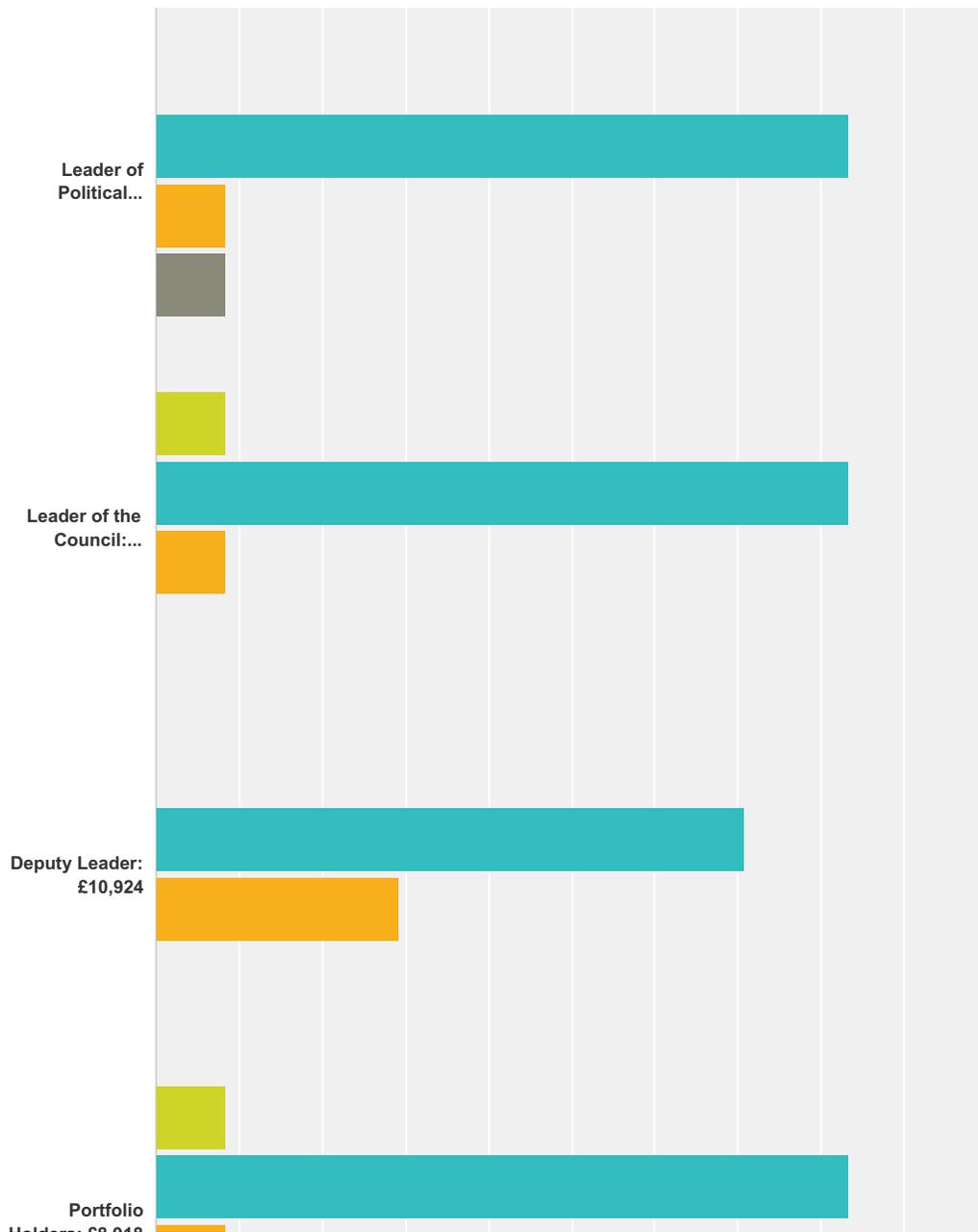
| Answer Choices | Responses |
|----------------|-----------|
| Too Low | 4.17% 1 |
| About Right | 91.67% 22 |
| Too High | 4.17% 1 |
| Total | 24 |

| # | Please provide any further comment: | Date |
|---|---|--------------------|
| 1 | This amount is beyond the costs incurred | 8/30/2016 1:02 PM |
| 2 | The effect of Brexit is unknown. Allowances may need to be revisited if there are significant moves one way or the other during the year. | 8/23/2016 10:08 AM |
| 3 | I think the Basic Allowance could rise by 30% to £7,000, as even Councillors (such as myself) who don't chair panels still have to deputise and attend many ad hoc meetings, etc. | 8/22/2016 6:28 PM |

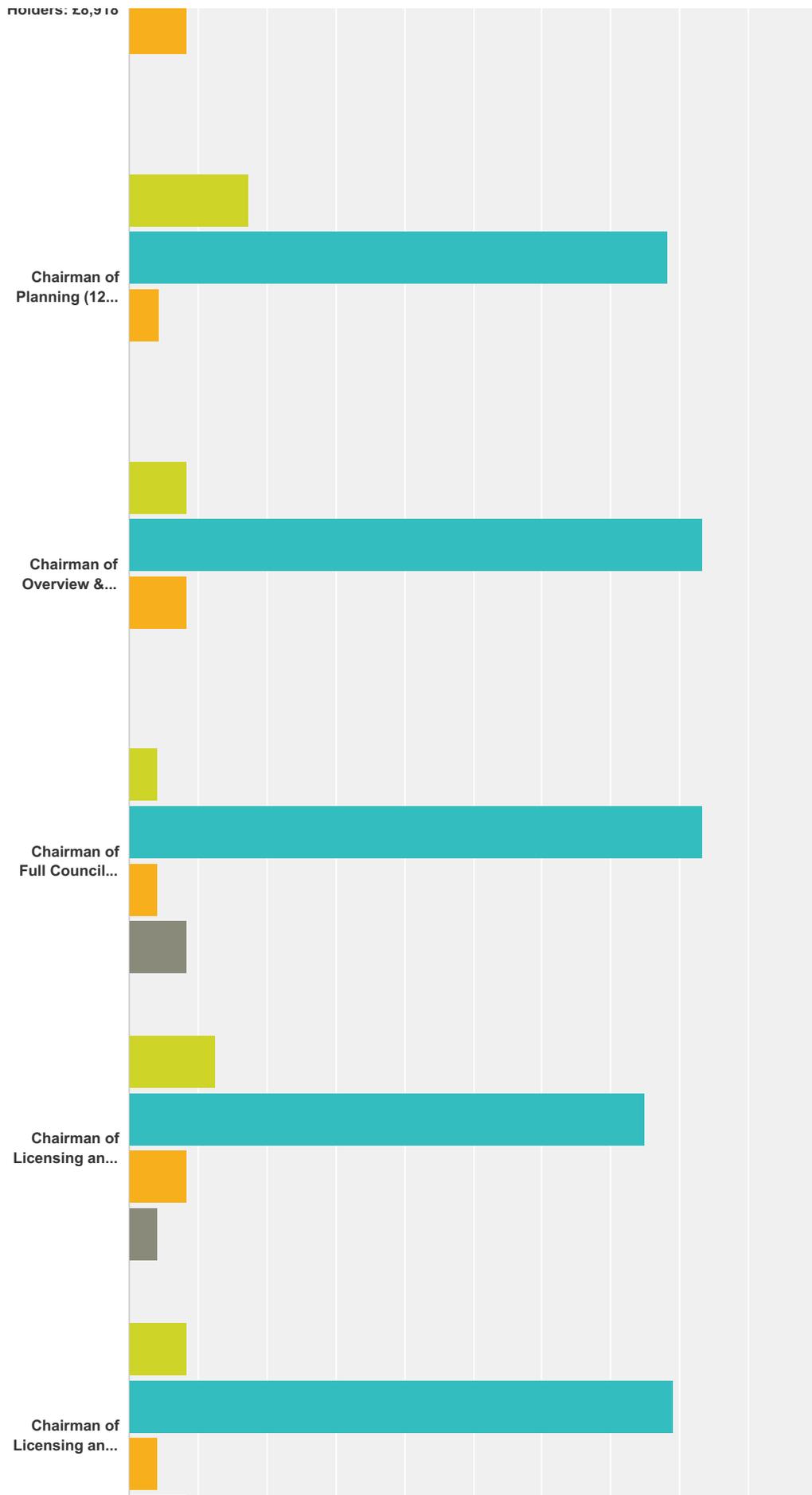
Q4 Special Responsibility

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

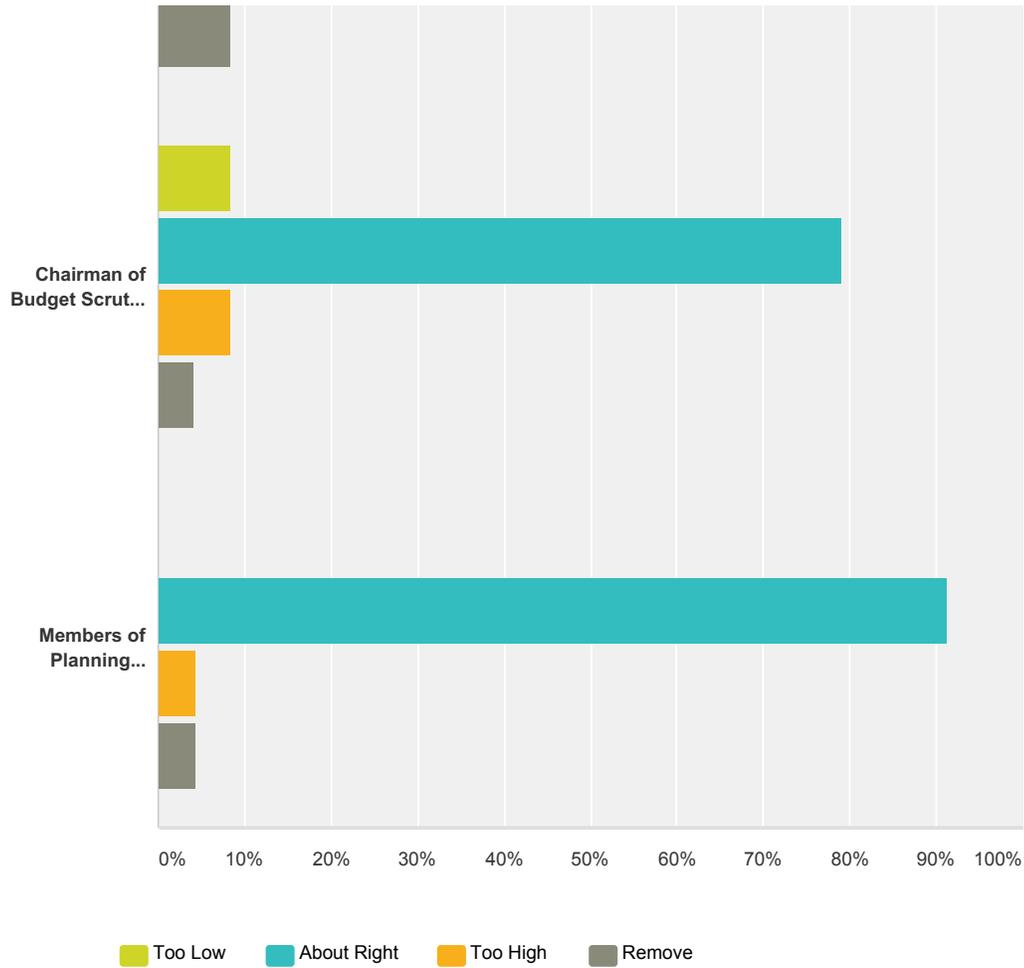
Answered: 24 Skipped: 0



Members' Allowances Scheme 2016/17



Members' Allowances Scheme 2016/17



| | Too Low | About Right | Too High | Remove | Total |
|--|-------------|--------------|-------------|------------|-------|
| Leader of Political group: £139 basic allowance, plus £55 for each Member of the Group | 0.00% 0 | 83.33% 20 | 8.33% 2 | 8.33% 2 | 24 |
| Leader of the Council: £13,376 | 8.33% 2 | 83.33% 20 | 8.33% 2 | 0.00% 0 | 24 |
| Deputy Leader: £10,924 | 0.00% 0 | 70.83% 17 | 29.17% 7 | 0.00% 0 | 24 |
| Portfolio Holders: £8,918 | 8.33% 2 | 83.33% 20 | 8.33% 2 | 0.00% 0 | 24 |
| Chairman of Planning (12 Meetings): £5,144 | 17.39% 4 | 78.26% 18 | 4.35% 1 | 0.00% 0 | 23 |
| Chairman of Overview & Scrutiny (8 Meetings): £2,989 | 8.33% 2 | 83.33% 20 | 8.33% 2 | 0.00% 0 | 24 |
| Chairman of Full Council (Mayor) (7 Meetings): £2,521 | 4.17% 1 | 83.33% 20 | 4.17% 1 | 8.33% 2 | 24 |
| Chairman of Licensing and Regulatory: £416 | 12.50% 3 | 75.00% 18 | 8.33% 2 | 4.17% 1 | 24 |
| Chairman of Licensing and Regulatory Sub-Committees: £416 | 8.33% 2 | 79.17% 19 | 4.17% 1 | 8.33% 2 | 24 |
| Chairman of Budget Scrutiny Review Panel: £416 | 8.33% 2 | 79.17% 19 | 8.33% 2 | 4.17% 1 | 24 |

Members' Allowances Scheme 2016/17

Annex 1

| | | | | | |
|-------------------------------------|-------------------|---------------------|-------------------|-------------------|----|
| Members of Planning Committee: £760 | 0.00% 0 | 91.30% 21 | 4.35% 1 | 4.35% 1 | 23 |
|-------------------------------------|-------------------|---------------------|-------------------|-------------------|----|

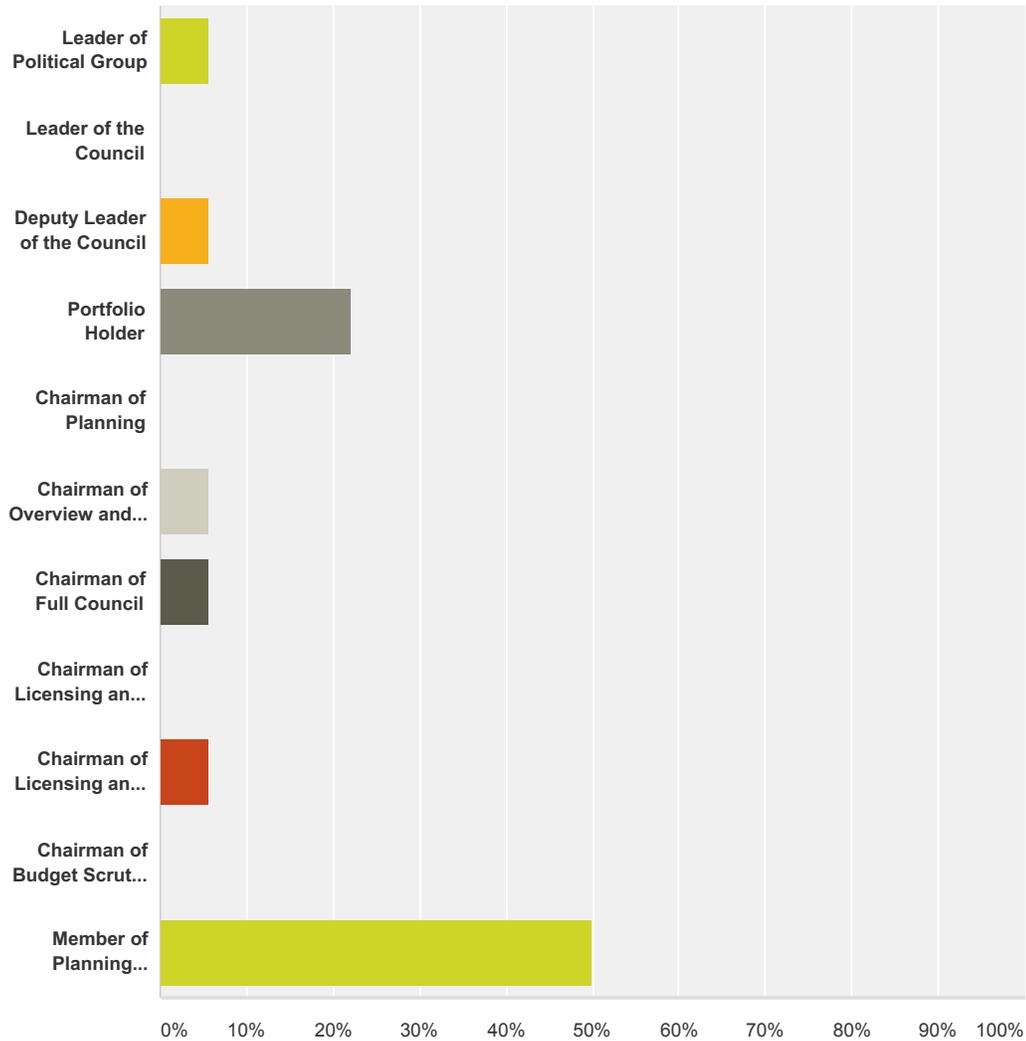
Q5 Are there any other positions that you would like the IRP to consider for an SRA?

Answered: 6 Skipped: 18

| # | Responses | Date |
|---|---|--------------------|
| 1 | No | 9/21/2016 10:21 AM |
| 2 | No | 8/26/2016 12:21 PM |
| 3 | No | 8/25/2016 5:11 PM |
| 4 | No | 8/22/2016 7:42 PM |
| 5 | Surrey Local Committee, as the meetings fall during the day, which can impact other external situations and can, actually, harm earnings (e.g. I trade the stock markets to make my income) | 8/22/2016 6:28 PM |
| 6 | Chairmen of Steering Groups: These are time-consuming bodies which require their chairmen to attend many main, sub-group and side meetings, participate in four or five hour "walkabouts" at least twice a year, liaise and work closely with representatives from diverse external bodies, oversee the creation of detailed 100-page plus management plans, ensure that suitable work programmes are created and, where applicable, submitted to external bodies for approval, secure appropriate funding for the work programmes and deal with any and all issues arising from the management of the areas under their supervision. In terms of time devoted to this activity and the level of responsibility, this role is at least the equivalent to the roles of chairmen on Licensing & Regulatory and Budget Scrutiny. Recognizing the current financial constraints, it may not be possible to implement this suggestion under this review but it should be considered in future reviews when financing is more stable. | 8/22/2016 12:38 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: 18 Skipped: 6



| 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 Overview and Scrutiny | 5.56% 1 |

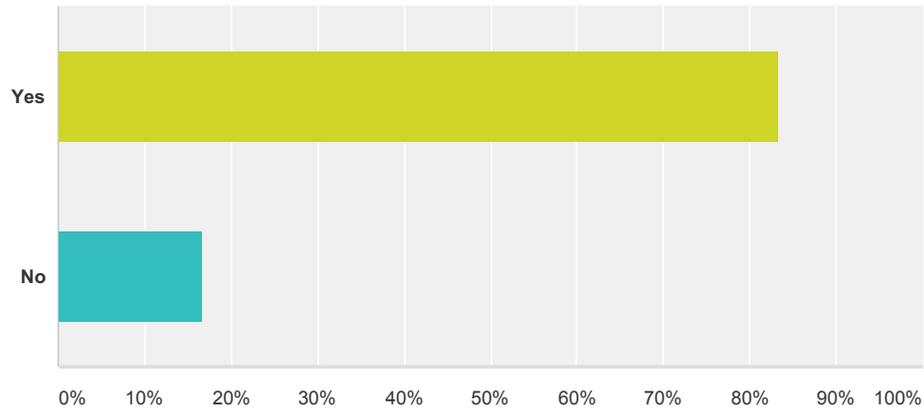
Members' Allowances Scheme 2016/17

Annex 1

| | | |
|---|--------|-----------|
| Chairman of Full Council | 5.56% | 1 |
| Chairman of Licensing and Regulatory Committee | 0.00% | 0 |
| Chairman of Licensing and Regulatory Sub-Committees | 5.56% | 1 |
| Chairman of Budget Scrutiny Review Panel | 0.00% | 0 |
| Member of Planning Committee | 50.00% | 9 |
| Total | | 18 |

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

Answered: 18 Skipped: 6



| Answer Choices | Responses |
|----------------|-----------|
| Yes | 83.33% 15 |
| No | 16.67% 3 |
| Total | 18 |

| # | Please provide any further comment: | Date |
|---|---|--------------------|
| 1 | some portfolios are "heavier" in terms of workload, impact on residents, public engagement and impact on council operations | 8/23/2016 9:57 AM |
| 2 | Do not hold one N/A | 8/22/2016 6:28 PM |
| 3 | but happy with amount | 8/22/2016 2:18 PM |
| 4 | It doesn't in any way compensate for the time involved but I'm fine with it, I look upon it as voluntary work. | 8/22/2016 2:15 PM |
| 5 | Deputy leader is normally also a portfolio holder, and as such is rewarded sufficiently. | 8/22/2016 11:32 AM |

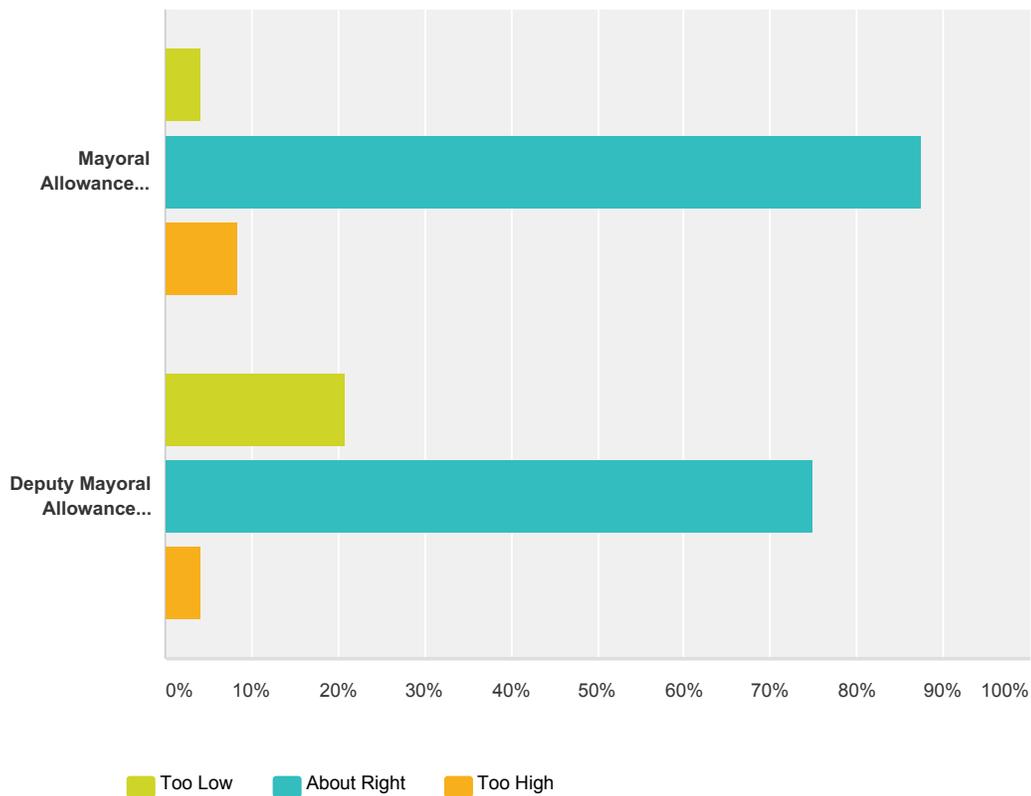
Q8 If you wish to make any general comment on the Special Responsibility Allowances, please set these out below. The IRP would specifically welcome the views of Members on whether any SRAs should be discontinued or be the subject of review:

Answered: 8 Skipped: 16

| # | Responses | Date |
|---|---|--------------------|
| 1 | Planning Committee- some Cllrs that are on that committee do not turn up for the meetings, attend site visit or attend the monthly planning Forums, feel their allowance should be removed | 9/2/2016 11:45 PM |
| 2 | A review of what costs are actually incurred by the post-holders would better enable a regime that covers such costs. The flat structure where all Portfolio holders receive the same level is ineffective | 8/30/2016 1:02 PM |
| 3 | It is wrong that the Mayor receives an allowance for chairing full council, when the Leader does not receive an allowance for chairing Executive Committee meetings. The Mayor receives a higher SRA than the Leader, who not only has political accountability, but also spends more time on Council duties, and does not have the use of a car and driver. This is an anomaly that should be corrected. | 8/29/2016 1:19 PM |
| 4 | No comment | 8/25/2016 5:11 PM |
| 5 | no-one is forced to take a position of responsibility and they know the conditions before doing so. I believe that genuine expenses should be recoverable but SRAs should be discontinued. | 8/23/2016 10:08 AM |
| 6 | Allowances are necessary and should be subject to independent review annually. | 8/23/2016 9:57 AM |
| 7 | Planning work is the most volume and so should be rewarded more, comparatively. A higher basic award would negate the need to pay token amounts towards other SRA's. Paying the Leaders what amounts to a 'political bonus' for having group members should be axed. The Mayor should be expected to attend full council meetings as part of his remit and for no extra remuneration. | 8/22/2016 6:28 PM |
| 8 | There are members who view SRA payments as just that, payment for title / role rather than for additional duties... | 8/22/2016 11:36 AM |

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 2015/16 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:

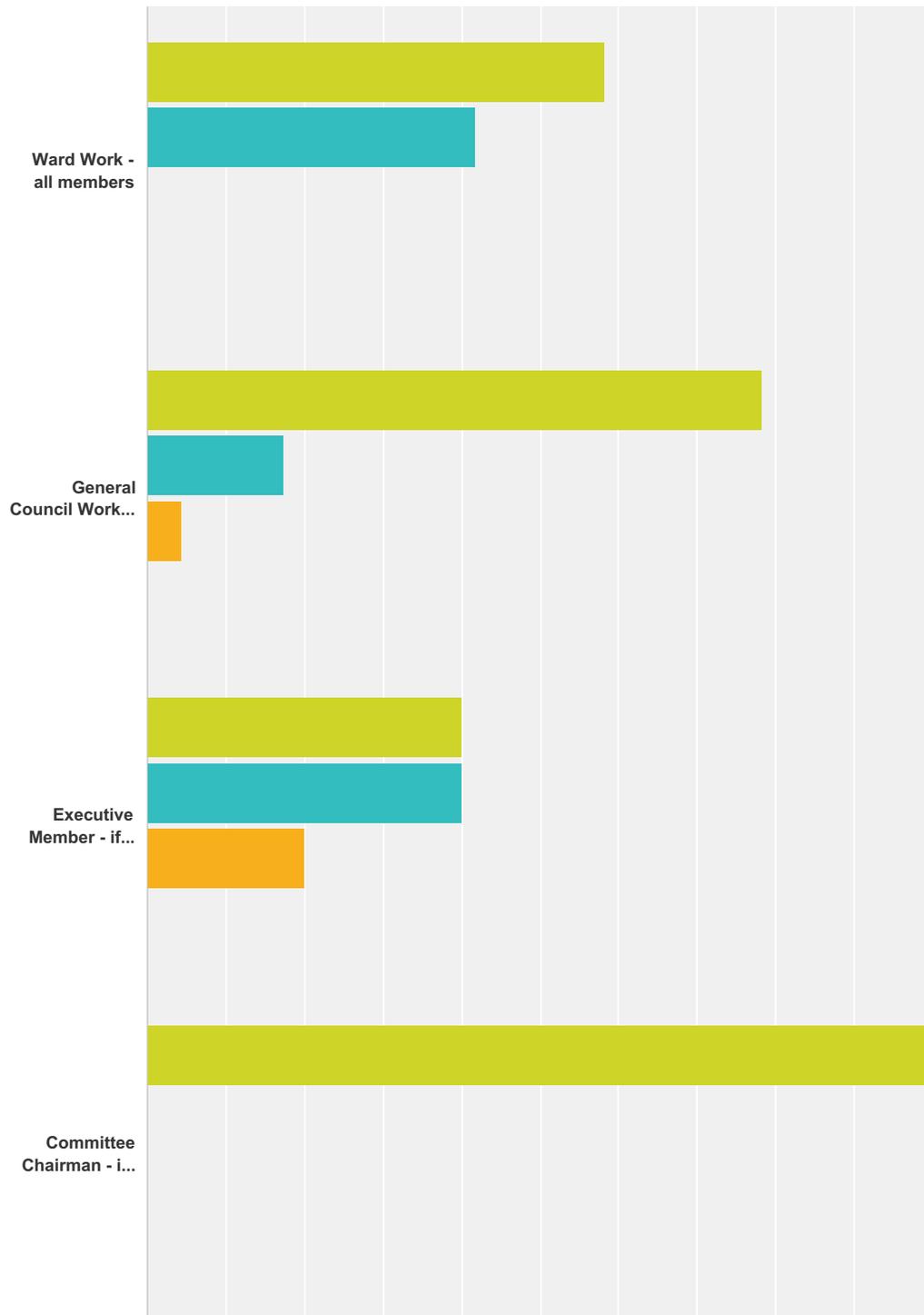
Answered: 24 Skipped: 0

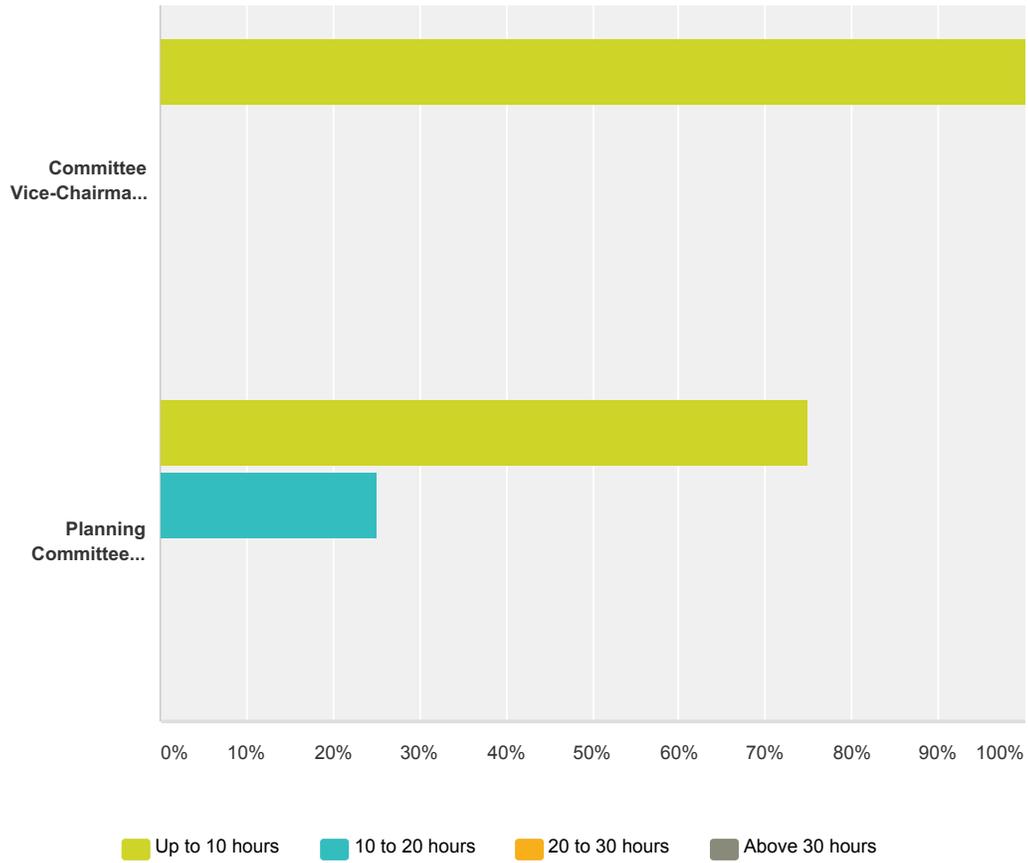


| | Too Low | About Right | Too High | Total |
|---------------------------------|-------------|--------------|------------|-------|
| Mayoral Allowance £12,465 | 4.17% 1 | 87.50% 21 | 8.33% 2 | 24 |
| Deputy Mayoral Allowance £2,575 | 20.83% 5 | 75.00% 18 | 4.17% 1 | 24 |

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

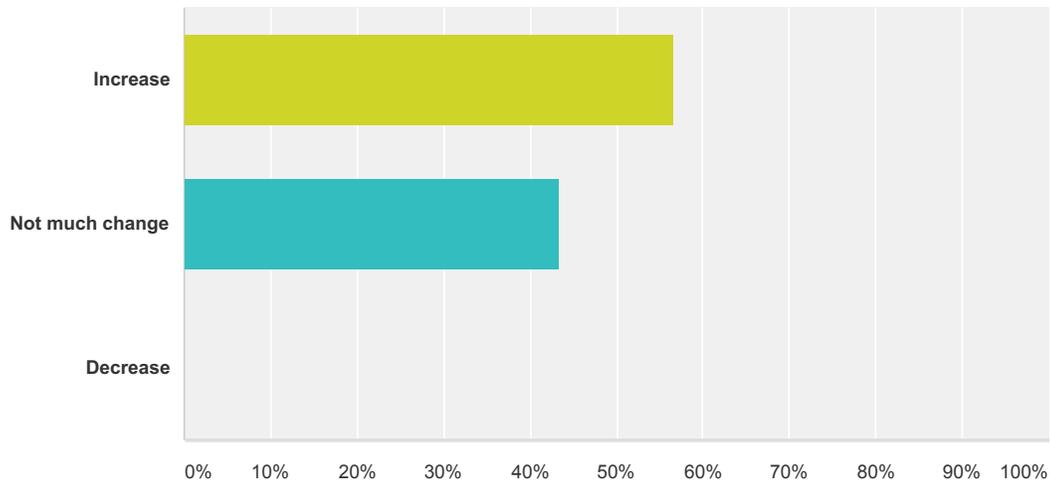




| | Up to 10 hours | 10 to 20 hours | 20 to 30 hours | Above 30 hours | Total |
|---|----------------|----------------|----------------|----------------|-------|
| Ward Work - all members | 58.33% 14 | 41.67% 10 | 0.00% 0 | 0.00% 0 | 24 |
| General Council Work - all members | 78.26% 18 | 17.39% 4 | 4.35% 1 | 0.00% 0 | 23 |
| Executive Member - if applicable | 40.00% 2 | 40.00% 2 | 20.00% 1 | 0.00% 0 | 5 |
| Committee Chairman - if applicable | 100.00% 1 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 1 |
| Committee Vice-Chairman - if applicable | 100.00% 3 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 3 |
| Planning Committee Member - if applicable | 75.00% 6 | 25.00% 2 | 0.00% 0 | 0.00% 0 | 8 |

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

Answered: 23 Skipped: 1



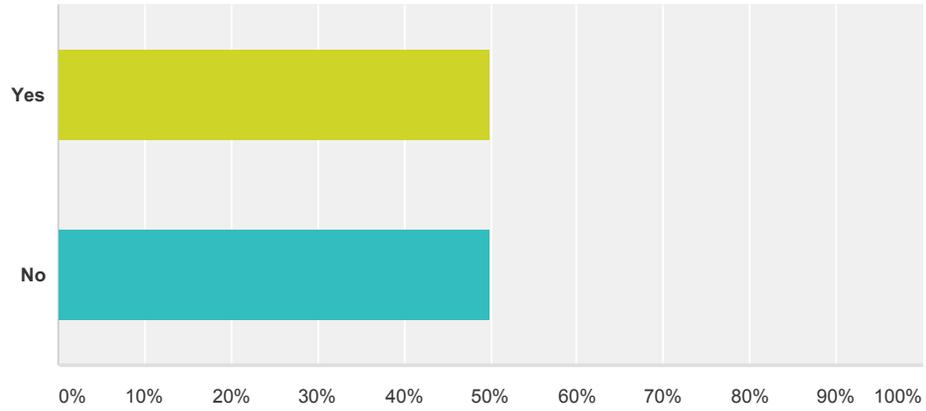
| Answer Choices | Responses | |
|-----------------|-----------|-----------|
| Increase | 56.52% | 13 |
| Not much change | 43.48% | 10 |
| Decrease | 0.00% | 0 |
| Total | | 23 |

| # | If so, in what areas of work? | Date |
|----|--|--------------------|
| 1 | Hours are difficult to apportion as often overlap in above areas and executive work has highs and lows of increase in workload through the year. Have chosen 10 hours boxes not this can vary at times | 9/21/2016 10:21 AM |
| 2 | Group Leader responsibilities/activities. | 9/15/2016 10:16 PM |
| 3 | Increased ward work due to one of my fellow ward Cllr not pulling his weight - this is being looked into | 9/2/2016 11:45 PM |
| 4 | More involvement with specific issues and projects | 8/30/2016 1:02 PM |
| 5 | e-mails regarding portfolio. | 8/29/2016 1:19 PM |
| 6 | (first year) | 8/25/2016 10:30 AM |
| 7 | Armed Forces Champion Chairman, Community and Special Project Group | 8/23/2016 10:08 AM |
| 8 | both ward and portfolio workload | 8/23/2016 9:57 AM |
| 9 | More ward work. | 8/23/2016 7:35 AM |
| 10 | In the initial training modules and the amount of paperwork/data to get acquainted with. When enticing me to stand as a candidate, Cllr. Selby told me that Town Hall work would only take up a few hours a week. That is clearly not the case! I do enjoy the work but, after a lengthy career in finance, don't consider the basic allowance to be sufficient, especially if one compares the allowances awarded to other, nearby local authority members. | 8/22/2016 6:28 PM |
| 11 | in portfolio work | 8/22/2016 2:18 PM |
| 12 | As a 2015 first time Councillor, an increase in working hours across the board is to be reasonably expected and was anticipated. That said and what was not anticipated, is the requirement to augment the work of Council staff members; a requirement which has been allocated to the heading of "General Council Work - all members". | 8/22/2016 12:38 PM |

| | | |
|----|--|--------------------|
| 13 | Planning, as Vice Chairman attending more forums and pre planning meetings | 8/22/2016 11:32 AM |
|----|--|--------------------|

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

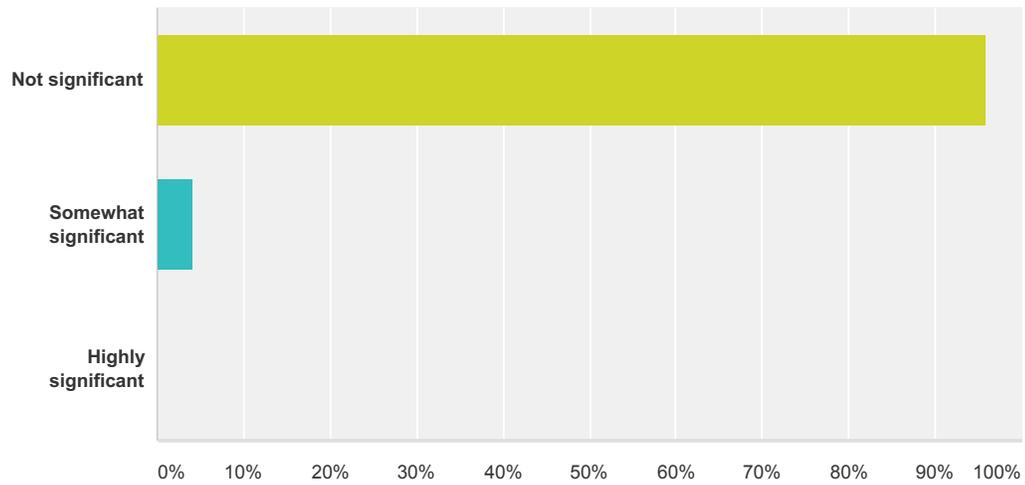
Answered: 24 Skipped: 0



| Answer Choices | Responses | |
|----------------|-----------|-----------|
| Yes | 50.00% | 12 |
| No | 50.00% | 12 |
| Total | | 24 |

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

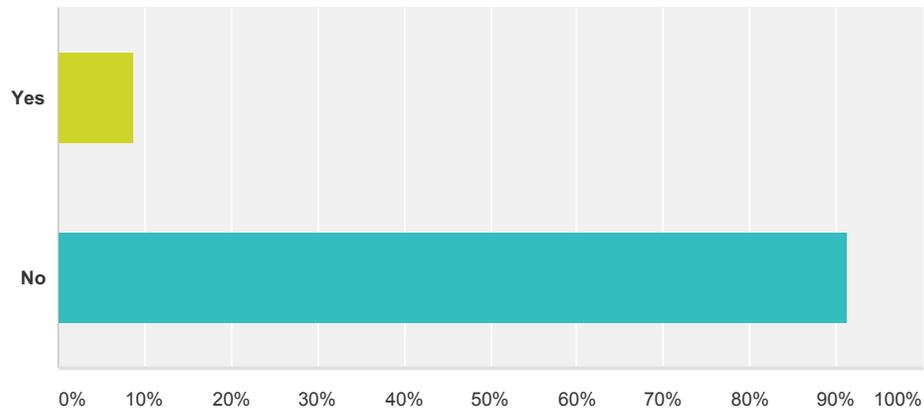
Answered: 24 Skipped: 0



| Answer Choices | Responses | Count |
|----------------------|-----------|-----------|
| 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: 23 Skipped: 1

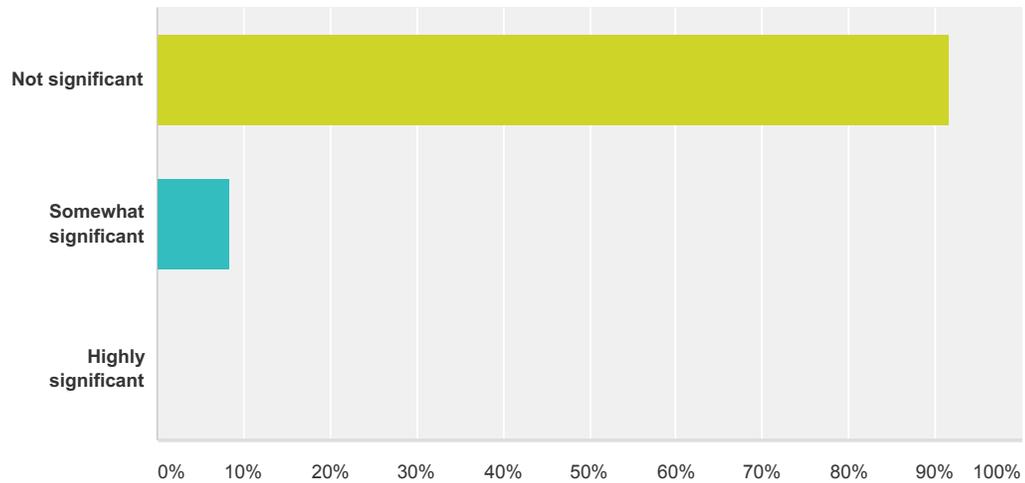


| Answer Choices | Responses |
|----------------|-----------|
| Yes | 8.70% 2 |
| No | 91.30% 21 |
| Total | 23 |

| # | Please provide any further comment: | Date |
|---|---|--------------------|
| 1 | Time and energy spent on Council activities inevitably reduces time available for career advancement, but that is the choice I have made. | 9/15/2016 10:16 PM |
| 2 | Was when I was working, quite a lot of holiday entitlement was taken for council or ward work. Have recently left work, bulk of the day and evenings are spent on council/ward or health meetings | 9/2/2016 11:45 PM |
| 3 | It impacts more on personal and social life | 8/23/2016 9:57 AM |
| 4 | No Comment | 8/22/2016 7:42 PM |
| 5 | As started above, meetings held during the day time do directly impact on my ability to earn money, elsewhere and I don't believe the basic allowance is a fair reflection on time, effort and judgement that Councillors supply. | 8/22/2016 6:28 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 | 91.67% 22 |
| Somewhat significant | 8.33% 2 |
| Highly significant | 0.00% 0 |
| Total | 24 |

| # | Please provide any further comment: | Date |
|---|---|--------------------|
| 1 | When making this decision, one would of course factor in the time and effort to continue in duties, and will naturally consider the finances required to continue onwards. | 8/30/2016 9:18 PM |
| 2 | Being retired I welcome the opportunity to usefully occupy my time | 8/23/2016 10:08 AM |
| 3 | In any walk of life, people expect to be rewarded fairly for their efforts. It would be disappointing for the award not to be increased to a 'fairer' level, moreover when taking into account that major decisions are fashioned, together, by both less well paid members and rather better paid senior officers. | 8/22/2016 6:28 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: 8 Skipped: 16

| # | Responses | Date |
|---|--|--------------------|
| 1 | Since I left work, it's so much easier covering my Cllr duties as many meetings especially health ones are held during the day in various parts of Surrey or in London | 9/2/2016 11:45 PM |
| 2 | One should always continue to strive towards being a better councillor. Council can assist with more transparency for Cllrs, and training and mentoring where required. | 8/30/2016 9:18 PM |
| 3 | The total cost is too high. Absent reducing the number of recipients, the overall budget should be reduced. | 8/30/2016 1:02 PM |
| 4 | I find it somewhat embarrassing that travel expenses are subject to publicity. In a long Borough it is inevitable that those at the outer fringes will have higher expenses if they have many meetings at the Council. The public do not entirely appreciate this. | 8/25/2016 5:11 PM |
| 5 | I disagree with the community paying political party leaders. That should be up to the political parties themselves. I believe that councils would reach better decisions if they were not run on party lines and some very talented people could be attracted to become councillors who are at present put off by party politics. The Deputy Mayor's allowance would appear to be low bearing in mind that both he and his Deputy Mayoress have to be smartly dressed at functions and he has to provide his own transport. The number of functions he attends is entirely at the discretion of the Mayor and it is difficult to assess a fair level of allowance in advance. | 8/23/2016 10:08 AM |
| 6 | Apart from banging my head against a brick wall with certain officers at Surrey CC, I'm happy with all the help I get from all RBBC officers. It does appear that many large decisions are taken by the Executive and purely rubber-stamped at public, full council meetings which I'm not 100% pleased with but I understand that we are all working towards a greater good for our residents and I will endeavour to work harder behind the scenes to influence those decisions ahead of the official voting agenda. | 8/22/2016 6:28 PM |
| 7 | I really do think that the allowance is sufficient for all purposes including mileage and I disagree that mileage should be capable of being claimed in addition to the basic allowance. | 8/22/2016 2:15 PM |
| 8 | All Councillors could be more effective if staffing levels within the Council were increased and the current protocols, which cover Councillor/Staff Member interface and which were presumably designed to reduce Councillor-led increases in staff workload, were reviewed/relaxed. | 8/22/2016 12:38 PM |

Member Payments 2015/16

(1 April 2015 – 31 March 2016)

| Councillor | Basic Allowance (£) | Special Responsibility Allowance (£) | Travel & Subsistence (£) | Carer's Allowance (£) | Total (£) |
|--------------------------|---------------------|--------------------------------------|--------------------------|-----------------------|-----------|
| Absalom, Rosemary | 4,763.36 | 628.64 | 0.00 | 0.00 | 5392.00 |
| Allcard, Derek | 4,763.36 | 628.64 | 0.00 | 0.00 | 5392.00 |
| Blacker, Michael | 5,298.00 | 747.00 | 0.00 | 0.00 | 6045.00 |
| Bramhall, Natalie | 5,298.00 | 9177.96 | 0.00 | 0.00 | 14475.96 |
| Bramhall, Stephen | 5,298.00 | 1083.97 | 0.00 | 0.00 | 6381.97 |
| Bray, Jill | 5,138.04 | 628.64 | 0.00 | 0.00 | 5766.68 |
| Broad, Victor | 5,298.00 | 13152.00 | 653.40 | 0.00 | 19103.40 |
| Brunt, Mark | 5,298.00 | 5805.00 | 0.00 | 0.00 | 11103.00 |
| Clarke, James | 4,763.36 | 0.00 | 0.00 | 0.00 | 4763.36 |
| Coad, Richard | 4,763.36 | 0.00 | 0.00 | 0.00 | 4763.36 |

| Councillor | Basic Allowance (£) | Special Responsibility Allowance (£) | Travel & Subsistence (£) | Carer's Allowance (£) | Total (£) |
|---------------------------|---------------------|--------------------------------------|--------------------------|-----------------------|-----------|
| Crome, Graeme | 5,298.00 | 1155.96 | 0.00 | 0.00 | 6453.96 |
| Durrant, James | 5,298.00 | 8769.00 | 0.00 | 0.00 | 14067.00 |
| Ellacott, Julian | 5,032.56 | 2159.62 | 0.00 | 0.00 | 7192.18 |
| Essex, Jonathan | 5,298.00 | 846.27 | 0.00 | 0.00 | 6144.27 |
| Farrer, Steven | 543.11 | 41.92 | 0.00 | 0.00 | 585.03 |
| Finch, Sarah | 543.11 | 107.24 | 0.00 | 0.00 | 650.35 |
| Foreman, Keith | 5,298.00 | 1083.97 | 226.80 | 0.00 | 6608.77 |
| Godden, John | 4,763.36 | 0.00 | 0.00 | 0.00 | 4763.36 |
| Grant-Duff, Zulema | 4,763.36 | 0.00 | 0.00 | 0.00 | 4763.36 |
| Hack, Lynne | 5,298.00 | 8769.00 | 507.00 | 0.00 | 14574.00 |
| Harper, Robert | 5,298.00 | 119.55 | 50.40 | 0.00 | 5467.95 |

| Councillor | Basic Allowance (£) | Special Responsibility Allowance (£) | Travel & Subsistence (£) | Carer's Allowance (£) | Total (£) |
|------------------------------|---------------------|--------------------------------------|--------------------------|-----------------------|-----------|
| Harper-Adamson, Gemma | 543.11 | 76.58 | 0.00 | 0.00 | 619.69 |
| Harris, Norman | 4,575.24 | 0.00 | 45.90 | 0.00 | 4621.14 |
| Harrison, Nicholas | 5,298.00 | 408.96 | 144.90 | 0.00 | 5851.86 |
| Horwood, Alexander | 5,298.00 | 747.00 | 0.00 | 0.00 | 6045.00 |
| Humphreys, Edmond | 5,298.00 | 8769.00 | 627.30 | 0.00 | 14694.30 |
| Jackson, David | 4,763.36 | 628.64 | 0.00 | 0.00 | 5392.00 |
| Kay, Allen | 5,298.00 | 10740.96 | 0.00 | 0.00 | 16038.96 |
| Kelly, Frank | 5,298.00 | 408.96 | 0.00 | 0.00 | 5706.96 |
| Knight, Graham | 5,298.00 | 8769.00 | 0.00 | 0.00 | 14067.00 |
| Kulka, Stephen | 5,298.00 | 119.55 | 0.00 | 0.00 | 5417.55 |
| Lynch, Andrew | 5,298.00 | 408.96 | 0.00 | 0.00 | 5706.96 |

| Councillor | Basic Allowance (£) | Special Responsibility Allowance (£) | Travel & Subsistence (£) | Carer's Allowance (£) | Total (£) |
|------------------------|---------------------|--------------------------------------|--------------------------|-----------------------|-----------|
| Mantle, Richard | 5,298.00 | 0.00 | 0.00 | 0.00 | 5298.00 |
| Mill, Margaret | 5,298.00 | 8769.00 | 0.00 | 0.00 | 14067.00 |
| Miller, Michael | 543.11 | 76.58 | 0.00 | 0.00 | 619.69 |
| Newstead, Roger | 5,298.00 | 0.00 | 0.00 | 0.00 | 5298.00 |
| Norman, Graham | 543.11 | 25.12 | 0.00 | 0.00 | 568.23 |
| Parnall, Simon | 5,298.00 | 747.00 | 319.05 | 0.00 | 6364.05 |
| Paul, James | 4,763.36 | 0.00 | 0.00 | 0.00 | 4,763.36 |
| Pay, David | 5,298.00 | 628.64 | 0.00 | 0.00 | 5,926.64 |
| Poulter, Carol | 543.11 | 41.92 | 0.00 | 0.00 | 585.03 |
| Powell, David | 5,298.00 | 2,884.76 | 0.00 | 0.00 | 8,182.76 |
| Renton, Rita | 5,298.00 | 8,769.00 | 0.00 | 0.00 | 14,067.00 |

| Councillor | Basic Allowance (£) | Special Responsibility Allowance (£) | Travel & Subsistence (£) | Carer's Allowance (£) | Total (£) |
|-----------------------------------|---------------------|--------------------------------------|--------------------------|-----------------------|-----------|
| Rickman, Simon | 5,298.00 | 0.00 | 0.00 | 0.00 | 5,298.00 |
| Ross-Tomlin, Dorothy | 5,298.00 | 0.00 | 0.00 | 0.00 | 5,298.00 |
| Schofield, Jack | 5,298.00 | 8,769.00 | 53.30 | 0.00 | 14,120.30 |
| Selby, Michael | 5,237.77 | 747.00 | 372.60 | 0.00 | 6,357.37 |
| Shillinglaw, Patricia Anne | 2,207.50 | 0.00 | 0.00 | 0.00 | 2,207.50 |
| Spiers, Joan | 5,298.00 | 12,441.48 | 0.00 | 0.00 | 17,739.48 |
| Stead, Brian | 5,298.00 | 3,454.08 | 81.90 | 0.00 | 8,833.98 |
| Stephenson, John | 5,298.00 | 0.00 | 0.00 | 0.00 | 5,298.00 |
| Stevens, Christian | 5,298.00 | 0.00 | 0.00 | 0.00 | 5,298.00 |
| Thomson, Barbara | 5,298.00 | 747.00 | 0.00 | 0.00 | 6,045.00 |
| Truscott, Bryn | 5,298.00 | 0.00 | 0.00 | 0.00 | 5,298.00 |

| Councillor | Basic Allowance (£) | Special Responsibility Allowance (£) | Travel & Subsistence (£) | Carer's Allowance (£) | Total (£) |
|-----------------------------|---------------------|--------------------------------------|--------------------------|-----------------------|-------------------|
| Turner, Rachel | 5,298.00 | 747.00 | 371.70 | 0.00 | 6,416.70 |
| Vivona, Michael | 543.11 | 218.87 | 0.00 | 0.00 | 761.98 |
| Walsh, Samuel | 5,298.00 | 747.00 | 0.00 | 0.00 | 6,045.00 |
| Whinney, Christopher | 5,298.00 | 628.64 | 0.00 | 0.00 | 5,926.64 |
| Total | 265,423.76 | 136,424.08 | 3,425.25 | 0.00 | 405,302.09 |

MEMBERS' ALLOWANCES SCHEME – 2017/18

The Members' Allowances Scheme operating from 1st April, 2017 provides for the following:

1. Payment of a Basic Allowance of £5,436 to every Councillor for the year.
2. Payment of Special Responsibility Allowances to:-

| | |
|------------------------------------|--|
| Leaders of Political Groups | £140 basic allowance, plus £55 for each Member of the Group |
|------------------------------------|--|

Executive Members

| | |
|------------------------------|---------|
| Leader of the Council | £13,496 |
| Deputy Leader of the Council | £11,022 |
| Other Portfolio Holders | £8,998 |

Chairmen of Committees/Panels

| | |
|------------------------------|--------|
| Full Council | £2,544 |
| Planning | £5,190 |
| Overview & Scrutiny | £3,016 |
| Budget Scrutiny Review Panel | £420 |
| Regulatory Licensing | £420 |
| Regulatory & Licensing Sub | £420 |

Planning Committee Members £767

| | |
|--------------------------|--|
| Mayoral Allowance | £12,577 (to be paid on a Municipal Year basis) |
| Deputy Mayoral Allowance | £2,598 (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.

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

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 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 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, 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.