

Report of the

Independent Remuneration Panel

April 2021

Executive Summary

The Independent Remuneration Panel was convened in 2020 to undertake a review of the allowances available to Councillors. This report details the rationale and evidence upon which the Panel's conclusions and recommendations are based and is presented for consideration by Horsham District Council.

The Panel has complied with the statutory requirements to gather relevant data, to hear and consider evidence and now makes recommendations on:

- The amount of basic allowances to be paid
- Those positions that should receive Special Responsibility Allowances ("SRA's"), and the level of those allowances
- Travel, subsistence and certain other allowances

Based on comparative evidence on levels of allowances paid in equivalent authorities in South East England, and on the views expressed by Councillors and Officers, the Panel now recommends:

- A 5% increase in the basic allowance of £5,210 currently paid to all Councillors
- A 10% increase in the SRA paid to the Leader of the Council, currently £14,170
- A 10% reduction in the SRA paid to the Leader of the Minority Group, currently £4,285
- The introduction of a £50 per meeting payment to Councillors representing the Council on external bodies in an appointed capacity
- Dependent Carers' Allowance retained at the National Living Wage, but with provision for specialist care to be offered at the West Sussex County Council domiciliary care rate of £20.53 per hour

No amendments to travel, subsistence and other allowances are proposed.

Full Year Effect of SRA Recommendations

(excludes annual settlements in line with officer pay and conditions, and increases in external values such as the National Living Wage)

Basic Allowance increase	+ £12,504.00
Changes in SLAs	+ £ 988.50
Attendance payment for external bodies (est)	+ £ 1,500.00
Total annual impact	+£14,992.50

1. Formation and Membership

- 1.1 The current Independent Remuneration Panel (“the Panel”) was appointed for a four-year period in late 2020 in accordance with The Local Authorities (Members’ Allowances) (England) Regulations 2003/1021 (as amended) (“the Regulations”). It has subsequently met on a number of occasions to review Councillors’ responsibilities, and the current levels of allowances in each of the statutory categories set out in the Regulations. The Panel’s recommendations are contained in this statutory report to which the Council must have due regard in setting its allowances.
- 1.2 It is for the Council to decide on the Councillors’ allowances scheme that is put in place having regard to this Panel’s recommendations. Previous Panel Reports and recommendations were published in May 2009 and May 2015. There was also an interim review undertaken in 2018.
- 1.3 The Panel convened via Zoom meetings on seven occasions in 2020/2021. Six Zoom interviews were also undertaken with a total of twelve Councillors and two senior officers (Details in Appendix 5).
- 1.4 The final Panel comprises: Ian Dewar, Alan Ladley and Martin Loates. Biographical details of the Panel members are set out in Appendix 2.
- 1.5 The Panel undertook its review during an extended period of remote working practice resulting from Covid19 virus restrictions. This, together with the continuing background of austerity and pressure on the public purse, are reflected in the views expressed through surveys and interviews.
- 1.6 It is recommended that the Panel is reconvened at least once a year during its four year tenure to confirm or reassess recommendations and consider any appropriate changes in business practice or legislative / advisory context.

2. The Panel’s approach

- 2.1 In line with the Terms of Reference (Appendix 2), the Panel approached its task with four different perspectives:
 - Examining the levels of allowances paid to elected Councillors and co-optees (the Independent and Parish Council members of the Standards Committee) in terms of responsibilities, the amount paid and the justification for relative differences between the various allowance categories;

- Considering whether any other areas of Councillor activity, not currently in receipt of an Allowance, might be appropriate for consideration and if so the most appropriate way for this to be structured;
- Assessing the most appropriate mechanisms for maintaining periodic changes in allowances and other payments to keep pace with inflationary and staff pay and allowance settlements;
- Assessing whether the level of Basic Allowance might prove a deterrent for people from a wide range of backgrounds and a wide range of skills standing for election or serving as Councillors.

3. Methodology

3.1 The Panel used the following methods of research:

- Scrutiny of background documents and various information and data supplied by officers
- Questionnaires sent to all Councillors to ensure that all had an opportunity to express their views (Appendix 4)
- Interviews with a cross-section of Councillors and Officers (Appendix 5)
- Review of the organisational changes affecting the political management structures within the Council which have taken place since the report of the previous IRP Panel in 2015
- Comparisons with allowances paid by other authorities and public bodies (Appendix 3)
- Review of the age, gender and ethnic profile of the current Councillors against national and population demographic data (Appendix 3)

4. Timeline

- 01 October 2020 – IRP appointed
- November / December 2020 – Research and Survey design
- 27 January 2021 – Survey issued to all Councillors
- 12 February 2021 – Close of Survey period and analysis of responses
- 16 to 24 February 2021 – Interviews with Councillors and Officers

- February to March 2021 – Agreement on recommendations, drafting and finalisation of report
- 06 April 2021 – Final report deadline and presentation to the Senior Leadership Team
- 19 April – Deadline for Committee paper
- 28 April – Consideration and decisions taken at Full Council meeting

5. Overview of duties and responsibilities associated with Allowances (Appendix 6)

More detailed clarification of the duties and responsibilities related to the award of allowances is set out in Appendix 6, and is not replicated here. However some general comments are set out below.

5.1 Basic Allowances

All Councillors are in receipt of the Basic Allowance which is intended to recognise the time commitment of all the basic and ward-related role, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

The Allowance is also recognised as covering involvement in committees, working groups and other Member forums in any capacity that does not otherwise attract a Special Responsibility Allowance. Attendance at local Parish Council meetings is regarded as a key element of the local role and also covered by the Basic Allowance.

The national guidance also makes clear that some element of the work of Councillors should continue to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected Councillors, and further to ensure that, despite the input required, people are encouraged to come forward as elected Councillors and that their service to the community is retained.

5.2 Special Responsibility Allowances

Special Responsibility Allowances are assigned to identified key political roles, such as Committee Chairmanship, political and Council Leadership, where these carry significant responsibilities over and above those covered by the Basic Allowance.

SRAs are paid in addition to the Basic Allowance, and unlike the latter, vary according to the demands, responsibilities and impact of individual

roles. A full checklist of the roles, and levels, of SRAs at the time of writing is set out in Appendix 7.

5.3 Voluntary / Public Service

As noted above, an element of the Councillor's basic role is expected to be voluntary and is regarded as falling within the "Public Service" category. There is no definitive guidance on what proportion of time spent should fall into this category, though around 35% is a generally accepted yardstick. The extent to which this may be exceeded is very much a matter of personal discretion for the individual Councillor.

As part of the survey (Appendix 4) Councillors were asked to advise the average number of hours they spend on Council business. Responses varied considerably between 11 and 96, reflecting the discretionary element noted above, with an average value of 35 hours a month.

The Panel also noted that the acceptance of the allowances, or indeed travel and subsistence was also a matter of personal choice and a number of Councillors advised that they do not accept part or the whole of the allowances available to them.

6. Commentary on comparative data (Appendix 3)

6.1 The data at Appendix 3 is drawn from the South East Employers (SEE) annual survey and includes all South East authorities, including County and Unitary authorities as well as District / Borough councils. For more meaningful comparisons the extracts have been made of comparative data of District / Borough authorities as well as a sub-set of seven neighbouring and similar authorities.

6.2 Overall the basic allowance paid to all Horsham District Councillors is slightly lower than the average for all authorities. However, no allowance is paid to Councillors who sit on the two Planning Committees in Horsham whereas a number of other authorities pay an SRA for such membership. We do not consider this a practical approach for HDC as it applies to all Councillors. Therefore, this is something that should be taken into account when considering the level of the basic allowance for this authority.

6.3 The SRAs paid to Committee Chairmen and Vice Chairmen in Horsham broadly compares with other authorities. A notable exception is the remuneration for the Chairmen of the two Planning Committees where the amount paid is some 30% lower.

6.4 The SRA paid in Horsham to the Leader of the Minority Group is 38% higher than our seven similar authorities and similarly higher when compared with all other districts in the region.

6.5 The SRA paid to the Leader of the Council is some 12% lower than other districts and boroughs in the region, albeit broadly comparable with the seven similar authorities. However, taking into account the limitation on the SEE data detailed in the Appendix we can expect the Leaders SRA in Horsham to be notably lower.

7. Commentary on Councillor responses through survey and interviews (Appendix 4)

7.1 The current 47 Councillors were sent the survey and 21 (45%) responded. In addition, 12 Councillors (from 'back benchers' through to the Leader) and 2 officers were interviewed via Zoom. The Panel were content that, although limited in numbers, the responses provided a sufficient reflection of their views as well as and providing the Panel with a useful insight into the workload and expectations of Councillors.

7.2 The majority of respondents were retired and over 65. Whilst all members believed that the public service element was an important aspect of the role, it was felt that higher remuneration would attract people more representative of residents including those working and with children. Many felt the basic allowance did not cover the time and costs associated with the role. However, 12 respondents stated the basic allowance was about right with 7 saying it was too low.

7.3 The number of hours worked per month varied between 11 and 58, making the average 30. The hours worked was higher for holders of posts attracting an SRA.

7.4 The results for the level of SRA's paid was equally split between being about right and too low with only one saying they were too high. There were no suggestions as to additional roles that should attract an SRA. Those interviewed expressed views that the Leader (and Deputy Leader) and Cabinet roles were almost full time meriting higher remunerations. It was also commented that the Overview & Scrutiny Committee has a high workload and carries a high reputational risk for the authority.

7.5 The question as to whether HDC should pay an SRA for councillors who represent the authority on outside bodies attracted a mixed response with 9 saying yes and 10 no. Also, the question as to whether such an SRA should be paid in an annual fixed lump sum or as a per-meeting

allowance produced a divided response. From those interviewed, it was suggested that some roles were not filled and a per-meeting SRA would provide an incentive to Councillors to take on the responsibility of what is additional work. The exception being Cabinet members where such external commitments are seen as part of their role. A per-meeting SRA was seen as being more reflective of the varying levels of commitment with the various meetings.

7.6 All respondents agreed the rates for travelling and subsistence were sufficient.

7.7 With regard to the Dependants' Carers' allowance, a number felt it was too low, especially to cover dependant adult care.

8. Summary of recommendations and financial implications (Appendix 7)

8.1 Basic Allowances

The 2003 regulations provide that authorities should pay an allowance to every Councillor and that this allowance should be the same for every Councillor.

Currently the Basic Allowance for Horsham District Council is £5,210 per Councillor. Although based on SEE data, which is now over 12 months out of date, Appendix 3 shows the comparative figures for Horsham and other authorities. It should be noted that at the time of the publication of the SEE survey the Horsham Basic Allowance was £5,070 but has increased through index linking in line with officers pay award. Many other authorities have similar systems to increase their allowances in line with officers pay and so the Basic Allowances shown on the SEE survey will actually be higher now. Unfortunately, it is not possible to obtain updated amounts for the purposes of this review.

What is clear is that even without adjusting the figures, Horsham's Basic Allowance is now below the average for both all councils and our seven similar authorities. Whilst many Councillors who completed the survey, and those we interviewed, were clear that no one became a Councillor for the money they believed that it may help to encourage younger people to stand. Many respondents felt there was scope to increase the Basic Allowance, albeit not excessively. We concur that an increase is merited.

We recommend an increase of 5%, taking the basic allowance to £5,470.50

We recommend that any further increase linked to officer pay awards be suspended in 2021/22, and resumed from April 2022

8.2 Special Responsibility Allowances

An SRA is paid, in addition to the Basic Allowance, to those Councillors who take on special responsibilities as detailed in the 2003 regulations (see Appendix 6).

The SRA's currently paid in Horsham, together with Comparative data from other authorities, are shown in Appendix 3 and 7. Taking the same limitations regarding the older SEE data compared with the up-to-date Horsham figures, the SRA's paid by Horsham are broadly comparable.

From the Survey and interviews the majority of Councillors believe the amounts paid to be about right. In particular the hierarchy of committees in Horsham from an allowance perspective is seen as correct with the SRA based on responsibility and not merely workload. We would not be recommending any changes to the SRA's for the Cabinet, Committee Chairs and deputy Chairs etc.

The notable variations from the SRA's paid by other authorities relates to that paid to the Leader of the Council and that paid to the Leader of the Opposition.

In Horsham the SRA paid to the Leader is well below the average (see Appendix 3). In interviews, Councillors recognised that the role of Leader carried considerable responsibility, including the lead Cabinet role as well as other functions, and should be remunerated appropriately.

We recommend an increase to the SRA for the Leader of 10%, taking the allowance to £15,587

The SRA currently paid to the Leader of the Opposition is the highest amongst the seven similar authorities we have benchmarked against and well above the average for all other district authorities in the region (see Appendix 3).

The 2003 Regulations allow for an SRA to be paid to a person, "*acting as leader of a political group within the authority*". The Horsham Constitution (at section 7.9) defines the post of Leader of the Opposition as a person nominated from the "largest minority group". Whilst there is no role profile for this role, research with other authorities has provided some guidance which seem appropriate to the Panel:

- To lead in holding the decisions made by the majority Group to account.
- To be a political figurehead for the Opposition Group; to be the principal political spokesperson for the Council's opposition and lead any Shadow Executive;
- Provide leadership in the constructive challenge of the Council's policies;
- Constructively challenge the vision for the Council and community where appropriate;
- Provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery.

It seems to the Panel that many of these functions are undertaken by the Overview & Scrutiny Committee whose role is defined in the Constitution as being, "to challenge and question...and provide constructive criticism". We note that currently the Leader of the Opposition does not chair this Committee.

It is not within the remit of the Panel to advise on structure or roles undertaken by Councillors. However, should the authority consider in the future to align the roles of Chair of the Overview & Scrutiny Committee with that of the Leader of the Opposition, then it should consider adopting the same constraint on dual SRA's as defined in part 6 on the Constitution for the Leader who is also Chair of the Cabinet and only paid one SRA. If this were to be the case then we believe that in this case the higher SRA should be paid, that of the Chair of the Overview & Scrutiny Committee.

We recommend that the SRA for the role of Leader of the Opposition be reduced by 10% to £3,856.50

From our research there are no SRA's that we feel should be removed from roles within the Authority since the previous review, nor are there any additional roles that have been created since the last review that merit an SRA.

However, we note that section 5 (1) (d) allows for an SRA to be paid to Councillors, "representing the authority at meetings of, or arranged by, any other body." There are a number of external meetings that Councillors attend on behalf of Horsham District Council that are not currently remunerated. Representation at other organisations carries additional responsibility and workload that we feel is beyond that covered by the Basic Allowance. Whilst we accept that the SRA paid to Cabinet members includes such attendance, where representation is provided by the holder of a Basic Allowance only then we feel an SRA should be paid. The exception should be where the outside body itself pays and

allowance, notably the South Downs National Park. Additionally, the attendance by a Councillor at Parish Council meetings within their ward is seen as covered by the Basic Allowance.

Clearly the commitment and responsibility of attendance varies considerably between organisations where representation is provided. Therefore, as opposed to an annual allowance we would propose a “per-meeting” SRA. This is not considered in the SEE survey, however from the Horsham Survey and interviews a figure of £50 is seen as suitable.

We recommend an approved list of external bodies where members represent the authority is clarified.

We recommend an SRA of £50 per meeting is paid to Councillors who represent the Authority at external meetings (subject to the limitations listed).

8.3 Pensions

The possible extension of a Pension scheme to Councillors was reviewed as part of the 2015 IRP process. From 1 April 2014 Councillors in England have been unable to join the Local Government Pension Scheme. The 2015 report took the view that allowances should not be regarded as remuneration, and should not therefore be pensionable. Councillors are, of course, able to make their own pension arrangements in respect of any income they may have.

We recommend that the decision of the 2015 IRP be endorsed, but that this should be reviewed again if there is a change in legislative permissions

8.4 Dependants' Carers' Allowances

Under the 2003 Regulations this allowance is paid to cover, “such expenses of arranging for the care of (a Councillor’s) children or dependants” incurred in attendance at committees or other Council meetings.

Horsham District Council pays the National Living Wage (NLW), currently at £8.72 per hour (due to rise to £8.91 in April 2021). Whilst this may well pay for a babysitter, where specialist care is required for a child or dependant adult then we do not feel this amount is sufficient. Whilst this allowance is little claimed in Horsham, Councillors expressed concern that it may be putting some possible councillors from standing or taking on additional responsibilities within the authority. Research with other

authorities suggests that the rate paid by West Sussex County Council for the maximum hourly payment to home support carer workers for weekday daytime in-house care, may provide a guide for an allowance for the care of a dependant adult. This is currently at the rate of £20.53. Caveats should include that actual cost be claimed and receipts should be supplied. Additionally, payments should not be made where the carer is a parent, spouse, partner or member of the same household as the Councillor.

We recognise the authority may wish to impose a maximum limit of claims and an authorisation process through the finance executive.

We recommend that the Dependants' Carers' allowance be set at the National Living Wage for standard child care (£8.91 p/h from 1/4/21).

We recommend that for Dependant Adult and specialist child care the allowance should be the Domiciliary care rate set by West Sussex County Council (currently £20.53 p/h).

8.5 Travelling and Subsistence allowance

Under the 2003 Regulations payments may be made to Councillors for the cost of travelling and meals in pursuit of the Authorities duties as defined in the regulations including both internal and external meetings. The current rates for travelling and subsistence are defined in the Authorities Constitution and mirror those paid to officers, in line with HMRC limits on vehicle mileage allowances. These increase in line with officers' rates. This standard is adopted by the majority of Authorities and seen as sufficient by Councillors who were interviewed or who completed the survey. We see no reason to amend these amounts.

8.6 Co-optees and Representative roles

This provides for an allowance for independent persons who are not members on the authority but who are a member of a committee. In the case of Horsham District Council this relates to the Independent and Parish Council representatives who sit on the Standards Committee.

The current rate is £1,345 P/A and is paid to four persons.

From research with the SEE data and interviews with Councillors the present rate is seen as appropriate. We therefore do not propose any change to this allowance.

8.7 Other issues

Interim increases of allowances

We note that the Authority considered an interim report of the Independent Remuneration Panel and agreed that the Basic Allowance should continue to be index linked in line with increases with Officers pay. We concur with this and would also suggest that the Co-optees' allowance be included.

We recommend that the Co-optees' allowance be index linked to Officers pay.

With regard to Travelling and Subsistence, these rates should continue to be linked to the rates for Officers and the HMRC rate.

Dependants' Carers' allowances should be index linked to the NLW for standard child care and the WSCC rate for Domiciliary Care for dependant adults or children requiring specialist care.

Councillors with multiple roles

With the exception of the Leader and Deputy Leader whose roles include membership of the Cabinet, Councillors who undertake more than one role attracting an SRA then they should continue to be paid the SRA's for all positions held. However, Cabinet members who represent the Authority on external bodies should not be additionally paid the "per-meeting" SRA proposed.

9. Acknowledgements

The Panel thanks and acknowledges the great support and cooperation received from Horsham District Council Officers and Councillors in assisting them to reach the conclusions set out in this report. This ensured that the review maintained robust and rigorous standards despite the enforced constraints resulting from the Covid19 precautions. Particular thanks goes to Sharon Evans and Liz de Pauley for their support.

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APPENDIX 1

Extract from The local Authorities Members' Allowances (England) Regulations 2003 - Regulation 21

Recommendations of panels

- (1) An independent remuneration panel shall produce a report in relation to the authority or authorities in respect of which it was established, making recommendations -
 - a) As to the responsibilities or duties in respect of which the following should be available -
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance; and
 - (iii) co-optees' allowance;
 - b) as to the amount of such allowances and as to the amount of basic allowance;
 - c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;
 - d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
 - e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
 - f) as to which members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972; and
 - g) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.
- (2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.
- (3) An independent remuneration panel may make different recommendations in relation to each of the authorities for which it exercises functions.

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a) Brief biographies of the Independent Review Panel members for 2021

IAN DEWAR

Ian Dewar has lived in Horsham for nearly 40 years. He trained as a music librarian, working for ten years in that capacity for Surrey County Council before moving into policy, performance, business improvement and project management across a range of services. He has worked extensively with Surrey County Councillors as a Committee clerk and also supporting them in their local role on neighbourhood projects, funding applications and consultation. Retiring from SCC six years ago he returned to work with Mole Valley District Council supporting the senior management and specifically managing the Chairman's events, diary and appointments, and organising the District's Remembrance Day commemorations. Most recently he has been appointed as an exam Invigilator for The Weald School in Billingshurst.

ALAN LADLEY

Alan Ladley has lived in West Sussex for nearly 50 years and was a police officer with Sussex Police for 36 years, serving in Horsham, Bognor Regis, Littlehampton and Chichester as well as the police HQ in Lewes. He retired in 2009 at the rank of Detective Superintendent. Subsequently he worked for six years for Sussex Police as the Force Information Manager, overseeing the forces' information assets as well as the management of Data Protection and Freedom of Information. Alan now lives in Bognor Regis and helps his wife who runs a retail business in the town.

MARTIN LOATES

Martin lived in London for 35 years and started his career as a Salesman travelling abroad for his Company on many occasions. He then moved to be a Consultant with Manpower before working for the London Borough of Southwark. He moved to Horsham 19 years ago and became Chairman of a local football team. Finding this didn't give him enough to do he became a Parish Councillor for North Horsham Parish Council for 14 years. Martin was also a non-executive Director on the Board of Saxon Weald a local Housing Association, he was Chair of the Complaints Committee. He left the Board after 9 years which is the maximum time allowed for non-executive Board Members. Martin is the Chairman of the Horsham 21 Club, a charitable Organization that has been in existence since 1945.

b) Independent Review Panel Duties and Terms of Reference

Duties and responsibilities:

1. To attend meetings of the Independent Remuneration Panel
2. To assist in making recommendations to the Council for the setting of Members' Allowances as defined in the Terms of Reference of the Independent Remuneration Panel

TERMS OF REFERENCE

Membership: Three

Length of appointment: The appointment shall be for four years.

Advisory Functions:

3. To make recommendations to Horsham District Council on the amount of Basic Allowance which should be payable to elected or co-opted Members of the authority;
4. To make recommendations about the roles and responsibilities for which a Special Responsibility Allowance should be payable and as to the amount of each such allowance;
5. To make recommendations as to whether the Council's Allowances Scheme should include an allowance in respect of expenses for the care of children and dependants, the amount of this allowance and the means by which it is determined;
6. To make recommendations on the introduction and, if introduced, the continuation of pension arrangements for Members;
7. To make recommendations on travel and subsistence allowances; and
8. To make comments or recommendations on any Members Allowances or reimbursement matters reasonably falling within the remit of the Panel.

Delegated Functions

9. To research Members Allowances Schemes in other relevant authorities;
10. To gather evidence from interested persons and relevant organisations;
11. To conduct interviews with relevant persons consistent with the Terms of Reference of the Panel; and
12. To produce reports to the Council as necessary.

APPENDIX 3

Comparative data from other authorities

a) Allowance levels

The review included research into comparative levels of Basic, SRA and other allowances across all South East England local authorities. This Members Allowance Survey is provided annually by South East Employers Association (SEE) and the information tabulated below was drawn from the most recent issue (2020). There is an established differential between the levels of allowance offered by Borough/District Councils, Unitary Authorities and County Councils, with Borough / District levels generally significantly lower than those offered by the larger authorities.

To enable a more meaningful comparison the information in Table 1, below, shows the average allowances for basic, SRA and other allowances for each of the three bands of Authorities. This can be further refined by taking into account the size of population served so a value per 1,000 head of population is also included.

Table 2 provides a sub-set of the data, comparing Horsham against seven other Local Authorities of similar size and characteristic. This is probably the most meaningful comparison.

It should be noted that the SEE data used was published early 2020 and includes figures supplied by Local Authorities in 2019. Some of the data will be based on an authorities last IRP review. Therefore, the rates shown can be historical to some extent when compared with the figures for Horsham DC which are up to date. Accordingly, the rates shown for other authorities is likely to be slightly higher now.

Table 1: Average Allowance comparison

	All Councils (Average)		Boroughs/Districts only (Average)		Horsham DC (Actual)	
	Amount	Per 1000 popn	Amount	Per 1000 popn	Amount	Per 1000 popn
Basic Allowance	£6,835.78	£30.91	£5,277.06	£43.00	£5,210.00	£36.63
SRAs						
Leader	£19,618.39	£88.72	£16,023.42	£130.57	£14,170.00	£99.64
Deputy Leader	£10,280.08	£46.49	£7,713.96	£62.86	£8,925.00	£62.76
Cabinet Member / Portfolio Holder	£9,391.95	£42.48	£7,142.80	£58.20	£7,285.00	£51.22
Cabinet Member / Non Portfolio Holder	£1,757.93	£7.95	£1,419.13	£11.56	£0.00	£0.00
Chair Audit Committee	£3,530.46	£15.97	£2,822.35	£23.00	£2,535.00	£17.82
Chair Licensing Committee	£2,938.33	£13.29	£2,554.55	£20.82	£2,535.00	£17.82
Vice Chair Licensing Committee	£261.23	£1.18	£262.40	£2.14	£0.00	£0.00
Members of Licensing Committee	£21.08	£0.10	£26.63	£0.22	£0.00	£0.00
Chair Planning Committee	£5,951.40	£26.92	£5,244.45	£42.73	£4,000.00	£28.13
Vice Chair Planning Committee	£1,024.33	£4.63	£1,060.15	£8.64	£1,345.00	£9.46
Members of Planning Committee	£206.33	£0.93	£237.77	£1.94	£0.00	£0.00
Chair Overview and Scrutiny Committee	£5,016.41	£22.69	£4,176.31	£34.03	£5,310.00	£37.34
Vice Chair Overview and Scrutiny Committee	£692.01	£3.13	£671.66	£5.47	£1,775.00	£12.48
Overview and Scrutiny Co-optee	£82.55	£0.37	£55.00	£0.45	£0.00	£0.00

	All Councils (Average)		Boroughs/Districts only (Average)		Horsham DC (Actual)	
	Amount	Per 1000 popn	Amount	Per 1000 popn	Amount	Per 1000 popn
Chair Standards Committee	N/A	N/A	N/A	N/A	£2,535.00	£17.82
Vice Chair Standards Committee	N/A	N/A	N/A	N/A	£2,535.00	£17.82
Working/Joint Committee	£514.53	£2.33	£681.00	£5.55	£0.00	£0.00
Chairman/Civic Mayor	£6,302.07	£28.50	£4,467.38	£36.40	£5,310.00	£37.34
Vice Chairman/Civic Mayor	£2,010.33	£9.09	£1,299.78	£10.59	£1,780.00	£12.52
Opposition Group Leader	£4,361.26	£19.72	£2,754.30	£22.44	£4,285.00	£30.13
Deputy Opposition Leader	£425.38	£1.92	£208.67	£1.70	£0.00	£0.00
Group Leader	£1,788.56	£8.09	£1,637.59	£13.34	£0.00	£0.00
Opposition Spokesperson	£350.62	£1.59	£101.84	£0.83	£0.00	£0.00
Committee Chair	£2,421.49	£10.95	£1,517.75	£12.37	£2,535.00	£17.82
Independent Person Allowance	£554.82	£2.51	£517.04	£4.21	£1,345.00	£9.46

Table 2a: Horsham District Council Basic Allowance compared to an identified “family group” of seven other authorities with similar characteristics.

Council	POPULATION	Basic Allowance 2020	Per1000 Pop
Adur and Worthing	70,000	£4,511.04	£64.44
Crawley	110,000	£6,617.00	£60.15
Mole Valley District Council	85,000	£4,468.32	£52.57
Chichester	113,794	£5,200.00	£45.70
Reigate and Banstead	149,000	£5,670.00	£38.05
Horsham DC	142,217	£5,210.00	£36.63
Mid Sussex DC	145,000	£5,100.00	£35.17
Arun	156,997	£5,481.00	£34.91

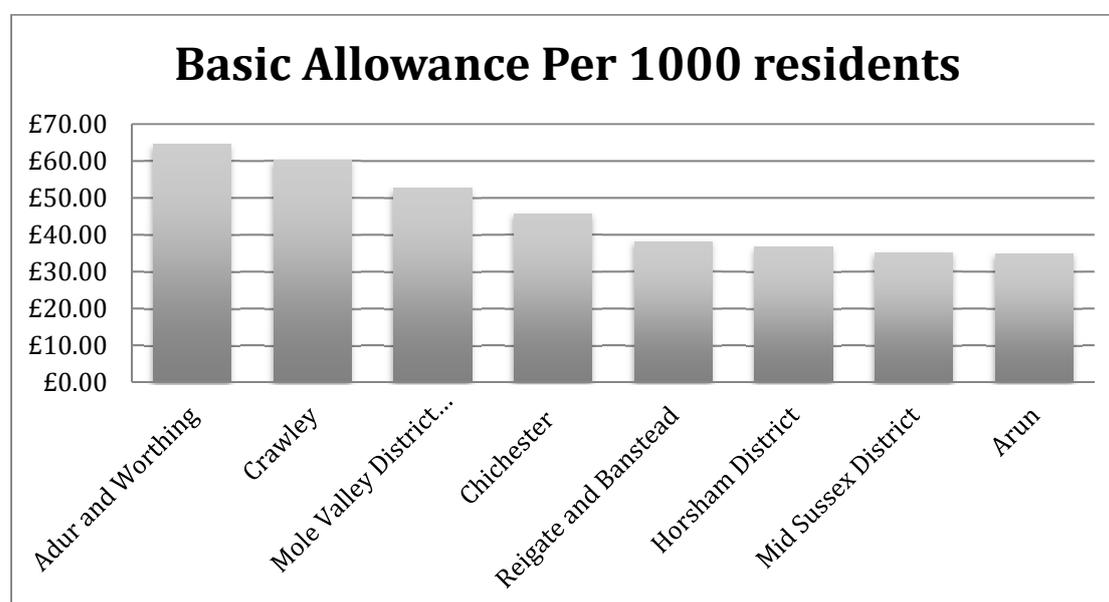


Table 2b: Horsham District Council SRAs compared to an identified “family group” of seven other authorities with similar characteristics.

	District Family (Average of the other seven)		Horsham DC (Actual)	
	Amount	Per 1000 popn	Amount	Per 1000 popn
Basic Allowance	£5,282.17	£43.47	£5,210.00	£36.63
SRAs				
Leader	£14,355.70	£121.10	£14,170.00	£99.64
Deputy Leader	£8,529.86	£71.10	£8,925.00	£62.76
Cabinet Member / Portfolio Holder	£7,008.26	£59.12	£7,285.00	£51.22
Cabinet Member / Non Portfolio Holder	£8,500.00	£58.62	£0.00	£0.00
Chair Audit Committee	£3,122.79	£26.34	£2,535.00	£17.82
Chair Licensing Committee	£2,734.90	£23.07	£2,535.00	£17.82
Vice Chair Licensing Committee	£1,163.88	£10.25	£0.00	£0.00
Members of Licensing Committee	£250.00	£1.59	£0.00	£0.00
Chair Planning Committee	£5,416.09	£45.69	£4,000.00	£28.13
Vice Chair Planning Committee	£1,264.93	£11.07	£1,345.00	£9.46
Members of Planning Committee	£777.00	£5.08	£0.00	£0.00
Chair Overview and Scrutiny Committee	£4,262.05	£35.95	£5,310.00	£37.34
Vice Chair Overview and Scrutiny Committee	£1,015.38	£8.89	£1,775.00	£12.48
Overview and Scrutiny Co-optee	£60.00	£0.38	£0.00	£0.00
Chair Standards Committee	N/A	N/A	£2,535.00	£17.82
Working/Joint Committee	£0.00	£0.00	£0.00	£0.00
Chairman /Civic Mayor	£7,096.87	£59.87	£5,310.00	£37.34
Vice Chairman/Civic Mayor	£1,938.06	£16.24	£1,780.00	£12.52
Opposition Group Leader	£2,906.59	£25.62	£4,285.00	£30.13
Deputy Opposition Leader	£547.04	£6.44	£0.00	£0.00
Group Leader	£261.00	£1.95	£0.00	£0.00
Opposition Spokesperson	£0.00	£0.00	£0.00	£0.00
Committee Chair	£1,500.00	£9.55	£2,535.00	£17.82
Independent Person Allowance	£980.00	£7.14	£517.04	£7.14

b) Comparative demographics of Councillors and Population served

	Population - England	Population - Horsham District	Councillors - England	Councillors - Horsham District
Gender				
Male	49.00%	47.73%	63.30%	72.50%
Female	51.00%	52.27%	35.70%	27.50%
Age				
18-40	36.90%	30.54%	10.50%	12.77%
41-65	40.40%	41.25%	46.70%	19.15%
65 and over	22.70%	24.80%	42.90%	68.09%
Ethnicity				
White	86.50%	96.06%	95.80%	98.00%
Other	13.50%	3.94%	4.20%	2.13%

Sources National data drawn from Local Government Association
National census of local authority councillors 2018

Horsham District data drawn from 2011 census and profile
of District Councillors as at February 2021

a) E-mail sent to all Councillors on 27 January 2021

From: Senior Democratic Services Officer
Sent: 27 January 2021 16:14
To: 2 All Councillors
Cc: Monitoring Officer
Subject: MEMBERS' ALLOWANCES - Survey

Dear Councillors

Under the Local Authorities (Members' Allowances) (England) Regulations 2003/1021 the Council has appointed the Independent Remuneration Panel to undertake a review of Members' Allowances and to produce recommendations in the form of a statutory report. The last full review of allowances was completed in 2015 and an interim review was carried out in 2018.

The Panel's remit is to consider the following:

- Members' basic allowance
- Special responsibility allowances
- Dependants' carers' allowance
- Co-optees' allowance
- Travelling and subsistence allowances

The Panel is keen to ensure that it has up to date and accurate information and a full understanding of Members' views and aspirations upon which to base this review. To this end, we'd be grateful if you would complete the attached questionnaire. Please could you return your completed survey to me by Friday 12 February as the Panel are intending to complete their review in time for the new Municipal Year.

As part of this review we are seeking to interview a representative range of Councillors. Those fulfilling certain roles will be contacted in any event, but we are keen to hear from any Councillors who wish to share their views in an interview. These will be held, depending on numbers, individually or in groups via Zoom, so please advise at your earliest convenience if you would like to take advantage of this option.

If you would like any further information, or would prefer a hard copy, please let me know.

Regards

Liz

Oh behalf of the Independent Remuneration Panel:

Ian Dewar
Alan Ladley
Martin Loates

- b) **2021 IRP Survey of Councillors**
(Includes the collated responses received)



Independent Remuneration Panel Survey of Councillors January 2021

SUMMARY OF RESULTS

Responses received from 20 Councillors

Part A: Demographic background information

- 1 Employment status _____

	Yes	No
Employed	2	
Retired	13	
Self-employed/business owner	4	
Other 2 (didn't clarify)		

- 2 Age

Under 40	2
40-65	4
Over 65	14

Part B: Time spent on council business

- 3 How much time do you spend (average hours per month):
SEE SEPARATE SHEET BELOW

Part C: Basic allowances

- 4 Basic Allowance

In your view is the current Horsham Allowance:

a) Too high	1
b) About right	12
c) Too low	7

Part D: Other Allowances

5 Special Responsibility Allowance

Do you think the current levels of Special Responsibility Allowances are:

a) Too high	1
b) About right	10
c) Too low	10

If your response is a) or c) please indicate below what you think the appropriate level should be: [SEE SEPARATE SHEET BELOW](#)

Are there any other roles that you think should attract a Special Responsibility Allowance?

Deputy Cabinet Members (they attend when CM not available)
 What about Deputies? Probably not as it's a privilege to be a deputy...
 Armed Forces Champion

6 Allowances for co-optees

a) Members of Committees who are not Horsham District Councillors

Members of Committees (i.e. Standards Committee) who are not elected Members of the District Council are entitled to receive allowances.

Do you think the Level of the basic allowance for these roles is about right for Parish Council Reps and Independent Reps?

Yes	11
No	5
If No, what level do you feel is appropriate?	£1,500 'The workload can be heavy' £1,500 £2,000 = 2 £0. Only pay if involved in an assessment

Should there be an additional ad hoc allowance to reflect the number of assessments of code of conduct complaints they undertake?

Yes	7
No	11
If Yes, what level do you feel would be appropriate?	£150 per assessment £50 per assessment £250 per assessment £200 per assessment – no other allowance

b) Representatives on Outside Bodies

Currently, Members who represent the Council on Outside Bodies do not receive an allowance. Do you think they should be entitled to a co-optee allowance? If so, should this be an annual allowance or a 'per meeting' allowance for ad hoc attendance?

Yes – annual allowance	4 - £1k / £2k / £1.2k / £2k
Yes – allowance for ad hoc attendance	5 - £30 / £45 /£50 /£20
No	10

SEE SEPARATE SHEET BELOW

7 Dependants' Carers' Allowance

This is an allowance to cover expenses in arranging care of Members' children or dependants incurred when attending a committee or meeting of the authority. The current carers' allowance is £8.72 per hour (minimum wage) or part thereof. Do you think the current level of carers' allowance is appropriate?

Yes	10
No	8
If No, what level do you feel is appropriate?	£18 / £10 / £11/£12/£10/£12

Is this allowance appropriate to cover increased costs for qualified care of a dependant adult?

Yes	11
No	6
If No, what level do you feel is appropriate?	£18/£15/£10/£25

8 Travel and subsistence

Travel and subsistence allowances are currently in line with officers' allowances as is common practice. Do you think this level is correct?

Yes	16
No	1 (too high)
If No, what level do you feel is appropriate?	£

Public Service

What percentage of time should be regarded as public service?	100% = 9 most = 1 50% = 3 80% = 1 0% = 1 don't know = 4
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c) Summary of responses to Question 3 - How much time do spend on Council Business (Average hours per month)?

a) Prep Council Meetings	3	2	5	1	3	10	4	2	8	2	12	4	2	36	5	20
b) Pre Cttees /formal mtings	4	8	5	6	5	10	4	20	8	8	30	8	10	20	0.5	15
c) Outside bodies	0	2	0	2	5	3	0	6	0	2	6	2	0	10	0	4
d) Constituents	3	8	20	5	3	4	1	10	6	10	2	6	1	8	12	30
e) Conferences/other	1	0	0	0	0	5	0	2		2	0	2	0	4	0	15
f) Training courses etc	1	2	0	2	4	4	0	8	2	1	4	2	1	0	0.5	10
g) HDC Party political	0	2	5	0	2	4	2	4		2	0	2	2	4	3	4
h) Other HDC Business	0	20	5	8	0	2	0	5	6	3	4	2	20	14	0	6
TOTAL	12	44	40	24	22	22	11	57	30	30	58	28	36	96	21	104

Yellow highlighted respondents are recipients of a SRA

d) Summary of responses to Question 5 - If you consider the current levels of SRAs are too high or too low, please indicate what you think the appropriate level should be:

	Current								
Leader of Council	£14,170	£20k	£18k	£30k	more	£15.75k		£20k	£14.5k
Deputy Leader	£8,925	£10k	£10k	£15k		£9.8k		£10k	£9.2k
Leader of Minority Group	£4,285		£5.25k	£8k		£4.7k	£8k	£8k	£4.5k
Members of Cabinet	£7,285	£8k	£8k	£10k		£8k		£9k	£7.9
Chairman of Council	£5,310	£6k	£6k	£10k		£5.85	£8k	£7k	£5.6
Vice Chairman of Council	£1,780		£2.25k	£3.5k	£3.5k	£1.95	£3k	£3k	£2k
Chair Overview & Scrutiny	£5,310		£6.25k	£10k		£5.85		£6k	£5.8k
Vice Chair Overview & Scrutiny	£1,775		£2k	£3.5k		£1.95		£2k	£2.2k
Chairs of Planning Committees	£4,000		£5k	£8k		£4.4k	£6k	£6k	£4.5k
Vice Chairs of Planning Cttees	£1,345		£2k	£3k	more	£1.48	£2k	£1k	£1.6k
Chair of Audit Committee	£2,535		£3k	£4k		£2.8k		£4k	£2.8k
Chair of Governance Committee	£2,535		£3k	£4k		£2.8k		£4k	£2.8k
Chair of Licensing Committee	£2,535		£3k	£2.5k		£2.8k		£4	£2.8k
Chair of Standards Committee	£2,535		£3k	£4k		£2.8k		£4k	£2.8k

e) HDC representation on some outside bodies, March 2021 [information given as available]

BODY	EXTENT OF COMMITMENT	PAYMENT/ EXPENSES
Gatwick Airport Consultative Committee (GATCOM)	Meetings: At least 16 per annum with the occasional ad hoc meeting Other: Responding to some internal consultations	NONE
iESE	Meetings: one per year (AGM) Other: invited to one shareholder event, a good networking opportunity	TRAVEL EXPENSES
Police and Crime Panel	Meetings: four per annum, plus working groups (estimated one day a month commitment) Other: ad hoc training sessions	TRAVEL EXPENSES
South Downs National Park Authority	Meetings: 17 per annum, plus monthly site visits Other: 12 site visits a year, plus 18 Member workshops per year and occasional working groups.	BASIC ALLOWANCE: £3,675
South East Employers' Association	Meetings: one per annum (three if on executive committee) Other: to act as an ambassador for the organisation and promote its work	NONE
WSCC Health and Adult Social Care Select Committee	Meetings: five per annum Other: ad hoc training/briefing sessions (two or three a year)	NONE
High Weald Joint Advisory Cttee	Meetings: two per annum Other: ad hoc training sessions	NONE
Gatwick Greenspace Partnership	Meetings: at least two per annum	NONE
Wey and Arun Canal Trust	Meetings: one or two per annum, plus an occasional site visit if need arises	NONE

f) Log of free text comments included in survey returns (some comments shortened and personal detail removed to preserve anonymity)

I think allowances are a difficult one because they need to be enough to enable people of different circumstances to do the job while keeping the role one of public service - not a salaried position. I am financially worse off for being a councillor because I don't feel I can properly do the role and work full time. In total I estimate that I spend an average of 10 hours per week on council work, for which I receive less than £400 per month.

I think the current system suits retired people from more affluent backgrounds very well and the make up of our council would support that view. If allowances were higher then I think it would help us move towards a council that is more representative of our residents.

It is good that the council offers a dependents allowance and I think the amount is appropriate. However, the practicality of finding someone who could provide this support on an ad hoc basis is not straightforward.

I wonder whether a flat rate might be something that could be considered to be paid to those with dependents in recognition that they are more likely to be juggling work/council work/childcare and that that comes with associated costs. I think this would attract more representative candidates, including more women.

I am one of the youngest members of the council and by that logic could benefit most from an increase but it would be absolutely criminal to increase the amount of remuneration we receive and if it came to council as a recommendation to increase, even an inflationary increase I would vehemently fight against it.

Public service question do not understand. To be a councillor is public service de facto.

Overall I feel we have too many councillors. We missed an opportunity at the last review [of wards] to reduce the numbers and the expense.

We deal with a lot of emails nowadays compared to the past. We are now nearly always available. Zoom is also an additional requirement to add to our workload. However we are doing a lot less travelling and attending traditional meetings. Some portfolios are more challenging, intensive and require more involvement with the public.

I think my opinion on this is that councillors should be compensated for their time at a level that allows as many people as possible to get involved. Most councillors are retired, the compensation for being a councillor needs to allow younger people to get involved. At the moment it's too much work for little reward.

I would class myself as an average councillor, I am not a cabinet member, however with parish councils and outside bodies that I sit on, I feel that I average about 40 hours a month on council business. Whilst I don't do this role for the money I find the remuneration almost insultingly low and feel it should be doubled in most cases, this would still be well under the national minimum wage, when you add in meeting times, travel time and all the personal items used for work related purposes. The current rate doesn't reflect the work level and commitment needed and thus will only attract a certain type of person. I feel the council would get a broader spectrum of applicants if it had a fairer policy in place on remuneration. I feel Horsham should include this fair policy:

"Fair Remuneration Principle [from Brighton & Hove City Council IRP report 2018]
Whilst supporting the public service ethos, we believe that the council should provide a package of financial support which is reasonable, that it goes some way towards addressing the disincentives from serving in local politics, and that it does not disadvantage people from all walks of life who wish to enter the political arena in this way."

APPENDIX 5

Independent Remuneration Panel – Members and Officers Interviewed

All Councillors were invited to meet the Panel if they so wished

Six interviews were held between 16 February and 24 February with a total of 16 participants. In most cases the whole Panel took part in each session

a) Officers and Councillors interviewed

NAME	POSITION / WARD
Glenn Chipp	Chief Executive, HDC
Jane Eaton	Head of Corporate Services, HDC
Cllr Matthew Allen	Broadbridge Heath
Cllr Andrew Baldwin	Holbrook East
Cllr Toni Bradnum	Nuthurst & Lower Beeding
Cllr Peter Burgess	Holbrook West
Cllr Jonathan Chowen	Deputy Leader, HDC
Cllr Philip Circus	West Chiltington, Thakeham & Ashington
Cllr Paul Clarke	Pulborough, Coldwaltham & Amberley
Cllr Ray Dawe	Leader, HDC
Cllr Brian Donnelly	Chairman of Planning (South) /Standards
Cllr Frances Haigh	Leader Opposition
Cllr Liz Kitchen	Rusper, Chairman of Planning (North)
Cllr Gordon Lindsay	Southwater South & Shipley
Cllr Roger Noel	Bramber, Upper Beeding & Woodmancote
Cllr Louise Potter	Broadbridge Heath

b) Summary of key points arising from interviews

- **Workload and working practices**
 - Most agreed that there has been an increase in the day-to-day work with an increasing amount of time spent in smaller meetings and one-to-one contacts. Also noted that home-based costs, including services, utilities and printing costs have grown since less is now being done at the office. Not expecting a full return to pre-Covid working practices, so home costs likely to remain higher, and the work/life balance shift will continue.
 - Councillors feel they are more readily contacted now and that social media and e-mails are used more extensively by residents and officers. Feeling that this carries an expectation of swift response and brings a risk that they are 'on duty' for more of the time. The increased use of Zoom, social media etc was already being established before the current restrictions and the general feeling is that this will continue.

- Less travelling undertaken, which is a time saving, but a missing element is the informal, spontaneous discussion that results from physically meeting colleagues and officers.
- A missing element is the informal, spontaneous discussion that results from physically meeting colleagues and officers.

- **Basic Allowance**

- All were at pains to clarify that financial incentive is not the primary driver for taking up the Councillor role which is generally felt to be adequate for the purpose intended. However an allowance is seen as recognition of the importance and status of the role.
- All recognised the scope of expenses that the Basic Allowance was intended to cover and that an element of unpaid commitment was expected. As with SRAs, below, the differential between Borough / District Council allowances and those available to Unitary and County Councillors was acknowledged. One interviewee commented that this is justified since most wards have 2 or 3 District Councillors, whereas County Members are the sole Divisional presence and thus shoulder all of the work locally.
- Several commented that not all Councillors are fully meeting the obligations of the role and may be less active in the community and attendance at meetings can be patchy. Where they hold a Chairmanship or similar role this requires a greater commitment and carries greater accountability. Ultimately, political parties and electorate are those that can do something about under-achievement.

- **SRAs**

- General agreement that these were a key acknowledgement of the additional work, responsibility and impact associated with the principle roles.
- Whilst most are seen as appropriate, some senior posts – Leader, Deputy and Cabinet members were felt to merit a larger allowance – more or less a full time commitment and carry a lot of responsibility, accountability and have to manage criticism and challenge effectively.
- Also noted by some that for Overview & Scrutiny, as a key committee with a high workload and significant role in business practice and council reputation, the Chairman's SRA is relatively low. Whilst the Chair of O&S is conventionally appointed from the

minority parties, the Vice Chair is a majority member and acts as a key political channel for the political group – SRA for this role is also seen as justified.

- Governance was seen, by some, as a relatively less active committee and there was some question about whether the current allowance might be disproportionately high compared with other, busier committees.
- There was some questioning of the extent to which Committee Vice Chairmen had an active enough role to merit an allowance. Acknowledged that this will vary according to individual Chairman's availability and needs to be established against the role rather than current incumbents, but may be a consideration for a revised approach (e.g. an 'Acting-up" payment when Chairman is absent).
- Noted, and questioned in most interviews, that WSCC equivalents are considerably better rewarded, though the workload is not seen as substantially different. Under the 1972 Local Government Act, the two tiers of council deliver services according to the most appropriate choice between local and countywide. No fundamental difference in the processes, decision making and governance was seen that would justify such a variation in allowances.

- **Other allowances**

- Planning is acknowledged as a key, high profile function with a considerable public impact, the HDC format, with all Councillors involved mitigates against any consideration for an allowance for all Committee members – seen as a key part of the basic role and an area for learning and gaining experience. No other committees were considered.
- There was some discussion about whether Deputy Cabinet members should be considered for an SRA (not currently included). The general view was opposed to this and the role was seen as a privilege and a valuable training opportunity. However one suggestion was for an occasional allowance payable when the deputy attends on behalf of the Cabinet member.
- A case was made for the role of Armed Forces Champion to be considered for an allowance, on the basis that it does require at least one meeting a month to be attended – estimated by the current holder as around 5 hours per work on average. There was however no general consensus that this should be introduced.
- Approved attendance by HD Councillors on external bodies was discussed in each interview and the Gatwick and South Downs National Park roles were the only active ones identified. Neither

currently receives a SRA, though SDNP provides an attendees allowance itself. Normal travel and subsistence are claimable. There was no appetite for these to be considered, though there was one view that the lack of an allowance might be a factor in the number of currently unfilled Council representative roles on external bodies.

- Some support for looking at these representative roles as an attendance allowance (£XX per meeting) as opposed to a fixed annual sum, which might stimulate interest in unfilled roles.
- Noted that much of what Councillors get involved with is a consequence of being a Councillor and therefore part of the basic job. Attendance at parish Councils is seen as part of this core role and not meriting separate financial reward.
- Some newer Councillors advised that they were unaware of the allowances available, which may suggest a refreshed awareness message for clarification.

- **Travel and other allowances**

- All agreed with the principle of travel and subsistence payments to continue reflecting those offered to officers, and included in the annual settlements accordingly. These should remain claim-based.
- General support for the continued offer of a Carers' allowance, though need to be clear that this is for paid / professional care required to release time for Councillors to meet their council and constituency obligations. Generally agreed that this should not include claiming for family members where the care would have been delivered anyway. The appropriate amount of allowance was more difficult to determine, since care can range from child-minding to significant professional care, with costs varying accordingly. At the least, this should reflect the Minimum Living Wage.
- No other areas that might be considered for such allowances were identified.

- **Review and increase mechanisms**

- General agreement with the four-yearly review process as established, and of which this is a part, but some support for the idea of linking all allowances to the annual pay settlements and increasing or not in line with staff pay and benefits. This was agreed as more politically manageable than more significant changes on a less frequent basis, or changes that might lead to

public challenge at a time of economic constraints and potentially service impacts arising from Covid19.

- Interviewees were asked to consider how the appropriate level for SRAs might be assessed. Time spent is not generally seen as an effective measure for setting or reviewing levels of allowances. More important to assess responsibility, though recognise that this is difficult to codify as an effective tool. Agreed that the relative workload of the Committees could be used as a basis for allowance setting but no specific suggestions for change were offered.

- **Incentives for attracting younger or less affluent Councillors**

- Recognised that the council is heavily weighted towards older people who have more financial and time capacity to commit. Generally agreed that more younger people are needed, but juggling work, family and council commitments is very challenging and the allowances are insufficient to encourage reducing paid employment to fulfil time demands.
- Timing of council meetings also seen as an obstacle – 17.30 typically which is likely to clash with work time and after-school and family commitments. A later start to meetings might mitigate this for some.
- Newer Councillors advised that the level of workload involved was not that clear when standing. Perhaps more clarity on this might be helpful.
- Suggested that those authorities with a more representative profile might be approached to ascertain how this is achieved.

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Key elements of the Councillor role covered by the Allowances provided

Text is extracted from *Guidance on members' allowances for local authorities in England* published by the Department for Communities and Local Government in 2001

A) Basic Allowance

Paragraphs from the DCLG document:

13. Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members. The allowance must be the same for each councillor. The allowance may be paid in a lump sum, or in instalments through the year.
14. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.
52. Paragraph 14 describes the sorts of things basic allowance is intended to cover. Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.
53. It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.

As a more detailed checklist for the Paragraph 14 definition, the following is reproduced from the report of the Independent remuneration Panel published in 2015:

1. Membership of, preparation for and attendance at
 - a) Full Council,
 - b) One Planning Committee, and
 - c) any other Committees or Working Groups as appointed
2. All other meetings of Members and meetings with Officers
3. Site meetings
4. Training
5. Attending conferences (and travelling and subsistence)
6. Attending the Standards Committee (as appropriate)
7. Preparation for meetings
8. Travelling time (plus travel allowances)
9. Constituency work

10. Attendance at Parish Council meetings (as appropriate) as District Councillor
11. Broadband provision
12. Telephone calls to office
13. Other telephone calls, correspondence etc
14. Postage and stationery
15. Approved duties - outside bodies

NB Councillors are also supplied with a laptop or tablet computer and may use dedicated in house office facilities

B) Special Responsibility Allowance (SRA)

Paragraphs from the DCLG document:

15. Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. The authority, or the panel, has to identify the special responsibilities for which the allowance is to be paid, and the amounts of allowance to be paid for each such responsibility.
16. Where one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.
17. The 1991 Regulations provide that special responsibility allowances may be paid for special responsibilities within one or more of the following categories:
 - membership of the executive where the authority is operating executive arrangements
 - acting as leader or deputy leader of a political group within the authority
 - presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
 - representing the authority at meetings of, or arranged by, any other body
 - membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
 - acting as spokesperson of a political group on a committee or sub-committee of the authority
 - such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above whether or not that activity is specified in the scheme.

Note: the 2003 Regulations add two additional categories attracting an SRA;

- acting as a member of an adoption panel within the meaning of the Adoption Agencies Regulations 1983;
 - acting as a member of any committee or sub-committee that deals with any function arising from any enactment authorising the authority to license or control the carrying on of any activity.
55. Special responsibility allowance may be paid to those members of the council who have significant additional responsibilities, over and above the generally accepted duties of a councillor. These special responsibilities must fall into one of the categories which are specified in the 1991 (now 2003) Regulation and which are detailed at paragraph 17 above.
56. The 1991 (now 2003) Regulations do not limit the number of special responsibility allowances which may be paid, nor do the regulations prohibit the payment of more than one special responsibility allowance to any one member.
57. However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance 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 a special responsibility allowance.
58. It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which a special responsibility allowance should be recommended.
59. In addition, any particular local authority will need to look carefully at the nature of its constitution when determining its scheme. New arrangements will mean that there are inevitable changes in the positions of responsibility on the council, both in terms of number and workload. Some councillors will be spending significantly more of their time on council duties than has ever previously been the case. On the other hand, changes in the traditional committee structure will mean that there are far fewer committees and, as a consequence, fewer councillors engaged as chairs and vice-chairs of numerous committees.

60. In a case where a local authority has agreed that the holder of the chair of its overview and scrutiny committees should be rotated, that local authority will need to assure itself of the additional responsibilities of the temporary chairs before determining what allowances to recommend.
61. Having determined which duties should be acknowledged as significant additional responsibilities, the local authority will need to consider the levels of special responsibility allowance which are attached to each post. A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance. One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

APPENDIX 7

Summary of Recommendations in response to the Advisory Functions set out in the IRP Terms of Reference (Appendix 2)

Please see Section 8 of the main report for the rationale substantiating the recommendations set out below

- 1) **Basic Allowance-per annum.** The current basic Allowance, to which all Councillors are entitled is set at £5,210.00. This is increased annually in line with Officer pay settlements

Recommendation:

	Current	Recommendation	Financial impact per annum
Basic Allowance	£5,210.00	Increase by 5% to £5,470.50	+£12,504.00

- 2) **Special Responsibility Allowance (SRAs)-per annum.** All SRAs are paid in addition to the Basic Allowance and are increased annually in line with Officer pay settlements

Recommendations:

Post	Current	Recommendation	Financial impact per annum
Leader of Council	£14,170	Increase by 10% to £15,587.00	+£1,417
Deputy Leader	£8,925	No change	£ zero
Leader of Minority Group	£4,285	Reduce by 10% to £3,856.50	- £ 428.50
Members of Cabinet	£7,285	No change	£ zero
Chairman of Council	£5,310	No change	£ zero
Vice Chairman of Council	£1,780	No change	£ zero
Chair Overview & Scrutiny	£5,310	No change	£ zero
Vice Chair Overview & Scrutiny	£1,775	No change	£ zero
Chairs of Planning Committees	£4,000	No change	£ zero

Vice Chairs of Planning Cttees	£1,345	No change	£ zero
Chair of Audit Committee	£2,535	No change	£ zero
Chair of Governance Committee	£2,535	No change	£ zero
Chair of Licensing Committee	£2,535	No change	£ zero
Chair of Standards Committee	£2,535	No change	£ zero
<i>Total financial impact of all SRA recommendations per annum:</i>			+£988.50

3) Carers' Allowance The Carers' Allowance is currently set at the National Living Wage (£8.72 per hour, increasing to £8.91 from 1st April 2021)

Recommendations:

- That the Dependants' Carers' allowance is confirmed as reflecting at the National Living Wage for standard child care (£8.91 p/h from 1/4/21) and linked to any periodic changes affecting the NLW
- That the Dependant Adult and specialist child care allowance should be set at the Domiciliary care rate employed by West Sussex County Council (currently £20.53 p/h) and linked to any periodic changes affecting the this

There is no clear indication of the financial impact since this is subject to individual circumstances and paid against authorised claims.

4) Pension Arrangements for Councillors. The extension of a Pension scheme to Councillors was reviewed as part of the 2015 IRP process. From 1 April 2014 Councillors in England have been unable to join the Local Government Pension Scheme. The 2015 report took the view that allowances should not be regarded as remuneration, and should not therefore be pensionable. Councillors are, of course, able to make their own pension arrangements in respect of any income they may have.

Recommendation:

- That the decision of the 2015 IRP be endorsed, but that this should be reviewed again if there is a change in legislative permissions

5) Travelling and subsistence. Travel and subsistence allowances are currently linked to those available to officers and amended in line with annual review changes.

Recommendation:

- That the current arrangements, which are regarded as satisfactory by most respondents, be retained and remain in line with those claimable by officers, including annual changes as approved

There is no clear indication of the financial impact since this is subject to authorised claims.

6) *Other aspects of Members Allowances or reimbursement matters reasonably falling within the remit of the Panel*

- a) *Co-optees to Standards Committee allowance:*** Currently Independent and Parish representatives on the Standards Committee receive £1,345.00 per annum

Recommendation:

- That the present rate is retained and index linked to officer annual pay settlements

b) *HDC Councillors representing the Council on external bodies*

Currently there are no provisions for allowances or reimbursements in recognition of these appointments (See Appendix 4e for specific detail on some current roles).

Recommendations:

- An attendance allowance of £50 per meeting to be introduced for approved representative attendance on external bodies, excluding Parish Councils and meetings where an allowance is already paid by the host organisation
- Based on the frequency of meetings set out in Appendix 4e), the potential additional cost to the Council is projected as 30 attendances at £50 each – a total of £1,500.00 per annum

c) *Structured periodic increases in allowances and claimable reimbursements*

Recommendations:

- **Basic Allowance** Retain link to the annual staff pay settlements and recommended that this should continue
- **Special responsibility Allowances** Retain link to the annual staff pay settlements and recommended that this should continue
- **Co-optee and Representative roles** Introduce a link to the annual staff pay settlements

- **Carers' Allowances** Retain link to the National Living Wage, but introduce the Domiciliary Care rate used by West Sussex County Council for Dependant Adult and specialist child
- **Travel and Subsistence** Retain link to rates available to Council Officers and reflect annual settlements

7). Summary of budget implications of all recommendations set out above

All figures exclude any annual changes resulting from settlements on pay and conditions, and annual changes in external values such as the National Living Wage and Domiciliary Care rate

Category	Annual change in cost if all accepted	Comments
Basic Allowance	+£12,504	Based on 48 Councillors receiving a 5% increase
SRAs	+£988.50	Reflects a 10% increase for the Leader of the Council / 10% decrease in Leader of Minority
Carer's Allowance	Variable	Subject to claim
Travel and Subsistence payments	Variable	Subject to claim
Co-optees	Annual staff settlement increases only	
Councillor representatives on external bodies	Variable but estimated as £1,500.00	
Total financial impact, where calculable	£14,992.50	