Subject: Member’s Allowances

Director/Head of Service: Head of Legal and Democratic Services

Decision Issues: These matters are within the authority of the Council

Decision type: Not applicable

Classification: This report is open to the public.

CCC Ward(s): All

Summary: This report describes how decisions regarding the remuneration of Members are reached and outlines the current scheme for member’s allowances based on recommendations from the East Kent Joint Remuneration Panel.

To Recommend/Resolve/Consider: Consider

Next stage in process This report is provided for information only.

SUPPORTING INFORMATION

1. Introduction
The Local Authorities (Members’ Allowances) (England) Regulations 2003 require local authorities to make a scheme of allowances for their members which sets out the remuneration of members under the following headings:

Basic Allowance – this must be the same for every councillor and recognises the time commitment of councillors and also covers incidental expenses.

Special Responsibility Allowance – this is paid to councillors who have significant responsibilities over and above the normal work of a ward councillor.

Dependants’ Carers Allowance – payable to councillors who incur costs of childcare or care of dependants whilst they are attending a meeting or on council business.

Travelling and Subsistence Allowance – payment to councillors in respect of travelling and subsistence whilst on council business.

Co-optees allowance – provision for payment of an allowance for each year to a member in respect of attendance at conferences and meetings.

In order to produce the scheme of allowances Local Authorities are required to establish and maintain an independent remuneration panel to make recommendations to the Council about the scheme and the amounts to be paid. Canterbury City Council’s Remuneration Panel was disbanded in 2009 due to
difficulties recruiting to the panel and Canterbury joined the East Kent Joint Independent Remuneration Panel (EKJIRP) which is now made up of appointees from Shepway, Dover, the Thanet District Councils and Canterbury. The duty of the Independent Remuneration Panel is:

“To determine a reasonable level of remuneration for the elected and independent members of council and council committees, accepting that a certain proportion of such remuneration shall be remitted in respect of the voluntary element of their work.”

The EKJIRP presented its Quadrennial Review to Canterbury City Council in 2009 and gave recommendations for the remuneration of councillors for the municipal years 2009/10 to 2012/13.

The Canterbury City Council scheme of allowances is publically available and can be found on the website.
http://www2.canterbury.gov.uk/committee/Published/StdDataDocs/8/5/1/0/SD00000158/schemeformembersallowancesfromConstitutionApril2011.pdf

2. Detail

Once the Quadrennial Report had been received the Group Leaders were consulted and the recommendations of the EKJIRP were presented to the General Purposes Committee on 8 February 2010 by the Head of Legal and Democratic Services. A summary of recommendations can be found in Appendix 1.

The Committee discussed each recommendation in turn and most, but not all, recommendations were accepted and further recommendations made to Full Council. Significant points are as follows and full details of the recommendations made to Full Council can be found in Appendix 2.

- Implementation of a new Basic Allowance to £5,652 per annum be deferred until a further reassessment by the Panel in 2011/12, and the Basic Allowance of £4,710 per annum be retained for municipal years 2009/10 and 2010/11.
- Broadband expenses be paid at £15 per month until the above reassessment is complete.
- With the exception of Special Responsibility Allowances paid to the Leaders and Deputy Leaders of political group, no member shall be entitled to more than one Special Responsibility Allowance, and should they hold more than one office, the highest of the Special Responsibility Allowances will be paid.
- Special Responsibility Allowances will be calculated on a time based basis.
- Dependant Carers Allowance be set at the hourly minimum wage for child care and the rate charged by Kent County Council Social Services for a Home Care Assistant for an adult/disabled dependant.
• Current arrangement for travel and subsistence be adhered to pending a review of allowances made to officers (see below).
• The Basic Allowance and Special Responsibilities Allowance and Co-Optees Allowance be index linked to the Canterbury City Council Officer Pay Award percentage for the next 4 years.

The General Purposes Committee noted that these recommendations brought the allowances back into balance with the Budget.

The current arrangements for travel and subsistence states that Councillors (which includes independent/co-opted members) will be reimbursed car mileage from their home to place of duty and return, in respect of attendance at approved duties, or as the council’s representative on outside bodies in accordance with the rates set out as the officers’ casual user allowances. For journeys outside Kent the second class rail fair is paid (irrespective of whether the councillor chooses to use a car), together with taxi fares, parking charges and underground fares incurred. Where it is impracticable for a councillor to travel by train because the venue is difficult to get to within the time allowed, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate, provided approval from the Director of Resources for this exception is obtained prior to the journey.

An interim review of allowances was conducted by the EKJIRP in 2011 and was presented to the General Purposes Committee on 15 November 2011 by the Head of Legal and Democratic Services. The recommendations were discussed and the following salient points recommended to Full Council (full details of the recommendations can be found in Appendix 3)
• Basic allowances remain at £4,710 per annum and broadband at £15 per month.
• Special Responsibility Allowance be paid to the chairman of both the Overview Committee and the Scrutiny Committee.
• That the wording of the Scheme of Allowances be amended adopting a radius of 12 miles from Canterbury Cathedral as ‘home’ to remove the possibility of mileage allowances being paid to members for travel from their homes significantly beyond the Council’s borders ie. A member’s ‘home’ from which they claim mileage allowances must be no more than 12 miles from Canterbury Cathedral.
The Local Authorities (Members' Allowances) (England) Regulations 2003 also require (under Regulation 16 (b)) that the total sum paid by the Authority to each Member of the Council is published annually and this is available on the website.

http://www2.canterbury.gov.uk/committee/Published/StdDataDocs/0/8/1/0/SD00000180/PN2011Membersexpenses2011.pdf

In addition to the total amount paid, this also details the payments under the following headings:

- Car allowance including mileage
- Travel and Subsistence
- Basic Allowances
- Special responsibility allowances
- National Insurance
- Mobile phones
- PC allowances.

A system for checking member’s travel expenses will be re-introduced to ensure consistency.

3. Relevant Council Policy/Strategies/Budgetary Documents


4. Consultation planned or undertaken

None

5. Options available with reasons for suitability

Not applicable.

6. Reasons for supporting option recommended, with risk assessment

Not applicable.

7. Implications

(a) Financial Implications

Any changes to the remuneration of Members will have financial and budget implications.

Other implications

None

8. Conclusions
The current process for agreeing and/or amending the Canterbury City Council Scheme of Members' Allowances is robust and in line with The Local Authorities (Members' Allowances) (England) Regulations 2003.

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Appendix 1 – Summary of Recommendations of the East Kent Joint Independent Remuneration Committee for the Municipal Years 2009/10 to 2012/13

2.1 All recommendations are intended to be retrospectively effective from the start of the municipal year 2009/10 with the exception of recommendations, 2.10 and 2.16-2.20 which should only apply with effect from the first full month following adoption, by the Council.

Basic Allowance

2.2 The Panel recommends as follows in respect of the Basic Allowance for Councillors:

(a) That the voluntary public service principle component be decreased from 50% to 40% for the purposes of the Basic Allowance.

(b) That broadband/dial-up Internet costs be included in the list of incidental expenditure covered by the Basic Allowance and any separate remuneration towards these costs be removed.

(c) That the level of Basic Allowance in light of recommendations (a) and (b) be increased to £5,652.00 per annum for all councillors.

(d) That the implementation of the new Basic Allowance proposed in recommendation (c) be deferred until a further reassessment by Panel in 2011/12 and until then the Basic Allowance of £4,710.00 be retained for the municipal years 2009/10 and 2010/11, subject to any annual index linking adjustment.

2.3 That in the event that recommendation (d) is adopted by the Council, it is further recommended that the implementation of recommendation (b) also be deferred until the reassessment by the Panel in 2011/12 and that a flat allowance (reduced from £45.00 to £15.00 per month) be available to members towards broadband costs until then.

Multiple Special Responsibility Allowances

2.4 The Panel recommends that no member shall be entitled to more than one Special Responsibility Allowance. Where a member holds more than one office, then the highest of the special responsibility allowances shall apply.

Special Responsibility Allowance Calculation

2.5 The Panel recommends that the time-based approach be retained as the basis for calculating Special Responsibility Allowances.

Leader of the Council

2.6 The Panel recommends that the Special Responsibility Allowance for the Leader of the Council be set at £19,325.00 per annum.

Deputy Leader of the Council

2.7 The Panel recommends that the Special Responsibility Allowance for the Deputy Leader of the Council be set at £11,595.00 per annum (60% of the Leader of the Council's Special Responsibility Allowance).
Executive Member

2.8 The Panel recommends that the Special Responsibility Allowance for an Executive Member (other than the Leader or Deputy Leader) be set at £8,503.00 per annum (44% of the Leader of the Council’s Special Responsibility Allowance).

Committee Chairman

2.9 The Panel recommends that the Major/Minor committee weighting be adopted as follows:

Major Committee
- Development Control Committee
- Overview and Scrutiny Committee
- Licensing Committee
- Audit Committee

Minor Committee
- General Purposes Committee
- Standards Committee
- Whitstable Harbour Board
- Area Member Panel
- Joint Transportation Board
- Housing Appeals and Benefits Committee

2.10 The Panel recommends that the Special Responsibility Allowance paid to individual members of the Licensing Committee and the Housing Appeals and Benefits Committee be removed with effect from the first full month following the adoption of this recommendation.

2.11 The Panel recommends that the Special Responsibility Allowance for the Chairman of a Major Committee be set at £5,563.00 per annum.

2.12 The Panel recommends that the Special Responsibility Allowance for the Chairman of a Minor Committee be set at £1391.00 per annum.

Committee Vice-Chairman

2.13 The Panel recommends that the Special Responsibility Allowance for the Vice-Chairman of a Major Committee be set at 25% (£1,391.00) of that of a Chairman of a Major Committee per annum.

2.14 The Panel recommends that the Special Responsibility Allowance for the Vice-Chairman of a Minor Committee be set at 25% (£348.00) of that of a Chairman of a Minor Committee per annum.

Leader of a Political Group

2.15 The Panel recommends that the Special Responsibility Allowance for Political Group Leaders continue to be calculated in line with the per capita model based on 30% of the Leader of the Council’s SRA (£5,798.00 or £116.00 per councillor).

Dependent Carers Allowance

2.16 The Panel recommends that the Dependent Carers Allowance (child care) be set at the hourly national minimum wage or a higher hourly rate of the authorities choosing.
2.17 The Panel recommends that the Dependent Carers Allowance (adult and/or disabled 
dependent) be set at the rate charged by Kent County Council Social Services for a 
Home Care Assistant.

2.18 The Panel recommends that the weekly limit of 15 hours on claims for Dependent 
Carers Allowance (child and adult) be removed.

**Travel and Subsistence Allowances**

2.19 The Panel recommends that the approved Inland Revenue (also known as AMAP) 
rates be adopted.

**Local Government Pension Scheme**

2.20 The Panel is of the opinion that the Local Government Pension Scheme should be 
made available to Members to join should they so wish to do so.

**Co-optees Allowances**

2.21 The Panel recommends that co-optees serving on the Whitstable Harbour Board 
continue to be remunerated on the existing basis.

2.22 The Panel recommends that all independent members of the Standards Committee 
be awarded a special responsibility allowance of not less than that of the chairman of 
a minor committee (£348.00) or at a higher rate of the authority’s choosing.

2.23 The Panel recommends that where a co-opted member is either the chairman or 
vice-chairman of a committee, he or she should receive the same Special 
Responsibility Allowance as would an elected member occupying the position. In 
addition, all co-opted members should, unless otherwise specified by the authority, 
be entitled to claim travel, subsistence, and Dependant Carers’ Allowance at the 
appropriate rates for councillors as published from time to time by Canterbury City 
Council.

**Index Linking Arrangements**

2.24 The Panel recommends that the Canterbury City Council Officer Pay Award 
percentage be adopted as the index linking measurement for the Basic Allowance; all 
Special Responsibility Allowances; and the Co-Optees Allowance for the next four 
years.

2.25 The Panel recommends that the travel and subsistence allowances be index linked to 
the approved Inland Revenue (also known as AMAP) rates for the next four years.

2.26 The Panel recommends that the Dependent Carers Allowance be index linked to the 
National Minimum Wage for the next four years.
Appendix 2 - Recommendations to Full Council from the General Purposes Committee 8 February 2010

RECOMMENDED (to Full Council) –

(a) That the council respond to the summary recommendations of the East Kent Independent Remuneration Panel (EJKIRP) as set out below and that the Councillor and Co-opted Members Allowance Scheme be amended accordingly:

2.1 That the allowances set out in the report of the EJKIRP as amended below be accepted for the year 2009/10 without retrospective effect and where changes to the members remuneration scheme are approved, such changes come into effect for the council year 2010/11.

2.2 To defer the implementation of a new Basic Allowance of £5,652 per annum for all councillors (as proposed in recommendation 2.2(c)) until a further reassessment by the Panel in 2011/12 and until then the Basic Allowance of £4,710.00 be retained for the municipal years 2009/10 and 2010/11, subject to any annual index linking adjustment.

2.3 That in the event the above recommendation is adopted by the Council, the implementation of recommendation 2(b) in the EJKIRP (the inclusion of Internet costs being included in incidental expenditure covered by the basic allowance, and that any separate remuneration towards these costs be removed) also be deferred until the reassessment by the Panel in 2011/12 and that a flat allowance (reduced from £45.00 to £15.00 per month) be available to members towards broadband costs until then.

2.4 That with the exception of the special responsibility allowances paid to the Leaders and Deputy Leaders of political groups, no member shall be entitled to more than one Special Responsibility Allowance. Where a member holds more than one office, then the highest of the special responsibility allowances shall apply.

2.5 That the time-based approach be retained as the basis for calculating Special Responsibility Allowances.

2.6 That the special responsibility allowance for the Leader of the Council be set at £18,114 per annum.

2.7 That the Special Responsibility Allowance for the Deputy Leader of the Council be set at £6,342 per annum.

2.8 That the Special Responsibility Allowance for an Executive Member (other than the Leader or Deputy Leader) be set at £5,430 per annum.

2.9 That for the year 2010/11 the following Special Responsibility Allowances be approved, subject to a review to be reported to a future meeting of the General Purposes Committee taking into account the time spent by Members in carrying out those responsibilities, and if appropriate, adjusting allowances accordingly:
(a) the Chairing of Licensing and Overview and Scrutiny Committee (to include the chairmanship of its sub-committee) at £4,539;
(b) the Chair of Development Control Committee at £3,618; and (c) the Vice-Chair of Licensing at £4,077 and that the following be approved:
(d) the chairs of all other committees at £906; and
(e) in the event of any chairmanships being shared that the allowance shall be shared accordingly.

2.10 (a) That the Special Responsibility Allowance paid to individual Members of the Licensing Sub-Committee be withdrawn for the year 2010/11 subject to a review, to be reported to a future meeting of the General Purposes Committee, taking into account the time spent by Members in carrying out their responsibilities.

That the Special Responsibility Allowance paid to individual Members of the Housing Appeals and Benefits Committee be removed.

2.11 That this recommendation not be adopted.

2.12 That this recommendation not be adopted.

2.13 That the existing arrangements remain in that no Special Responsibility Allowance be paid to the Vice-Chairman of a Major Committee save that of Licensing as set out in 2.9(c) above.

2.14 That this recommendation not be adopted.

2.15 That the Special Responsibility Allowance for Political Group Leaders continue to be calculated in line with the per capita model based on 30% of the Leader of the Council’s Special Responsibility Allowance (£5,798.00 or £116.00 per councillor).

2.16 That the Dependent Carers Allowance (child care) be set at the hourly national minimum wage.

2.17 That the Dependent Carers Allowance (adult and/or disabled dependent) be set at the rate charged by Kent County Council Social Services for a Home Care Assistant.

2.18 That the weekly limit of 15 hours on claims for Dependent Carers Allowance (child and adult) be removed.

2.19 That with regard to Travel and Subsistence, the current arrangements be adhered to, pending a review of allowances paid to officers.

2.20 That the Local Government Pension Scheme not be made available to Members.

2.21 That co-optees serving on the Whitstable Harbour Board continue to be remunerated on the existing basis.

2.22 That all independent members of the Standards Committee, other than the Chair receive a special responsibility allowance of £453.

2.23 That where a co-opted member is either the chairman or vicechairman of a Committee, he or she should receive the same Special Responsibility Allowance as would an elected member occupying the position. In addition, all co-opted members should, unless otherwise specified by the authority, be entitled to claim travel, subsistence, and Dependant Carers’ Allowance at the appropriate rates for councillors as published from time to time by Canterbury City Council.

2.24 That the Canterbury City Council Officer Pay Award percentage be adopted as the index linking measurement for the Basic Allowance; all Special Responsibility Allowances; and the Co-Optees Allowance for the next four years.
2.25 That the travel and subsistence allowances continue to be uprated as under the present scheme, subject to the outcome of any review referred to at 2.19 above.

2.26 That the Dependent Carers Allowance be index linked to the National Minimum Wage for the next four years.
   (b) That for the year 2009/10, the allowances remain as specified above and be not increased in line with the official 1% pay award made during this council year.
Appendix 3 – Recommendations to Full Council from the General Purposes Committee 15 November 2011

RECOMMENDED (to Full Council):

1) That the members basic allowance remain at £4,710 per annum

2) That whilst the North and South Area Member Panels meet jointly on a non-decision making basis a special responsibility allowance be paid to the member who chairs that joint meeting at the same level as the chairs of the other Area Member Panels being the annual sum of £906.

3) That single special responsibility allowance be reviewed if the two panels meet separately other than on an isolated occasion or a rotating chairmanship be established.

4) That a special responsibility allowance be paid to the chairman of both the Overview and Scrutiny Committees being the annual sum of £4539.

5) That the special responsibility allowances referred to above be paid retrospectively from the date of appointment.

6) That the wording in the Scheme of Allowances be amended including adopting the radius of 12 miles from Canterbury Cathedral, as suggested in the report to remove the possibility of mileage allowances being paid to members for travel from their homes significantly beyond the Council’s borders to attend approved duties with additional wording to include use of public transport.