



**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Huntingdonshire District Council**



December 2022

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## **1. INTRODUCTION AND BACKGROUND**

1.1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.

1.1.2 Huntingdonshire District Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Nicky Blanning – Local resident  
Gerard Dempsey- Business Consultant and member of the Judiciary  
Jennifer Horn- Former Company Director  
Amanda Orchard- Marketing Consultant and Local Magistrate  
Mark Palmer – Development Director, East of England LGA (Chair)

1.1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

- (a) the amount of basic allowance to be payable to all councillors;
- (b) the level of allowances and whether allowances should be payable for:
  - (i) special responsibility allowances, including those for new committees Constitution and Ethics Committee and Shareholder Cabinet Committee;
  - (ii) travelling and subsistence allowance;
  - (iii) dependants' carers' allowance;
  - (iv) parental leave and.
  - (v) co-optees' allowance.

and the amount of such allowances.

- (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
- (d) 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.

## **2. CURRENT SCHEME**

2.1.1 The last full review of councillors' allowances was undertaken by the IRP in September 2018.

2.1.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £4,729 per annum, with effect from May 2021. In addition, some councillors receive special responsibility allowances for undertaking additional duties.

2.1.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

### 3. PRINCIPLES UNDERPINNING OUR REVIEW

#### 3.1 The Public Service Principle

3.1.1 This is the principle that an important part of being a councillor is the desire to serve the public and, therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.<sup>1</sup> Moreover, we found that a public service concept or ethos was articulated and supported by most of the councillors we interviewed and in the responses to the questionnaire completed by councillors as part of our review.

3.1.2 The principle of public service had been recognised in previous IRP reviews and was quantified in 2018. To provide transparency and increase an understanding of the Panel's work, we will continue to recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor. Further explanation of the PSD to be applied is given below in section 4.

#### 3.2 The Fair Remuneration Principle

3.2.1 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 continues to subscribe to the view promoted by the independent Councillors' Commission:

*Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.<sup>2</sup>*

3.2.2 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.

3.2.3 Hence, we continue to acknowledge that:

- (i) allowances should apply to roles within the Council, not individual councillors;
- (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.

3.2.4 In making our recommendations, we have therefore sought to maintain a balance between:

- (i) the voluntary quality of a councillor's role;

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<sup>1</sup> The former Office of Deputy Prime Minister – , *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

<sup>2</sup> Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
- (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor.

3.2.5 The Panel as in 2018 continues to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings and differentials of the allowances are as transparent as possible.

3.2.6 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor’s performance in the role.

## 4. CONSIDERATIONS AND RECOMMENDATIONS

### 4.1 Basic Allowance

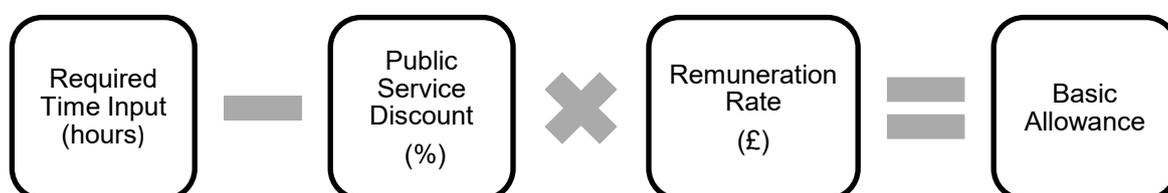
4.1.1 A Council’s scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, “Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.”<sup>3</sup>

4.1.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors may operate. Many councillors are also appointed by the Council to a number of external organisations.

4.1.3 We recognise that councillors are responsible to their electorate as:

- Representatives of a particular ward;
- Community leaders;
- Decision makers for the whole Council area;
- Policy makers for future activities of the Council;
- Scrutineers and auditors of the work of the Council; and
- Regulators of planning, licensing and other matters required by Government.

4.1.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.<sup>4</sup> For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



<sup>3</sup> The former Office of Deputy Prime Minister, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

<sup>4</sup> The former Office of Deputy Prime Minister – now the Department for Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.

4.1.5 Each of the variables is explained below.

#### Required Time Input

4.1.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant Councillor Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.<sup>5</sup>

4.1.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is 9 hours per week.

#### Public Service Discount (PSD)

4.1.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 30 per cent to the calculation of the basic allowance. This percentage sits within the mid- range of PSDs applied to basic allowances by councils.

#### Remuneration Rate

4.1.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. We came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.

4.1.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross<sup>6</sup> wage per hour for the Huntingdonshire District Council area £15.32<sup>7</sup>

#### Calculating the basic allowance

4.1.11 After determining the amount of time required each week to fulfil the role (9 hours), the level of PSD to be applied (30%) and the hourly rate to be used (£15.32), we calculated the basic allowance as follows:



4.1.12 The gross Basic Allowance before the PSD is applied is **£7,170**. Following the application of the PSD this leads to a basic allowance of **£5,019** per annum.

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<sup>5</sup> The summary responses to the questionnaires are available on request.

<sup>6</sup> The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

<sup>7</sup> The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2021.

4.1.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, and ward work and attendance on external bodies.

4.1.14 We did also note the levels of basic allowance currently allocated by other district/city councils in the Cambridgeshire area (see table below and Appendix 3 for a wider scope of district and borough councils).

<b>Council</b>	<b>Cambridgeshire District/City Councils: Basic Allowances (£) 2022</b>
Cambridge City Council	5,554
East Cambridge District Council	5,765
Huntingdonshire District Council	4,729
South Cambridgeshire District Council	5,010
<b>Average</b>	<b>5,265</b>

4.1.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as councillors. The Panel was of the view that this review had begun to make recommendations to ensure that the current basic was in accordance with the principle of fair remuneration.

**WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Huntingdonshire District Council be £5,019 per annum.**

## **4.2 Special Responsibility Allowances (SRAs)**

4.2.1 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.

4.2.2 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive an SRA, the local electorate may rightly question the justification for this.<sup>8</sup>

4.2.3 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

- Executive Leader
- Deputy Executive Leader
- Assistant Executive Leader
- Cabinet Members
- Chair of Council
- Chair of Development Control Committee
- Chair of Licensing and Protection Committee/Licensing Committee
- Chair of Overview and Scrutiny Panels

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<sup>8</sup> The former Office of Deputy Prime Minister – now the Department for Housing Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

- Chair of Corporate Governance Committee
- Chair of Employment Committee
- Vice Chair of Council
- Vice Chair of Development Control Committee
- Vice Chair of Licensing Protection Committee/Licensing Committee
- Vice Chair of Overview and Scrutiny Panels
- Vice Chair of Corporate Governance Committee
- Vice Chair of Employment Committee
- Leader of Principal Opposition Group
- Deputy Leader of Principal Opposition Group
- Leader of Minor Opposition
- Development Control Committee Ordinary Members
- Combined Authority Board Member
- Substitute to Combined Authority Board
- Appointees to Combined Authority Overview and Scrutiny Committees
- Appointee to Combined Authority Audit and Governance Committee
- Head Independent Person
- Deputy Independent Person

#### One SRA Only Rule

- 4.2.4 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor can receive more than one SRA, then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.
- 4.2.5 Moreover, the One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted. The exception to this 'Rule' will continue to be for all appointments and councillor representatives on the Cambridgeshire and Peterborough Combined Authority Board. This exception will apply to the councillor representative on the Combined Authority Board, the substitute councillor representative on the Board, the councillor appointments to the Combined Authority Overview and Scrutiny and Audit and Governance Committees. Finally, Ordinary Members of the Development and Management Committee with the exception of the Chair, Vice Chair and Cabinet Member nomination on the Development and Management Committee will be able to receive the additional Special Responsibility Allowance for Development and Management Committee Members.

**WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances. The exception to this 'Rule' is for all councillor representatives on the Cambridgeshire and Peterborough Combined Authority Board, Overview and Scrutiny Committees and the Audit and Governance Committee. This exception will also apply to the Substitute Member on the Combined Authority Board. Finally, with the exception of the Chair, Vice Chair and Cabinet Member nomination all Members of the Development and Management Committee will be able to receive more than one Special Responsibility Allowance.**

#### Calculating SRAs

- 4.2.6 The Panel continued to the criteria and formula for calculating the Leader of the Council allowance. Based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities and is the most time consuming.
- 4.2.7 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

We grouped together in Tiers those roles that we judged to have a similar level of responsibility.

#### Executive Leader (Tier One)

- 4.2.8 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Executive. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.
- 4.2.9 The multiplier we applied to calculate the Leader's SRA is 300% (3 x times) the basic allowance. If the recommended option of a basic allowance with a PSD of 30% is adopted, this results in a Leader's Allowance of £15,057.

**WE RECOMMEND that the Leader of the Council to receive a Special Responsibility Allowance of 300% of the basic allowance, £15,057.**

#### Deputy Executive Leader (Tier Two)

- 4.2.10 The Deputy Executive Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Executive Leader's SRA be set at 75% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £11,293.

**WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 75% of the Executive Leader's Allowance, £11,293.**

#### Assistant Executive Leader (Tier Three)

- 4.2.11 Following the May 2022 elections and the formulation of the Joint Administration Agreement the role of Assistant Executive Leader was developed as part of the cabinet to support the Executive Leader and Deputy Executive Leader.
- 4.2.12 Evidence from the interviews we undertook with councillors, underlines the responsibility of this role. The role holds considerable responsibility and in addition we found the time commitment for the role to be significant.

**WE RECOMMEND that the Assistant Executive Leader receive a Special Responsibility Allowance of 65% of the Executive Leader, £9,787.**

#### Cabinet Members (Tier Four)

- 4.2.13 The role of the Cabinet Members continues to be a key role within decision-making responsibility and a high level of impact across the Council and specific portfolio area.

The Panel was also of the view that the number of appointees to Cabinet should not have an impact on the level of SRA for the Cabinet Member. Regardless of the number of Cabinet Members (up to a maximum of seven excluding the Executive Leader, Deputy and Assistant Executive Leader) the SRA should be set at one level.

**WE RECOMMEND that the Cabinet Members should continue receive an allowance of 55% of the recommended Executive Leaders allowance, £8,281. WE FURTHER RECOMMEND that their should be a single rate for the SRA of Cabinet Member regardless of the size and composition of the Cabinet.**

#### Assistant Cabinet Members

- 4.2.14 Following the May 2022 election and the formation of the Joint Administration Agreement the roles of Assistant Cabinet Members have been removed. The Panel is therefore of the view that the SRA for the role of Assistant Cabinet Member should be removed from the recommended Scheme of Members Allowances.

**WE RECOMMEND that the SRA for the role of Assistant Cabinet Member be withdrawn.**

#### Chair of Development Control Committee and Chair of Licensing and Protection Committee/Licensing Committee (Tier Five)

- 4.2.15 The Panel was of the view that Chair of the Development Control Committee and Licensing and Protection Committee were both the most demanding Committee Chair roles both in terms of time commitment and community impact. The Panel therefore recommends that the Chair of the Development Control Committee and the Chair of Licensing and Protection Committee/Licensing Committee should receive a SRA of 45% of the recommended Executive Leaders' Allowance, £6,776.

**WE RECOMMEND that the Chair of Development Control Committee and the Chair of Licensing and Protection/Licensing Committee receive an SRA of 45% of the recommended Executive Leaders' Allowance, £6,776.**

#### Chair of Overview and Scrutiny Panels (Tier Six).

- 4.2.16 The Chair of the Overview and Scrutiny Panel is a key role of significant impact. Overview and Scrutiny although not a decision-making committee can exert considerable influence and has an external facing role in terms of ensuring accountability. The Panel therefore recommend that the Chair of the Overview and Scrutiny Panels should receive an allowance of 40% of the Leader's Allowance, £6,023.

**WE RECOMMEND that the Chair of the Overview and Scrutiny Panel should receive an allowance of 40% of the Leader's Allowance £6,023.**

#### Leader of the Principal Opposition Group and Combined Authority Board Member (Tier Seven)

- 4.2.17 The role of Leader of the Principal Opposition Group is a significant role and one that is required to have an SRA within the 2003 Regulations. The role manages a significant sized group and also ensures democratic scrutiny and accountability of the administration. The Panel therefore recommends that the Leader of the Principal Opposition Group should receive an allowance of 35% of the Leader's Allowance, £5,270. The qualification criteria for this allowance will be the same as in the current scheme of allowances, at least eleven members been registered as a political group.

4.2.18 The Panel also considered the role of the Appointee to the Combined Authority Board. The Panel was informed that this was a role that required a significant time input and had a considerable impact due to the responsibilities of the Cambridgeshire and Peterborough Combined Authority. The Panel therefore recommends that the Appointee to the Combined Authority Board should receive an allowance of 35% of the Leader's Allowance, £5,270.

**WE RECOMMEND that the Principal Opposition Group Leader and the Appointee to the Combined Authority Board should both receive an allowance of 35% of the Leader's Allowance, £5,270.**

Chair of Council (Tier Eight)

4.2.19 The Chair of Council has a key role in chairing the full Council meeting and is also the first citizen of the District and has a wider ceremonial role that is remunerated outside of this Scheme of Allowances. The Panel recommend that the Chair of Council should receive an allowance of 30% of the Leader's Allowance, £4,517.

**WE RECOMMEND that the Chair of Council should receive an allowance of 30% of the Leader's Allowance, £4,517.**

Chair of the Employment Committee and Chair of the Corporate Governance Committee (Tier Nine)

4.2.20 The Panel recommends that the Chair of the Employment Committee and the Chair of the Corporate Governance Committee should continue to receive a Special Responsibility Allowance of 20% of the Leader's Allowance, £3,011.

**WE THEREFORE RECOMMEND that the Chair of the Employment Committee and the Chair of the Corporate Governance Committee should receive an allowance of 20% of the Leader's Allowance, £3,011.**

Vice Chair of Council, Development Control Committee, Licensing and Protection Committee, Overview and Scrutiny Panels, Employment Committee and Corporate Governance Committee.

4.2.21 The Panel was of the view that all the Vice Chair continued to undertake roles that were of a significant responsibility that justified an allowance. Within the Vice Chair roles that of the Vice Chair of Council and Vice Chair of the Development Control Committee were regarded as larger in terms of impact and time Commitment. The Panel therefore recommends that the Vice Chair of Council and the Vice Chair of Development Control Committee should receive an allowance of 40% of the Chair's allowance, £1,807 £2,710. The Panel further recommends that the Vice Chair of Licensing and Protection Committee, Vice Chair of Overview and Scrutiny Panels, Vice Chair of the Employment Committee and Vice Chair of Corporate Governance Committee should receive an allowance of 30% of the Chair's allowance.

**WE THEREFORE RECOMMEND that the Vice Chair of Council and the Vice Chair of the Development Control Committee should receive an allowance of 40% of the Chair's allowance, £1,807 and £2,710. WE FURTHER RECOMMEND that the Vice Chair of Overview and Scrutiny Panels should receive an allowance of 30% of the Chair's allowance, £1,807. The Vice Chair Licensing and Protection Committee should receive an allowance of 30% of the Chair's allowance, £2,033. The Vice Chair of the Employment Committee and the Corporate Governance Committee should receive an allowance of 30% of the Chair's allowance, £903.**

Combined Authority Allowances, Substitute Appointee to the Combined Authority

Board, Appointees to Combined Authority Overview and Scrutiny Committee and Appointee to Combined Authority Audit and Governance Committee.

- 4.2.22 The Panel recommends that Substitute to the Combined Authority Board should receive an allowance of 35% of the Combined Authority Board Member, £1,845. The Appointees to the Combined Authority Overview and Scrutiny Committees should receive an allowance of 20% of the Combined Authority Board Member, £1,054 and the Appointee to the Combined Authority Audit and Governance Committee should receive an allowance of 20% of the Combined Authority Board Member, £1,054.

**WE THEREFORE RECOMMEND that the Substitute Appointee to the Combined Authority Board receive an allowance of 35% of the Combined Authority Board Member, £1845. The Appointees to the Combined Authority Overview and Scrutiny Committee and the Appointee to the Combined Authority Audit and Governance Committee receive an allowance of 20% of the Combined Authority Board Member, £1,054.**

Deputy Leader of Principal Opposition Group, Leader of Minority Opposition Group

- 4.2.23 The Panel is of the view that the Deputy Leader of the Principal Opposition Group and the Leader of the Minority Opposition continue to be roles of a *significant responsibility* to warrant a SRA. The Panel recommends that the Deputy Leader of Principal Opposition Group and the Leader of the Minority Opposition should receive an allowance of 15% of the Leader of the Principal Opposition, £791 per annum. Both these roles are based on the same qualification criteria as outlined in the current scheme.

Development Control Committee Ordinary Members

- 4.2.24 The Panel was of the view that the Development Control Committee Ordinary Members should continue to receive an allowance of 10% of the Chair of Development Control Committee, £678.

**WE RECOMMEND that Development Control Committee Ordinary Members receive an allowance of 10% of the Chair of the Development Control Committee, £678.**

### **4.3 Independent Persons Allowance**

- 4.3.1 An IRP may recommend the payment and level of an allowance for those who serve on the committees or sub-committees of a Council but are not members of the Council. We recognise that in so doing, an element of the contribution made by the Independent Persons should be voluntary. We therefore continue to recommend that Head Independent Person of the Council and the Deputy Independent Person of the Council are entitled to an allowance plus travel, subsistence and other expenses in accordance with the scheme applicable to councillors.

**WE RECOMMEND that the Head Independent Person should continue to receive an allowance of £1,051 per annum, the Deputy Independent Person an allowance of £525 per annum. The roles will also receive travel, subsistence and other expenses in accordance with the scheme applicable to councillors.**

### **4.4 Travelling and Subsistence Allowance**

- 4.4.1 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be

paid to Independent Persons of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

**WE RECOMMEND that travelling allowance should be payable to councillors and Independent Persons in connection with any approved duties. The amount of travel payable shall continue to be at the maximum levels payable to council staff in line with HM Revenue and Customs' rates. In respect of Subsistence WE RECOMMEND that the current approach continues in that subsistence is not payable with the exception of 'special circumstances' such as overnight stays. We propose no changes to the current travel allowances and the approach to subsistence.**

#### **4.5 Child and Dependant Carers' Allowance**

- 4.5.1 The child and dependant carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current councillors to continue despite any change in their personal circumstances. The current scheme awards reimbursement of childcare at the rate of the National Living Wage when using childminders, babysitters or other sitters for dependants while carrying out Approved duties. The scheme also allows for specialist Dependent Relative Care to be reimbursed at the rate paid by Cambridgeshire County Council to home care assistants.
- 4.5.2 The Panel is of the view that to ensure no councillor is out of pocket or makes a financial loss due to any costs incurred for the provision of care both the Child and Dependant Carers' Allowance should be reimbursed for the actual cost incurred by the councillor upon production of receipts. In respect of specialist care provision medical evidence that this type of care provision is required should also be provided and approved by an appropriate officer of the Council.

**WE THEREFORE RECOMMEND that the Child and Dependant Carers' Allowance should be based at cost upon production of receipts and in the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no monthly maximum claim when undertaking Approved duties.**

**WE ALSO RECOMMEND that the Council should actively promote the allowance to prospective and new councillors both before and following an election. This may assist in supporting greater diversity of councillor representation.**

#### **4.6 Parental Leave**

- 4.6.1 There is no uniform national policy to support councillors who require parental leave for maternity, paternity, or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a *'lack of maternity, paternity provision or support' is a real barrier for women aged 18-44 to fulfil their role as a councillor.*
- 4.6.2 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure. The Panel is aware that the Local Government Association has developed a model policy that has been adopted by a growing number of councils across the East of England region.
- 4.6.3 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors, the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:

- All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
- Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence
- Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
- If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.
- If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance any Special Responsibility Allowance will cease from the date they leave office.

4.6.4 The Panel is conscious that these provisions do not replicate the LGA policy but that policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can expect. District Councillors however may wish to further develop the above recommendations so that they reflect the LGA policy.

**WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for councillors. Should a policy on Parental Leave for Councillors be approved it should be actively promoted to prospective and current Councillors alongside the Carers Allowance. This should form part of a wider 'Be A Councillor' (LGA led initiative) programme led by the Council and supported by political groups; to enhance and increase the diversity of councillor representation.**

## **4.7 Indexing of Allowances**

4.7.1 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance, the special responsibility allowances and Independent Persons allowance to be adjusted annually in line with staff salaries.

**WE RECOMMEND that the basic allowance, each of the SRAs and the Independent Persons Allowance be increased annually in line with the percentage increase in staff salaries from May 2023 for a period of up to four years. After this period, the Scheme shall be reviewed again by an independent remuneration panel.**

#### **4.8 Revocation of current Scheme of Allowances / Implementation of new Scheme**

- 4.8.1 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

**WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2023-24 financial year, at which time the current scheme of allowances will be revoked.**

## **5. OUR INVESTIGATION**

### **5.1 Background**

- 5.1.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 21 of the 52 current councillors (40% response). The information obtained was helpful in informing our deliberations.
- 5.1.2 We interviewed twenty current councillors using a structured questioning process and received one written submission from an officer of the Council. We are grateful to all our interviewees for their assistance.

### **5.2 Councillors' views on the level of allowances**

- 5.2.1 A summary of the councillors' responses to the questionnaire are attached as Appendix 2.

## **6. APPROVED COUNCILLOR DUTIES**

- 6.1.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

**WE THEREFORE RECOMMEND: That no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.**

**Mark Palmer (Chair of the Independent Remuneration Panel)  
Development Director, South East Employers  
December 2022**

## Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2022-23	Number	Recommended Allowance (30% PSD)	Recommended Allowance Calculation
<b>Basic (BA)</b>				
<b>Total Basic:</b>	<b>£4,729</b>	<b>52</b>	<b>£5,019</b>	

<b>Special Responsibility:</b>				
Executive Leader	£14,813	1	£15,057	300% of BA
Deputy Executive Leader	£11,110	1	£11,293	75% of Leader's Allowance
Other Cabinet Members	£8,820	7	£8,281	55% of Leader's Allowance
Assistant Executive Leader	No SRA	1	£9,787	65% of Leader's Allowance
Assistant Cabinet Members	883		SRA to be withdrawn	
Chair of Development Control Committee	£6,632	1	£6,776	45% of Leader's Allowance
Chair of Licensing & Protection Committee	£6,632	1	£6,776	45% of Leader's Allowance
Chair of Overview and Scrutiny Panels	£5,889	2	£6,023	40% of Leader's Allowance
Chair of Council	£3,954	1	£4,517	30% of Leader's Allowance
Chair of Corporate Governance Committee	£2,920	1	£3,011	20% of Leader's Allowance
Chair of Employment Committee	£2,920	1	£3,011	20% of the Leader's Allowance
Vice Chair of Development Control Committee	£2,211	1	£2,710	40% of Chair's Allowance
Vice Chair of Licensing and Protection Committee	£2,211	1	£2,033	30% of Chair's Allowance
Vice Chair of Overview and Scrutiny Panels	£1,472	1	£1,807	30% of Chair's Allowance
Vice Chair of Council	£1,642	1	£1,807	40% of Chair's Allowance
Vice Chair of Employment Committee	£730	1	£903	20% of Chair's Allowance
Vice Chair of Corporate Governance Committee	£730	1	£903	20% of Chair's Allowance
Leader of Principal Opposition Group	£4,729	1	£5,270	35% of Leader's Allowance
Deputy Leader of Principal Opposition Group	£760	1	£791	15% of Leader of Principal Opposition
Leader of Minor Opposition	£760	0	£791	15% of Leader of Principal Opposition

Development Control Committee Ordinary Members	£651		£678	10% of Chair of Development Control Committee
Appointee to Combined Authority Board	£5,100	1	£5,270	35% of Leader's Allowance
Substitute Appointee to Combined Authority Board	£1,655	1	£1,845	35% of Combined Authority Board Member
Appointees to Combined Authority Overview and Scrutiny Committee	£946	2	£1,054	20% of Combined Authority Board Member
Appointee to Combined Authority Audit and Governance Committee	£946	1	£1,054	20% of Combined Authority Board Member
Head Independent Person	£1,051	1	£1,051	
Deputy Independent Person	£525	1	£525	

## Q1 In a typical week how many hours do you spend on Council business?

Answered: 19 Skipped: 0

#	RESPONSES	DATE
1	5	11/7/2022 2:01 PM
2	3-5 hours	11/7/2022 12:28 PM
3	7	11/6/2022 4:20 PM
4	8	11/6/2022 12:15 PM
5	25	11/5/2022 5:03 PM
6	9 hours, but this varies widely depending on what's going on - the most I've had in a week was 16, the lowest has been 1	11/4/2022 3:17 PM
7	25	11/4/2022 2:54 PM
8	12-15	11/4/2022 12:13 AM
9	10	11/3/2022 6:32 PM
10	15 to 20 hours	11/3/2022 4:33 PM
11	20 hrs	11/3/2022 4:13 PM
12	15	11/3/2022 2:37 PM
13	10-15	11/3/2022 2:08 PM
14	8	11/3/2022 1:29 PM
15	7/10	11/3/2022 1:18 PM
16	12	11/3/2022 12:52 PM
17	At least 12 - more if I have meetings	11/3/2022 12:50 PM
18	20-30	11/3/2022 12:43 PM
19	14	11/3/2022 12:29 PM

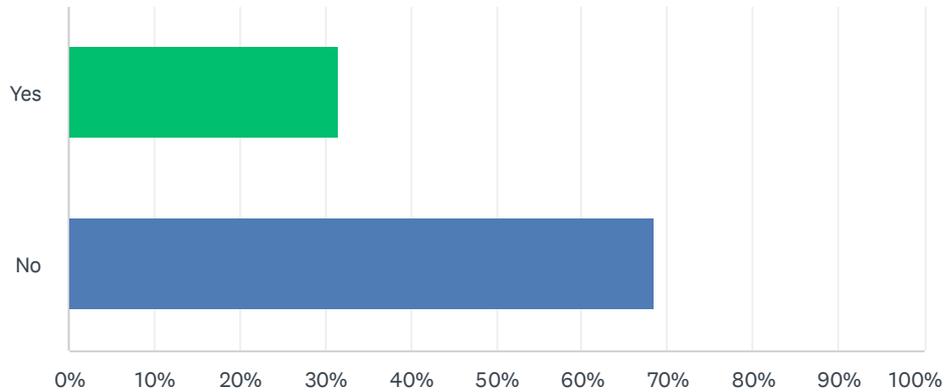
Q2 If you hold a role(s) within the Council i.e. Group Leader, Chair/Vice Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). [Please provide details separately for each role if more than one additional role is held.] Please specify specific roles below and hours spent on each role:

Answered: 16 Skipped: 3

#	RESPONSES	DATE
1	na	11/7/2022 2:01 PM
2	DMC Chair - 10-13hrs (every 4 weeks) Pre- Meeting - 2hrs Reading Agenda/Documentation - 2-3hrs Visiting Sites - 2-3hrs DMC Meeting - 3hrs Reading DMC emails - 1-2hrs	11/7/2022 12:28 PM
3	Vice Chair - 1	11/6/2022 4:20 PM
4	n/a	11/6/2022 12:15 PM
5	Cabinet Member - 21 hours per week	11/5/2022 5:03 PM
6	Vice-Chair of an O&S Panel - 2 hours on average per week (more before a panel meeting)	11/4/2022 3:17 PM
7	6+	11/4/2022 12:13 AM
8	9	11/3/2022 6:32 PM
9	Cabinet Member 5 hours Deputy Leader 3 hours	11/3/2022 4:33 PM
10	As chair I have an hour pre meeting before the committee But that is only once a month. So that would average 15 mins per week	11/3/2022 4:13 PM
11	2-5	11/3/2022 2:08 PM
12	Vice chair 4 hours	11/3/2022 1:29 PM
13	Chair of Employment 2	11/3/2022 1:18 PM
14	Combined Authority Scrutiny 10 hours per month	11/3/2022 12:52 PM
15	N/A	11/3/2022 12:50 PM
16	Executive leader 12 hours Ward Cllr 2 hrs	11/3/2022 12:29 PM

### Q3 Do you incur any significant costs which you believe are not covered by your present allowance?

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	31.58%	6
No	68.42%	13
TOTAL		19

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Laptop and internet, mobile phone (handset calls and data), Microsoft user membership fees	11/5/2022 5:03 PM
2	Mileage	11/4/2022 12:13 AM
3	Petrol-as prices now at 179.9p/litre	11/3/2022 2:37 PM
4	Car parking	11/3/2022 1:29 PM
5	Telephone and Wi-Fi, paper and printing	11/3/2022 12:43 PM
6	I work part-time and make up the time I give to fulfil by Council roles- which reduce my daily availability for the day job.	11/3/2022 12:29 PM

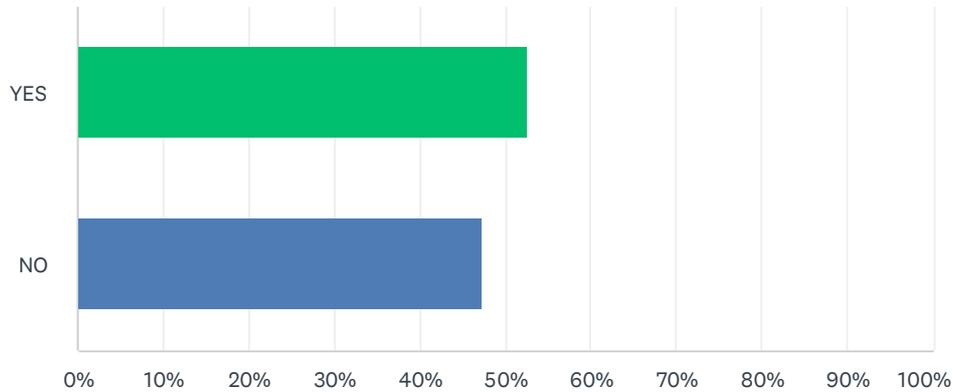
Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?

Answered: 19 Skipped: 0

#	RESPONSES	DATE
1	50	11/7/2022 2:01 PM
2	Don't know depends on financial circumstance and whether you are time rich or time poor.	11/7/2022 12:28 PM
3	10	11/6/2022 4:20 PM
4	50%	11/6/2022 12:15 PM
5	5 hours per week or 50% of the time spent by a councillor with no additional responsibilities or council roles	11/5/2022 5:03 PM
6	Completely agree with the statement, but as the workload and hours "worked" vary massively between weeks it's hard to put this into a percentage. To hazard a guess, 10-15% seems reasonable	11/4/2022 3:17 PM
7	20%	11/4/2022 2:54 PM
8	Unknown	11/4/2022 12:13 AM
9	75	11/3/2022 6:32 PM
10	0%	11/3/2022 4:33 PM
11	This is very personal and difficult to generalise as everyone is different. I think town councillors should receive some sort of remuneration as they work incredibly hard with no financial rewards	11/3/2022 4:13 PM
12	20%	11/3/2022 2:37 PM
13	20%	11/3/2022 2:08 PM
14	20	11/3/2022 1:29 PM
15	2	11/3/2022 1:18 PM
16	20%	11/3/2022 12:52 PM
17	It is difficult to quantify but I try to give at least 10% above what I am remunerated for.	11/3/2022 12:50 PM
18	0	11/3/2022 12:43 PM
19	30%	11/3/2022 12:29 PM

## Q5 The present level of Basic Allowance payable to all Councillors is £4,729. Do you think this is appropriate?

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES
YES	52.63% 10
NO	47.37% 9
TOTAL	19

#	IF NO, SHOULD IT BE LOWER OR HIGHER? PLEASE GIVE A REASON FOR YOUR ANSWER:	DATE
1	I believe it should have a moderate increase to £5,000 based on the time involved to undertake the role which includes attendance at meetings and preparation also queries from constituents. There is also a considerable amount of reading involved and a requirement to attend supporting events and meetings in connection with the role for example regular Parish Council meetings	11/6/2022 4:20 PM
2	Higher	11/4/2022 12:13 AM
3	Lower. I consider it more of a voluntary role.	11/3/2022 6:33 PM
4	Higher: the low level of allowance means that only the retired and wealthy are attracted	11/3/2022 4:34 PM
5	Higher. Amount of work undertaken helping residents, and committees involved with doing research on topics relevant to topics.	11/3/2022 2:40 PM
6	Higher - because of the number of hours involved and to reflect the rise in inflation etc	11/3/2022 2:09 PM
7	Higher cost of living has increased	11/3/2022 1:31 PM
8	Higher. If you take the 20% free time and the balance I am below minimum pay.	11/3/2022 12:56 PM
9	Cost of living and cost of travel	11/3/2022 12:43 PM
10	I think it should be reviewed with a view to ensuring it enables people to fulfil their cllr duties but this is not the time to do it.	11/3/2022 12:31 PM

## Q6 If you are able to, please indicate an appropriate level £:

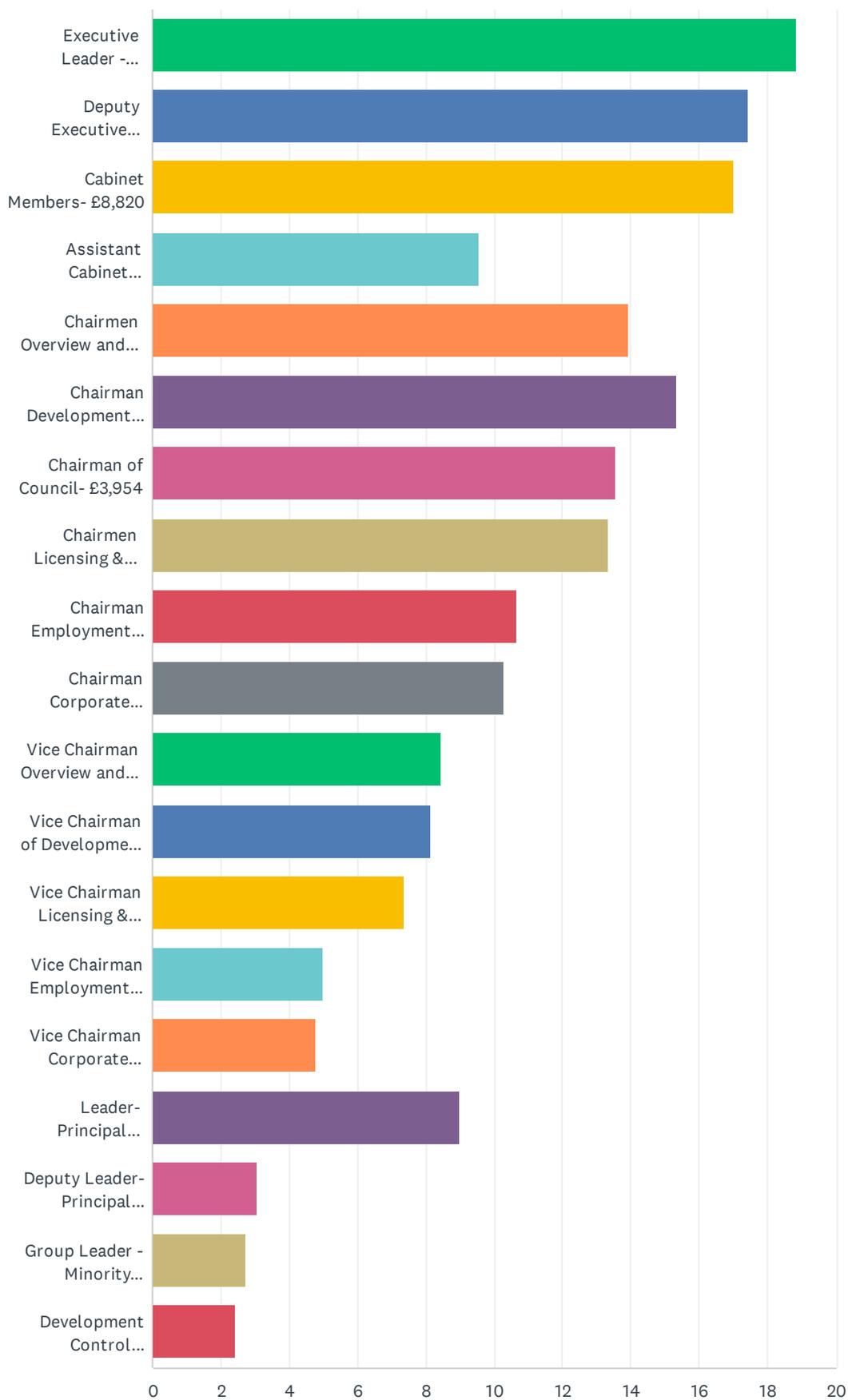
Answered: 9 Skipped: 10

#	RESPONSES	DATE
1	5000	11/6/2022 4:20 PM
2	The current level of allowance is appropriate only if IT kit and memberships is in addition to this allowance.	11/5/2022 5:05 PM
3	5500+	11/4/2022 12:13 AM
4	£10,000	11/3/2022 4:34 PM
5	£7500	11/3/2022 2:40 PM
6	£5,700	11/3/2022 1:31 PM
7	£6000	11/3/2022 12:56 PM
8	I believe the current level of allowances are appropriate.	11/3/2022 12:51 PM
9	£5500	11/3/2022 12:43 PM

Q7 Special Responsibility Allowances (SRAs) are currently paid as follows: [To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in respect of importance and impact, with 1 being the most important.

Answered: 14 Skipped: 5

Independent Remuneration Panel Members' Allowances Questionnaire 2022 - Huntingdonshire District Council



Independent Remuneration Panel Members' Allowances Questionnaire 2022 - Huntingdonshire  
District Council

	1	2	3	4	5	6	7	8	9	10
Executive Leader - £14,813	92.86% 13	0.00% 0	7.14% 1	0.00% 0						
Deputy Executive Leader - £11,110	7.14% 1	78.57% 11	7.14% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1
Cabinet Members- £8,820	0.00% 0	14.29% 2	71.43% 10	14.29% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Assistant Cabinet Members- £883	0.00% 0	0.00% 0	0.00% 0	28.57% 4	7.14% 1	0.00% 0	14.29% 2	7.14% 1	0.00% 0	0.00% 0
Chairmen Overview and Scrutiny Panels- £5,889	0.00% 0	0.00% 0	0.00% 0	0.00% 0	28.57% 4	35.71% 5	35.71% 5	0.00% 0	0.00% 0	0.00% 0
Chairman Development Control Committee- £6,632	0.00% 0	7.14% 1	7.14% 1	28.57% 4	28.57% 4	28.57% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chairman of Council- £3,954	0.00% 0	0.00% 0	0.00% 0	23.08% 3	0.00% 0	30.77% 4	23.08% 3	7.69% 1	7.69% 1	7.69% 1
Chairmen Licensing & Protection Committee/ Licensing Committee - £6,632	0.00% 0	0.00% 0	0.00% 0	7.14% 1	28.57% 4	7.14% 1	21.43% 3	28.57% 4	0.00% 0	7.14% 1
Chairman Employment Committee- £2,920	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	0.00% 0	64.29% 9	7.14% 1
Chairman Corporate Governance Committee - £2,920	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	28.57% 4	7.14% 1	50.00% 7
Vice Chairman Overview and Scrutiny Panels - £3,312	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	14.29% 2	7.14% 1
Vice Chairman of Development Control Committee - £2,211	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	0.00% 0
Vice Chairman Licensing & Protection Committee/Licensing Committee - £2,211	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1
Vice Chairman Employment Committee- £730	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Vice Chairman Corporate Governance Committee- £730	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Leader- Principal Opposition - £4,729	0.00% 0	0.00% 0	7.14% 1	0.00% 0	7.14% 1	0.00% 0	0.00% 0	28.57% 4	0.00% 0	7.14% 1
Deputy Leader- Principal Opposition- £760	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Group Leader - Minority Opposition- £760	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Development Control	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

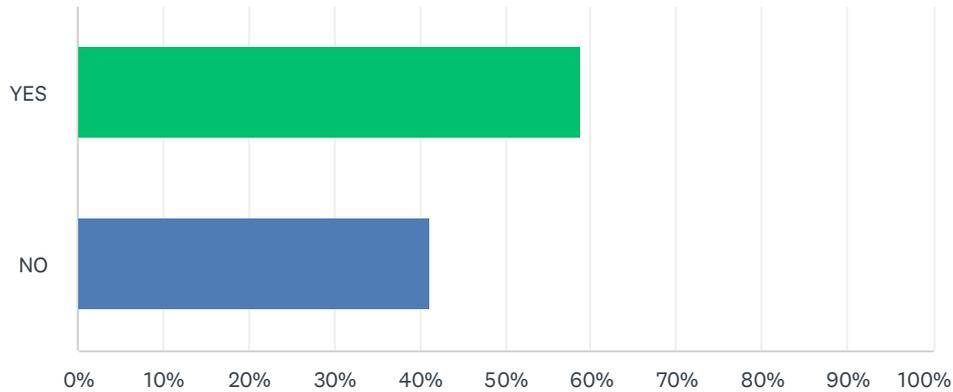
Independent Remuneration Panel Members' Allowances Questionnaire 2022 - Huntingdonshire  
District Council

Committee Members- £651	0	0	0	0	0	0	0	0	0	0
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## Q8 Would you like to see any of these changes made to these allowances?

Answered: 17 Skipped: 2

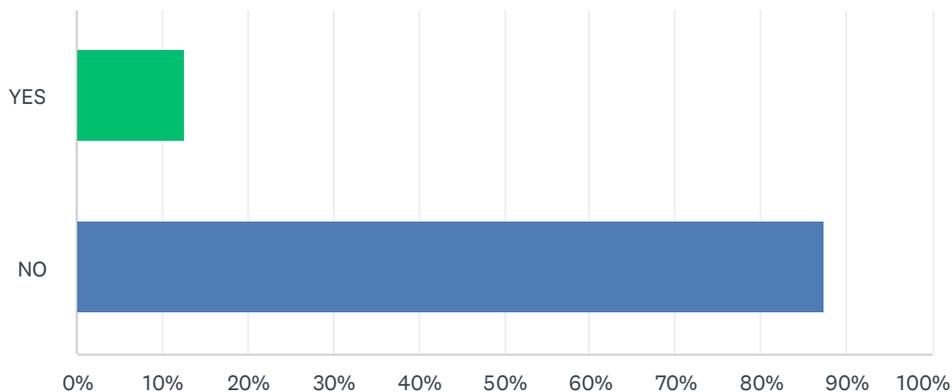


ANSWER CHOICES	RESPONSES	
YES	58.82%	10
NO	41.18%	7
TOTAL		17

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	The leader of the oppsotions and the minority leaders position should be lowered, but the Development control should be increased as they do a lot of work	11/7/2022 2:07 PM
2	The Vice Chairs of Corporate Governance and Employment Committees are not sufficiently remunerated in comparison to the Chairs but are expected to support and attend meetings and deputise for the Chairs. There is a huge variance in these allowances against the other Vice Chairs	11/6/2022 4:39 PM
3	We no longer need Assistant Cabinet Members. We currently have none.	11/5/2022 5:12 PM
4	Increase to DMC members, reduction to leaders on minority groups, more to leader of the opposition as they are becoming more involved	11/4/2022 2:59 PM
5	A more expenses based system might be better, especially when consider the impact of tax on allowances	11/3/2022 6:39 PM
6	Rise in line with inflation etc	11/3/2022 2:10 PM
7	Reduce all special responsibility allowances except DMC members which should be increased	11/3/2022 1:00 PM
8	A fairer distribution	11/3/2022 12:45 PM

## Q9 Would you like to see any new SRAs introduced?

Answered: 16 Skipped: 3

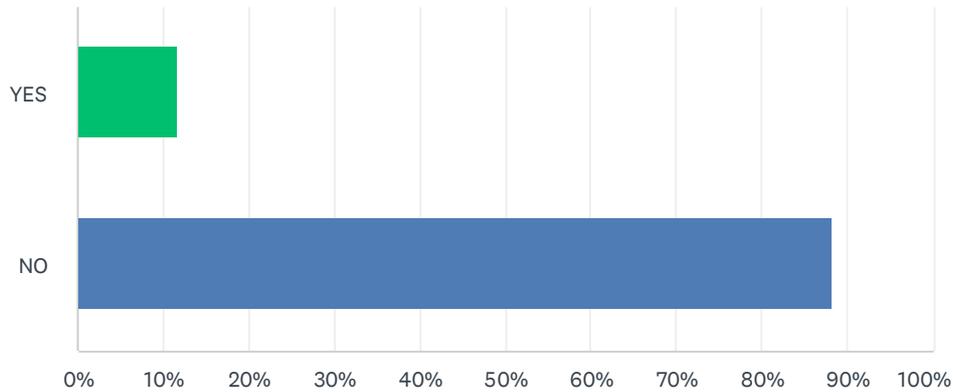


ANSWER CHOICES	RESPONSES
YES	12.50% 2
NO	87.50% 14
TOTAL	16

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	SRAs for councillors that represent the council in multiple outside bodies.	11/5/2022 5:12 PM
2	Shadow Cabinet, members of outside bodies	11/4/2022 2:59 PM

**Q10 Dependent Carers' Allowance - Reimbursed at National Living Wage for Childcare and for specialist care the County Councils Home Carer rate. To a maximum of 7.5 hours per week. Would you like to see any changes to this allowance?**

Answered: 17 Skipped: 2

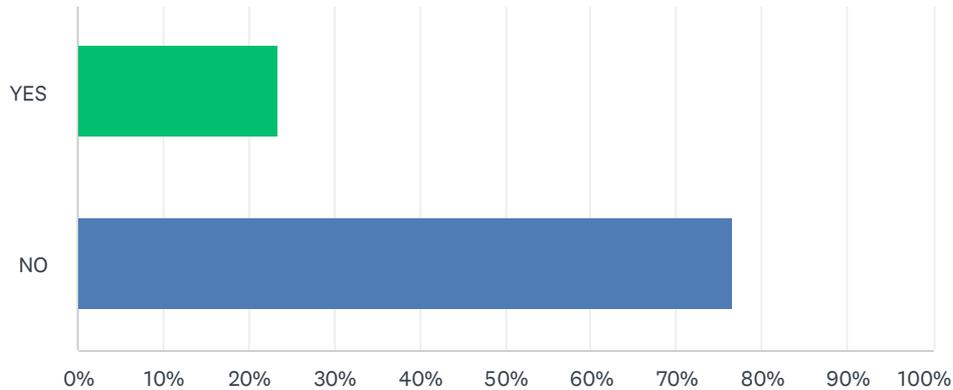


ANSWER CHOICES	RESPONSES	
YES	11.76%	2
NO	88.24%	15
TOTAL		17

#	IF YES, PLEASE INDICATE RATE AND SEASON:	DATE
1	All reasonable requests for childcare should be covered - in the event that someone has to be in 10hrs of in person meetings, childcare should be provided for that period	11/4/2022 3:21 PM
2	I don't have an opinion but there is no NA option	11/3/2022 6:40 PM
3	20 hours per week	11/3/2022 12:45 PM

### Q11 The current scheme of travel allowances are linked to those recommended by HMRC. Do you have any comments on the current scheme for Councillors?

Answered: 17 Skipped: 2

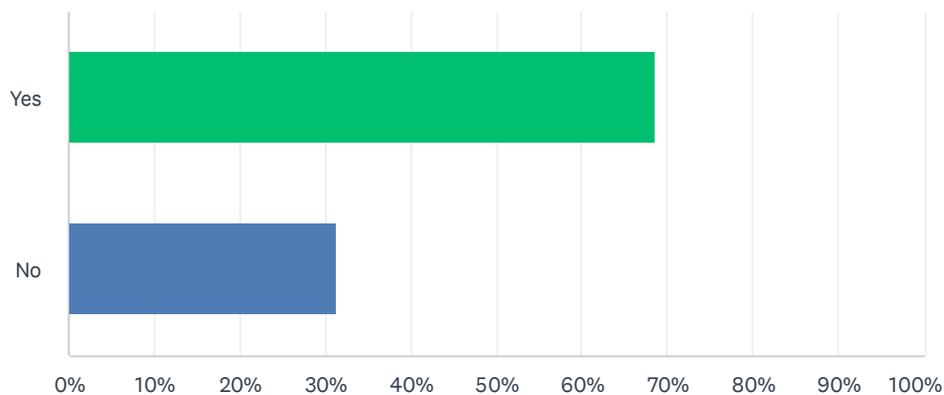


ANSWER CHOICES	RESPONSES	
YES	23.53%	4
NO	76.47%	13
TOTAL		17

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	It should be inverted, the higher the cc the lower the allowance, but increased for sharing	11/7/2022 2:09 PM
2	Some of the mileage allowances are designed specifically with internal combustion engines. We should have alternative mileage rates for electric vehicles.	11/5/2022 5:16 PM
3	Needs to be increased in line with increased fuel, maintenance, insurance, car tax and insurance costs	11/3/2022 2:51 PM
4	Not high enough given current costs	11/3/2022 12:46 PM

## Q12 Parental Leave Policy for Councillors. Would you be supportive of a Parental Leave Policy for Councillors?

Answered: 16 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	68.75%	11
No	31.25%	5
TOTAL		16

## Q13 If you have any other comments on Members' Allowances, please detail below:

Answered: 5 Skipped: 14

#	RESPONSES	DATE
1	It should remain the same	11/7/2022 2:09 PM
2	None	11/7/2022 12:42 PM
3	We need to seriously consider providing IT equipment for members. Much time is wasted by officers and members using unliked systems and programmes. Simply increasing the allowance may not be the most efficient solution.	11/5/2022 5:16 PM
4	Any increase in allowances should not exceed the percentage increase of the average HDC staff member	11/4/2022 3:22 PM
5	There is a balance between a more expenses based system and the admin effort of this compared to an allowances system. Some members rely on the allowances in a manner that I don't so I may well be at one extreme of your responses. I also have no idea on an accurate number for the "Joe many hours a week do you spend" question	11/3/2022 6:43 PM



Previous years' data  
- did not submit  
2022 return

				MINIMUM	£2,808.00	£0.00			
				MAXIMUM	£7,704.00	£618,639.00			
				AVERAGE	£5,587.93	£325,343.01			
Council name	Type of council	County area	Population	Basic Allowance for 2021/2022	Overall budget for Member Allowances	Total number of councillors	Percentage of Public Service Discount*, if applicable (%)	Comments on Basic Allowance	
Adur District Council	District	West Sussex	64000	£4,762.00	£221,000.00	29	0.00%	Tied to NJC	
Arun District Council	District	West Sussex	164800	£5,730.28	£430,340.00	54	30.00%	This is linked to staff pay awards and so any increase in BA mirrors the % increase in staff pay	
Ashford Borough Council	District	Kent	132500	£5,035.04	£385,000.00	47	N/A	Increase based on annual cost of living increase for staff	
Basingstoke and Deane Borough Council	District	Hampshire	185200	£7,445.00	£616,600.00	54	50.00%	N/A	
Canterbury City Council	District	Kent	166000	£5,986.00	£316,252.00	39	Not applied	N/A	
Cherwell District Council	District	Oxfordshire	150000	£4,512.00	£0.00	48	0	It has been agreed that this should be increased inline with the officer increase for 22/23 (not yet known)	
Chichester District Council	District	West Sussex	118000	£5,200.00	£296,806.00	36	0	N/A	
Crawley Borough Council	District	West Sussex	118500	£6,617.00	£330,000.00	36	N/A	Frozen for 2021/22 and 2022/23.	
Dover District Council	District	Kent	118100	£5,000.00	£255,000.00	32	40.00%	It has only increased once in the last four years	
East Hampshire District Council	District	Hampshire	125700	£5,200.00	£373,934.00	43	N/A	No comments.	
Eastbourne Borough Council	District	East Sussex	107000	£2,808.00	£133,731.00	27		No percentage agree but scheme states that basic allowance reflects an element of voluntary public service.	
Eastleigh Borough Council	District	Hampshire	131,819	£7,330.40	I can't find this figure	39	Not aware	Due to be reviewed this autumn	
Elmbridge Borough Council	District	Surrey	137452	£5,326.00	£380,000.00	48	50	N/A	
Fareham Borough Council	District	Hampshire	115627	£7,704.00	£234,000.00	31	40	None	
Folkestone & Hythe District Council	District	Kent	111500	£5,554.00	I can't find this figure	30	N/A		
Gosport Borough Council	District	Hampshire	80000	£7,068.00	£280,000.00	28	40.00%	Increased by -£250 (3.6%) on previous year	
Gravesham Borough Council	District	Kent	106900	£5,041.00	£281,040.00	44	N/A	N/A	
Guildford Borough Council	District	Surrey	150000	£7,405.00	£618,639.00	48	35%	None.	
Hart District Council	District	Hampshire	97000	£4,859.00	£250,129.00	33	N/A	N/A	
Hastings Borough Council	District	East Sussex	95000	£6,429.00	£200,000.00	32	n/a	n/a	
Havant Borough Council	District	Hampshire	124200	£5,676.00	£362,838.00	38	na	na	
Horsham District Council	District	West Sussex	145474	£5,470.50	£353,000.00	48	N/A (nb we hold to the principle but not attempted to quantify)	The Allowance was increased by 5% in April 2021 as part of the recommendations from the Independent Review Panel, but application was deferred until this April. Initial responses suggest that it is not felt appropriate in the current climate to consider an increase for next year.	
Lewes District Council	District	East Sussex	102744	£3,196.00	£223,000.00	41	Not specified		
Maldenstone Borough Council	District	Kent	172438	£5,065.00	£345,530.00	55	45%	Basic Allowance has remained unchanged for 2019/20 from the figures for 2018/19.	
Mid Sussex District Council	District	West Sussex	150,000 approx.	£5,200.00	£447,833.00	54	N/A	This has increased by 2% per year for the past 4 years.	
Mole Valley District Council	District	Surrey	67505	£4,793.01	Can't find this figure I'm sorry	41	n/a	n/a	
New Forest District Council	District	Hampshire	175800	£6,871.00	£566,907.00	60	30	N/A	
Oxford City Council	District	Oxfordshire	162100	£5,245.00	£402,941.00	48	N/A	N/A	
Reigate and Banstead Borough Council	District	Surrey	150900	£5,783.00	£393,700.00	45	40%	Nil	
Rother District Council	District	East Sussex	96716	£4,703.00	£228,470.00	38	0	A formula has not been used in the past to calculate basic allowance. We will be conducting a review later this year and will hopefully use a more structured approach - thanks to the training I attended delivered by SEE.	
Runnymede Borough Council	District	Surrey	80510	£5,500.00	£338,000.00	41	50%	Basic allowance very low compared with other Councils in the South East	
Rushmoor Borough Council	District	Hampshire	94600	£5,425.00	£310,000.00	39	An additional IT Allowance is paid to all Members £392 p.a - added to the basic		
Sevenoaks District Council	District	Kent	120500	£5,715.00	£441,218.00	54	40.00%	PSD factored into base rate calculation. 40% Public Service Discount used to calculate Basic Allowance	
South Oxfordshire District Council	District	Oxfordshire	142,057	£5,186.00	£316,461.00	36	N/A	Reviewed by IRP November 2020.	
Spelthorne Borough Council	District	Surrey	99000	£6,395.34	£342,625.82	40	33%	na	
Surrey Heath Borough Council	District	Surrey	81000	£5,174.32	£255,723.66	35	50%	None	
Swale Borough Council	District	Kent	149000	£6,786.00	£0.00	47	0%	Increased allowances due to change from cabinet system to committee system	
Tandridge District Council	District	Surrey	88000	£4,317.00	£200,000.00	42	N/A	N/A	
Test Valley Borough Council	District	Hampshire	130500	£7,619.00	£430,925.00	43	45%	N/A	
Thanet District Council	District	Kent	141819	£4,570.00	£374,405.00	56	N/A	Reduced to IRP's recommendation after interim period	
Tonbridge and Malling Borough Council	District	Kent	132600	£5,175.00	£397,000.00	54	N/A	Current allowance frozen pending review of JIRP later in the year	
Tunbridge Wells Borough Council	District	Kent	118,000	£5,500.00	£350,000.00	48	0.00%	Basic Allowances are being reviewed and it is being explored whether a separate IT Budget should be considered or if IT purchases etc should be used by std allowance	
Vale of White Horse District Council	District	Oxfordshire	137,910	£5,585.00		38	N/A	Reviewed November 2020 with IRP arranged and chaired by SEE.	
Waverley Borough Council	District	Surrey	128200	£5,164.47	£419,740.00	57	N/A	Basic allowance is increased annually in line with council employee pay increase.	
Wealden District Council	District	East Sussex	160600	£4,846.20	£294,275.00	45	N/A	N/A	
West Oxfordshire District Council	District	Oxfordshire	109800	£5,227.92	£317,000.00	34	N/A	0	
Winchester City Council	District	Hampshire	124300	£6,074.00	£393,448.00	45	not sure	Winchester is about average for Hampshire districts I believe	
Woking Borough Council	District	Surrey	103900	£7,380.00	£257,564.00	30	N/A	N/A	
Worthing Borough Council	District	West Sussex	110000	£5,153.93	£275,360.00	37	0%	Multiples of the basic allowance	





Woking Borough Council	Devon	Surry	100,000	45.0p per mile for first 10,000 miles, and all subsequent miles at the rate of 25.0p per mile	25.0p per mile	Subsistence Allowance: Payable on production of receipts of actual expenditure: More than 4 hours, before 11am - £6.14 More than 4 hours including between 12pm and 2pm - £6.35 More than 4 hours including between 3pm and 6pm - £3.35 More than 4 hours, finishing after 7pm - £10.48 Overnight allowance - £284.42 (Overnight in London, or attendance at Annual Conference of the Local Government Association) - £36.25	£8.92 per hour. If Members have the care responsibility for the child/dependent relative, payments of up to £200 per annum are available. If Members have joint responsibility, £400 per annum is available.	Members are provided with PC facilities for business use and a monthly allowance of £28 which incorporates telephone hire and £6 broadband connection costs.	Loss Allowance - A Member is eligible to apply for a loss allowance when a vehicle has been appointed by the Council or a Committee to attend a Conference or similar or any other approved duty, necessitating absence from the Member's normal employment. An allowance of £200 (per hundred pounds), per meeting hour (not per day) will be payable provided, upon the submission of necessary documentary evidence, to the employer, or the public sector, as appropriate. In cases where the Member is an employer's parent, appropriate service users, or the Member will need to provide evidence that the days allowed by his/her employer have been utilised before claiming this allowance. Members' budgets - Members are entitled to claim expenses for surgery, accommodation to enable them to perform approved duties as a Member of Woking Borough Council.	No formal policy for Deed Members.
Worthing Borough Council	Devon	West Sussex	100,000	NIC Rate, no local agreement	0	NIC Rate, no local agreement	Child Care Allowance: £10.25 per hour Dependent person Care Allowance: up to £11 per hour	Cts are supplied with device upon election	0	0



Previous years' data - did not submit 2022 return

Council name	Type of council	County area	Population	How are current levels of SMA calculated? Please provide a brief summary (eg as a percentage of the Leader's SMA)	Data current allowances were approved? Date of your most recent update	How your allowances been updated since last year or frozen? Other	How you established a formula for updating the allowances annually? If 'yes' please detail	How did you recruit your Independent Remuneration Panel(s)? If you advertised, please state where	What rate of pay do Independent Remuneration Panel(s) receive?	Please detail any recent changes to the structure within your authority (including number and/or political positions of members involved)	Is the Leader full-time? If not full-time, please detail the number of hours worked on average per week	Please detail the number of hours your Cabinet members work on average per week	Please detail any significant changes made to SMA	Please detail the size and composition of your authority's Overview and Scrutiny committees and panels		
Adur District Council	District	West Sussex	64,000	There are multiples of the basic rate. Joint Committee are set by Worthing and Coped at Adur	18/04/22	18/02/23	Updated	linked to the r/r	advertised in local media and social media	1% - 10% per meeting	Adur retains a Conservative Majority	no up to date information	none	joint with Worthing 8 members from each authority		
Arun District Council	District	West Sussex	164,800	N/A	13/05/21	05/09/23	Updated	All allowances that attach an SMA are uplifted in line with staff pay awards	Council Web site Council's Business Partnership Magazine	We have a By-Election on 8 September 2022 - no this could result in a change proportionality. The structure of the Council changed in 2019 from Cans to Lib Dem and then again in May 2021 from Lib Dem to Dem	If not, please detail the number of hours worked on average per week	Around 25 hours a week	N/A	N/A		
Arford Borough Council	District	Leeds	112,500	Percentage of Leader's SMA	24/03/22	24/03/22	Updated	Indexed in line with staff salaries	Advertiser	N/A	None	If not, please detail the number of hours worked on average per week	N/A	N/A		
Cardarby City Council	District	Leeds	189,000	Committee categorised as major, minor or sub-allowances for C and VC in each category.	05/09/22	17/04/23	Updated	Basic allowance and SMA will be increased in line with the staff pay award until the next update	NA	<£1k	Changed from committee system to leader and cabinet model in May 2022	If not, please detail the number of hours worked on average per week	Not known	Not known		
Cherwell District Council	District	Oxfordshire	150,000	N/A	22/02/21	01/12/22	Other (please specify)	Equal to increase in staff pay which has not yet been agreed	Advertised in local newspapers, social media, Council Website	<£300 per review	NA	If not, please detail the number of hours worked on average per week	NA	NA		
Chichester District Council	District	West Sussex	118,000	SMA level is calculated by the panelist by examining the relevant responsibility and obligations of each role as well as carrying out a comparison exercise regionally with other authorities and also by wider comparison with employment data	15/05/19	01/01/23	Frozen	n/a	Public advertisement in local newspaper and on the Council website	<£50 for each meeting per panelist	No	Yes	Depends, can be up to 40	SMA levels were increased following panel recommendation through an index linking assessment from the previous allowance. This is likely to be a starting point mechanism for the current review		
Creeley Borough Council	District	West Sussex	118,500	Delegation by an RFP, assessment of civil workloads, interviews/questionnaire etc	01/03/21	01/09/22	Frozen	Used to be via officers' pay increase but frozen	Approached important local organisations/charities/bodies e.g. police, schools, etc to request employees as RFP respondents	150 per review	N/A	Yes	Unknown	None		
Dever District Council	District	Leeds	118,100	Percentage of the Leader's SMA	26/05/22	25/01/23	Other (please specify)	The Basic and Special Responsibility Allowances were frozen but the mileage was increased from 40 pence to 45 pence per mile for cars	Recruited from adverts in the local papers	<£200 per annum plus <£75 meeting fee	N/A	If not, please detail the number of hours worked on average per week	Varies from week to week. Average 3 - 4 days in the office or at meetings	Unknown - we do not capture this information		
East Hampshire District Council	District	Hampshire	125,700	The table of allowances assumes that Councilors' jobs can be 'lifted' into a pyramid of effort and contribution in the Council and that certain types of jobs can be grouped into similar levels of effort and contribution.	19/01/20	01/01/24	Frozen	N/A	Advertised in the local press	<£9 in voluntary although mileage claims for attending the meetings	0	0	If not, please detail the number of hours worked on average per week	I do not know how many hours are dedicated to the Council. He also runs his own business alongside being the leader	Don't know	
East Hampshire District Council	District	Hampshire	126,000	They are allowed only one additional allowance above and beyond the assessment of each role	13/08/2020	12/08/2021	Frozen	No	Through local government website	Mileage allowance only	NA	Unknown	Unknown	Unknown		
Eastleigh Borough Council	District	Hampshire	131,811	Percentage of Leader's SMA	25/07/2018	02/12/2021	Frozen	NA	Advertised on Council website	100	Lib Dem - 12 Independent Group - 5 Conservative - 2	Yes	20	None as yet		
Elmbridge Borough Council	District	Surrey	137,452	The Leader of the Council to receive 3.5 x the Basic Allowance. Cabinet Members and the Chairman of Overview and Scrutiny to receive 50% of the Leader's Allowance. Vice Chairman of Overview and Scrutiny to receive 50% of Chairman's Allowance. Chairman of Planning Committee to receive 45% of Leader's Allowance. Vice Chairman of the Planning Committee to receive 25% of Chairman's Allowance. Chairman of Area Planning Sub Committees to receive 35% of Leader's Allowance. Vice Chairman of Area Planning Sub Committees to receive 25% of Chairman's Allowance. Chairman of Licensing Committee to receive 20% of Leader's Allowance. Vice Chairman of Licensing Committee to receive 25% of Chairman's Allowance. Chairman of Audit and Standards Committee to receive 30% of Leader's Allowance. Principal Opposition Group Leader to receive 20% of Leader's Allowance. Leader of Opposition Group with 10% Plus of Total Members to receive 12% of Leader's Allowance	02/12/20	31/08/22	Frozen	N/A	The Panel was recruited via advert on the Council's website, e-mail to Residents' Panel, press release etc.	The Panel Members receive <£25 each. The Chairman receives more as they prepare the report.	No recent changes except a new Chief Executive was recruited and commenced his role in June 2022	If not, please detail the number of hours worked on average per week	Unknown	Unknown	Unknown	Overview and Scrutiny Committee has 14 Members consisting of 4 Conservatives, 5 Residents' Association Group Members, 4 Liberal Democrats and 1 Hinchley Wood resident Association Group Member
Fareham Borough Council	District	Hampshire	115,627	Points allocation to roles.	23/02/18	24/02/23	Updated	In line with pay award.	Previous Panel members used	<£428.70	Current - 25 Conservative, 5 Liberal Democrat and 1 Independent. Reduction in Independent Members.	If not, please detail the number of hours worked on average per week	Difficult to quantify	UK		
Folkestone & Hythe District Council	District	Leeds	111,500	The levels of SMA, for different roles, are determined by a points system related to the basic allowance which is worth 100 points. The Leader's SMA has a points score of 400.	15/06/2015	08/09/2019	Updated	Induction - reference to Sept 03 - implemented following April.	1 Report to Council 2 Job Advertisement produced 3. Advertisements placed electronically 4. Form returned sent to applicant	RFP Chair £400 pa, RFP members 1 £204 pa each	From May 2019 - 10 Conservatives (former unbranded), 13 Conservative Labour, 6 Green, 1 Liberal Democrat, 2 SNP, 1 Independent	Yes	13 to 20 hours per week	10 Members 4 Conservative 2 Labour 2 Green 1 Lib Dem 1 UKIP		
Gosport Borough Council	District	Hampshire	80,000	Basic allowance increases either inflationary or in line with Council staff awards. Opposition group leaders allowance, number of members of a group divided by total opposition members (leader's allowance % of opposition expenditure)	20/07/22	08/05/24	Updated	N/A	Recommended by previous panel members	N/A	Reduction in number of Councillors due to Boundary Review	Yes	2	Introduction of allowance for Vice Chairs and Deputy Leader		
Gravesham Borough Council	District	Kent	106,900	Points for SMAs are based on multiples of the basic Member Allowance.	22/02/22	21/02/23	Updated	The method for calculating the basic Member Allowance and SMA was agreed by full Council on 21 February 2023. At this meeting it was also agreed that Members, AGs and allowances be adjusted in line with the nationally negotiated pay awards given to Greenwich Borough Council Staff. Whilst Members do not therefore, specifically approve Allowances each year, it could be argued that they do carry out this activity indirectly by approving the Members, AG Allowances budget for the year.	Advertising in the local media	None although out of pocket expenses are reimbursed	N/A	If not, please detail the number of hours worked on average per week	Not known	Not known	One Overview Scrutiny Committee comprising nine Members, 5 Labour 4 Conservative	
Goldford Borough Council	District	Surrey	100,000	% of Leader's SMA	03/12/19	01/09/23	Updated	In line with the percentage increase in staff salaries	Local press, not seen website and social media and engaging with local stakeholders and residents	500	N/A	Yes	Not calculated since 2019	12 members, Opposition chair and vice chair.		
Hart District Council	District	Hampshire	97,000	N/A	20/06/2021	19/06/2022	Updated	Yes	N/A	N/A	N/A	Not known	N/A	N/A		
Hastings Borough Council	District	East Sussex	95,000	Rates rise in line with OfStac pay	12/12/18	18/08/22	Updated	Yes	In line with NCF for staff	previous panels and other local authorities.	<£2000 chair, <£1500 other members	hung council: 15 Labour, 12 Conservative, 4 Green	Yes	25	13 members, 5 Labour, 4 Conservative, 2 Green Chairs are not majority group; Chair-Conservative, Vice Chair-Green	
Havant Borough Council	District	Hampshire	124,200	An deemed appropriate by the RFP during a review of the allowance scheme, and were benchmarked against other similar local authorities, and annual increases in line with the RFP	18/05/22	21/10/24	Updated	Yes	In line with NCF for staff	with assistance from the County Council	1,000 / year stipend	0	If not, please detail the number of hours worked on average per week	2 days	as required to undertake the business	
Northham District Council	District	West Sussex	145,474	The last RFP assessment (presented in April 2022) assessed our rates against those of other Authorities and in particular reference to a basket of 8 similar authorities (including HOD) and value recommendations in the RFP were made. This led to an increase in Basic Allowance (5%), and increase in Leader's allowance (20%) and a reduction in Opposition leader allowance (10%). Other SMAs and allowances unchanged but linked to staff settlements by default.	28/04/21	31/10/22	Other (please specify)	Changes were agreed but deferred until April 2022	New linked to Officer pay settlements by default, but Council has option to waive and the RFP will produce a recommendation in the RFP and value levels proportionate to other authorities within our family group	Advertised through Council and public sector pay web sites	Agreed fixed rate for a period of review. The full major review, over three months or less, was agreed with a single <£700. Current interim review will be agreed at a lower figure. Neither based on an hourly rate and time taken is determined by the Panel members	Minor changes in the political balance as a result of elections, away from the Conservatives through 2019 the majority party. The affected the political balance of some committees but only marginally	Yes	Based on returns received in 2021, 20-25	As noted above, a 10% increase in the Leader's Allowance and a 20% reduction in the Allowance for the Leader of the minority group. Both to realign with averages in our LA family group	
Leaves District Council	District	East Sussex	102,741	Not specified.	01/04/2014	28/01/2020	Updated	Yes	In line with staff award - usually 7% per annum	Not yet recruited.	Not yet set	Unknown	Unknown	No changes made since last review.	Scrutiny - 11 members. Scrutiny Panels - average 5 members.	

Malden Borough Council	District	Event	172,438	Chairman of Service Committees and Planning Committee get 60% of the Leader's SMA. Audit and Learning get 20% of the Leader's SMA	18/05/2019	18/05/2020	Froam	Yes	A formula was applied in 2018 for basic allowance which was 12 per hour spent on Council work + £4.76 (DCMS) hours plus 10% of residents for Malden 2017) x 12 weeks (from Public Service Discount of 40%	Expenses only	No	No recent changes to the structure. No Overall Control to the political representatives of members, Lib Dem Leader	N/A	An average of 30 hours per week	N/A	We only have one Overview and Scrutiny Committee (for Crime and Disorder) which are the Members of the Committee, Housing and Environment Committee and there are 8 Members.
Mild Sussex District Council	District	West Sussex	150,000 approx	Through an Independent Remuneration Panel.	14/03/2021	13/10/22	Updated	Yes	SMA are a % increase of the basic allowance. Other 2.5% of this.	750 per	31 Conservatives, 13 Liberal Democrats, 8 Independent Members & Green Party Members	Yes	Unaffordable.	No significant changes made.	1 x 13 Member Scrutiny Committee which covers topics that can be attributed to the 7 Cabinet Member portfolios all of which are politically balanced.	
Mole Valley District Council	District	Surry	67,500	An 8% pay uplift in 2021 - a one time uplift to be undertaken before all cut Elections in 2023.	01/04/22	01/01/23		No	They are updated according to a set amount (Annual Council)	none	No changes	Yes	None	None	1 x 13 Member Scrutiny Committee (for Crime and Disorder) which covers topics that can be attributed to the 7 Cabinet Member portfolios all of which are politically balanced.	
New Forest District Council	District	Hampshire	175,800	% of Leader's SMA	10/07/22	01/09/24	Updated	Yes	Indirect to national staff pay award.	<450 per day	N/A	Yes	N/A	N/A	4 Overview and Scrutiny Panels of 10 Members, Portfolios based.	
Oxford City Council	District	Oxfordshire	162,100	SMA are calculated as a proportion of basic allowance (8 Leader's 1/3 basic allowance, Deputy Leader 1/3, Cabinet Member 1/3, Chair ranges from 0.25 to 1.5 depending on Committee)	01/04/19	31/03/23	Other (please specify)	Yes	There is indication of the basic allowance in accordance with the annual percentage uplifts provided for in the local pay deal for council employees.	<€0	N/A	Yes	Leader also holds full time employment. We do not have specific information on hours worked in leader role per week	N/A - Allowances Scheme is due for review imminently	We have 1 Scrutiny Committee comprised of 12 Members: 6 Lib, 3 Lab and 3 GRN. Chair Lib. We then have 2 x Scrutiny Standing Panels and there is an annual Budget Review Group.	
Reigate and Banstead Borough Council	District	Surry	150,900	Use of an external benchmark (the Local Government Association data) and the discount of a 40% voluntary element.	07/04/22	01/12/22	Updated	No	N/A	Used various online job boards	<€10 on completion of each annual report with any expenses incurred for attendance at meetings	None	3 days a week.	Two days a week.	Remained unchanged during 2021/22.	
Reith District Council	District	East Sussex	96,716	No real basis for calculation as far as I am aware. Will be looking to introduce a formulaic approach in this year's review.	25/02/19	24/10/22	Updated	Yes	The uplift is based on the staff pay award agreed in the preceding September. The percentage increase agreed for staff is applied to Members' Allowances. Members are not happy with this approach and this is likely to change for the new Council period 2023-27.	€1000 per week	€1000 per week	€1000 per week	€1000 per week	€1000 per week	€1000 per week	€1000 per week
Rushmore Borough Council	District	Surry	80,510	Recommended by independent remuneration panel but not based on a percentage	31/03/22	01/10/24	Updated	Yes	An annual increase linked to annual staff pay awards	Council website	<€100 lump sum for the entire 3 year term of office	Conservative were 24 seats, last 2 seats at last election. Labour gained 2 seats. Remained same as last year. Green Party lost 2 seats. A new political group called Green and Independent along gained 2 seats.	Not known	N/A	The SMA of €1,296 for serving on Corporate Management Committee will now be paid to all Members of that Committee regardless of any SMA they receive for holding other office. The SMA for Chairman and Vice Chairman of Standards and Audit Committee has been increased from €1,710 to €1,518 and from €648 to €232 respectively. The SMA for Political Group Leaders, other than Leader of the Council, is now based on £425 per Member of the respective Group instead of a set allowance of €1,888. No other changes be made to the scheme of Members' Allowances.	2 Conservative, 1 Labour, 2 Rushmore Independent Residents Group and 1 Green and Independent Alliance
Rushmore Borough Council	District	Hampshire	94,600	Median SMA in benchmarking group. Cabinet Chairmans are 20% of Cabinet Members SMA. Chair of OSC 25% of Leader. Vice-Chairman of OSC - 15% each of Chair of OSC's SMA	21/06/2018	13/10/2021	Updated	Yes	Uplift same as staff % increase N/A	Specialist independent Consultant Chairman - former academic, NGO and local community contacts	0	N/A	15-20	10-15	N/A	11 Members politically balanced
Seamless District Council	District	Kent	120,500	related to the agreed pay award (N/A)	10/05/22	23/01/23	Updated	Yes	Follow agreed pay increase from N/A	<€178 per hour, according to jobpublic advert	€178 per hour, according to jobpublic advert	Yes	None - just updated for inflation.	Scrutiny Committee - 11 members - 9 Conservative, 1 Lib. Dem., 1 Independent (in accordance with political proportionality). They are able to establish working groups of members for specific tasks		
South Oxfordshire District Council	District	Oxfordshire	142,051	Leader: 44 Basic; Dep. Leader: 60% of Leader; Cabinet Member: 50% of Leader; Planning Chair: 30% of Leader; Chairman of Council: 25% of Leader; Vice Chair Planning: 50% of Planning Chair; Chair Scrutiny: 15% of Leader.	11/03/2021	11/03/2025	Updated	No	N/A	Local social media, SODC website.	N/A	No	25 average	20	N/A	Scrutiny Committee; 8 councillors Joint Scrutiny; 10 councillors (5 SODC, 5 Vale of White Horse WC)
Spelthorne Borough Council	District	Surry	99,800	% of Leader's SMA	10/06/2021	05/05/2021	Updated	No	We will review again next year after the Committee system has been implemented in so we may need to make some changes if it becomes apparent the allowances are not enough / too much for some roles.	Online, local paper.	0	Moved to a Committee system.	Yes	we do not have them, we have committee chairs and vice chairs. It is hard to estimate as we have just moved over and some work for more than others - the Chair of Environment for example.	The Leaders reduced significantly from £54,636 to £2,000. Deputy leaders also significantly reduced. Service Chairs are in line with previous Cabinet members.	
Surry Heath Borough Council	District	Surry	81,000	Special Responsibility Allowances are calculated as a percentage of the basic allowance. The Leader's Special Responsibility Allowance is 200% of the basic allowance. Other Special Responsibilities are then calculated as a percentage of the Leader's allowance (Chair of Council, Audit, Standards and Area committees 12% of leaders allowance; Leader of leader group 12%; Chair of Planning 60%; Chair of Service Committee 15%; Deputy Leader 50%)	16/01/2020	01/01/2025	Updated	Yes	Matches the staff pay award	Contacted personally - the members had not set on the 150 previously	<€100	2 councillors left the Conservative Group to form an independent group, making it no overall control.	No	20	10	13 members
Sussex Borough Council	District	Kent	149,000		18/05/22	31/03/23	Updated	No	N/A	Volunteers	0	Recently the council have changed from Cabinet based system to Committee based	Yes	Extra SMA Given for the new service committees	0	
Tandridge District Council	District	Surry	88,000	percentage of the Leader's SMA	20/04/17	03/10/22	Froam	Yes	Linked to staff pay awards	We are in the process of redefining a new general role. Vacancies were advertised via job for public, social media, and the Council's external communications networks	<€500	N/A	No	20-25 hours per week	N/A	
Tee Valley Borough Council	District	Hampshire	150,100	All Chairman's SMA are calculated as a varying figure from 0.15 to 1.5 depending on the committee, Joint Basic Allowance and Vice Chair is 20% of the Chairman's SMA.	27/10/20	27/10/24	Updated	Yes	CP for preceding September	Previous panel members	Chairman - €1,500 + expenses / other panel members - €125 per day + expenses	N/A	Yes	None	None	We have increased our SMAs to over 50% of the membership temporarily until the 2023 elections, as we have set up an Audit Committee following external Audit advice. All SMAs will be adjusted accordingly in 2023 to reduce the overall to no more than 20%
Tonnet District Council	District	Kent	141,815	We do not follow a specific methodology.	16/05/2018	08/02/2020		No	N/A	Via advert, then re-appointed.	7€C. we are a member of a joint remuneration panel across East Kent.	Yes	I cannot confirm the number of hours worked per week.	I cannot confirm the number of hours worked per week.	2 Panel consisting of 11 Members.	
Turbridge and Mallow Borough Council	District	Kent	112,600													
Turbridge Wells Borough Council	District	Kent	156,000	Each councillor who holds the special responsibilities will receive an SMA with the exception of the Group Leaders no member will be entitled to more than one SMA	16/09/16	01/06/22	Froam	No	N/A	a number of adverts were placed internally and externally to find a cross section of skilled people to carry out the review	n/a	new administration since May 2022	Yes	one day per week, starting from September 2022	n/a	12 members
Vale of White Horse District Council	District	Oxfordshire	137,314	Leader: 44 Basic; Dep. Leader: 60% of Leader; Cabinet member: 50% of Leader; Planning Chair: 30% of Leader; Chairman of Council: 25% of Leader; Vice Chair Planning: 50% of Planning Chair; Chair Scrutiny: 15% of Leader.	10/10/2021	10/10/2025	Updated	No	N/A	Local social media and Council website.	N/A	N/A	No	25 average	20	N/A
Waverley Borough Council	District	Surry	138,200	Current levels of SMA were set some years ago, based on the then average pay award for the Surry district/borough councils were paying	19/07/21	19/10/23	Updated	Yes	Increased with 1 April 2022 in line with the annual pay award for staff.	via SEMAP. Mark Palmer placed internally and externally to find a cross section of skilled people to carry out the review	Chairman/SEMAP - €3,750; Panel members - €100 each per report	LGBC has issued final recommendations for reduction in the base of the council from 57 to 50 members, with effect from May 2023 elections.	Yes	20-1h	10-20-1h	2 O&S committees, each of 11 members. Chaired by member of the Principal Opposition group.
Walden District Council	District	East Sussex	160,600	Independent Remuneration Panel met yearly to agree	16/03/22	15/11/22	Updated	Yes	N/A	Advertised on website	280	Conservative, 10 Lib Dem, 1 Independent Democrat, 1 Green and 1 Independent	Yes	30	None	52 members - 8 Conservatives, 2 Lib Dem, 1 Independent Democrat, 1 Green and 1 Independent
West Oxfordshire District Council	District	Oxfordshire	108,000	as a percentage of basic	01/03/22	01/03/23	Updated	Yes	Uplift is based on staff pay increase	N/A	<€150	N/A	Yes	N/A	None	One committee, 10 members
Winchester City Council	District	Hampshire	124,300	not sure (SEMAP facilitated BP)	15/05/20	06/09/22	Updated	Yes	same as of 105 per week	local newspaper, website (using same panel members as 2020)	<€200 all in for the 2 x 1hr members of BP	lib dem administration from May 2019	Yes	don't know!	don't know! I know that at least one cabinet member also works part time. Another cabinet member is a twin-brother at the county council	scrutiny is 8 (D, 1 Con), Chaired by con policy committee x 2 are 8 (D, 10, 8 Con)

Woking Borough Council	District	Surrey	101,900	SRAs are provided to the Leader Special Responsibility Allowance.	24/08/22	01/7/223	Updated		Yes	Allowances are updated in line with the agreed cost of living pay award for Council staff.	Approaches were made to the business, voluntary and academic sectors to submit candidates.	Panelists receive -£750 for a full review of Members' Allowances. In years with no full review, Panelists receive an annual stipend fee of -£150 (plus VAT), with motions being referred to the Panel without the need for a meeting.	Following May 2022 elections, change to Liberal Democrat overall control (LD 25, Con 6, Lab 1, Ind 3).	If not, please detail the number of hours worked on average per week	Hours worked are not recorded	Hours worked are not recorded	N/A	Overview and Scrutiny Committee All 10 Members (3 Conservative, 5 Liberal Democrat, 1 Labour, 1 Independent).
Worthing Borough Council	District	West Sussex	110,000	multiples of one	12/04/22	10/2/222	Updated		Yes	lead to the r/c	local media and social media	75 - 100 per meeting	Worthing has moved from a Conservative to Labour administration	no up to date info	no up to date info	no up to date info	nil	none - 8 members per authority