

**Seventh Report of the Independent Remuneration Panel  
Appointed to Review the Allowances Paid to Members of  
Runnymede Borough Council**

**January 2019**

**Seventh Report of the Independent Remuneration Panel  
Appointed to Review the Allowances Paid to Members of  
Runnymede Borough Council**

1. Introduction

1.1 The Local Authorities (Members Allowances) (England) Regulations 2003 (as amended) (the 2003 Regulations) require all local authorities to appoint an Independent Remuneration Panel (the Panel) to advise on the terms and conditions of their scheme of Members' Allowances. The Regulations require the Council to "have regard" to the advice of the Panel when approving a new scheme and in the past the Council have on three occasions adopted the Panel's recommendations in full. On the occasions when the Council have not adopted the Panel's recommendations in full there have been various factors cited as reasons for not adopting the recommendations e.g. the economic climate existing in the country at the time that the recommendations were made. This is the seventh time that the Panel has considered the scheme.

1.2 The Council's present scheme of Allowances took effect on 1 April 2016 following the review in 2015. It requires the scheme to be "reviewed in or around October 2018, with a view to any revised scheme taking effect on 1 April 2019". The Panel has therefore been convened on this occasion to make recommendations on the scheme to be adopted with effect from 1 April 2019.

2. The Independent Remuneration Panel

2.1 The membership of the Panel is Mr Mark Adams (Business sector and Chairman of the Panel), Rachel Bradley (Education sector), Lorna Jamison (Health sector), Bob Locker (Residents sector) and Suzie Tobin (Voluntary sector).

2.2 The Panel held two meetings and three interviews to review the scheme.

3. Sources of Information

3.1 The Panel's review has had regard to the requirements of the 2003 Regulations and we also referred to the guidance issued by the Department of Communities and Local Government in 2001.

3.2 We looked at the Allowances paid by the other District/Borough Councils in Surrey and took into account the South East Employers' Members' Allowances Survey, published in 2018. This is the most up to date regional data which is currently available .

- 3.3 We were keen to find out what Runnymede Councillors thought about the scheme. Comments were invited from all Members and a confidential questionnaire was circulated to all 42 Members and we received 17 responses by the deadline. Whilst less than 50% of the Council replied, the information obtained was very helpful to the Panel. We also took account of the various individual comments made by Councillors as part of their questionnaire responses.
- 3.4 We met separately with Councillor Marisa Heath, the Deputy Leader of the Council and Deputy Leader of the Conservative Group, and Councillor Alan Alderson, the Leader of the Runnymede Independent Residents' Group, to discuss the scheme with them, the workload and responsibilities of Councillors and to ascertain if they had any suggestions to improve the existing scheme. The Panel also met Paul Turrell, Chief Executive, who gave his views on the current roles and responsibilities of Councillors and on the scheme of allowances.
- 3.5 We looked at the methodology adopted by some Surrey Local Authorities for calculation of the Basic Allowance and level of Public Service Discount (i.e. that part of a councillor's time which is treated as voluntary and unremunerated).
- 3.6 We sought information on the median pay for three separate groups of staff namely all salaried RBC staff, Corporate Leadership Team and Middle Managers. We also established the number of Councillors currently in receipt of an SRA, number of Corporate Management Committee members who were not in receipt of an SRA for sitting on that Committee, and the percentage of the overall revenue spend of the Council which is represented by Members Allowances

#### 4. Current Scheme

- 4.1 The present scheme retains the core features that the Council adopted in 2001 following the first report of the Panel. This attempted to strike a balance between the voluntary public service work of a Councillor and a fair reimbursement for the time and expenses incurred by Councillors in the exercise of their duties. The view of the Panel in 2001 was that two thirds of Councillors' time should be treated as voluntary public service work and one third as paid work. At the review in 2012, the Panel recommended that 40% of time spent be remunerated instead of 33% as this represented a fairer recompense and might make the role of councillor more viable for people of working age. The Council accepted this recommendation and this has remained at 40% since that date.

- 4.2 Using this approach, the Basic Allowance was set at a level that equated to the average hourly rate for staff at Runnymede multiplied by the average time spent by Runnymede Councillors on Council business. The current Basic Allowance paid to each Councillor is £3,680 per annum.
- 4.3 According to the questionnaires returned by Councillors, the amount of time devoted to Council business by Runnymede Councillors is estimated at 44 hours each month, which was slightly higher than at the last review in 2016.
- 4.4 Another feature of the present scheme is that Special Responsibility Allowances are paid at rates that are multiples of the Basic Allowance. The formulae for calculating each Special Responsibility Allowance is shown in the Table below.

**Formulae used for calculation of each Special Responsibility Allowance**

<i>Special Responsibility Allowance</i>	<i>Formula</i>
Chairmen of Policy Committees	100% of Basic
Vice-Chairmen of Policy Committees	50% of Chairman's rate
Chairman of Overview & Scrutiny Select Committee	100% of Basic
Vice-Chairman of Overview & Scrutiny Select Committee	50% of Chairman's rate
Chairman of Planning Committee	175% of Basic
Vice-Chairman of Planning Committee	2/3rds of Chairman's rate
Chairman of Standards & Audit Committee	33% of Basic
Vice-Chairman of Standards & Audit Committee	12.5% of Basic
Chairman of Englefield Green Committee	25% of Basic
Chairman of Licensing Committee	100% of Basic
Vice-Chairman of Licensing Committee	50% of Chairman's rate
Chairman of Regulatory Committee	50% of Basic
Vice-Chairman of Regulatory Committee	50% of Chairman's rate
Members of Planning Committee	50% of Vice-Chairman's rate
Members of Corporate Management Committee not otherwise entitled to a SRA	50% of Vice-Chairman's rate
Leader of the Council	200% of Basic
Deputy Leader of the Council	25% of Leader's rate
Leaders of Minority Groups	75% of Basic

Mayor	100% of Basic
Deputy Mayor	25% of Mayor's rate
Chairman of Joint Committee	100% of Basic
Vice Chairman of Joint Committee	50% of Chairman's rate

4.5 The budget for Basic and Special Responsibility Allowances in 2018/19 is £243,200.

4.6 In addition to these Allowances, Councillors are entitled to claim for the reimbursement of travel and subsistence incurred on approved Council business. Car mileage is reimbursed at the maximum rate that can be paid without incurring tax (currently 45 pence per mile) but other costs are reimbursed at the rates claimable by staff.

4.7 The scheme also provides for the reimbursement of the costs of arranging for the care of children or dependents while on Council business. This was introduced in 2001.

4.8 The current scheme is reproduced in full at **Annex 1** and the overall budget for Members' costs in the 2018/19 financial year is summarised below:

	£
Members' Allowances	243,200
Member Training, travelling and subsistence	8,100
IT facilities and training	<u>21,905</u>
	<u>273,205</u>

4.9 The total payment for Members Allowances of £243,200 represented 0.476% of the Council's General Fund Gross Revenue Expenditure of £51,091,908

## 5. Our Review and Deliberations

### Findings

From our review and interviews we have found the following :

- Role and responsibilities of Councillors have changed in recent years to reflect a changing local government 'landscape'. This is characterised by increased workload and increased responsibilities which will only continue;
- A more commercialised approach is expected of Councillors in running the Council in order to address the loss of Government Support Grant and implications of potential future budget cuts in services delivered by Surrey County Council. This increasingly requires Councillors to possess commercial acumen, financial skills sets and greater knowledge than hitherto.

- Councillors are increasingly being required to take responsibility for key strategic decisions on a range of matters e.g. financial management, place shaping, redevelopment/regeneration initiatives (Addlestone One town centre/ new Egham Leisure Centre/Egham Gateway regeneration) and management of the significant commercial property portfolio of £600m which secures an income stream to fund the gap caused by loss of Government grant and funds the Council's regeneration strategy. This income is vital as it enables the Council to maintain and develop its services without having to make cuts as a result of loss of Government grant. Increasingly, decisions are difficult, stressful and time consuming in a very challenging financial environment where the Council is expected to do more with less resources;
  
- Councillors who serve on Planning Committee and Corporate Management Committee carry a significant workload and responsibilities and will get busier and they need the skills sets and time to undertake the work. The implementation of the Local Plan, when adopted, will involve significant work in dealing with complicated detailed major planning applications and associated major infrastructure projects such as A320 highway scheme. These are major issues for residents and will require major input from Councillors who serve on Planning Committee. Likewise, Councillors who serve on Corporate Management Committee are and will continue to be involved in making important decisions on financial and property matters which require the assessment of risks and ability to challenge certain propositions. A higher obligation to undertake training is also required from those Councillors who sit on these Committees;
  - Planning enforcement, environmental standards, increasing responsibilities for management of the Council's social housing stock and community services were other key areas which would require attention of Councillors who sat on the Committees responsible for those areas;
  
- Basic Allowance is comparatively low and causes some concern among Councillors as they are aware of allowances paid in neighbouring boroughs. Whilst the receipt of the Members Allowance is not the main reason for becoming a councillor, with the primary motivation being to help improve lives of communities in the borough and to make a difference, both Group Leaders considered a Basic Allowance of £5k would be a reasonable sum to reflect time commitment and responsibilities associated with being an

elected representative, to retain current Councillors, and incentivise younger persons and other high calibre individuals to stand for Council;

- The percentage of Councillor time which is remunerated varied across Councils. At Runnymede only 40% of time was remunerated and this could be an appropriate time to review this assumption in order to reflect the role and responsibilities of a 'modern day' Councillor;
- The Leader and Deputy Leader of the Council roles faced increasing pressure and responsibilities associated with those offices. It was noted that the SRA for the Leader is the sixth lowest among the Councils in the South-East and third lowest in Surrey;
- The time commitment expected of a councillor can be a disincentive to persons to stand for Council, especially younger persons who are in full time employment and so a more realistic level of allowance could assist in this regard
- The current restriction on number of special responsibility allowances is 2 (except for Leader of Council). The Panel was asked to consider if this is appropriate, particularly for Deputy Leader role. The Deputy Leader was often expected to represent the Leader and the Authority at high profile internal and external meetings;
- The Panel noted that the Groups were supportive of Paul Turrell, Chief Executive of Runnymede, proposed Member Working Group structure. The proposal would ensure a more comprehensive coverage of the Council's services. The aim was to improve both understanding of Council priorities and communications with Councillors to set current and future priorities. The Groups would operate at a more strategic level and would provide Officers with an immediate point of reference for opinions of Councillors on particular issues before they reach Committees. The aim would be to encourage each Councillor to sit on 2 Groups to spread workload and secure greater engagement. Councillors on Working Groups would be briefed on matters prior to their report to Committees to ensure they were more informed when those matters came before Committee;
- As a Special Responsibility Allowance could not be paid for membership of a Member Working Group under the current legislation and therefore could not form part of the Members' Allowances Scheme, the Chief Executive proposed to establish a 'Mayoral Fund' from which payments could be made to councillors based on their contribution/involvement/attendance at the

proposed Working Groups over a year. The proposed 'Mayoral Fund' would be established initially with approximately £20k (potentially £500 payment per Councillor dependent upon performance). The level of payments to each Councillor from this Fund would be determined by a panel consisting of Chief Executive, Mayor and possibly two members of the IRP. Councillors make varying contributions to the work of the Council and this can cause resentment between Councillors and so the proposed additional payment will go some way towards recompensing those Councillors who do extra work and should encourage Councillors to become more engaged at all levels below the Committee level and more involved in place- shaping initiatives.

## **Recommendations of the Panel**

### Basic Allowance

We are aware of the current financial circumstances and budgetary pressures Runnymede Council faces now and over the next few years, and the wider economic climate. However, we did not feel these should influence our deliberations, but were factors Corporate Management Committee and full Council would rightfully take account of in considering our following recommendations:-

- 5.1 The Basic Allowance aims to recognise the time commitment of all Councillors including such inevitable calls on their time as meeting with Officers and constituents, and attendance at formal and informal meetings. It is also intended to cover incidental costs such as use of their homes.
- 5.2 From the 17 Questionnaire responses, 16 thought that the current overall level of Members Allowances is unsatisfactory and 7 considered themselves financially disadvantaged as a result of their role as Councillor. 25 Councillors had not responded to the questionnaire and it could be assumed that this suggested that they did not feel strongly on the subject.
- 5.3 Several Councillors commented on their questionnaire that Runnymede's allowances are low compared with allowances paid in Surrey and South East. We thought it was useful to compare the Basic Allowance with other Councils. The Basic Allowance paid in Runnymede is the second lowest in Surrey and the fourth lowest in the South East (of the 64 Councils who responded to the South East Employers survey). The range in Surrey Authorities is £3,631 (lowest – Epsom and Ewell) to £7,200 (Woking – where fewer Special Responsibility Allowances are paid). Six Surrey Authorities



paid above £5,000. The majority of the Surrey Authorities had executive arrangements, while Runnymede has retained a more traditional Committee structure.

5.4 As confirmed by our interviews and feedback from the questionnaires, the landscape of local government has changed in recent years and the Basic Allowance now needs to reflect this. The Panel felt that the emphasis of the role had changed more to that akin to 'Skills- based Volunteers'. We consider that the Basic Allowance should be increased to reflect: increased responsibilities and workload in relation to financial and property management, the skills sets now required of a Councillor in a more commercially driven local authority environment, the requirement to engage in policy development and direction, the need to challenge proposals and assess risks, the pressures associated with communication with constituents in a digital environment, and finally to acknowledge the overall time commitment. As mentioned above, the Basic Allowance was low in comparison with other local authorities in the region. Some of the increases recommended by previous Panels had not been implemented for financial reasons and this has contributed to the historic low level of the Basic Allowance. We strongly consider that steps should now be taken to address this historic deficit, otherwise the Basic Allowance will always lag behind and the deficit will become increasingly difficult to address. Therefore, on the basis of information reviewed and taking account of the recommended revised Public Service Discount in para 5.6 below, the Panel recommend that the Basic Allowance be increased from £3,680 to £ 5,000 per annum which would be more in line with the allowance paid by other Surrey Authorities. The Panel consider this would assist in retention and recruitment of individuals with the required skills sets, particularly in a year when all -out elections would be held and go some way to addressing concerns of those Members who felt their time commitment was not sufficiently acknowledged . We feel this represented a fairer compensation for the time devoted to duties and might make the role of Councillor more viable for people of working age. The Basic Allowance increase recommended would still represent only 0.40% of the Council's General Fund Gross Revenue Expenditure and this, along with the increased responsibilities, workload and time commitment, should be emphasised in any public communications on the matter.

5.5 We also reviewed the various methodologies used by other Authorities in calculation of their Basic Allowance. We noted that there is no consistent formula used. Some compare with allowances paid in other Authorities, some link it to RPI, others link it to staff hourly pay scales/pay awards. Since

2013, Runnymede has based its Basic Allowance on the average hourly rate of pay for RBC staff, multiplied by the average time spent by Runnymede Councillors on Runnymede business. The Panel did not support continuation of linkage to staff pay and recommend the Basic Allowance be as set out in para 5.4 with subsequent annual increases linked to RPI. The Panel felt that the linkage to average hourly rate of pay for staff was not a valid device as the measure would be distorted by grades of staff and differing responsibilities. It has to be accepted that Councillors undertake high level decision making functions and representative roles which need to be reflected in the level of allowance.

5.6 Runnymede's Public Service Discount, which is the element of time that is viewed as voluntary time devoted by a Councillor, is currently 60%, meaning that only 40% of time spent on Council business is compensated. Again, we have reviewed the Public Service Discount adopted in some Authorities and the level does vary. Whilst, community service is a strong motivator for standing for election to the Council and is to the credit of Runnymede Councillors, again the Panel considered that this Discount should be changed to reflect the increased time commitment, work/life balance, increased responsibility for financial and strategic decision-making, increased time serving constituents and requirement to attend more meetings. The Panel considered that a discount of 50% is more appropriate to be applied. The recommended Basic Allowance in para 5.4 has had the 50% discount applied to it.

5.7 Although not part of the Members' Allowances Scheme, the Panel strongly supported the adoption of the proposed new Member Working Group arrangements and proposed remuneration arrangements for service thereon put forward by Paul Turrell. The Panel considered that this new arrangement would assist in compensating those Councillors who made a larger commitment to the work of the Council. The Member Working Group structure should incentivise Councillors as key objectives will be set and measured and performance rewarded. Hopefully it will also bring some consistency to the hours Councillors put in. Current membership includes a group of younger keen councillors whose time is limited and it is important to incentivise them; The Panel asked that these arrangements be reviewed prior to the next triennial review and strongly encouraged that, subject to the outcome of that review, consideration be given to possibly increasing the budget for remuneration for service on these Groups at that time.

**PANEL RECOMMENDATION:**

- i) the Basic Allowance be set at £5,000 per annum and time remunerated be increased from 40% to 50%;**
- ii) annual increases linked to RPI be applied to the Basic Allowance in the financial years 2020/21 and 2021/22; and**
- iii) whilst not part of the Members Allowances Scheme, the Panel strongly support adoption of the proposed Member Working Group arrangements and remuneration for service thereon, and the operation of these arrangements be reviewed prior to the next triennial review.**

6. Special Responsibility Allowance (SRA)

6.1 Special Responsibility Allowance recognises the level of responsibility, complexity, and extent of commitment of a limited number of Councillors who are expected to undertake roles on behalf of the Council that involve significant additional time and responsibility.

6.2 If the Panel's recommendations for increasing the Basic Allowance are accepted, the Panel recommends the current SRA increase in accordance with the established formulae for their calculation. This would reflect the increased workload and responsibilities associated with these roles, and hopefully assist succession planning.

6.3 We did assess the SRA paid to Leader and Deputy Leader of the Council and whether this sufficiently reflected the increasing workload and responsibility associated with those offices. The SRA for Leader and Deputy Leader were low in comparison with other Authorities in the South East. Based on the existing formulae for calculation of SRAs if the Panel's recommendations were accepted for increasing Basic Allowance, the SRA for Leader and Deputy Leader would also increase and this was considered an appropriate increase which hopefully would reflect the workload and responsibilities associated with these high profile roles, and again assist succession planning to those offices.

6.4 Currently a Councillor can only receive a SRA for being a member of Corporate Management Committee if he or she is not entitled to any other special allowance. The Corporate Management Committee currently has 12 Members. At the current time, only 1 councillor is eligible for the Special Allowance for serving on that Committee and the remaining 11 Councillors do not get a special allowance as they receive special allowances for holding other offices. The Panel acknowledged the workload and responsibilities involved and considered whether the restriction should be removed. As most Members who served on Corporate Management Committee would receive an increase to their SRA for holding other offices it was not considered the

restriction should be lifted. Furthermore, the Panel felt that, wherever possible, consideration should be given to encouraging other Members who were not Chairmen to sit on that Committee to take a more proactive role and to facilitate sharing out of leadership roles on major projects

6.5 Some Members, through their questionnaire, had suggested that membership of Working Groups should warrant a Special Responsibility Allowance. Under the Members' Allowances Regulations this would not be legally permissible, but as mentioned in para 5.7 above, the Panel is fully supportive of the proposed arrangements for Member Working Groups and their remuneration for membership thereof put forward by the Chief Executive, which would sit and be funded separately from the Members' Allowances scheme.

6.6 The relevant Regulations do not limit the number of Special Responsibility Allowances which may be paid, nor do they prohibit the payment of more than one Special Responsibility Allowance to any one Councillor. Currently, at Runnymede no councillor except the Leader is entitled to more than 2 SRAs. The Panel considered that there should continue to be a limit of a maximum of 2 Special Responsibility Allowances on the basis that there is a limit to the amount of time one Councillor can devote to their role, to preserve their work/life balance, to encourage a spread of workload and engage and develop an increased number of Councillors in positions of responsibility. Succession planning would become increasingly important to the future operation of the Council creating a sustainable working group of Members. Furthermore, for the reasons mentioned above, the Panel considered that this restriction should also be extended to apply to the Leader of the Council.

#### **PANEL RECOMMENDATION:**

- i) Other than the SRAs being increased in line with the current criteria, no other changes be made to the amounts and types of Special Responsibility Allowances; and**
- ii) retain the current maximum number of two Special Responsibility Allowances which any Member may claim, and the current exemption for the Leader of the Council from this restriction be discontinued.**

7. Travel and Subsistence Allowances

- 7.1 We think that the rates paid under the present scheme are fair so we are recommending no changes.

**PANEL RECOMMENDATION:**

**No change be made to Travel and Subsistence Allowances.**

8. Dependant Carer's Allowance

- 8.1 We strongly support the continuation of the payment of a Dependant's Carers' Allowance where it assists a Councillor in the proper discharge of his or her duties. The payment of such an Allowance might assist in increasing the diversity of the Council membership and political groups should highlight more widely the availability of this Allowance in their recruitment of potential Councillors.

- 8.2 The Panel considered that reimbursement should continue to be on the basis of 'fair and reasonable costs'.

**PANEL RECOMMENDATION:**

**No change be made to the Dependant Carers' Allowance, but wider publicity be given to its availability by political groups at time of recruitment of potential Councillors.**

9. Members' Allowances Scheme 2019/20

**PANEL RECOMMENDATION:**

**The Members Allowances Scheme set out at Annex '2' and based on the recommendations in this report be adopted with effect from 1 April 2019**

10. Conclusions

- 10.1 The Panel is appreciative of those Councillors who completed their questionnaires and to the Group Leader of the Runnymede Independent Residents' Group, Deputy Leader of the Council and Conservative group, and the Chief Executive of the Council who attended for interview.

- 10.2 The Panel recognises the valuable work undertaken by Runnymede Councillors on behalf of their residents. The Council is fortunate to have high quality committed Councillors who work together in partnership with Officers

to progress service delivery. The Panel acknowledges the increased workload and responsibilities Councillors face and the increasingly difficult decisions required to be made on a range of issues.

10.3 The scheme we recommend we consider to be fair, simple, justifiable and logical.

10.4 We recognise that the scheme should fairly recompense those Councillors who devote a considerable amount of time to Council business. We feel that the recommended increase to the Basic Allowance reflects the increased workload and decision-making responsibilities Councillors now face in the challenging modern local government environment, the varied skills sets required, address the historical deficit and concerns of some Councillors, and removes a potential barrier to anyone wishing to become a Councillor or deters existing Councillors from effectively fulfilling their full role.

10.5 Finally, the Panel strongly recommends that the Council adopts its recommendations as a failure to do so will, in its opinion, exacerbate the historical deficit of the Council's Allowances when compared with other Local Authorities in Surrey and the South East. Furthermore, the Panel considers it acknowledges the increased workload and responsibilities Councillors now face and will face over the coming years, and the difficult decisions and risk management which are increasingly required to be made.



Dated: January 2019

## RUNNYMEDE BOROUGH COUNCIL

### SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

#### The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme has effect from midnight on 31 March 2019. It shall be reviewed in or around October 2021 with a view to any revised scheme taking effect on 1 April 2022. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	<u>£ for year</u>
For each elected Councillor (42)	3,680

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

<u>Special Responsibility Allowances</u> (to be paid in addition to Basic Allowance)	<u>£ for year</u>
Mayor	3,680
Deputy Mayor	920
Leader of the Council	7,360
Deputy Leader of the Council	1,840
Political Group Leaders other than Leader of the Council	2,760
Chairman of Planning Committee	<b>6,440</b>
Chairman of Corporate Management Committee, Environment & Sustainability Committee, Housing Committee and Community Services Committee	3,680
Chairman of Overview and Scrutiny Select Committee	3,680
Chairman of Licensing Committee	3,680
Chairman of Regulatory Committee	1,840
Chairman of Standards and Audit Committee	1,214
Chairman of Englefield Green Committee	920
Vice-Chairman of Planning Committee	4,293
Vice-Chairman of Corporate Management Committee, Environment and Sustainability Committee, Housing Committee and Community Services Committee	1,840

	<u>£ for year</u>
Vice-Chairman of Standards and Audit Committee	460
Vice-Chairman of Licensing Committee	1,840
Vice-Chairman of Overview and Scrutiny Select Committee	1,840
Vice-Chairman of Regulatory Committee	920
Members of Planning Committee other than Chairman and Vice-Chairman	2,147
Members of Corporate Management Committee who are not entitled to any other special responsibility allowance	920
Chairman of Joint Committee	3,680
Vice –Chairman of Joint Committee	1,840

Note: (1) except for the Leader of the Council, receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

#### Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

#### Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.



The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2018).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

#### Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £460 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

#### Uplift

An annual increase of 7% has been applied to the basic allowance in 2018/19 and the special responsibility allowances and co-optees' allowances have been similarly increased based on the current formulae for calculation of each special responsibility allowance. The Scheme, including future uplifts, will be reviewed in or around October 2018 with a view to any revised scheme taking effect on 1 April 2019.

#### Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

#### Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

#### Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

#### Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

#### Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of April 2017 is hereby revoked with effect from midnight on 31 March 2018.

APPROVED BY RESOLUTION OF THE COUNCIL  
March 2018

## RUNNYMEDE BOROUGH COUNCIL

### SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

#### The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme has effect from midnight on 31 March 2019. It shall be reviewed in or around October 2021 with a view to any revised scheme taking effect on 1 April 2022. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	<u>£ for year</u>
For each elected Councillor (42)	5,000

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

<u>Special Responsibility Allowances</u> (to be paid in addition to Basic Allowance)	<u>£ for year</u>
Mayor	5,000
Deputy Mayor	1,250
Leader of the Council	10,000
Deputy Leader of the Council	2,500
Political Group Leaders other than Leader of the Council	3,750
Chairman of Planning Committee	8,750
Chairman of Corporate Management Committee, Environment & Sustainability Committee, Housing Committee and Community Services Committee	5,000
Chairman of Overview and Scrutiny Select Committee	5,000
Chairman of Licensing Committee	5,000
Chairman of Regulatory Committee	2,500
Chairman of Standards and Audit Committee	1,650
Chairman of Englefield Green Committee	1,250
Vice-Chairman of Planning Committee	5,827
Vice-Chairman of Corporate Management Committee, Environment and Sustainability Committee, Housing Committee and Community Services Committee	2,500

	<u>£ for year</u>
Vice-Chairman of Standards and Audit Committee	625
Vice-Chairman of Licensing Committee	2,500
Vice-Chairman of Overview and Scrutiny Select Committee	2,500
Vice-Chairman of Regulatory Committee	1,250
Members of Planning Committee other than Chairman and Vice-Chairman	2,913
Members of Corporate Management Committee who are not entitled to any other special responsibility allowance	1,250
Chairman of Joint Committee	5,000
Vice Chairman of Joint Committee	2,500

**Note: (1) receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.**

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

#### Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

#### Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2019).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

#### Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £460 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

#### Uplift

An annual increase linked to RPI will be applied to the Basic Allowance in 2020/21 and 2021/22 and the special responsibility allowances and co-optees' allowances will be similarly increased based on the current formulae for calculation of each special responsibility allowance.

#### Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

#### Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

#### Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

#### Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

#### Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of April 2018 is hereby revoked with effect from midnight on 31 March 2019.

APPROVED BY RESOLUTION OF THE COUNCIL  
March 2019