

<b>Report of:</b>	<b>Monitoring Officer</b>
<b>Contact Officer:</b>	<b>Matt Berry</b>
<b>Telephone No:</b>	<b>01543 464 589</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Council: 13/01/16</b>

**COUNCIL**  
**13 JANUARY 2016**  
**REVIEW OF THE MEMBERS' ALLOWANCES SCHEME**

**1 Purpose of Report**

- 1.1 For Council to consider the report and recommendations of the Independent Remuneration Panel (IRP) in relation to the Panel's latest review of the Members' Allowances Scheme.

**2 Recommendations**

- 2.1 That Council considers the recommendations of the Independent Remuneration Panel (detailed in Appendix 1 of this report) following the Panel's latest review of the Members' Allowances Scheme, and approves a revised Scheme to come into effect from 1 April, 2016.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The Members' Allowances Scheme was last reviewed in March 2014, with the updated Scheme being approved by full Council in April 2014. As the current Scheme covers the period April 2014 to March 2016, it has been necessary to convene the IRP to conduct a fresh review.
- 3.2 Under the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to:
- Adopt a Members' Allowances Scheme which must be in force on at least an annual basis;
  - Establish an IRP to review the Scheme on a regular basis;

- When adopting a new/revised Scheme, have regard to any reports or recommendations from the IRP.
  - Publicise any recommendations made by the IRP.
  - Publicise details of the Scheme once it has been revised or newly adopted.
  - Ensure an accurate record is kept of the total amounts of allowances paid to each councillor and the types of allowances paid.
- 3.3 Although the Council is statutorily required to have a Members' Allowances Scheme, it is important to keep the Scheme under regular review to ensure that allowances paid are appropriate to reflect both the 'Council based' roles (e.g. Cabinet members, committee chairs etc.) and community leadership roles that Members' have.
- 3.4 Members' will also need to take into account any budgetary costs/savings which could arise out of any changes recommended to the Scheme (further details are provided in section 6.1 of this report).

#### **4 Relationship to Corporate Priorities**

- 4.1 This report supports the Council's Corporate Priorities by ensuring that persons who elect to stand for office as a local councillor are not financially disadvantaged by doing so, by recompensing them, in part, for the time spent on service to the community.

#### **5 Report Detail**

- 5.1 The final report of the IRP, which details how the review was conducted and the recommendations of the Panel is attached at Appendix 1 for consideration.
- 5.2 An amended version of the current Scheme and a draft version of the revised Scheme are attached at Appendices 2 and 3 respectively.
- 5.3 For ease of reference, the main recommendations of the IRP for 2016-18 are set out below:
- (a) Length of revised Scheme – 2 years.
  - (b) Basic Allowance, Special Responsibility Allowances (excluding (c) and (d) below) and Civic Allowances – index link to percentage changes in JNC Officer pay rates.
  - (c) Chairman of Scrutiny Committee SRA – remove from Scheme (role will no longer exist from the 2016/17 municipal year).

- (d) Chairmen of Policy Development Committees SRA – remove from Scheme (roles no longer exist).
  - (e) Travel and Subsistence Allowances – continue to index link to Officers’ rates.
  - (f) ICT and Broadband Allowances – no change to the monetary values, but the option for Councillors to be issued with ‘thin-client’ terminals be removed, and the Broadband Allowance be renamed ‘Communications Allowance’ to better reflect its purpose.
  - (g) Carers’ Allowance – no change.
  - (h) Chairmen of the new Scrutiny Committees – new Special Responsibility Allowance created and set at £1,853 per year, per Chairman (equivalent to that paid to the former Chairmen of the Policy Development Committees) and index link to percentage changes in JNC Officer pay rates.
- 5.4 References to membership of the Local Government Pension Scheme (LGPS) will also need to be removed as from 1 April, 2014, Councillors are no longer eligible to be members.

## **6 Implications**

### **6.1 Financial**

Any changes to the level/amount of members’ allowances payable will have to be met from within the allocated budget for members’ allowances/expenses.

### **6.2 Legal**

Referred to under section 3.2 of this report.

### **6.3 Human Resources**

None.

### **6.4 Section 17 (Crime Prevention)**

None.

### **6.5 Human Rights Act**

None.

### **6.6 Data Protection**

None.

**6.7 Risk Management**

None.

**6.8 Equality & Diversity**

None.

**6.9 Best Value**

None.

**7 Appendices to the Report**

Appendix 1	Report of the Independent Remuneration Panel.
Appendix 2	Revised Members' Allowances Scheme (with tracked changes).
Appendix 3	Revised Members' Allowances Scheme (without tracked changes).
Appendix 4	Members' Allowances Scheme Review Pack

**Previous Consideration**

Previous reviews of the Scheme have taken place at regular two yearly intervals or when required.

**Background Papers**

None.

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**REVIEW OF CANNOCK CHASE COUNCIL'S  
MEMBERS' ALLOWANCES SCHEME**

**NOVEMBER 2015**

Composition of the Panel

- Mr J. Derry, local resident – appointed to serve until 27 February 2017.
- Mr G. Marsh, local resident – appointed to serve until 27 February 2017.
- Mr E. Pemberton – local resident, appointed to serve until 27 October 2018.

The Panel was supported by; Alistair Welch, Council Solicitor and Monitoring Officer and Matt Berry, Senior Committee Officer.

Meetings of the Panel

The Panel met on two occasions during the course of its review; 9 and 23 November, 2015.

*1. 9 November, 2015*

*Present – Mr J. Derry, Mr G. Marsh, Mr E. Pemberton, A. Welch and M. Berry.*

Prior to the first meeting, the Panel was issued with a 'Members' Allowances Review Pack', which included the following information/data:

- Background information;
- Members' Allowances comparator data;
- Meetings attendances figures – June 2014 to October 2015;
- Committee meeting held/scheduled – June 2014 to May 2016;
- Members' Allowances survey results;
- Functions, Responsibilities and Structures of Committees and Senior Officers;
- Current Members' Allowances scheme.

A copy of the pack is attached to this report as Appendix A

The Monitoring Officer explained to the Panel the differences between the former Policy Development Committees and new Scrutiny Committees, and advised that as a result of the changes made a saving of over £8,000 would be achieved in the members' allowances budget from 2016/17 onwards.

The Panel discussed the changes to the committees' structure and determined it was too soon to decide whether the level of allowance paid to the Chairmen of

Appendix 1

the new Scrutiny Committees should be different from the allowance for the former Chairmen of the Policy Development Committees.

The Panel noted comments included in the Members' Allowances survey results regarding the ICT Allowance, specifically about how the allowance was paid to Members and the level of allowance paid, so requested further information be provided at the next meeting.

The Panel also noted the survey comments regarding a 'Shadow Cabinet' allowance, but considered at this stage such an allowance should not be re-introduced.

The Panel were also advised that they needed to consider how long the next Scheme should be in place for and whether or not allowances should be index linked, and if so, what index should be used.

*2. 23 November, 2015*

*Present – Mr J. Derry, Mr G. Marsh, Mr E. Pemberton, A. Welch and M. Berry.*

The Monitoring Officer reported that he had consulted with the Head of Technology on the level of ICT allowance payable (including the broadband allowance) and had been advised that in order to purchase the necessary hardware and broadband packages, the current rates were about right.

The Panel were also advised that references in the ICT allowance to provision of 'thin client' terminals should be removed, as it was no longer appropriate for Councillors to be issued with such hardware by the Council.

The Panel also discussed its recommendations for the length of the revised scheme and index linking of allowances.

### Conclusions

Having reviewed the comparator data received and feedback from councillors, the Panel determined that no fundamental changes to the main aspects of the Scheme were necessary.

The Panel does however note its concern with the current level of ICT and broadband allowance payable, although takes on board the advice from the Head of Technology regarding this matter.

The Panel also wished to record its thanks those Members who completed the allowances survey, as the results were useful in helping the Panel to determine its recommendations for the revised Scheme.

The final recommendations of the Panel are detailed overleaf for Council's consideration.

Panel's Recommendations

## Existing Allowances:

<b>Scheme Area/Allowance</b>	<b>Current Provision/Allowance</b>	<b>Recommendation</b>
Length of Scheme	2 years	2 years
Basic Allowance	£5,339 (inclusive of £1,224 for consumables purchases)	Index link to percentage change in JNC Officer pay rates
Leader of the Council	£18,150	Index link to percentage change in JNC Officer pay rates
Deputy Leader of the Council	£9,260	Index link to percentage change in JNC Officer pay rates
Councillors of Cabinet	£8,025	Index link to percentage change in JNC Officer pay rates
Leader of the Opposition	£6,791	Index link to percentage change in JNC Officer pay rates
Chairman of Scrutiny Committee	£6,791	Remove from Scheme – no longer applicable
Chairman of Planning Control Committee	£4,322	Index link to percentage change in JNC Officer pay rates
Chairmen of Policy Development Committees	£1,853	Remove from Scheme – no longer applicable
Chairman of Licensing & Public Protection Committee	£1,853	Index link to percentage change in JNC Officer pay rates
Chairman of Audit & Governance Committee	£1,853	Index link to percentage change in JNC Officer pay rates
Chairman of the Council	£8,980	Index link to percentage change in JNC Officer pay rates
Vice-Chairman of the Council	£3,525	Index link to percentage change in JNC Officer pay rates
ICT and Broadband Allowances	£1,200 in year of (re)election, followed by £400 per year for following three years	No change in monetary values.  Broadband Allowance to be re-named 'Communications Allowance' to better reflect its purpose  Remove option for Councillors to be issued with 'thin-client' terminals

<b>Scheme Area/Allowance</b>	<b>Current Provision/Allowance</b>	<b>Recommendation</b>
Carers' Allowances	Maximum hourly rate equivalent to the maximum wage applicable to the age of the carer	No change
Travel Allowances	Same as rates paid to officers	No change
Subsistence Allowances	Same as rates paid to officers	No change

New allowances:

<b>Scheme Area/Allowance</b>	<b>Current Provision/Allowance</b>	<b>Recommendation</b>
Chairmen of Scrutiny Committees	N/A	Set at £1,853 and index link to percentage change in JNC Officer pay rates

-----  
 J. Derry  
 G. Marsh  
 E. Pemberton

Independent Remuneration Panel  
 23 November 2015  
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# PART 6

# MEMBERS' ALLOWANCES



# Section 40

## Members' Allowance

### Scheme ~~2016-18~~2014-16

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April, ~~2016~~2014 to 31 March, ~~2018~~2016. Any amendment to the scheme requires the approval of the Council.

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## 1. INTRODUCTION

- 1.1 This scheme, which may be cited as the Cannock Chase Council ~~Members~~~~Councillors~~' Allowances Scheme, was approved by Cannock Chase Council at its meeting on ~~13<sup>9</sup> April~~~~January~~, 201~~6~~~~4~~ in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This scheme replaces all previous ~~Members~~~~Councillors~~' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, 201~~4~~~~6~~ and shall run until 31 March, 201~~6~~~~8~~.
- 1.4 Any other amendments to the Scheme will be solely determined by the Council, following receipt of recommendations from the Independent Remuneration Panel.

## 2. EXPLANATION OF TERMS

- 2.1 In this scheme,

“Councillor” means a Councillor of Cannock Chase Council.

“Year” means the 12 months commencing from the Council's Annual General Meeting

## 3. BASIC ALLOWANCE

- 3.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each Councillor, in accordance with the table at Schedule 1 to include a notional allowance for the provision of ~~stationery, postage~~~~telephones, fax facilities~~ and indemnity insurance, ~~and be index linked to any percentage change in JNC Officer pay rates.-~~

## 4. SPECIAL RESPONSIBILITY ALLOWANCES

- 4.1. For each year a special responsibility allowance, comprising component elements to be agreed by the Council, may be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme provided that a signed request form has been received by the ~~Chief Executive~~ Managing Director from the Councillor confirming their wish to receive a special responsibility allowance.
- 4.2. Subject to paragraph 6, the amount of each such element shall be the amount specified against that special responsibility in that schedule.
- 4.3. With the exception of those Councillors in receipt of a Civic Allowance, Councillors shall be entitled to only one special responsibility allowance, with the single highest allowance being paid. Those Councillors in receipt of a Civic Allowance shall also be entitled to a special responsibility allowance, where appropriate.

~~4.3.4.4.~~ As with the Basic Allowance, such allowances shall be index linked to any percentage changes in JNC Officer pay rates.

~~5.~~

~~6.~~

~~7.~~

~~8.~~

## ~~9.5.~~ 5. **RENUNCIATION**

5.1. A Councillor may give notice in writing to the ~~Chief Executive Managing Director~~ to elect to forego any part of his/her entitlement to an allowance under this scheme.

## **6. PART-YEAR ENTITLEMENTS**

6.1. The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable.

6.2. If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:

- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
- (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

6.3. If an amendment to this scheme changes the duties specified in schedule 2 to this scheme, the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.

6.4. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office subsists bears to the number of days in that year.

6.5. Where this scheme is amended as mentioned in sub-paragraph 6.2, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2(a), the entitlement of any such Councillor to a basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of

days during which his/her term of office as a Councillor subsists bears to the number of days in that period.

- 6.6. Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- 6.7. Where this scheme is amended as mentioned in sub-paragraph 6.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

## ~~7. LOCAL GOVERNMENT PENSION SCHEME (LGPS)~~

~~7.1 Under the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, any Councillors elected or re-elected after 1 April 2014 are not entitled to membership of the Local Government Pension Scheme.~~

~~7.2 Any serving Councillors who were members of the LGPS on 31 March 2014 may continue to be a member until their term of office as a Councillor ends in the years 2014, 2015 or 2016 (this covers the period of District Elections which took place in 2010, 2011 and 2012).~~

## 7.8. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS

~~7.18.1~~ Where a Councillor or Independent Member is suspended or partially suspended from responsibilities or duties as a member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the allowance payable (including travel and subsistence allowances) in respect of the period of suspension or partial suspension may be withheld by the Council.

7.2 Where payment of any allowance has already been made in respect of any period during which the member is concerned is:

- (i) suspended or partially suspended from responsibilities or duties as described above;
- (ii) ceases to be a Member of the Council; or
- (iii) is in any other way not entitled to receive the allowances in respect of that period,

the Council may require that such part of the allowance as they relate to any such period be repaid to the Council.

## **89. TRAVEL AND SUBSISTENCE**

**8.19.1.** Payment of allowances for travel and subsistence are not payable under this Scheme, but Councillors shall be entitled to receive payments by way of travelling allowance or subsistence allowance under the provisions of Section 174 of the Local Government Act, 1972, in connection with performing any of the approved duties set out in Annex 1 to this Scheme. The amounts of such payments and limits and conditions relating to them are set out in Annex 2 to this Scheme.

**8.2** Such allowances will be payable at the same rates as those which can be claimed by Officers.

## **910. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.**

**9.110.1.** Payment of travel and subsistence allowances for official duties outside the United Kingdom are not payable under the Scheme, but travelling and subsistence allowances are payable under Section 174 of the Local Government Act, 1972 and are detailed in Annex 3.

## **1011. CLAIMS AND PAYMENTS**

**10.111.1** Payments shall be made:-

- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme on the 25th of each month (20th December) by bank credit transfer (BACS);
- (b) in respect of travel and subsistence expenses, on the 25th of the month (20th December) following submission by a Councillor provided that submission is made to the ~~Director of Governance~~Managing Director by the 7th day of that month.

Where the 25th/20th falls on a non-banking day, payment will be made on the last banking day before.

**10.211.2** Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled.

## **1112. PUBLICITY**

**11.112.1.** Details of this scheme will be publicised within the Authority's area as soon as possible after the Council has agreed or amended the scheme.

| ~~11.212.2.~~ As soon as practicable after the end of the year the Authority shall make arrangements for the publication, within the Authority's area, of the total payments of each allowance made to Councillors in accordance with Regulation 15 of the Local Authorities (Councillors Allowances) (England) Regulations 2003.

## Schedule 1 Basic, Special Responsibility and Other Allowances

### Basic Allowance

The Basic Allowance is £5,339\* of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as ~~\_ink cartridges,~~ stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.

### Special Responsibility Allowances

Special Responsibility Allowances shall be paid as follows (with effect from 1 April, 201~~65~~):\*

	<u>2015/16</u>	<u>2016/17</u>
Leader of the Council	£18,150	<u>£18,150*</u>
Deputy Leader of the Council	£9,260	<u>£9,260*</u>
Councillors of Cabinet	£8,025	<u>£8,025*</u>
Leader of the Opposition	£6,791	<u>£6,791*</u>
<del>Chairman of Scrutiny Committee</del>	<del>£6,791</del>	
Chairman of Planning Control Committee	£4,322	<u>£4,322*</u>
Chairmen of <del>Scrutiny Policy Development</del> Committees	£1,853	<u>£1,853*</u>
Chairman of Licensing & Public Protection Committee	£1,853	<u>£1,853*</u>
Chairman of Audit & Governance Committee	£1,853	<u>£1,853*</u>
<del>Chairman of Health Scrutiny Committee</del>	<del>£1,853</del>	

### Civic Allowance

The nature of the allowances payable to the Council Chairman and Vice-Chairman are different in nature from the other allowances payable, due to the very much different role played by these Councillors as civic leaders. These are thus payable as “cash” sums, rather than the more salary-like basis of most other allowances.

The Civic Allowance for the Chairman of the Council is £8,980\*, with the Vice-Chairman’s Civic Allowance at £3,525\*.

*\*subject to index linked percentage changes in JNC Officer pay rates*

### Independent ~~Members~~Councillors

The payment to ~~independent~~ ~~Members~~Councillors with decision-making powers, such as those on the Standards Committee and the Independent Remuneration Panel, is £220 per annum.

### Computer Allowance

~~Councillors shall be provided with a “thin client” computer workstation by the Council to use for Council business. Where this method of computer access does not meet~~

~~their needs, Councillors are entitled to receive an allowance to provide their own computer for use with Council business, provided that they are eligible under the Scheme.~~

Following their (re-)election, Councillors will determine whether they ~~would~~ wish to ~~be provided with a "thin-client" workstation or~~ purchase their own computer which will be used for Council business, provided that they are eligible under the Scheme. This arrangement is fixed until the end of the Councillor's current term in office, ~~unless he/she has exceptional circumstances for wanting to change to the alternative option under the scheme, which must be agreed by the Managing Director.~~

The following terms and conditions will apply to those Councillors who opt to provide their own computer for use with Council business:

(i) In addition to providing their own computer, Councillors must also provide their own printers, broadband link, software and consumables (e.g. ink cartridges). The Council will not provide any equipment or technical support in such circumstances.

(ii) An allowance of £1,200 will be paid to Councillors in their year of (re-)election, followed by £400 per annum for each of the following three years.

~~(ii)(iii)~~ Of the £1,200, £800 will be paid as a lump sum to be used only for the purchase of necessary hardware (i.e. computer/laptop/tablet and printer) and software packages (e.g. office packages and anti-virus/security). The remaining £400 (also payable in subsequent years) will be paid in instalments of £33.33 per month as a 'communications allowance', which is to cover the cost of; consumables, broadband, telephone line rental and mobile phone usage. This will be paid as a £800 lump sum on (re-)election followed by monthly payments of £33.33 for the remainder of their current term in office. All payments are subject to tax.

~~(iii)~~ Councillors shall be required to produce a receipt for the expenditure incurred in purchasing the equipment, with the amount payable being fixed irrespective of whether the receipt for the equipment is greater or less than the allowance payable.

~~(iv)~~ No access will be provided to the Council's internal systems. However e-mails, minutes and agendas are accessible via the Council's website.

~~(v)~~ (iv) Other than setting up access to e-mails and providing basic training in respect of e-mail and accessing committee papers on-line, Councillors will not be provided with any technical support by the Council.

~~(vi)~~ Councillors must certify on an annual basis that their computer meets the Council's technical specification for the purposes of conducting Council business.

~~(vii)~~ (v) Those Councillors who are also County Councillors will be able to ~~opt for either a "thin-client" computer,~~ purchase their own computer **or** use their County Council computer to access District Council information, such as e-

mails. Those Councillors who opt to use their County Council computer will not be entitled to a computer allowance under this scheme.

### **Carers Allowances**

Councillors shall be reimbursed for the actual costs incurred as a result of providing care for:

- (i) Children under the age of 14, which will be reimbursed at actual cost subject to a maximum hourly rate equivalent to the maximum wage applicable to the age of carer; and
- (ii) Persons over the age of 60 and people with disabilities or learning difficulties will normally be reimbursed at the same level as for children, except where professional care is required the hourly limit should increase to the rate chargeable by the County Social Services Department for the provision of a Community Care Worker.

The person to be cared for should be someone who normally lives in the claimant's household who cannot be left unsupervised. In addition, the carer employed should not be someone who normally lives with the claimant. The allowance is payable for approved duties only as defined in the Members Allowances Regulations 2003.

## Schedule 2 Approved Duties

Approved duties are prescribed as:-

- (a) Attendance of appointed Councillors at meetings of the Council, Cabinet, Committees ~~Select Committees~~, and other Council meetings.
- (b) Attendance of appointed Councillors at Special Meetings.
- (c) Attendance of invited Councillors at meetings.

Note: A payment shall be made only to Councillors invited to attend to participate by the Chairman of the Committee etc., prior to the meeting and whose names are recorded in the Minutes as being present with an indication of the Chairman's reasons for permitting participation.

- (d) Attendance at meetings that relate to the business of the Council i.e. presentations and events whereby all Councillors of the Council are invited to attend.
- (e) Attendance of at least two Group Leaders (or, where only one Group Leader exists, two Councillors) at meetings called by the Managing Director. (Refer to Schedule 2(b))
- (f) Attendance of Councillors appointed to deputations, site visits or like business, where prior approval by the Council/Committee has been granted

Note: Eligible provided that the duty for which the attendance is paid shall have had prior approval by the Committee requiring the duty to be undertaken or, in exceptional circumstances, by the ~~Chief Executive~~ Managing Director after consultation with the Chairman of the Council.

- (g) Attendance at meetings by Councillors of the Cabinet in their capacity as Portfolio Leader.
- (h) Attendance at:-
  - (i) Bodies of national, regional or county standing which carry out directly related Council functions. The Councillor appointed to these bodies must be appointed to 'act' on behalf of the Council, which must form part of the list of bodies approved by Council and Cabinet.

Note: Although not part of this Scheme, attendance at approved Conferences will also qualify for payment of travelling expenses and subsistence under Section 175 of the Local Government Act, 1972. The approved Conferences are:-

- (A) Local Government Association Annual Conference:  
Leader of the Council and Managing Director

- (B) Chartered Institute of Public Finance and Accountancy:  
Leader for Corporate Improvement and Head of Finance
- (C) Chartered Institute of Housing:  
Leader for Housing and Head of Housing and Waste Management
- (D) LGA Economic Regeneration Conference:  
Leader for Economic Development & Planning and ~~Head of Service-LEP-Consultant~~ Head of Economic Development
- (E) Chartered Institute for the Management of Sport & Physical Activity:  
Leader for Culture & Sport ~~and or~~ Head of Commissioning

## Annex 1

# Travel and Subsistence Allowance

Approved duties for the purposes of payment of travelling and subsistence allowances under Section 174 of the Local Government Act, 1972 shall be payable in respect of the following:-

- (a) All Approved Duties for the purposes of Councillors' Allowances Scheme referred to in the Second Schedule to the scheme.
- (b) Attendance of Chairman/Vice-Chairman of the Council, Cabinet or Committees for Agenda discussion or on business of the Council, Committee or Sub-Committee.
- (c) Attendance of Councillors at Council offices on the business of the Council.
- (d) Attendance of Councillors on courses or seminars approved by the Council, Committee or Sub-Committee.
- (e) Bodies of local standing generally having statutory backing carrying out functions of a consultative nature but not necessarily being directly or indirectly related to local authority work.
- (f) The Executive Committee of the Staffordshire Parish Councils' Association.

~~(g) In pursuance of any Standing Order requiring a Councillor or Councillors to be present while Tenders are opened or the Council's seal is affixed to any document.~~

## Annex 2

# Travel and Subsistence Allowances

### TRAVEL

Councillors shall be paid car mileage rates in accordance with rates paid to Officers, including any local amendments to national rates.

- (a) If Councillors use a taxi regularly to attend meetings and they live within easy access to a convenient bus route then reimbursement will only be made at the appropriate bus fare rate.
- (b) Journeys from the place of Council meetings to the place of work are considered to be for the purpose of attending work and reimbursement of travelling allowance will not be paid.
- (c) When refreshments/meals are provided at meetings subsistence should not be claimed.

## OTHER TRAVEL AND SUBSISTENCE

Councillors shall be paid in accordance with rates paid to Officers, including any local amendments to national rates.

The travel and subsistence allowances should be adjusted annually in line with those paid to Officers.

Note: Claims for travel and subsistence will not be approved unless accompanied with appropriate VAT receipts as proof of the expense being incurred.

## Annex 3 Travel and Subsistence Allowances Outside The U.K.

~~1. 1.1~~ For approved duties within the U.K. there are a series of subsistence allowances approved by the Secretary of State, dependent on the location, duration and purpose of the duty.

~~1.~~

~~2.~~

~~3. 1.2~~ However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.

~~2.~~

~~4.~~

~~3. 1.3~~ Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.

~~5.:~~

~~6.~~

~~7.4. 1.4~~ Councillors of the Council and Officers who are required to undertake official duties outside the U.K. shall be entitled to the following travel and subsistence allowances:

- (i) Full cost of all travel (to the extent that it is not met directly by the Council) from the Councillor's/Officer's home or office as appropriate to the place of duty, all necessary travel whilst engaged on the duty and return, such costs to be supported by appropriate receipts.
- (ii) Full cost of accommodation for the duration of the duty (to the extent that it is not met directly by the Council), such costs to be supported by appropriate receipts.
- (iii) The reasonable cost of all meals purchased (not including alcoholic beverages) such costs to be supported by appropriate receipts.
- (iv) The commission charged on the necessary exchange of sterling into the appropriate foreign currency and the commission charged on the

necessary exchange of the appropriate foreign currency back into sterling, such costs to be supported by appropriate receipts.

- (v) The monetary loss as a consequence of differing exchange rates as a consequence of the exchange of the appropriate foreign currency into sterling, as identified on the exchange receipt and calculated by the Director of Resources.
- (vi) The sum of £10 per day or part thereof to meet incidental, unidentified expenses.

The sterling equivalent of costs arising under (i), (ii) and (iii) above, when not in sterling, will be calculated using the exchange rate identified on the "out of sterling" currency exchange document.

## Annex 4

### National Insurance Contributions

1. If a Councillor is paid Councillors' Allowance equalling or exceeding the lower earnings limit of £486 per month (~~correct as at 6/4/15 – however, increases in line with the Chancellor's Annual Budget 2016/17 rate~~), as from 6th April, 1997, there is a liability for Class 1 (earnings related) contributions.
2. The contributions are payable whether or not the Councillor has other employment or self-employment. There is an annual maximum for contribution liability for people with more than one job and in some instances a Councillor in this position may be entitled to a refund of contributions; alternatively, a Councillor may be able to apply to defer payment of contributions in his/her capacity as a Councillor. ~~An explanatory leaflet (NP28 – People with more than one job) is available from social security offices. In addition, leaflet NP18 is available for people who pay Class 1 contributions and are also self-employed.~~
3. Certain Councillors may be exempt from National Insurance either by virtue of age or already on the maximum rate elsewhere. If this is the case, the Councillor will need to provide the Head of Finance with an exemption certificate.

Further, advice can be sought from the Head of Finance.

## Annex 5

### Social Security Contributions and Benefits

1. Payment of allowances will count as earnings for social security purposes. Councillors can be affected, therefore, both as contributors to the social security scheme and as beneficiaries. The above allowances will be chargeable to Schedule E for income tax and accordingly will give rise to liability for national insurance contributions unless the payments fall below the lower earnings limit.

2. These contributions can, of course, give rise to pension entitlement. As regards social security benefits, a number are subject to earnings rules, and can therefore be affected by the receipt of ~~attendance~~ allowances. A Councillor who is receiving a particular benefit and is in doubt about how it may be affected is recommended to make enquiries at the local offices of the Department for Work and Pensions.

## Annex 6 Statutory Sick Pay

1. ~~The provisions of the above came into force for 'Employees' on the 6th April 1984. It has now been stated in a circular issued by the Department of the Environment that Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and as such, may in certain circumstances be eligible to receive Statutory Sick Pay (SSP). will also be included where they meet the conditions of the scheme. The reasoning behind this is that these payments are subject to National Insurance contributions where they are greater than the lower earnings limit and consequently there may be an entitlement to State Sickness Benefit from the Department of Social Security. As Statutory Sick Pay replaces State Sickness Benefit, Councillors whose allowances attract National Insurance contributions may qualify for this payment. The regulations are complex and wide-ranging, and although it is unlikely that the provisions of Statutory Sick Pay (SSP) will have any widespread relevance to Councillors of this Authority, it is felt, nevertheless, that all Councillors should be aware of the entitlement. Further details will be made available upon request.~~
2. Where a Councillor wishes to make a claim for payment of SSP it is essential that there is a notification on the first day of absence due to sickness to the Human Resources ~~Department~~ division.
3. ~~Further advice and documentation will then be issued.~~



# Section 40

# Members' Allowance

# Scheme 2016-18

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April, 2016 to 31 March, 2018. Any amendment to the scheme requires the approval of the Council.

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## **1. INTRODUCTION**

- 1.1 This scheme, which may be cited as the Cannock Chase Council Members' Allowances Scheme, was approved by Cannock Chase Council at its meeting on 13 January, 2016 in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This scheme replaces all previous Members' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, 2016 and shall run until 31 March, 2018.
- 1.4 Any other amendments to the Scheme will be solely determined by the Council, following receipt of recommendations from the Independent Remuneration Panel.

## **2. EXPLANATION OF TERMS**

- 2.1 In this scheme,

“Councillor” means a Councillor of Cannock Chase Council.

“Year” means the 12 months commencing from the Council's Annual General Meeting

## **3. BASIC ALLOWANCE**

- 3.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each Councillor, in accordance with the table at Schedule 1 to include a notional allowance for the provision of stationery, postage and indemnity insurance, and be index linked to any percentage change in JNC Officer pay rates.

## **4. SPECIAL RESPONSIBILITY ALLOWANCES**

- 4.1. For each year a special responsibility allowance, comprising component elements to be agreed by the Council, may be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme provided that a signed request form has been received by the Managing Director from the Councillor confirming their wish to receive a special responsibility allowance.
- 4.2. Subject to paragraph 6, the amount of each such element shall be the amount specified against that special responsibility in that schedule.
- 4.3. With the exception of those Councillors in receipt of a Civic Allowance, Councillors shall be entitled to only one special responsibility allowance, with the single highest allowance being paid. Those Councillors in receipt of a Civic Allowance shall also be entitled to a special responsibility allowance, where appropriate.
- 4.4. As with the Basic Allowance, such allowances shall be index linked to any percentage changes in JNC Officer pay rates.

## 5. RENUNCIATION

- 5.1. A Councillor may give notice in writing to the Managing Director to elect to forego any part of his/her entitlement to an allowance under this scheme.

## 6. PART-YEAR ENTITLEMENTS

- 6.1. The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable.
- 6.2. If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.
- 6.3. If an amendment to this scheme changes the duties specified in schedule 2 to this scheme, the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- 6.4. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office subsists bears to the number of days in that year.
- 6.5. Where this scheme is amended as mentioned in sub-paragraph 6.2, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2(a), the entitlement of any such Councillor to a basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a Councillor subsists bears to the number of days in that period.
- 6.6. Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

6.7. Where this scheme is amended as mentioned in sub-paragraph 6.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

## **7. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS**

7.1 Where a Councillor or Independent Member is suspended or partially suspended from responsibilities or duties as a member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the allowance payable (including travel and subsistence allowances) in respect of the period of suspension or partial suspension may be withheld by the Council.

7.2 Where payment of any allowance has already been made in respect of any period during which the member is concerned is:

- (i) suspended or partially suspended from responsibilities or duties as described above;
- (ii) ceases to be a Member of the Council; or
- (iii) is in any other way not entitled to receive the allowances in respect of that period,

the Council may require that such part of the allowance as they relate to any such period be repaid to the Council.

## **8. TRAVEL AND SUBSISTENCE**

8.1 Payment of allowances for travel and subsistence are not payable under this Scheme, but Councillors shall be entitled to receive payments by way of travelling allowance or subsistence allowance under the provisions of Section 174 of the Local Government Act, 1972, in connection with performing any of the approved duties set out in Annex 1 to this Scheme. The amounts of such payments and limits and conditions relating to them are set out in Annex 2 to this Scheme.

8.2 Such allowances will be payable at the same rates as those which can be claimed by Officers.

## **9. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.**

9.1. Payment of travel and subsistence allowances for official duties outside the United Kingdom are not payable under the Scheme, but travelling and subsistence allowances are payable under Section 174 of the Local Government Act, 1972 and are detailed in Annex 3.

## 10. CLAIMS AND PAYMENTS

### 10.1 Payments shall be made:-

- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme on the 25th of each month (20th December) by bank credit transfer (BACS);
- (b) in respect of travel and subsistence expenses, on the 25th of the month (20th December) following submission by a Councillor provided that submission is made to the Managing Director by the 7th day of that month.

Where the 25th/20th falls on a non-banking day, payment will be made on the last banking day before.

10.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled.

## 11. PUBLICITY

11.1 Details of this scheme will be publicised within the Authority's area as soon as possible after the Council has agreed or amended the scheme.

11.2 As soon as practicable after the end of the year the Authority shall make arrangements for the publication, within the Authority's area, of the total payments of each allowance made to Councillors in accordance with Regulation 15 of the Local Authorities (Councillors Allowances) (England) Regulations 2003.

## Schedule 1 Basic, Special Responsibility and Other Allowances

### Basic Allowance

The Basic Allowance is £5,339\* of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.

### Special Responsibility Allowances

Special Responsibility Allowances shall be paid as follows (with effect from 1 April, 2016):\*

	2016/17
Leader of the Council	£18,150*
Deputy Leader of the Council	£9,260*
Councillors of Cabinet	£8,025*
Leader of the Opposition	£6,791*
Chairman of Planning Control Committee	£4,322*
Chairmen of Scrutiny Committees	£1,853*
Chairman of Licensing & Public Protection Committee	£1,853*
Chairman of Audit & Governance Committee	£1,853*

### Civic Allowance

The nature of the allowances payable to the Council Chairman and Vice-Chairman are different in nature from the other allowances payable, due to the very much different role played by these Councillors as civic leaders. These are thus payable as “cash” sums, rather than the more salary-like basis of most other allowances.

The Civic Allowance for the Chairman of the Council is £8,980\*, with the Vice-Chairman’s Civic Allowance at £3,525\*.

*\*subject to index linked percentage changes in JNC Officer pay rates*

### Independent Members

The payment to Independent Members with decision-making powers, such as those on the Standards Committee and the Independent Remuneration Panel, is £220 per annum.

### Computer Allowance

Following their (re-)election, Councillors will determine whether they wish to purchase their own computer which will be used for Council business, provided that they are eligible under the Scheme. This arrangement is fixed until the end of the Councillor’s current term in office.

The following terms and conditions will apply to those Councillors who opt to provide their own computer for use with Council business:

- (i) In addition to providing their own computer, Councillors must also provide their own printers, broadband link, software and consumables (e.g. ink cartridges). The Council will not provide any equipment or technical support in such circumstances.
- (ii) An allowance of £1,200 will be paid to Councillors in their year of (re-)election, followed by £400 per annum for each of the following three years.
- (iii) Of the £1,200, £800 will be paid as a lump sum to be used only for the purchase of necessary hardware (i.e. computer/laptop/tablet and printer) and software packages (e.g. office packages and anti-virus/security). The remaining £400 (also payable in subsequent years) will be paid in instalments of £33.33 per month as a 'communications allowance', which is to cover the cost of; consumables, broadband, telephone line rental and mobile phone usage. All payments are subject to tax.
- (iv) Other than setting up access to e-mails and providing basic training in respect of e-mail and accessing committee papers on-line, Councillors will not be provided with any technical support by the Council.
- (v) Those Councillors who are also County Councillors will be able to purchase their own computer **or** use their County Council computer to access District Council information, such as e-mails. Those Councillors who opt to use their County Council computer will not be entitled to a computer allowance under this scheme.

### **Carers Allowances**

Councillors shall be reimbursed for the actual costs incurred as a result of providing care for:

- (i) Children under the age of 14, which will be reimbursed at actual cost subject to a maximum hourly rate equivalent to the maximum wage applicable to the age of carer; and
- (ii) Persons over the age of 60 and people with disabilities or learning difficulties will normally be reimbursed at the same level as for children, except where professional care is required the hourly limit should increase to the rate chargeable by the County Social Services Department for the provision of a Community Care Worker.

The person to be cared for should be someone who normally lives in the claimant's household who cannot be left unsupervised. In addition, the carer employed should not be someone who normally lives with the claimant. The allowance is payable for approved duties only as defined in the Members Allowances Regulations 2003.

## Schedule 2 Approved Duties

Approved duties are prescribed as:-

- (a) Attendance of appointed Councillors at meetings of the Council, Cabinet, Committees and other Council meetings.
- (b) Attendance of appointed Councillors at Special Meetings.
- (c) Attendance of invited Councillors at meetings.

Note: A payment shall be made only to Councillors invited to attend to participate by the Chairman of the Committee etc., prior to the meeting and whose names are recorded in the Minutes as being present with an indication of the Chairman's reasons for permitting participation.

- (d) Attendance at meetings that relate to the business of the Council i.e. presentations and events whereby all Councillors of the Council are invited to attend.
- (e) Attendance of at least two Group Leaders (or, where only one Group Leader exists, two Councillors) at meetings called by the Managing Director. (Refer to Schedule 2(b))
- (f) Attendance of Councillors appointed to deputations, site visits or like business, where prior approval by the Council/Committee has been granted

Note: Eligible provided that the duty for which the attendance is paid shall have had prior approval by the Committee requiring the duty to be undertaken or, in exceptional circumstances, by the Managing Director after consultation with the Chairman of the Council.

- (g) Attendance at meetings by Councillors of the Cabinet in their capacity as Portfolio Leader.
- (h) Attendance at:-
  - (i) Bodies of national, regional or county standing which carry out directly related Council functions. The Councillor appointed to these bodies must be appointed to 'act' on behalf of the Council, which must form part of the list of bodies approved by Council and Cabinet.

Note: Although not part of this Scheme, attendance at approved Conferences will also qualify for payment of travelling expenses and subsistence under Section 175 of the Local Government Act, 1972. The approved Conferences are:-

- (A) Local Government Association Annual Conference:  
Leader of the Council and Managing Director

- (B) Chartered Institute of Public Finance and Accountancy:  
Leader for Corporate Improvement and Head of Finance
- (C) Chartered Institute of Housing:  
Leader for Housing and Head of Housing and Waste Management
- (D) LGA Economic Regeneration Conference:  
Leader for Economic Development & Planning and Head of  
Economic Development
- (E) Chartered Institute for the Management of Sport & Physical  
Activity:  
Leader for Culture & Sport and Head of Commissioning

## **Annex 1**

### **Travel and Subsistence Allowance**

Approved duties for the purposes of payment of travelling and subsistence allowances under Section 174 of the Local Government Act, 1972 shall be payable in respect of the following:-

- (a) All Approved Duties for the purposes of Councillors' Allowances Scheme referred to in the Second Schedule to the scheme.
- (b) Attendance of Chairman/Vice-Chairman of the Council, Cabinet or Committees for Agenda discussion or on business of the Council, Committee or Sub-Committee.
- (c) Attendance of Councillors at Council offices on the business of the Council.
- (d) Attendance of Councillors on courses or seminars approved by the Council, Committee or Sub-Committee.
- (e) Bodies of local standing generally having statutory backing carrying out functions of a consultative nature but not necessarily being directly or indirectly related to local authority work.
- (f) The Executive Committee of the Staffordshire Parish Councils' Association.

## **Annex 2**

### **Travel and Subsistence Allowances**

#### **TRAVEL**

Councillors shall be paid car mileage rates in accordance with rates paid to Officers, including any local amendments to national rates.

- (a) If Councillors use a taxi regularly to attend meetings and they live within easy access to a convenient bus route then reimbursement will only be made at the appropriate bus fare rate.
- (b) Journeys from the place of Council meetings to the place of work are considered to be for the purpose of attending work and reimbursement of travelling allowance will not be paid.
- (c) When refreshments/meals are provided at meetings subsistence should not be claimed.

#### **OTHER TRAVEL AND SUBSISTENCE**

Councillors shall be paid in accordance with rates paid to Officers, including any local amendments to national rates.

The travel and subsistence allowances should be adjusted annually in line with those paid to Officers.

Note: Claims for travel and subsistence will not be approved unless accompanied with appropriate VAT receipts as proof of the expense being incurred.

## **Annex 3**

# **Travel and Subsistence Allowances Outside The U.K.**

1. For approved duties within the U.K. there are a series of subsistence allowances approved by the Secretary of State, dependent on the location, duration and purpose of the duty.
2. However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.
3. Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.
4. Councillors of the Council and Officers who are required to undertake official duties outside the U.K. shall be entitled to the following travel and subsistence allowances:
  - (i) Full cost of all travel (to the extent that it is not met directly by the Council) from the Councillor's/Officer's home or office as appropriate to the place of duty, all necessary travel whilst engaged on the duty and return, such costs to be supported by appropriate receipts.
  - (ii) Full cost of accommodation for the duration of the duty (to the extent that it is not met directly by the Council), such costs to be supported by appropriate receipts.
  - (iii) The reasonable cost of all meals purchased (not including alcoholic beverages) such costs to be supported by appropriate receipts.
  - (iv) The commission charged on the necessary exchange of sterling into the appropriate foreign currency and the commission charged on the necessary exchange of the appropriate foreign currency back into sterling, such costs to be supported by appropriate receipts.
  - (v) The monetary loss as a consequence of differing exchange rates as a consequence of the exchange of the appropriate foreign currency into sterling, as identified on the exchange receipt and calculated by the Director of Resources.
  - (vi) The sum of £10 per day or part thereof to meet incidental, unidentified expenses.

The sterling equivalent of costs arising under (i), (ii) and (iii) above, when not in sterling, will be calculated using the exchange rate identified on the "out of sterling" currency exchange document.

## **Annex 4**

### **National Insurance Contributions**

1. If a Councillor is paid Councillors' Allowance equalling or exceeding the lower earnings limit of £486 per month (2016/17 rate), as from 6th April, 1997, there is a liability for Class 1 (earnings related) contributions.
2. The contributions are payable whether or not the Councillor has other employment or self-employment. There is an annual maximum for contribution liability for people with more than one job and in some instances a Councillor in this position may be entitled to a refund of contributions; alternatively, a Councillor may be able to apply to defer payment of contributions in his/her capacity as a Councillor.
3. Certain Councillors may be exempt from National Insurance either by virtue of age or already on the maximum rate elsewhere. If this is the case, the Councillor will need to provide the Head of Finance with an exemption certificate. Further, advice can be sought from the Head of Finance.

## **Annex 5**

### **Social Security Contributions and Benefits**

1. Payment of allowances will count as earnings for social security purposes. Councillors can be affected, therefore, both as contributors to the social security scheme and as beneficiaries. The above allowances will be chargeable to Schedule E for income tax and accordingly will give rise to liability for national insurance contributions unless the payments fall below the lower earnings limit.
2. These contributions can, of course, give rise to pension entitlement. As regards social security benefits, a number are subject to earnings rules, and can therefore be affected by the receipt of allowances. A Councillor who is receiving a particular benefit and is in doubt about how it may be affected is recommended to make enquiries at the local offices of the Department for Work and Pensions.

## **Annex 6**

### **Statutory Sick Pay**

1. Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and as such, may in certain circumstances be eligible to receive Statutory Sick Pay (SSP).
2. Where a Councillor wishes to make a claim for payment of SSP it is essential that there is a notification on the first day of absence due to sickness to the Human Resources Department. Further advice and documentation will then be issued.



# Members' Allowances Review Pack

November 2015



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**Members' Allowances Review 2015 –  
Background Information**

**Council Overview**

- 41 Members representing 15 wards;
- Members elected by thirds (i.e. elections take place every 3 years in a 4 year cycle);
- Leader and Cabinet model of governance;
- Political composition as at May 2015:
  - 22 Labour
  - 12 Conservatives
  - 5 UKIP
  - 1 Liberal Democrat
  - 1 Independent
- Changes to committees structure since last allowances review:
  - **Joint Parking Committee** – disbanded April 2015 due to Staffordshire-wide changes in local management of parking functions;
  - **Community Forums** – abolished in May 2015 by Council following review of Forum's processes, structures etc.;
  - **Policy Development Committees** – abolished by Council in August 2015 and replaced with 'themed' Scrutiny Committees. Themes are linked to the Council's priorities detailed in the 2015-18 Corporate Plan;
  - **Scrutiny Committee** – abolished alongside the Policy Development Committees, however a 'transitional' committee is in place until May 2016 to complete a review of the overall scrutiny function and to oversee the implementation of the new 'themed' committees.
- Changes to Senior Officer structure since last allowances review:
  - Head of Planning & Regeneration post deleted and replaced with new post of Head of Economic Development (role commenced from January 2015);
  - 2 year fixed-term post of LEP Consultant created – till March 2016 (former Head of Planning & Regeneration, seeing through/handing over some major projects, such as Mill Green Designer Outlet Village);
  - Chief Executive and Corporate Director posts deleted and replaced with new post of Managing Director (January/February 2015);

- Head of Finance appointed to additional role of Deputy Managing Director;
- Fully revised structure operational since April 2015.

#### Previous Review of Allowances

- Undertaken in February/March 2014;
- Panel recommended:
  - No change to Basic Allowance, Special Responsibility Allowances (SRAs) and Civic Allowances for 2014/15
  - 2015/16 allowances to change in line with December 2014 CPI rate
  - Travel and subsistence allowances continue to be linked to Officers' rates
- Council approved the allowances scheme for 2014-16 in April 2014;
- April 2015 – Council resolved not to take an 0.5% increase in allowances for 2015/16 (as per the relevant CPI rate), and instead chose to **freeze** allowances for that period.

#### New Review of Allowances

The following information/data has been collated to help the Panel determine its recommendations for the next allowances scheme which will come into force on 1 April 2016:

- Comparisons of: number of councillors; population and household numbers; 2014/15 total allowances spend and percentage change in allowances with Staffordshire borough/district councils and 'audit group' councils.
- Comparisons of: Basic Allowance; SRAs; and other allowances with Staffordshire borough/district councils and 'audit group' councils.
- Monthly attendance rates at Council; Cabinet; and Committee meetings for the period June 2014 to October 2015.
- Number of Council; Cabinet; and Committee meetings held/scheduled for the period June 2014 to May 2016.
- Results of the survey carried out with Members to determine their views on the Allowances Scheme. 26 out of 41 Members completed the survey, equating to a response rate of 63%.
- Functions/Responsibilities and structures of the Council's committees and Senior Officers.

TABLE 1 - MEMBERS ALLOWANCES - COMPARISONS WITH OTHER AUTHORITIES - DEMOGRAPHIC DATA

Local Authority	Number of Council Members	Current Political Composition	Population (Mid-2014 Estimates)	Number of Households (2014 Estimates)	Total Spent on Allowances 2014/15	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Staffordshire Boroughs/ Districts								
Cannock Chase	41	Labour Conservatives UKIP Liberal Democrats Independent	22 12 5 1 1 98,549	42,280	£376,628	£9,186	£3.82	£8.91
Stafford*	59	Conservatives Labour Independent	29 9 2 132,241	58,470	£317,871	£5,388	£2.40	£5.44
East Staffordshire	39	Conservatives Labour Liberal Democrats UKIP	25 12 1 1 111,563	49,860	£258,795	£6,636	£2.32	£5.19
Lichfield DC*	51	Conservatives Labour Liberal Democrats UKIP	41 4 1 1 102,093	43,390	£265,088	£5,198	£2.60	£6.11
Newcastle-Under-Lyme	60	Labour Conservatives Liberal Democrats Independent	34 15 10 1 126,052	55,100	£324,709	£5,412	£2.58	£5.89
South Staffordshire	49	Conservatives Independents Labour UKIP	43 4 1 1 110,692	46,160	£302,797	£6,180	£2.74	£6.56
Staffordshire Moorlands	56	Conservatives Independents Labour Moorlands Democratic Alliance Liberal Democrats UKIP	35 8 7 2 2 2 97,763	43,380	£256,655	£4,583	£2.63	£5.92
Tamworth	30	Conservatives Labour UKIP	18 11 1 77,112	32,500	£245,000	£8,167	£3.18	£7.54
<b>Staffordshire Average</b>	<b>48</b>		<b>107,008</b>	<b>46,393</b>	<b>£293,443</b>	<b>£6,344</b>	<b>£2.78</b>	<b>£6.44</b>

\* Note - Stafford BC was comprised of 59 Councillors prior to the May 2015 elections. Following a boundary review this number was reduced to 40, effective from May 2015 elections. Monetary figures shown are calculated using the pre-election total of 59 Councillors.

\* Note - Lichfield DC was comprised of 51 Councillors prior to the May 2015 elections. Following a boundary review this number was reduced to 47, effective from May 2015 elections. Monetary figures shown are calculated using the pre-election total of 51 Councillors.

Local Authority	Number of Council Members	Current Political Composition	Population (Mid-2014 Estimates)	Number of Households (2014 Estimates)	Total Spent on Allowances 2014/15	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Audit Group Authorities								
Cannock Chase	41	Labour Conservatives UKIP Liberal Democrats Independent	22 12 5 1 1 98,549	42,280	£376,628	£9,186	£3.82	£8.91
Bassetlaw	48	Labour Conservatives Independents	33 12 3 114,143	50,160	£328,000	£6,833	£2.87	£6.54
Burnley	45	Labour Liberal Democrats Conservatives UKIP	29 10 5 1 87,291	40,060	£176,761	£3,928	£2.02	£4.41
Chorley	47	Labour Conservatives Independents	31 14 2 111,607	48,540	£296,000	£6,298	£2.65	£6.10
Erewash	49	Conservatives Labour	26 17 114,048	51,130	£282,667	£5,769	£2.48	£5.53
Hyndburn	35	Labour Conservatives UKIP	25 8 2 80,208	36,250	£277,624	£7,932	£3.46	£7.66
Kettering	36	Conservatives Labour Independent	27 8 1 96,945	42,670	£304,568	£8,460	£3.14	£7.14
Nuneaton & Bedworth	34	Labour Conservatives Green Party Independent	28 3 2 1 126,174	54,840	£277,884	£8,173	£2.20	£5.07
Pendle	49	Conservative Labour Liberal Democrats BNP	19 18 11 1 89,840	39,540	£179,756	£3,668	£2.00	£4.55
Redditch	29	Labour Conservatives UKIP	15 13 1 84,471	35,730	£150,000	£5,172	£1.78	£4.20
Rossendale	36	Labour Conservatives Independent Community First	19 15 1 1 69,188	31,360	£198,000	£5,500	£2.86	£6.31
West Lancashire	54	Labour Conservatives Our West Lancashire	30 23 1 111,940	48,710	£341,000	£6,315	£3.05	£7.00
<b>Audit Group Average</b>	<b>42</b>		<b>98,699</b>	<b>43,439</b>	<b>£265,741</b>	<b>£6,436</b>	<b>£2.70</b>	<b>£6.12</b>
<b>Overall Average</b>	<b>45</b>		<b>102,853</b>	<b>44,916</b>	<b>£279,592</b>	<b>£6,390</b>	<b>£2.74</b>	<b>£6.28</b>

DATA SHOWN IN GREEN/STANDARD FONT IS BELOW THE AUDIT GROUP/STAFFORDSHIRE AVERAGE  
DATA SHOWN IN RED/ITALIC FONT IS ABOVE THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

TABLE 2 - MEMBERS ALLOWANCES - COMPARISONS WITH OTHER AUTHORITIES - DEMOGRAPHIC DATA RANKINGS

	<u>Number of Council Members</u>	<u>Population (Mid-2014 Estimates)</u>	<u>Number of Households (2014 Estimates)</u>	<u>Total Spent on Allowances 2014/15</u>	<u>Approximate Cost of Allowances per Member</u>	<u>Approximate Cost of Allowances per Resident</u>	<u>Approximate Cost of Allowances per Household</u>
<u>Ranking (1st being highest figure/ most expensive)</u>							
1st	Newcastle-under-Lyme	Stafford	Stafford	<i>Cannock Chase</i>	<i>Cannock Chase</i>	<i>Cannock Chase</i>	<i>Cannock Chase</i>
2nd	Stafford	Nuneaton & Bedworth	Newcastle-under-Lyme	West Lancashire	Kettering	Hyndburn	Hyndburn
3rd	Staffordshire Moorlands	Newcastle-under-Lyme	Nuneaton & Bedworth	Bassetlaw	Nuneaton & Bedworth	Tamworth	Tamworth
4th	West Lancashire	Bassetlaw	Erewash	Newcastle-under-Lyme	Tamworth	Kettering	Kettering
5th	Erewash, Pendle, South Staffordshire	Erewash	Bassetlaw	Stafford	Hyndburn	West Lancashire	West Lancashire
6th	Bassetlaw	West Lancashire	East Staffordshire	Kettering	Bassetlaw	Bassetlaw	South Staffordshire
7th	Chorley, Lichfield	Chorley	West Lancashire	South Staffordshire	East Staffordshire	Rossendale	Bassetlaw
8th	Burnley	East Staffordshire	Chorley	Chorley	West Lancashire	South Staffordshire	Rossendale
9th	<i>Cannock Chase</i>	South Staffordshire	South Staffordshire	Erewash	Chorley	Chorley	Lichfield
10th	East Staffordshire	Lichfield	Lichfield	Nuneaton & Bedworth	South Staffordshire	Staffordshire Moorlands	Chorley
11th	Kettering, Rossendale	<i>Cannock Chase</i>	Staffordshire Moorlands	Hyndburn	Erewash	Lichfield	Staffordshire Moorlands
12th	Hyndburn	Staffordshire Moorlands	Kettering	Lichfield	Rossendale	Newcastle-under-Lyme	Newcastle-under-Lyme
13th	Nuneaton & Bedworth	Kettering	<i>Cannock Chase</i>	East Staffordshire	Newcastle-under-Lyme	Erewash	Stafford
14th	Tamworth	Pendle	Burnley	Staffordshire Moorlands	Stafford	Stafford	Erewash
15th	Redditch	Burnley	Pendle	Tamworth	Lichfield	East Staffordshire	East Staffordshire
16th	-	Redditch	Hyndburn	Rossendale	Redditch	Nuneaton & Bedworth	Nuneaton & Bedworth
17th	-	Hyndburn	Redditch	Pendle	Staffordshire Moorlands	Burnley	Pendle
18th	-	Tamworth	Tamworth	Burnley	Burnley	Pendle	Burnley
19th	-	Rossendale	Rossendale	Redditch	Pendle	Redditch	Redditch

TABLE 3 - MEMBERS ALLOWANCES - COMPARISONS WITH STAFFORDSHIRE AUTHORITIES - BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

Local Authority	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Deputy Leader of the Opposition	Leaders of the Minority Groups	Shadow Cabinet Members	Percentage Change in Allowances compared to Previous Scheme					
									Basic Allowances	Special Responsibility Allowances	Travel and Subsistence	Other Allowances		
Staffordshire Boroughs/Districts														
Cannock Chase	£5,339	£18,150	£9,260	£8,025	£6,791					No change	No change	No change	No change	
Stafford	£3,913	£8,364	£7,423	£5,639	£3,570					↑2%	No change	No change	No change	
East Staffordshire	£4,540	£16,682		£7,673	£7,673	£921				↑2.2%	No change	No change	No change	
Lichfield DC	£3,547	£11,610	£6,970	£6,388	£2,322	£580				↑2.2%	No change	No change	No change	
Newcastle-under-Lyme	£3,365	£15,590	£9,510	£5,660	£1,130		£1,130			No change	No change	No change	No change	
South Staffordshire	£5,000	£10,000	£5,000	£5,000	£2,500					No change	No change	No change	No change	
Staffordshire Moorlands	£2,902	£9,565	£5,739	£4,783	£3,348		£3,348			No change	No change	No change	No change	
Tamworth	£5,171	£12,942	£9,706	£8,412	£5,823	£3,235	£1,294			↑2.2%	No change	No change	No change	
<b>Staffordshire Average</b>	<b>£4,222</b>	<b>£12,638</b>	<b>£7,658</b>	<b>£6,448</b>	<b>£4,145</b>	<b>£1,908</b>	<b>£2,231</b>							

Local Authority	Scrutiny Chairman	Scrutiny Vice-Chairman	Planning Chairman	Planning Vice-Chairman	Licensing Chairman	Licensing Vice-Chairman	Audit Chairman	Audit Vice-Chairman	Chairman of Other Committees	Vice-Chairman of Other Committees	Standards Chairman	Council Chairman	Council Vice-Chairman
Cannock Chase	£6,791		£4,322		£1,853		£1,853		£1,853			£6,980	£3,525
Stafford	£3,165		£4,143		£1,553		£2,267		£1,553		£919	£5,633	£2,124
East Staffordshire	£1,842		£6,446		£4,604		£1,842				£921	£2,146	£919
Lichfield DC	£2,322		£6,385		£2,322	£580	£2,222		£2,322		£50	£9,310	£3,616
Newcastle-under-Lyme	£2,830	£1,130	£4,230	£1,410	£3,450	£1,130	£2,630	£1,130	£3,430	£1,130	£2,830	£14,368	£3,564
South Staffordshire	£2,500		£2,500		£2,500		£2,500				£2,500	£5,000	£2,500
Staffordshire Moorlands	£3,348		£3,348	£957	£3,348				£1,913	£478	£2,391	£1,435	
Tamworth	£5,823		£5,823		£1,294		£3,235					£8,470	£1,700
<b>Staffordshire Average</b>	<b>£3,578</b>	<b>£1,522</b>	<b>£4,650</b>	<b>£1,388</b>	<b>£2,613</b>	<b>£889</b>	<b>£2,407</b>	<b>£1,130</b>	<b>£2,214</b>	<b>£804</b>	<b>£1,602</b>	<b>£6,920</b>	<b>£2,567</b>

DATA SHOWN IN GREEN/STANDARD FONT IS BELOW THE AUDIT GROUP/STAFFORDSHIRE AVERAGE  
 DATA SHOWN IN RED/ITALIC FONT IS ABOVE THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

**Notes to Table 3:**

All payments shown relate to allowances schemes applicable for 2015/16

Basic Allowance*East Staffordshire*

Payment to cover printing costs and broadband and telephone expenses

*Lichfield:*

Payment to cover attendance at meetings, telephone, I.T. and other office expenses.

Leader of the Council*Stafford:*

Comprised of Leader of the Council Allowance (£2,754) and Group Leader Allowance (£2,652 + £102 per member).

Cabinet Members*East Staffordshire:*

All Cabinet Members are 'Deputy Leaders' hence no payment shown in 'Deputy Leader of the Council' column.

Leader of the Opposition*Stafford:*

Comprised of Group Leader Allowance (£2,652 + £102 per member).

Leaders of the Minority Groups*East Staffordshire*

Only payable if relevant Group has at least 4 Members (i.e. at least 10% of total membership of the Council)

*Newcastle-under-Lyme*

Only payable if relevant Group has at least 6 Members (i.e. at least 10% of total membership of the Council)

*Staffordshire Moorlands*

Only payable if relevant Group has membership equal to at least 10% of the total number of members on the Council.

Vice-Chairman of Planning*Stafford:*

Payable quarterly in arrears only if the relevant Member has chaired a meeting of the Committee in the preceding quarter

Chairman of the Council*Lichfield:*

Comprised of Chairman of the Council Allowance (£2,800) and Civic Duties Expense Allowance (up to £6,510)

Vice-Chairman of the Council*Lichfield:*

Comprised of Vice-Chairman of the Council Allowance (£838) and Civic Duties Expense Allowance (up to £2,780)

Other Items*East Staffordshire:*

Where a Councillor fails to attend at least 70% of meetings which they are due to attend (subject to normal exceptions such as ill health and family bereavement etc.) the 12th monthly instalment of any Basic or Special Responsibility Allowance will not be paid.

*East Staffordshire:*

Basic and Special Responsibility Allowances are index-linked to Officer pay increases up until 31/03/2019

*Tamworth:*

Basic and Special Responsibility Allowances have a 10% discount applied which is only repaid to Members who achieve a minimum 75% attendance rate for all meetings which they are scheduled to attend.

TABLE 4 - MEMBERS ALLOWANCES - COMPARISONS WITH AUDIT GROUP AUTHORITIES - BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

Local Authority	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Deputy Leader of the Opposition	Leaders of the Minority Groups	Shadow Cabinet Members	Percentage Change in Allowances compared to Previous Scheme									
									Basic Allowances	Special Responsibility Allowances	Travel and Subsistence	Other Allowances						
Audit Group																		
Carnock Chase	<i>£5,339</i>	<i>£18,150</i>	<i>£9,260</i>		<i>£8,025</i>	<i>£6,791</i>				No change	No change	No change	No change	No change	No change	No change	No change	No change
Baselaw	<i>£4,628</i>	<i>£13,100</i>	<i>£8,800</i>		<i>£5,600</i>	<i>£4,218</i>	<i>£1,476</i>			No change	No change	No change	No change	No change	No change	No change	No change	No change
Burnley	<i>£2,700</i>	<i>£10,800</i>	<i>£6,750</i>	<i>£4,050</i>	<i>£1,350</i>	<i>£1,350</i>	<i>£1,350</i>			↑2.2%	↑2.2%	No change	No change	No change	No change	No change	No change	No change
Chorley	<i>£4,378</i>	<i>£17,591</i>	<i>£9,469</i>	<i>£4,378</i>	<i>£1,907</i>	<i>£6,781</i>	<i>£1,907</i>			No change	No change	No change	No change	No change	No change	No change	No change	No change
Erewash	<i>£3,932</i>	<i>£13,034</i>	<i>£6,514</i>	<i>£5,339</i>	<i>£5,078</i>	<i>£5,078</i>				↑2.2%	↑2.2%	No change	No change	No change	No change	No change	No change	No change
Hyndburn	<i>£4,566</i>	<i>£21,390</i>	<i>£10,690</i>	<i>£9,029</i>	<i>£6,892</i>	<i>£2,294</i>				↑1%	↑2.2%	↑ avg. rate of RPI over previous 12 months	No change					
Kettering	<i>£5,309</i>	<i>£13,133</i>	<i>£8,302</i>	<i>£5,340</i>	<i>£6,567</i>	<i>£1,425</i>				No change	No change	No change	No change	No change	No change	No change	No change	No change
Nuneaton & Bedworth	<i>£4,886</i>	<i>£12,829</i>	<i>£9,340</i>	<i>£7,333</i>	<i>£2,691</i>					↑2.2%	↑2.2%	No change	No change	No change	No change	No change	No change	No change
Pendle	<i>£3,000</i>	<i>£4,000</i>		<i>£1,200</i>	<i>£1,200</i>					No change	No change	No change	No change	No change	No change	No change	No change	No change
Redditch	<i>£3,350</i>	<i>£8,257</i>	<i>£6,247</i>	<i>£1,560</i>	<i>£1,040</i>					No change	No change	No change	No change	No change	No change	No change	No change	No change
Rossendale	<i>£3,342</i>	<i>£13,968</i>	<i>£10,026</i>	<i>£6,684</i>	<i>£6,684</i>					No change	No change	No change	No change	No change	No change	No change	No change	No change
West Lancashire	<i>£4,842</i>	<i>£12,105</i>	<i>£7,263</i>	<i>£3,630</i>	<i>£1,694</i>					No change	No change	No change	No change	No change	No change	No change	No change	No change
<b>Audit Group Average</b>	<b>£4,191</b>	<b>£13,146</b>	<b>£9,242</b>	<b>£5,097</b>	<b>£1,830</b>	<b>£4,389</b>	<b>£1,578</b>											

Local Authority	Scrutiny Chairman	Scrutiny Vice-Chairman	Planning Chairman	Planning Vice-Chairman	Licensing Chairman	Licensing Vice-Chairman	Audit Chairman	Audit Vice-Chairman	Chairman of Other Committees	Vice-Chairman of Other Committees	Standards Chairman	Council Chairman	Council Vice-Chairman
Audit Group													
Carnock Chase	<i>£6,791</i>		<i>£4,322</i>		<i>£1,853</i>		<i>£1,853</i>					<i>£8,960</i>	<i>£3,525</i>
Baselaw	<i>£3,100</i>	<i>£600</i>	<i>£3,100</i>	<i>£600</i>	<i>£2,100</i>	<i>£400</i>	<i>£3,100</i>	<i>£600</i>				<i>£7,900</i>	<i>£2,500</i>
Burnley	<i>£4,050</i>	<i>£1,350</i>	<i>£2,700</i>	<i>£1,350</i>	<i>£1,350</i>		<i>£1,350</i>						
Chorley	<i>£4,378</i>	<i>£1,460</i>	<i>£2,964</i>	<i>£1,460</i>	<i>£2,964</i>	<i>£1,460</i>	<i>£1,750</i>		<i>£1,460</i>			<i>£9,750</i>	<i>£1,960</i>
Erewash	<i>£3,451</i>	<i>£1,148</i>	<i>£3,451</i>	<i>£1,148</i>	<i>£3,541</i>	<i>£1,148</i>	<i>£3,541</i>	<i>£1,148</i>				<i>£3,633</i>	<i>£1,209</i>
Hyndburn	<i>£6,652</i>	<i>£5,505</i>	<i>£6,662</i>	<i>£2,294</i>	<i>£1,514</i>	<i>£757</i>	<i>£4,368</i>			<i>£1,376</i>		<i>£8,284</i>	
Kettering	<i>£2,615</i>		<i>£3,230</i>		<i>£3,923</i>		<i>£2,615</i>					<i>£7,505</i>	<i>£1,425</i>
Nuneaton & Bedworth	<i>£4,036</i>		<i>£4,769</i>		<i>£4,769</i>		<i>£2,691</i>					<i>£8,750</i>	<i>£3,030</i>
Pendle	<i>£1,200</i>		<i>£500</i>		<i>£1,200</i>		<i>£500</i>		<i>£500</i>			<i>£5,130</i>	
Redditch	<i>£2,009</i>		<i>£1,560</i>		<i>£1,340</i>							<i>£3,690</i>	<i>£1,100</i>
Rossendale	<i>£3,342</i>		<i>£5,013</i>	<i>£150</i>	<i>£3,342</i>	<i>£150</i>	<i>£3,342</i>					<i>£3,500</i>	<i>£500</i>
West Lancashire	<i>£2,421</i>		<i>£5,810</i>		<i>£2,421</i>		<i>£2,421</i>		<i>£2,421</i>			<i>£8,730</i>	<i>£1,720</i>
<b>Audit Group Average</b>	<b>£3,671</b>		<b>£3,858</b>	<b>£1,167</b>	<b>£2,526</b>	<b>£783</b>	<b>£2,098</b>	<b>£874</b>	<b>£2,203</b>	<b>£1,376</b>	<b>£2,919</b>	<b>£6,896</b>	<b>£1,884</b>

DATA SHOWN IN GREEN/STANDARD FONT IS BELOW THE AUDIT GROUP/STAFFORDSHIRE AVERAGE  
 DATA SHOWN IN RED/ITALIC FONT IS ABOVE THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

**Notes to Table 4:**

All payments shown relate to allowances schemes applicable for 2015/16

Basic Allowance*Erewash*

Payment to cover postage costs and use of home or private telephone facilities.

*Lichfield:*

Payment to cover attendance at meetings, telephone, I.T. and other office expenses.

*West Lancashire*

Annual increase based on average percentage increase of Officers annual pay award

Leader of the Council*Redditch:*

Comprised of Leader of the Council Allowance (£6,697) and Portfolio Leader Allowance (£1,560).

Deputy Leader of the Council*Redditch:*

Comprised of Deputy Leader of the Council Allowance (£4,687) and Portfolio Leader Allowance (£1,560).

Leader of the Opposition*Nuneaton & Bedworth*

Allowance split in half if there are two opposition/minority groups of equal size

Vice-Chairman of Planning*Rossendale*

Payable for each meeting that the Member chairs in place of the Committee Chairman

Vice-Chairman of Licensing*Rossendale*

Payable for each meeting that the Member chairs in place of the Committee Chairman

Chairman of the Council*Burnley*

Information requested but not provided (also applies to Vice-Chairman Allowance)

Other Items*Burnley*

Basic and Special Responsibility Allowances are index-linked to Officer pay increases.

*Erewash*

Additional telephone allowance of £8.33 per month payable to those Members in receipt of an SRA.

*Erewash*

Basic and Special Responsibility Allowances are index-linked to Officer pay increases.

*Hyndburn*

Basic and Special Responsibility Allowances are index-linked to Officer pay increases.

*Kettering*

Basic and Special Responsibility Allowances are index-linked to Officer pay increases.

TABLE 5 - MEMBERS ALLOWANCES - COMPARISONS WITH OTHER AUTHORITIES - BASIC & SRAs RANKINGS

	<u>Basic Allowance</u>	<u>Leader of the Council</u>	<u>Deputy Leader of the Council</u>	<u>Cabinet Members</u>	<u>Leader of the Opposition</u>	<u>Scrutiny Chairman</u>	<u>Planning Chairman</u>	<u>Licensing Chairman</u>	<u>Audit Chairman</u>	<u>Chairmen of Other Committees</u>	<u>Council Chairman</u>	<u>Council Vice-Chairman</u>
<u>Ranking (1st being highest figure/ most expensive)</u>												
1st	Cannock Chase	Hyndburn	Hyndburn	Tamworth	East Staffordshire	Cannock Chase	Hyndburn	Nuneaton & Bedworth	Erewash	Hyndburn	Newcastle-under-Lyme	Lichfield
2nd	Kettering	Cannock Chase	Rossendale	Hyndburn	Hyndburn	Hyndburn	East Staffordshire	East Staffordshire	Rossendale	Newcastle-under-Lyme	Chorley	Newcastle-under-Lyme
3rd	Tamworth	Chorley	Tamworth	Cannock Chase	Cannock Chase	Tamworth	Lichfield	Kettering	Tamworth	Kettering	Lichfield	Cannock Chase
4th	South Staffordshire	East Staffordshire	Newcastle-under-Lyme	East Staffordshire	Chorley	Chorley	Tamworth	Erewash	Bassetlaw	West Lancashire	Cannock Chase	Nuneaton & Bedworth
5th	Nuneaton & Bedworth	Newcastle-under-Lyme	Cannock Chase	Nuneaton & Bedworth	Rossendale	Burnley	West Lancashire	Newcastle-under-Lyme	Newcastle-under-Lyme	Lichfield	Nuneaton & Bedworth	Bassetlaw; South Staffordshire
6th	West Lancashire	Rossendale	Bassetlaw	Rossendale	Kettering	Nuneaton & Bedworth	Kettering	Staffordshire Moorlands	Nuneaton & Bedworth	Staffordshire Moorlands	West Lancashire	Stafford
7th	Bassetlaw	Kettering	Chorley	Lichfield	Tamworth	Erewash	Rossendale	Rossendale	South Staffordshire	Cannock Chase	Tamworth	Chorley
8th	Hyndburn	Bassetlaw	Nuneaton & Bedworth	Newcastle-under-Lyme	Erewash	Staffordshire Moorlands	Nuneaton & Bedworth	Chorley	Lichfield	Stafford	Hyndburn	West Lancashire
9th	East Staffordshire	Erewash	Kettering	Stafford	Bassetlaw	Rossendale	Cannock Chase	South Staffordshire	Stafford	Chorley	Bassetlaw	Tamworth
10th	Chorley	Tamworth	Stafford	Bassetlaw	Stafford	Stafford	Newcastle-under-Lyme	West Lancashire	Cannock Chase	Pendle	Kettering	Kettering
11th	Erewash	Nuneaton & Bedworth	West Lancashire	Kettering	West Lancashire	Bassetlaw	Stafford	Lichfield	East Staffordshire	-	Stafford	Erewash
12th	Stafford	West Lancashire	Lichfield	Erewash	Staffordshire Moorlands	Newcastle-under-Lyme	Erewash	Bassetlaw	Chorley	-	Pendle	Redditch
13th	Lichfield	Lichfield	Burnley	South Staffordshire	Nuneaton & Bedworth	Kettering	Staffordshire Moorlands	Cannock Chase	Burnley	-	South Staffordshire	East Staffordshire
14th	Newcastle-under-Lyme	Burnley	Erewash	Staffordshire Moorlands	South Staffordshire	South Staffordshire	Bassetlaw	Stafford	Hyndburn	-	Redditch	Rossendale
15th	Redditch	South Staffordshire	Redditch	Chorley	Lichfield	West Lancashire	Chorley	Hyndburn	Pendle	-	Erewash	-
16th	Rossendale	Staffordshire Moorlands	Staffordshire Moorlands	Burnley	Burnley	Lichfield	South Staffordshire	Burnley	-	-	Rossendale	-
17th	Pendle	Stafford	South Staffordshire	Tamworth	East Staffordshire	Cannock Chase	Hyndburn	Nuneaton & Bedworth	-	-	East Staffordshire	-
18th	Staffordshire Moorlands	Redditch	-	Redditch	Newcastle-under-Lyme	East Staffordshire	Redditch	Tamworth	-	-	Staffordshire Moorlands	-
19th	Burnley	Pendle	-	Pendle	Redditch	Pendle	Pendle	Pendle	-	-	-	-

**TABLE 6 – MEMBERS’ ALLOWANCES –  
COMPARISONS WITH STAFFORDSHIRE AUTHORITIES –  
TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES**

Local Authority	Travel rate (per mile)	Subsistence rate (maximum amounts)	Hotel accommodation (maximum nightly rate)	Carers’ Allowance (maximum amount)	ICT Allowance	Telephone/Broadband Allowance
<b>Cannock Chase</b>	46.9p - 52.2p	£5.89 (breakfast) £8.11 (lunch) £3.20 (tea) £10.04 (evening meal)	£95.60 (standard) £109.03 (London)	<i>Rates payable not specified</i>	£800 lump sum in year of (re)election	Telephone allowance - included within Basic Allowance Broadband allowance - £33 per month
<b>Stafford</b>	52.2p (vehicles) 20p (bicycles)	£7.50 (breakfast) £10 (lunch) £17.50 (dinner)	£100 (standard) £120 (London)	£6.61 per hour		Included within the Basic Allowance
<b>East Staffordshire</b>	25p - 45p (vehicles) 24p (motor cycles) 20p (bicycles) 5p per passenger	£6 (breakfast) £8.26 (lunch) £3.29 (tea) £10.22 (evening meal)	£91.42 (standard) £104.27 (London)	<i>Rates payable not specified</i>		Included within the Basic Allowance
<b>Lichfield DC</b>	46.9p - 52.2p 23.5p (motorcycles and bicycles)	<i>Rates payable not specified in scheme</i>		<i>Rates payable not specified</i>		Included within the Basic Allowance
<b>Newcastle- under-Lyme</b>	<i>Rates payable not specified</i>	<i>Rates payable not specified</i>	<i>Rates payable not specified</i>	£5.15 per hour		
<b>South Staffordshire</b>	<i>Rates payable not specified in scheme</i>	<i>Rates payable not specified in scheme</i>				
<b>Staffordshire Moorlands</b>	46.9p - 52.2p 1p per passenger	£6 (breakfast) £8 (lunch) £4 (tea) £15 (evening meal)	£90 (up to 24hrs) £120 (London)	£10 per hour (up to a maximum of £40 per day)		
<b>Tamworth</b>	46.9p – 65p	<i>Rates payable not specified</i>	<i>Rates payable not specified</i>	£4.77 - £5.73 per hour		

TABLE 7 – MEMBERS' ALLOWANCES –

COMPARISONS WITH AUDIT GROUP AUTHORITIES –  
TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES

Local Authority	Travel rate (per mile)	Subsistence rate (maximum amounts)	Hotel accommodation (maximum nightly rate)	Carers' Allowance (maximum amount)	ICT Allowance	Telephone/Broadband Allowance
<b>Cannock Chase</b>	46.9p – 52.2p	£5.89 (breakfast) £8.11 (lunch) £3.20 (tea) £10.04 (evening meal)	£95.60 (standard) £109.03 (London)	Staffordshire CC hourly rate (amounts not specified)	£800 lump sum in year of (re)election	Telephone allowance - included within Basic Allowance Broadband allowance - £33 per month
<b>Bassetlaw</b>	45p (vehicles) 24p (motorcycles) 20p (bicycles)	£25 day rate	<i>Rates payable not specified</i>	£6.19 or £11.90 per hour (maximum of 10 hours per week)		Broadband allowance – up to £13 per month
<b>Burnley</b>	46.9p – 55p (vehicles) 12.4p – 39.2p (motorcycles)	£6.90 (breakfast) £9.52 (lunch) £3.75 (tea) £11.78 (evening meal)	£90 (standard) £105 (London)	£6.70 per hour (national minimum wage at time scheme was approved)		
<b>Chorley</b>	46.9p – 65p	£6.22 (breakfast) £8.42 (lunch) £10.61 (dinner)	<i>Rates payable not specified</i>	£6.70 per hour		
<b>Erewash</b>	46.9p – 65p	£4.60 (breakfast) £6.33 (lunch) £2.49 (tea) £7.84 (evening meal)		£6.70 per hour (maximum of 6 hours per 24 hour period)		Line rental allowance payable, but amount not specified
<b>Hyndburn</b>	32p – 46p (vehicles) 5p per passenger 6p – 16p (motorcycles) £17.34 p.a. (bicycles)	£4.77 (breakfast) £6.64 (lunch) £19.71 (dinner)	£114 (standard) £134 (London)	£7.10 per hour		
<b>Kettering</b>	12p – 45p	<i>Rates payable not specified</i>	<i>Rates payable not specified</i>	Cost of care provided		

**ITEM NO. 11.53**

Local Authority	Travel rate (per mile)	Subsistence rate (maximum amounts)	Hotel accommodation (maximum nightly rate)	Carers' Allowance (maximum amount)	ICT Allowance	Telephone/Broadband Allowance
<b>Nuneaton &amp; Bedworth</b>	25p – 45p (vehicles) 5p per passenger 24p (motorcycles) 20p (bicycles)	£6 (breakfast) £8 (lunch) £10.50 (evening meal)	Cost of hotel room	£20 in a 24 hour period	ICT, broadband (and telephone if required) provided and costs met by the Council - £40 allowance payable for purchase of accessories	
<b>Pendle</b>	46.9p	<i>Rates payable not specified</i>	<i>Rates payable not specified</i>	£3 per hour		
<b>Redditch</b>	25p – 45p (vehicles) 5p per passenger 24p (motorcycles) 20p (bicycles)	£5 (breakfast) £6.75 (lunch) £20 (dinner)	<i>Rates payable not specified</i>	Cost of care provided		£365 for telephone use
<b>Rossendale</b>	46.9p – 52.2-	Reimbursement for actual expenditure, within reason	Minimum amount possible	Up to £750 per year		
<b>West Lancashire</b>	34.6p – 48.5p (vehicles) 1p per passenger 8.5p – 16.5p (motorcycles) 30p (bicycles)	£4.92 (breakfast)£ £6.77 (lunch) £2.67 (tea) £8.38 (evening meal)	£79.82 (standard) £91.04 (London)	£6 per hour		

**Meetings Attendance by Month – June 2014 to October 2015**

Month	No. of Meetings Held	Expected Attendees	Attended	Not Attended	Percentage Attendance
<b>2014</b>					
June	9	112	95	18	85%
July	12	148	121	29	82%
August	10	126	100	31	79%
September	16	155	124	2	80%
October	16	175	149	30	85%
November	13	154	129	26	84%
December	11	103	77	27	75%
<b>2015</b>					
January	13	148	122	26	82%
February	7	130	107	24	82%
March	16	149	104	45	70%
April	7	110	85	26	77%
May	2	52	50	2	96%
June	9	90	79	12	88%
July	10	120	102	21	85%
August	9	128	92	22	72%
September	14	151	118	39	78%
October	5	89	80	12	90%
<b>Totals:</b>	<b>179</b>	<b>2140</b>	<b>1734</b>	<b>392</b>	<b>81%</b>

Committee Meetings – 11 June 2014 to 24 May 20162014-15:

Formal (Public) Committees	Meetings Frequency	Meetings Scheduled	Meetings Held	Meetings Cancelled
Appeals & Complaints Panel	When required	N/A	7	1
Audit & Governance Committee	Quarterly	4	4	0
Appointments Panel	When required	N/A	3	0
Cabinet	4/5 weeks	10	9	1
Community Forums (x4)	Quarterly	16	16	0
Council	6 to 8 weeks	9	9	0
Policy Development Committees (x6)	2 to 3 months	25	26	0
Health Scrutiny Committee	1 to 2 months	7	8	1
Joint Parking Committee	Quarterly	4	3	1
Licensing & Public Protection Committee	When required	N/A	6	0
Licensing Sub-Committee	When required	N/A	1	0
Planning Control Committee	3 weekly	17	16	1
Scrutiny Committee	2 to 3 months	5	5	0
Standards Committee	Quarterly	4	0	4
Informal (Non-Public) Committees	Meetings Frequency	Meetings Scheduled	Meetings Held	Meetings Cancelled
Joint Cabinet/DMT	4/5 weeks	9	10	1
Shadow Cabinet	4/5 weeks	9	7	2
Trade Union Consultative Forum	4 months	3	2	1
Constitution Working Group	When required	1	1	0
<b>TOTAL</b>		<b>123</b>	<b>131</b>	<b>13</b>

**ITEM NO. 11.56**  
2015-16:

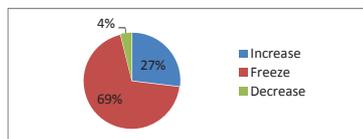
Formal (Public) Committees	Meetings Frequency	Meetings Held (up to 31/10/15)	Meetings Cancelled (up to 31/10/15)	Meetings Remaining (up to 24/05/16)
Appeals & Complaints Panel	When required	2	0	N/A
Audit & Governance Committee	Quarterly	2	0	2
Appointments Panel	When required	4	0	N/A
Cabinet	4/5 weeks	4	1	6
Community Forums (x4)	Quarterly	0	8	N/A
Council	6 to 8 weeks	4	0	9
Policy Development Committees (x6)	2 to 3 months	1	12	N/A
'Old' Health Scrutiny Committee	1 to 2 months	2	1	N/A
Licensing & Public Protection Committee	When required	3	0	N/A
Licensing Sub-Committee	When required	0	1	N/A
Planning Control Committee	3 weekly	8	0	11
'Old' Scrutiny Committee	2 to 3 months	1	1	N/A
Transitional Scrutiny Committee	2 to 3 months	0	0	3
New Scrutiny Committees (x6)	2 to 3 months	6	0	20
Standards Committee	Quarterly	0	2	2
Informal (Non-Public) Committees	Meetings Frequency	Meetings Held (up to 31/10/15)	Meetings Cancelled (up to 31/10/15)	Meetings Remaining (up to 24/05/16)
Joint Cabinet/DMT	4/5 weeks	6	1	4
Shadow Cabinet	4/5 weeks	4	1	5
Trade Union Consultative Forum	4 months	1	1	1
Constitution Working Group	When required	0	0	N/A
<b>TOTAL</b>		<b>48</b>	<b>29</b>	<b>63</b>

**MEMBERS ALLOWANCES SURVEY - DATA RESPONSES**

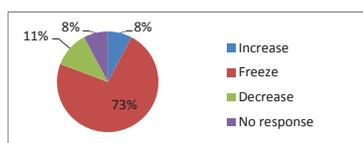
Q1. Role	Respondents
Group Leader etc...	2
Deputy Group Leader etc...	1
Chairman/Vice-Chairman of the Council	1
Cabinet Member	6
Shadow Cabinet Member	3
Committee Chairman	7
"Backbench" Councillor	6
<b>Total</b>	<b>26</b>



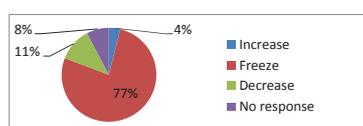
Q2a. Basic Allowance Level	Respondents
Increase	7
Freeze	18
Decrease	1
<b>Total</b>	<b>26</b>



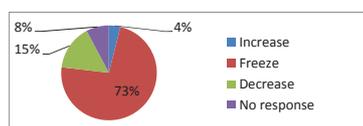
(i) Q3a Special Responsibility Allowances	Respondents
<i>Council Leader</i>	
Increase	2
Freeze	19
Decrease	3
No response	2
<b>Total</b>	<b>26</b>



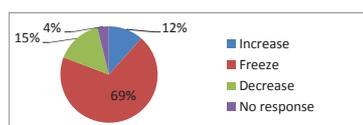
(ii) Q3a Special Responsibility Allowances	Respondents
<i>Council Deputy Leader</i>	
Increase	1
Freeze	20
Decrease	3
No response	2
<b>Total</b>	<b>26</b>



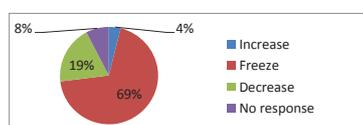
(iii) Q3a Special Responsibility Allowances	Respondents
<i>Opposition Leader</i>	
Increase	1
Freeze	19
Decrease	4
No response	2
<b>Total</b>	<b>26</b>



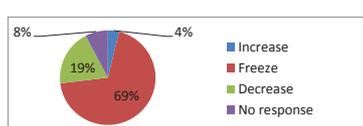
(iv) Q3a Special Responsibility Allowances	Respondents
<i>Cabinet Members</i>	
Increase	3
Freeze	18
Decrease	4
No response	1
<b>Total</b>	<b>26</b>



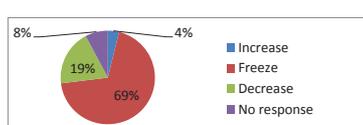
(v) Q3a Special Responsibility Allowances	Respondents
<i>Scrutiny Committee Chairman</i>	
Increase	1
Freeze	18
Decrease	5
No response	2
<b>Total</b>	<b>26</b>



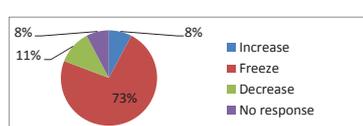
(vi) Q3a Special Responsibility Allowances	Respondents
<i>Health Scrutiny Committee Chairman</i>	
Increase	1
Freeze	18
Decrease	5
No response	2
<b>Total</b>	<b>26</b>



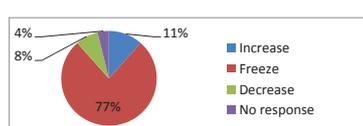
(vii) Q3a Special Responsibility Allowances	Respondents
<i>Planning Control Committee Chairman</i>	
Increase	1
Freeze	18
Decrease	5
No response	2
<b>Total</b>	<b>26</b>



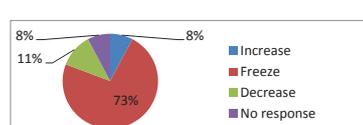
(viii) Q3a Special Responsibility Allowances	Respondents
<i>Chairmen of Other Committees</i>	
Increase	2
Freeze	19
Decrease	3
No response	2
<b>Total</b>	<b>26</b>



(ix) Q3a Special Responsibility Allowances	Respondents
<i>Council Chairman</i>	
Increase	3
Freeze	20
Decrease	2
No response	1
<b>Total</b>	<b>26</b>



(x) Q3a Special Responsibility Allowances	Respondents
<i>Council Vice-Chairman</i>	
Increase	2
Freeze	19
Decrease	3
No response	2
<b>Total</b>	<b>26</b>



**BASIC ALLOWANCES – TEXT RESPONSES**Increase Allowance

“Currently I work full time (39 hours) and I have been at times struggling to balance the attendance of meetings and casework with the need to make a living. Being a councillor and the quality and effort you put into it should not be decided on how much money you have to earn, but often I have found that the work/council life balance can be detrimental to the level of commitment I can put into council work. I feel an increase in allowances should be used to offset the reduction of 'work' hours in employment - ideally I feel being a councillor should be a full-time job in itself but to justify the expenses to pay for this more responsibility from central government should be devolved to the district council level to justify it.”

“I am trying to bring the average age of the Council down. All of my working age councillors are in full-time paid employment. To attend some meetings they have to take annual leave or unpaid leave. ALL employers are not willing to assist and staff are scared to take unnecessary chances.”

“Travel cost and use of own car. General increase in prices of items such as stationery, ink cartridges and such like.”

“No increase for years due to austerity, but public pay is now below the private sector.”

“I believe it depends on how proactive you are in your councillor role. If you interact frequently with your ward then the allowance may not cover.”

“Need to reach out to people in full-time work already. Can't just rely on retired/time-rich people. Higher allowance would attract a wider range of people.”

“It has been frozen for a number of years so it is time for a small increase.”

Freeze Allowance

“I feel this covers any costs that I may incur.”

“The level of the allowance is about right given the present financial situation in the District.”

“Until further notice.”

“Costs have remained stationary and I see no reason for any changes.”

“I feel it would be wrong in these times of austerity for any increase to be made.”

“I'm happy with the current level.”

“I think the allowance is about right. Current financial climate doesn't lend itself to an increase. If it was too high it may attract people for the money rather than the sense of serving the public.”

“In a time of austerity and low inflation there is no need to increase allowances.”

“I consider that to increase Members allowances while the majority of people we represent are having their wages frozen, cut and possible redundancies would be deplorable and could not be justified.”

“As I am a new councillor I feel the allowance is more than enough for councillors need and not only that, but in this era of austerity, any increase in allowances would be totally unjustified. And furthermore I do feel the allowances may need to be reduced.”

“I believe we are paid adequately.”

“I would consider that the current basic allowance to be sufficient.”

“I don't believe that the allowance should be the incentive to be a councillor. I also believe that special responsibility allowances should be decreased to bring the basic allowance up, as councillors on the higher allowance receive the basic allowance anyway; an overall decrease in special responsibility allowances could pay for this.”

“In times of austerity it would send out the wrong message to want an increase.”

“It is wrong to increase allowances in the present climate.”

#### Decrease Allowance

“The allowance is generous and covers all necessary costs of expenses. It should not be seen as wage loss or income top up. The role of councillor is one embodied with community service and those standing for such positions should enter with this clearly explained and in their mind.”

**SPECIAL RESPONSIBILITY ALLOWANCES – TEXT RESPONSES**Increase – All SRAs

“Increase by standard rate of pay determined for all local government staff.”

Increase – Specific SRAs Only*Chairman and Vice-Chairman of the Council:*

“Chairman of the Council has to fund some duties themselves and perhaps this should be addressed.”

*Chairmen of Other Committees:*

“I believe that with the ending of the full Scrutiny Committee next May (2016), the salaries of the various Scrutiny Committees should be increased to reflect their increased responsibilities.”

*Cabinet Member and Chairman of the Council:*

Being a Cabinet Member or Chairman of the Council is a time heavy commitment and for those of us that have full-time jobs such roles could not be given the fullest attention they deserve.

*Leader of the Council:*

For the time and level of understanding required for the role of Leader, allowance should be higher.

Freeze – All SRAs

“All allowances are set at a realistic amount in the present financial climate.”

“The level of allowance is about right given the present financial situation in the District. Many of the people we represent are financially disadvantaged.”

“Due to the cost of living.”

“Until the proposed committee structures changes have been seen working then I see no reason for any changes.”

“I feel it would be wrong in these times of austerity for any increases to be made.”

‘I’m happy with the current level.’

‘We no longer have Chairs of committees. Will Chairs of new Scrutiny Committees be entitled to allowance previously given to ‘old’ Scrutiny Committee if that reflected the level of responsibility associated with the role?’

“In a time of austerity and low inflation there is no need to increase allowances.”

“Being a councillor and the quality and effort you put into it should not be decided on how much money you have to earn, but often I have found that the work/council life balance can be detrimental to the level of commitment I can put into council work. I feel an increase in allowances should be used to offset the reduction of ‘work’ hours in employment – ideally I feel being a councillor should be a full-time job in itself, but

to justify the expenses to for this more responsibility from central government should be devolved to the district council level to justify it.”

“I consider that to increase Members’ allowances while the majority of people we represent are having their wages frozen, cut and possible redundancies would be deplorable and could not be justified.”

“Any increase would be totally unjustified. If anything, some of the allowances on certain committees should be reduced. So that is why I think they should be frozen in the current climate.”

“A general increase in Members’ allowances (the basic allowance) would hopefully cover everything.”

“All other positions are about right.”

“All public sector workers are facing having their income frozen or reduced, and I do not believe that Members should have an increase because of this.”

“It is wrong to increase allowances in the present climate.”

“If the base Members’ allowance is increased then my thoughts are that the ratings made for the SRAs are fair and in line with the time needed to carry out the roles.”

#### Freeze – Specific SRAs Only

*Chairman of the Council* – “This is a very important role. Promoting the whole of the District and representing the Council as a whole. The role of Chairman carries a very heavy workload, and in addition to attending other committees. Also, dealing caseload in representing constituents.”

#### Decrease – All SRAs

“Whilst there may be some additional expense attached to these roles, I believe we all have room at this time to reduce the amounts spent on them without causing hardship. Some committees meet infrequently and the SRA given can be disproportionate. We need to avoid the use of such SRA through appointment to the roles as means of rewarding for compliance in decision making. There is also the case that some councillors may also enjoy allowances from elsewhere (e.g. Staffordshire County Council) and I believe we should have sensible joined up thinking where this is the case to average out allowances for the benefit of the whole District. Equally, it may be the case that holding such additional other council roles mean that CCDC councillors were unable to dedicate as much time to our council matters as others with a single duty, yet we still give similar allowances.”

“Added to councillor allowance this is not acceptable.”

#### Decrease – Specific SRAs Only

*Scrutiny Committee Chairman, Health Scrutiny Committee Chairman, Planning Control Committee Chairman* – “All chairmanships should be consistent in pay.”

*Leader of the Council, Deputy Leader of the Council, Leader of the Opposition, Cabinet Members, Scrutiny Committee Chairman, Health Scrutiny Committee Chairman, Planning Control Committee Chairman* – “It would a good idea to make a higher percentage of the basic allowance as expenses. As everything is going up well above the 1%, especially as the Monitoring Officer has stated that councillors get expenses not a salary. Not true! Ask the inland revenue.”

## OTHER ALLOWANCES – TEXT RESPONSES

“ICT Allowance is too generous given that most councillors (and the populous as a whole) will already have computers. I think it should be included in part of the job role when we stand. Travel and subsistence allowance abolished. If unusual distances or subsistence required, which will be rare, have this organised via Officers.”

“I think it may be useful to ask for receipts for ICT allowance. Seems unfair that people take the money then still don't respond to, or even access, emails.”

“I am unsure that the IT equipment scheme for new councillors is justified to those councillors that have been re-elected.”

“Again increase at standard rate for all local government staff.”

“Remain the same.”

“ICT allowance should only be paid to Members who use ICT equipment and communications. Shouldn't be paid to those Members who do use email.”

“Could be made clearer/easier at the beginning of the year how these can be claimed, as I believe that the travel allowance at District level is very rarely claimed by all councillors.”

## GENERAL SCHEME COMMENTS – TEXT RESPONSES

“My colleagues as far as I know and myself are not District councillors for the money.”

“Interesting that people receive allowances whether they attend meetings or not, whether they are proactive in their ward or do nothing. I think residents might be surprised if they knew this. Should allowances be linked to certain criteria (holding surgery, going to full Council meeting, attending committees and so on)? Not sure who would monitor this or how they would be but it must be possible...”

“I think that Panel should consider those who wish to become councillors who are in full-time employment. Being a councillor should be a universal right and have duties attached to it that should not be tempered by how much you need to earn outside of council work.”

“As I said last year, I believe Shadow Cabinet members should have a ‘Shadow Cabinet Allowance’. To be an effective opposition, much time needs to be spent attending meetings, reading documents or carrying out research. They do not have Officers to assist. Could be set at £1,853 as for Committee Chairs.”

“Status quo is a more responsible way forward.”

“All expenses should be non-taxable and not put into your salary to be taxed.”

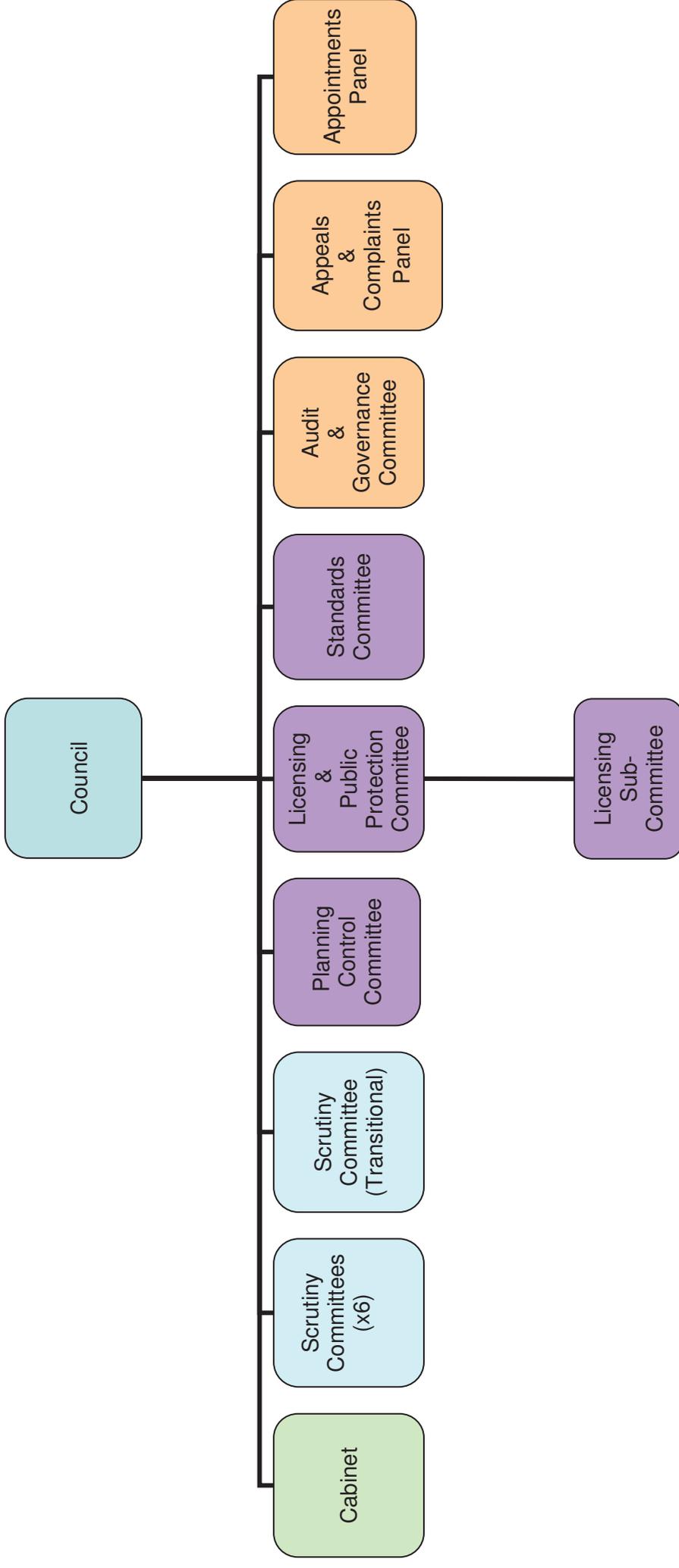
“It is a shame that younger members cannot contribute to a local authority pension.”

**Functions, Responsibilities and Structures of  
Committees and Senior Officers**

Committee	Number of Members	Key Functions and Responsibilities
<i>Policy Making Meetings:</i>		
Council	41	<ul style="list-style-type: none"> <li>• Approve the budget and policy framework;</li> <li>• Elect the Leader of the Council;</li> <li>• Elect/appoint the Chairman and Vice-Chairman of the Council;</li> <li>• Appoint Members to committees/outside bodies;</li> <li>• Approve changes to the Constitution;</li> <li>• Consider reports and recommendations from Cabinet and committees;</li> <li>• Adopt a Members' Allowances Scheme;</li> <li>• Confirm appointment and removal of statutory officers;</li> <li>• Changing the name of the area;</li> <li>• Determining relevant electoral matters.</li> </ul>
Cabinet	9	<ul style="list-style-type: none"> <li>• Executive functions as set out in the Constitution and relevant legislation;</li> <li>• Make recommendations to Council on the budget; and policy framework and other matters;</li> <li>• Performance management;</li> <li>• Partnership working;</li> <li>• Appointment of Members to outside bodies.</li> </ul>
<i>Scrutiny Meetings:</i>		
Scrutiny Committee (Transitional)	15	<ul style="list-style-type: none"> <li>• Oversee transition to new scrutiny structure;</li> <li>• Undertake a review of the effectiveness of the scrutiny function.</li> </ul>
'Themed' Scrutiny Committees (x6)	13 (each)	<ul style="list-style-type: none"> <li>• Be available for consultation;</li> <li>• Review and scrutinise decisions made by the Cabinet, current Council policies, performance management and other matters referred;</li> <li>• Monitor, review and scrutinise the performance of local strategic partners;</li> <li>• Make reports and/or recommendations to Council and Cabinet as deemed necessary;</li> <li>• Exercise the right to 'call-in' decisions made by the Cabinet (within the required timescales);</li> <li>• Questioning and evidence gathering.</li> </ul>
<i>Regulatory and Non-Regulatory Meetings:</i>		
Planning Control Committee	15	<ul style="list-style-type: none"> <li>• Determine applications made under relevant legislation, except those applications which are delegated to Officers for determination;</li> <li>• Make comments on applications made to the County Council and neighbouring planning authorities;</li> <li>• Enforcement of planning control;</li> <li>• Make Tree Preservation Orders;</li> <li>• Provide 'screening' and 'scoping' opinions on behalf of the Council under relevant legislation.</li> </ul>

Committee	Number of Members	Key Functions and Responsibilities
Licensing & Public Protection Committee	10	<ul style="list-style-type: none"> <li>• Determine applications made under relevant legislation and issues related to licences other than those submitted under such legislation;</li> <li>• Consider all environmental health matters which are not delegated to Officers (Public Protection remit);</li> <li>• All functions to be carried out under the Licensing Act 2003 by a 'licensing committee' (Licensing remit).</li> </ul>
Licensing Sub-Committee	3	<ul style="list-style-type: none"> <li>• Functions delegated by the Licensing &amp; Public Protection Committee under section 10(1) of the Licensing Act 2003 ('Sub-delegation of functions by licensing committee etc.).</li> </ul>
Standards Committee	7 (+8 Parish/Town Council reps)	<ul style="list-style-type: none"> <li>• Promote and maintain high standards of conduct by Members and co-opted Members;</li> <li>• Assist, advise and train on matters related to the Code of Conduct for Members;</li> <li>• Monitor the operation of the Council's codes of conduct;</li> <li>• Consider whether to grant dispensations to a Member or Members on matters in which they have a pecuniary interest;</li> <li>• Hold hearings into complaints about current and former District and Parish/Town councillors on potential breaches of the Code of Conduct.</li> </ul>
Audit & Governance Committee	7	<ul style="list-style-type: none"> <li>• Consider matters related to, and reports from, the Council's Internal Audit team and External Auditors and take appropriate action as necessary;</li> <li>• Consider and monitor matters related to the Council's regulatory framework, including; the Annual Governance Statement, risk management, corporate governance framework, anti-fraud and bribery, money laundering and confidential reporting;</li> <li>• Approve the financial statements following consideration of the External Auditors opinion and report to Members.</li> </ul>
Appeals and Complaints Panel	5	<ul style="list-style-type: none"> <li>• To be responsible for and hear matters in accordance with; housing related appeals and complaints, corporate complaints and council owned trees, as appropriate to the appeal or complaint being considered.</li> </ul>
Appointments Panel	9	<ul style="list-style-type: none"> <li>• To deal with the appointment of Officers to posts at Head of Service level, with the exception of the S.151 Officer and Monitoring Officer (such appointments are made by the Council).</li> </ul>

Current Committee Structure (as at 12<sup>th</sup> October 2015)



Senior Officers (Leadership Team) Roles and Responsibilities

Post Title	Service Area Responsibilities:
Managing Director (Head of Paid Service)	<ul style="list-style-type: none"> <li>• Leadership Team (Cannock Heads of Services)</li> </ul>
Deputy Managing Director and Head of Finance (s151 Officer)	<ul style="list-style-type: none"> <li>• Finance (Shared Service)</li> <li>• Revenues &amp; Benefits (Shared Service)</li> </ul>
Head of Commissioning	<ul style="list-style-type: none"> <li>• Commissioning</li> <li>• Parks &amp; Open Spaces</li> <li>• Safeguarding</li> <li>• Customer Services &amp; Central Control</li> </ul>
Head of Economic Development	<ul style="list-style-type: none"> <li>• Planning and Economic Development</li> <li>• Building Control (Shared Service)</li> <li>• Property Services</li> <li>• Land Charges</li> </ul>
Head of Environmental Health	<ul style="list-style-type: none"> <li>• Food and Safety (including Licensing)</li> <li>• Environmental Protection</li> <li>• Private Sector Housing</li> <li>• Partnerships and Communications</li> </ul>
Head of Housing and Waste Management	<ul style="list-style-type: none"> <li>• Strategic Housing &amp; Tenancy Services</li> <li>• Housing Property Services</li> <li>• Housing Maintenance</li> <li>• Waste &amp; Engineering Services</li> </ul>
Head of Governance	<ul style="list-style-type: none"> <li>• Democratic Services</li> <li>• Policy &amp; Performance</li> <li>• Internal Audit (Shared Service)</li> <li>• Risk &amp; Resilience (Shared Service)</li> <li>• Procurement (Shared Service)</li> <li>• Client Officer for Shared Services</li> </ul>
LEP Consultant	
Head of Human Resources – Stafford BC	<ul style="list-style-type: none"> <li>• Shared HR Service</li> </ul>
Head of Law & Administration – Stafford BC (Monitoring Officer)	<ul style="list-style-type: none"> <li>• Shared Legal Service</li> </ul>
Head of Technology – Stafford BC	<ul style="list-style-type: none"> <li>• Shared ICT and Reprographics Service</li> </ul>

Leadership Team Structure Chart – Effective from 1 April, 2015

