

**COUNCIL****15 SEPTEMBER 2020****REPORT OF HEAD OF DEMOCRATIC SERVICES AND ELECTIONS****A.5 Scheme of Allowances for Councillors – And related report from the Independent Remuneration Panel**

(Report prepared by Keith Simmons)

**PART 1 – KEY INFORMATION****PURPOSE OF THE REPORT**

To receive the report of the Independent Remuneration Panel (IRP) and consider its recommendations. The Council is then invited to determine the Scheme of Allowances for Councillors for the remainder of this financial year (and, if appropriate for the financial years 2021/22 and 2022/23).

**EXECUTIVE SUMMARY****Scheme of Allowances 2020/21 (and up to 2022/23)**

- The Council's current Scheme of Allowances for Councillors was adopted on 28 May 2019 (at the Annual Meeting of Council in that year) and was then amended by Council on 21 January 2020. It will expire on 31 March 2021 unless a new scheme is adopted/an Annual Meeting is held prior to then. The current Scheme, as amended on 21 January, is set out in Part 7 of the Constitution that is repeated at Appendix A to this report.
- Before any Scheme of Allowances for Councillors can be adopted or amended the Council is required to have received and considered a report from its IRP on that Scheme. The IRP for this Council has submitted its report and this is set out at Appendix B to this report. It should be noted that this report was submitted several months prior to the Local Government Pay Award for staff for 2020/21. In the fourth bullet point in this section there is reference to the Pay Award being used as an index for adjustments to the approved allowances. The report should be read in the light that since it was prepared there has been a Pay Award of 2.75% for 2020/21 and this is referenced elsewhere in this report and specifically in Appendix C where both the IRPs original recommendations and the revised figures following the Pay Award are shown.
- The IRP's recommendations have been advertised in the local press in accordance with the Regulations. The IRP's report was circulated to all Group Leaders in week commencing 1 June 2020.
- Along with proposals for specific Basic and Special Responsibility Allowance levels, the IRP report includes a recommendation that for this financial year and for 2021/22 and 2022/23 the pay award for Council staff nationally should be used as an index to be applied to the Allowances adopted. If this were adopted, in terms of the legislation, this would be an alteration of the Allowances rather than an amendment and not require a further review by the IRP. Consequently, if adopted by Council, this index linking would have the effect that the next programmed review of Allowances would be for the financial year following the next scheduled elections to this Council (in May 2023). The same would be the case in respect of Carers' Allowances and travel and subsistence allowances if linked to the Real

Living Wage and HMRC rates as appropriate and as set out in the recommendations of the IRP.

- The recommendations of the IRP do not bind the Council. In accordance with good decision making, Council should clearly set out its reasons for determining the Scheme of Allowances it intends to adopt. The Council must have regard to the IRP's recommendations.

**RECOMMENDATION(S)**

**It is recommended that:-**

- (a) Council notes the current Scheme of Allowances for Councillors as set out at Appendix A (being Part 7 of the Council's Constitution);
- (b) Council receives and considers the report of the IRP on Allowances for Councillors for the remainder of this financial year and for the financial years 2021/22 and 2022/23 as set out at Appendix B.
- (c) Council determines the Scheme of Allowances for the remainder of this financial year (and, if appropriate, for the financial years 2021/22 and 2022/23); and
- (d) Subject to c) above, the Scheme of Members' Allowances in Part 7 of the Constitution be amended to reflect the agreed Scheme of Allowances.

**PART 2 – IMPLICATIONS OF THE DECISION**

**DELIVERING PRIORITIES**

The adoption of a published Scheme of Members' Allowances, having regard to the recommendations of an IRP, is consistent with the Council's core values of integrity and openness.

**FINANCE, OTHER RESOURCES AND RISK**

**Finance and other resources**

The budget for 2019/20 for Members' Basic and Special Responsibility Allowances and for the Chairman and Vice Chairman Allowances totals £402,890. Any adjustment to the budgeted cost of the current and any adopted Scheme will be reflected in in-year updates to the Council's budget (and in preparations for future year budgets).

**Risk**

The members of the IRP are not Councillors or Officers and are otherwise unconnected with the Council (other than also being independent persons within the Standards regime of the Council). Council is directly accountable to the electorate in respect of the payments made to the Councillors.

**LEGAL**

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the 2003 Regulations') set out the arrangements to be followed in relation to allowances to be approved for payment to Councillors. The Regulations set out that it is for the IRP to make recommendations on Scheme for Allowances and it is Council that actually determines that Scheme. Provided that Council has due regard to the IRP report and sets out its reasons for the Allowances Scheme it adopts, it will meet those statutory requirements.

Other requirements of the 2003 Regulations are set out within this report and the Appendices.

The Local Government Act 1972 (sections 3 and 5) allows the payment of an allowance to the Chairman and Vice Chairman.

#### **OTHER IMPLICATIONS**

##### **Members' Responsibility For Reporting Receipt of Allowances**

Members are advised to declare the receipt of a members allowance if **any form** of benefit such as income support or housing benefit is being claimed. The rules on how members' allowances are treated may vary depending on the benefit claimed and advice should be sought from the relevant administrating body. For example the rules for those in receipt of Housing Benefit and Council Tax Support state that "basic members allowance, special responsibility allowance and conference attendance allowance are treated as earnings except for any expenses which have been wholly, exclusively and necessarily incurred in the performance of their duties". Members are therefore advised that in order to claim expenses in these circumstances receipts and records to justify the expenses incurred must be kept.

##### **Wards Affected**

All.

### **PART 3 – SUPPORTING INFORMATION**

#### **BACKGROUND**

The law permits the Council to pay the following allowances:

- A Basic Allowance that is payable to all Councillors (and is equal for all Councillors)
- Special Responsibility Allowances payable to those who undertake the identified special responsibilities.
- Dependants' Carers' Allowance (including for child care)
- Travel Allowance
- Subsistence Allowance

The Council has a Scheme for Allowances and this is set out in Part 7 of the Constitution and is repeated at Appendix A to this report. This sets out further detail of the allowances referred to above.

The content of Appendix A represents the decision of Council on 21 January 2020 to amend the Scheme of Allowances for 2019/20 Municipal Year. As a consequence of that decision, the amended Scheme will remain in place until 31 March 2021 (unless the Scheme is further amended or an Annual Meeting of the Council takes place prior to that date).

The report of the IRP considered by the Council at the meeting on 21 January 2020 is available at this link:

<https://tdcdemocracy.tendingdc.gov.uk/documents/s27151/Final%20Light%20Touch%20DRAFT%20IRP%20High%20level%20and%20light%20touch%20allowances%20review%202019%20-%20FINAL.pdf>

The decision of Council on 21 January 2020 is repeated in the report of the IRP at Appendix B.

The IRP's last substantive report, considered at the Annual Meeting of the Council on 28 May 2019 is available at this link:

<https://tdcdemocracy.tendringdc.gov.uk/documents/s19548/A2%20Appendix%20A.pdf>

The IRP met on 20 March 2020 for the purposes of its 2020 review of the Scheme of Allowances for this Council.

- The IRP requested and were supplied with – Allowances from 10 other District Councils in Essex and Babergh, electorate figures for the same authorities, average wage in Tendring and in Colchester, confirmation of the total budget for allowances in 2020/21 and that backdating of allowances with a year was legally permitted.
- IRP also received submissions from the Leader of the Council/Conservative Group, Labour Group, the Independent Group, UKIP Group, Holland on Sea/Eastcliff Matters Group, Cllr Nick Turner, Cllr Zoe Fairley, Cllr Gina Placey, Cllr Mick Barry, Cllr Alan Coley and Cllr Delyth Miles. Several of the individual Cllr submissions outlined their time commitments to their roles as a Councillor.

The IRP's latest report is set out at Appendix B to this report. Appendix C sets out a summary comparison of the current Scheme amounts and the recommendations from the IRP. This incorporated both the original recommended allowance level from the IRP and the revised amount following the Local Government pay award for staff of a 2.75% inflationary increase in pay from 1 April 2020.

For completeness, the information provided to the IRP and referenced above is set out at Appendix D to this report. The views of Members as referred to above are set out at Appendix E.

The recommendations from the IRP can be summarised as follows:

- To reduce the Basic Allowance from £6,000 to £5,709 (based on the revised figure; originally it was £5,556). Effectively to reinstate the May 2019 Allowance level (but revised as set out in the fourth bullet point below).
- The Leader of the Council Allowances would decrease from £20,400 to £19,420 (as revised; originally it was £18,900) and proportionate decreases would apply to all other SRAs. There is a larger reduction for the Planning Committee Chairman's Allowance from £7,140 to £6,165 (as revised; originally it was £6,000) (to warrant – as far as the IRP was concerned - the continuing Vice-Chairman's Allowance)
- To limit the number of SRAs that are claimable to two per Member.
- To provide for the Basic and SRA Allowances to be increased in 2020/21, 2021/22 and 2022/23 by the Local Government Pay Award.
- To change the basis of the Group Leader allowance to £200 per Member of the Group (from the current £900 fixed amount and variable £96 per Member of the Group).
- To apply the prevailing 'Real Living Wage' to carer allowances and the prevailing HMRC rates for travel and subsistence.

For the avoidance of doubt, the IRP was advised that the proposal would see a £444 reduction in the Basic Allowance for each Councillor. The IRP confirmed its position and identified that its recommendation was based on Basic Allowances of the Councils they had information for. This showed at (the original) £5,556 the Basic Allowance would be mid table for those Councils. At £6,000 it would be second in that table behind Colchester

at the top.

The IRP was also reminded that in May 2019 it quoted the average Tendring full-time wage at the time as being £11.88 per hour. This was used, with the 40% public service discount and based on a 15 hour week, to come to the (original) £5,556 Basic Allowance recommended at the time by the IRP. In March of this year the information provided to the IRP indicated that hourly rate in Tendring had risen to £13.39 per hour. This is a 12.7% rise in that period. Applied to the Basic Allowance that would move it from (the original) £5,556 to £6,261.

In addition to the above, the IRP was informed that the mean hourly rate for staff of Tendring District Council in March 2020 was £12.90. Using that figure in the same way as the IRP has previously used the Tendring average wage gave an 8.5% rise in allowances and this gives Basic Allowance of £6,033 (very close to the Basic Allowance approved on 21 January 2020).

On 10 June the IRP's report was provided to Group Leaders with a draft of this report. Public notice of receipt of the IRP's report was given in a local newspaper on 8 June 2020. Such public notice is a legal requirement.

In considering the Scheme of Allowance for the Council, elsewhere on the agenda for this meeting of Council, it will be giving consideration to proposals to amend the Council's Constitution. One of those changes, as recommended by the Leader of the Council is:

*“Rule 16 – Rules of Debate To incorporate within Rule 16.5 a requirement that any amendment proposed to be made to the recommendations made by the Independent Remuneration Panel (IRP) in respect of the Members’ Scheme of Allowances must have been submitted to the Council’s Section 151 Officer and the Monitoring Officer at least two working days before the relevant Full Council meeting to enable them to consider the legal and financial implications together with the documented reasons for departing from the IRP’s recommendations. Any such amendment then deemed to be valid by the Monitoring Officer will be immediately circulated by email to all Members of the Council. Copies of such amendment(s) will also be placed on Members’ tables prior to the commencement of the Council meeting.”*

Notwithstanding that the above change, if approved, will not have been able to take effect prior to this meeting of Council, the Leader has indicated that he will observe the above in submitting any amendment to the recommendations of the IRP that are the subject of this report.

As set out in the recommendations section of this report, Council is requested to:

- (a) note the current Scheme of Allowances for Councillors as set out at Appendix A (being Part 7 of the Council's Constitution);
- (b) receive and consider the report of the IRP on Allowances for Councillors for the remainder of this financial year and for the financial years 2021/22 and 2022/23 as set out at Appendix B.
- (c) determine the Scheme of Allowances for the remainder of this financial year (and, if appropriate, for the financial years 2021/22 and 2022/23); and

- (d) subject to c) above, approve the amendment of the Scheme of Allowances in Part 7 of the Constitution to reflect the agreed Scheme.

In relation to c) above, the consideration of any proposals for a Scheme of Allowances may address the actual amounts of the Basic and Special Responsibility Allowances as well as the following elements of the recommendations from the IRP:

- Whether to limit the number of SRAs that are claimable by any individual Councillor.
- Whether to link the amount of allowance payable to any index of inflation/pay award in this financial year and in 2021/22 and 2022/23.
- Whether to change the basis of the Group Leader allowance to remove the fixed element that comprises part of the allowance at present.
- Whether to apply the prevailing 'Real Living Wage' to the dependants' carers' allowance and the prevailing HMRC rates for travel and subsistence.

As set out elsewhere, if at this stage the Council approves a Scheme of Allowances for the following two financial years, the next scheduled time for the IRP to review the Allowances Scheme for this Council would be prior to the start of 2023/24 and therefore this will concern the Scheme of Allowances to be paid following the scheduled elections to this Council in 2023.

Public Notice of the decision of the Council on a new/amended Scheme of Allowances for Councillors will be given and, if no further amendment is made, each year in 2021/22 and 2022/23 in order to comply with the requirements of the 2003 Regulations.

## **APPENDICES**

Appendix A – Current Scheme of allowances for Councillors

Appendix B - Report of the Independent Remuneration Panel (IRP)

Appendix C – Summary of current allowances and recommendations from the IRP

Appendix D – Information sought by (and provided to the IRP in its consideration of the Scheme of Allowances

Appendix E – Submissions from Members to the IRP as part of the IRP's review of allowances

**Tendring District Council's Constitution – Part 7 – Scheme of Allowances for Councillors****1.0 INTRODUCTION****1.1 The Scheme and Title**

In exercise of the powers conferred on Tendring District Council under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) the following Scheme of Allowances ("the Scheme") has been approved by the Council, having taken due account of the recommendations of its Independent Remuneration Panel.

The Scheme may be cited as the "Tendring District Council Members' Allowances Scheme", and will be effective from 1<sup>st</sup> May each year until subsequently amended by the Council.

**1.2 Annual Review**

In accordance with the above regulations the Scheme payments will be reviewed annually. The review process will involve:-

- Scrutiny by the Independent Remuneration Panel (IRP) of the ongoing and future role and workload of Members and review of the allowances and amounts paid to Members;

OR

- Application of an appropriate agreed indexation allowance for up to a maximum of 4 years
- The IRP will then make recommendations to the Council in respect of payments considered to be appropriate for subsequent years.

See Appendix 2 for the current scheme and most recent decision by Annual Council.

**1.3 Definitions**

In the Scheme:-

"Councillor" or "Member" means an elected Member of Tendring District Council  
 "Year" means the year (or part year) ending at the annual Full Council meeting

**2.0 THE STRUCTURE OF THE SCHEME****2.1 Member Involvement**

This Scheme has been established in a way that reflects the responsibility and time commitment required from Members in the discharge of their duties. It acknowledges their duties to ward constituents, fellow councillors, the population as a whole and to organisations outside the Council. The extent of these responsibilities, and the commitment they require, is reflected in the extent to which a Councillor is remunerated.

**2.2 Basic Members' Allowance**

Basic Allowance is a flat rate payment made to all Councillors in recognition of their time commitments, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It also covers incidental costs such as the use of their homes, telephone costs and peripheral costs

such as paper, printer cartridges etc. except that headed paper and business cards will be provided by Tendring District Council on request. The same level of Basic Allowance is paid to all councillors.

### **2.3 Special Responsibility Allowance**

Special Responsibility Allowances will be payable to those councillors who hold positions with additional special responsibility.

Payment to the Leader(s) of Opposition Group(s) will also be considered.

The amount of Special Responsibility Allowance (SRA) payable will vary according to the position held, duties undertaken and the level of responsibility involved.

### **2.4 Childcare and Dependant Carers' Allowance**

The Regulations make provision for the Scheme to include payment of a Childcare and Dependant Carers' Allowance to those councillors who incur expenditure for the care of children or dependant relatives whilst undertaking official duties.

Allowances are also made available to Members who have an express need. The express need shall be in the form of a written declaration by a Member that needs to be lodged with the Management and Members' Support Manager.

### **2.5 Travel and Subsistence Allowance**

Travel and Subsistence Allowances are also approved by the Council following consideration of recommendations made by the Independent Remuneration Panel in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

Travel and Subsistence payments will be made in accordance with the laid down rates in respect of councillors' duties and in respect of approved attendance on approved outside bodies. Rates approved by the Council, following consideration of the recommendations of the Independent Remuneration Panel are set out in Appendix 2 to this Scheme.

Claims for travel and subsistence submitted to Management and Members' Support by the 2<sup>nd</sup> working day of each month will be paid in that month otherwise they will be paid the following month. Members should aim to submit claims the month after the mileage etc has been incurred in order to assist effective budgetary control and ensure proper treatment within the correct tax year (in compliance with HMRC requirements). Members will be reminded before the end of the tax year to submit claims relating to that year.

### **2.6 Attendance at Meetings and Conferences**

This allowance is paid in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. As with travel and subsistence, claims submitted to Management and Members' Support by the 2<sup>nd</sup> working day of each month and will be paid in that month otherwise they will be paid the following month.

### **2.7 Pensionability of Posts**

The Local Government Pension Scheme does not allow councillor posts to be pensionable.

## **3.0 CLAIMS AND PAYMENTS**

The Scheme will be administered in a way that meets the need for both simplicity and transparency. The following procedures are intended to achieve such objectives.

### **3.1 Documenting Entitlement to Allowances**

Following the four yearly local elections and the subsequent Annual Council Meeting at which positions on the Council are filled the annual remuneration entitlement in respect of each Councillor will be calculated and documented.

Details will be included on a Schedule of Members' Commitments form (Appendix 1), that will form part of each Member's Declaration of office and which will provide a



public record of an individual's responsibilities and commitments. These documents will be retained within the Council and will be used to determine the basis of each Councillor's monthly payment through the Council's payroll system.

Any changes to members' allowances subsequent to this will be documented separately and individual Schedules of Members' Commitments will not be updated.

### **3.2 Payment**

Payment of allowances will be paid to each Councillor in arrears in twelve instalments on the 20<sup>th</sup> of each month (or nearest working day thereto).

### **3.3 Changes/Part-Year Entitlement**

Councillors may, during the course of a year, take up or relinquish a position or role identified within this scheme which alters their entitlement to allowances. In such circumstances their entitlement will be adjusted on a pro-rata basis. Councillors should notify the Management and Members' Support Manager of such changes as soon as they are known.

If a Councillor's term of office starts or ends other than at the commencement or end of the normal municipal year, entitlement to such remuneration as their responsibilities and commitments attract will also be calculated on a pro-rata basis.

The revised allowance will apply from the day on which the change occurs.

### **3.4 Option to Forgo Allowances**

A Councillor may decide to forgo all or part of the allowance due to him/her. In such circumstances the Management and Members' Support Manager should be notified in writing of such decision.

Once in place, limited or non-payment will continue until revoked in writing by the Councillor concerned (NB such revocation shall not be backdated).

### **3.5 Verification of Travel and Subsistence**

In order to maintain the transparency of the scheme, a list of "approved" duties that attract entitlement to travel and subsistence will be maintained and all claims will be verified against this list before payment is made with non-compliant claims being removed.

### **3.6 Members Responsibility for Reporting Receipt of Allowances**

Members are advised to declare the receipt of a members allowance if **any form** of benefit such as income support or housing benefit is being claimed. The rules on how members' allowances are treated may vary depending on the benefit claimed and advice should be sought from the relevant administering body. For example the rules for those in receipt of Housing Benefit and Council Tax Benefit state that "basic members allowance, special responsibility allowance and conference attendance allowance are treated as earnings except for any expenses which have been wholly, exclusively and necessarily incurred in the performance of their duties". Members are therefore advised that in order to claim expenses in these circumstances receipts and records to justify the expenses incurred must be kept.

## **4.0 APPROVED DUTIES**

The power "to appoint member representatives to attend meetings of appropriate outside bodies" is delegated in Part 3 of the Constitution to Portfolio Holders and to Committees with regard to the functions within their jurisdiction.

#### 4.1 Approved Duties for Travel and Subsistence Allowance

- **Attendance at Meetings of the Full Council, the Cabinet, Committees and Sub-Committees or formally constituted panels or working parties.**

- Attendance at the above meetings;
- Attendance at informal meetings of any of the above meetings;
- Formal pre-briefings for any of the above meetings;
- Formal Portfolio Holder or Committee working parties;
- Any other reasonable or appropriate informal briefing or meetings with officers to prepare for any of the above meetings or discuss any matter relating to the business of the Council as determined by the Chief Executive.

*Expenses are payable to all Members for attendance at Council otherwise it is payable where the Member is appointed to or invited to attend the relevant Cabinet, Committee, Sub-Committee or Working Party. It is not payable where Members choose to attend a meeting and sit in the audience.*

*Similarly expenses are payable where Members request or are invited to pre organised meetings with officers to discuss Council business.*

- **Attendance by Councillors at site or similar meetings, approved in advance**

- Refers to any site meeting or other similar meeting proposed and approved by any of the groups included in 1) above i.e. Full Council, the Cabinet, Committees and Sub-Committees or formally constituted panels or working parties.

*Expenses are payable where Members attend site meetings in relation to meetings of Cabinet, Committees, Sub-Committees or Working Parties to which they are appointed or invited to attend.*

- **Attendance at meetings of approved external bodies**

- Attendance at meetings with approved external bodies at any venue
- Appointment to an LGA members structure where expenses are not met by the LGA and the appointed member provides feedback.

*The relevant external bodies are those which the Leader has made a formal decision to appoint to. The list is on the Members' page of the intranet.*

- **Attendance at Authorised Conferences and/or Seminars**

- Attendance at conferences authorised in accordance with delegated powers.
- Attendance at any seminar if reasonable and relevant/appropriate to the responsibilities of individual Members.
- Attendance at any learning and development opportunity if reasonable and relevant/appropriate to the responsibilities of individual Members.

*Expenses are payable where the training is relevant to the Members' position on the Council. This will include Council arranged sessions such as the regular*

*Members' Briefings. Where Members attend external training out of personal interest, that will not be payable.*

- **Attendance at Civic Events**

- Attendance by the Chairman or Vice Chairman and their consorts at civic events.

*Expenses are payable for the Chairman or Vice Chairman and their consorts undertaking civic duties. They will not be payable for other members attending civic events.*

## **5.0 APPLICATION OF THE SCHEME**

The following principles will apply in the adopted scheme.

### **5.1 Substitute Members**

The scheme does not permit the remuneration for substitute Members, other than in respect of payment for travel and subsistence for substitution at meetings and attendance at any mandatory training. This is on the basis that a Member has been named as a substitute by their Group Leader.

**TENDRING DISTRICT COUNCIL  
Councillors' Schedule of Commitment**

Councillor [Enter Full Name]

I wish to claim the allowances set out below which I believe is in accordance with my entitlement under the Member's Allowances Scheme.

	Annual Remuneration	
<b>BASIC ALLOWANCE</b>		
<b>SPECIAL RESPONSIBILITY ALLOWANCE</b> Special Responsibility Allowance is paid to those Councillors who have significant responsibilities:-  Leader of the Council Other Members of the Cabinet Group Leader(s) Audit Committee Chairman Community Leadership Overview & Scrutiny Committee Chairman Resources and Services Overview & Scrutiny Committee Chairman Human Resources and Council Tax Committee Chairman Licensing and Registration Committee Chairman Licensing and Registration Sub-Committees Chairman Planning Committee Chairman Planning Committee Vice Chairman Planning Committee Members Planning Policy & Local Plan Committee Chairman		
<b>Total Annual Allowance £</b>		
<b>Childcare Allowance</b> I wish to register my eligibility for this allowance and attach an appropriate written declaration to this effect.      **please delete as appropriate	<b>YES**</b>	<b>NO**</b>
<b>DEPENDENT CARERS' ALLOWANCE</b> I wish to register my eligibility for this allowance and attach an appropriate written declaration to this effect.      **please delete as appropriate	<b>YES**</b>	<b>NO**</b>

I understand that travel and subsistence and carers claims need to be submitted by the 2<sup>nd</sup> working day of each month in order to be paid in that month. I undertake to inform the Head of Democratic Services and Elections of any circumstances that will affect my entitlement to any of the above allowances.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**DECISION OF ANNUAL COUNCIL – 21<sup>st</sup> JANUARY 2020**

Council on 21<sup>st</sup> January 2020 agreed the following scheme with effect from 1<sup>st</sup> May 2019.

**SCHEDULE OF ALLOWANCES**

**Period 1<sup>st</sup> May 2019 – end of the Municipal Year**

<b>Allowances</b>	<b>Annual Amount</b>
Chairman of the Council	£6,840
Vice-Chairman of the Council	£1,800
Basic Allowance	£6,000
<b>Special Responsibility Allowances</b>	
Leader of the Council	£20,400
Portfolio Holder (Cabinet Member)	£9,780
Chairman – Planning Committee	£7,140
Vice Chairman - Planning Committee	£1,500
Members of Planning Committee	£960
Chairman – Planning Policy and Local Plan Committee	£3,000
Chairman – Licensing and Registration Committee	£3,000
Chairman – Miscellaneous Licensing Sub-Committee	£780
Members of Licensing and Registration Committee	£300
Chairman – Audit Committee	£4,200
Chairman – Community Leadership Overview & Scrutiny Committee	£4,200
Chairman – Resources and Services Overview & Scrutiny Committee	£4,200
Chairman – Human Resources and Council Tax Committee	£3,000

**Group Leader Payments**

Payment will be made under the Scheme to a Group Leader who is the leader of any group. The “Group” must comprise 2 or more members.

The amount to be paid to each such Group Leader will be based on a fixed sum plus an amount calculated according to the number of members in the respective group, with both fixed and variable amounts being determined annually by the Council as follows:-

Opposition Group Leaders (who meet the “Group Leader” criteria)	
Fixed Annual Group Leader sum plus	£900
Annual amount payable per opposition group member	£96

**Childcare Allowance**

- To be paid up to a maximum rate of the voluntary living wage (currently £9.00 per hour) up to a maximum of 15 hours per week;
- Dependant children must be under the age of 16 and living at home with the Member(s);
- Allowance is claimed on production of a signed statement, which declares that the childcare has been provided by a babysitter, and can be paid to a member of the immediate family except Partner/person with parental responsibility.

### **Dependant Carer Allowance**

- For dependants other than children to be paid up to a maximum rate of the voluntary living wage (currently £9.00) per hour for a maximum of 15 hours per week;
- Elderly or dependant relatives must be living at the same address as the Member(s);

Allowance to be paid on production of a receipt from a professional carer.

### **Conferences**

Accommodation Costs **outside London** – (based on absence exceeding 24 hours) – **Maximum Daily Rate** £120.00

Accommodation Costs **London** – (based on absence exceed 24 hours) – **Maximum Daily Rate** £140.00

## Travelling

For the use of a motor car regardless of cylinder capacity:

Use of a motor car – first 10,000 miles a year	
Use of a motor car – miles in excess of 10,000 a year	45 pence per mile
	25 pence per mile
For carriage of a passenger also in an approved duty	5 pence per mile
Other Methods of Transport	
	24 pence per mile
Use of Motor Cycle	
Use of a bicycle	20 pence per mile

## Subsistence

The rate of subsistence shall not exceed the following rates based on qualifying travel time and the Councillor incurring the cost of a meal or meals:

(a) One meal (5 hour rate)	<b>£5.00</b>
(b) Two meal (10 hour) rate	<b>£10.50</b>
(c) Late meal (on-going at 8 pm) rate	<b>£25.00</b>

Reimbursement of **ALL** subsistence expenses (including hostel costs) will be based on **actual cost incurred on production of receipts** – maximum amounts will only be paid based on proof of expenditure of that level.

All claims for subsistence must therefore be accompanied by receipts demonstrating expenditure actually incurred. This is to ensure that no National Insurance liability is incurred on payments of such allowances.

# **INDEPENDENT REMUNERATION PANEL**

## **REPORT TO**

### **TENDRING DISTRICT COUNCIL**

**May 2020**

**Review of, and Recommendations on, the  
Scheme of Allowances to be paid to District  
Councillors in the Municipal Year 2020/2021**



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## 1. INTRODUCTION

### i. Legislation

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the 2003 Regulations') sets out the legal framework for allowances and expenses to Councillors. It provides for a Basic Allowance that is paid at the same level to all Councillors on the Council concerned and for allowances to be paid for those who have special responsibilities (special responsibility allowances). Other allowances, including dependants' carers', travelling and subsistence and co-optees are provided for in the Regulations.

The 2003 Regulations require that a scheme is to be determined normally before the relevant financial year has commenced (Regulation 10(1)). However, schemes can be amended at any time. The Regulations also permit a scheme to be adjusted by reference to an index specified by the authority and the indexed changes do not require a fresh determination at that time.

Regulation 19(1) of the 2003 Regulations states that "*Before an authority.....makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel*" (IRP).

Regulation 20 states that an IRP *shall consist of at least three members none of whom—*  
(a) *is also a Councillor on an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority; or*  
(b) *is disqualified from being or becoming a Councillor.*

Regulation 21 requires the appointed IRP to produce a report making recommendations on the matters referred to above that are to be included in a scheme of allowances for Councillors. A copy of a report is then sent to the Council and it must make the report available for public inspection and publish the main features of the recommendations.

The Local Government Act 1972 (sections 3 and 5 respectively) allows the payment of an allowance to the Chairman and Vice Chairman of a Council. As such these are separate legal provisions to those that apply to basic, special responsibility etc allowances under the 2003 Regulations. However, nevertheless, the Council does seek the views of the IRP on these allowances.

### **Independent Remuneration Panel**

At Council on 27<sup>th</sup> November 2018 the following were appointed to the Independent Remuneration Panel for Tendring District Council. The individuals also serve as Independent Persons within the Standards Regime of the Council.

#### ▽ **Jane Watts (Chair)**

She has worked in education for 30 years; within independent, mainstream and special education schools. Her last post was as head of mathematics and data analysis at a teaching school in Surrey. Presently, she is a self-employed educational consultant involved with projects for both schools and the Autism Education Trust. Previously, she has also been a parent governor and secretary of a school fundraising committee.

▽ **Sue Gallone**

A qualified accountant and auditor who worked in the public sector for most of her career to 2016. She sits on conduct committees; the General Osteopathic Council and the Association of Chartered Certified Accountants. She is also a Board member for Breast Cancer Now and the Health and Care Professions Council, and is an independent member of the Audit and Risk Assurance Committee at the Office of the Immigration Services Commissioner. Since moving to Clacton in 2003 she has been involved with local organisations and charities on a voluntary basis

▽ **David Irvine**

A retired agronomist (specialist arable crops advisor) of UNILEVER, he has, over the best part of 40 years, been respected in his industry to become an examiner for the professional standards organisation (BASIS), training and maintaining the agronomic standards of new entrants. He is active within the Anglican church becoming a Lay Elder and a Bishops Officer and Churchwarden of a church in Bury St Edmunds, where he lives. He has established a community project that assists struggling start-up businesses with cheap office accommodation. He has a keen interest in public life.

▽ **Clarissa Gosling**

She has served as an independent Member, Conciliator, Chair, and Adviser; dealing with complaints, service quality and discrimination for the last 25 years for various public bodies- NHS, Police, and the Office for National Statistics. As a Non-Executive Director of Suffolk Health NHS Trust, she sat on the Audit and Service committees among others, and until recently served as a Board Member on the Orwell Housing Association. She was also an independent chair of the Standards Committee of Ipswich Borough Council and is an Associate Member of the Ombudsman's Society.

## 2. ROLES AND RESPONSIBILITIES AT COUNCILLORS AT TENDRING DISTRICT COUNCIL AND ITS SCHEME OF ALLOWANCES

### i. The Council and Committee Structure

The structure of the Council and the roles of its members currently in place are:-

- **Full Council** consisting of all 48 elected Councillors. Up until the local elections held on 2 May 2019, the Council consisted of 60 elected Councillors. Following an Electoral review by the Local Government Boundary Commission for England the number of Councillors elected on 2 May was 48 with the number of wards in the district being reduced from 35 to 32. Full Council is responsible for the approval of the Council's budget and policy framework and maintenance of the Council's Constitution. Full Council appoints the Leader and the Chairman and Vice-Chairman of the Council.
- **A Cabinet** consisting of the Leader of the Council and up to nine Portfolio Holders. The Cabinet is responsible for most of the Council's functions, known as Executive Functions. These are normally allocated to individual Members of the Cabinet, as determined by the Leader and Cabinet Members are thereby known as Portfolio Holders. The Cabinet has responsibility for Community Leadership in Tendring and takes a lead on the preparation of policies and strategies and recommends and implements the budget approved by Full Council;
- **Overview and Scrutiny** functions are provided through two committees: Community Leadership Overview and Scrutiny Committee and Resources and Services Overview and Scrutiny Committee. Both comprise of nine Councillors and each committee has separate and defined responsibilities. For overlapping issues they may/do appoint Joint Panels;
- **Audit Committee** comprising seven Councillors whose duties include provision of independent assurance on the adequacy of the risk management framework, independent scrutiny of the Council's financial and non-financial performance and overseeing the financial reporting process;
- **Standards Committee** that consists of seven Councillors whose role is to promote and maintain high standards of conduct by Councillors and Co-optees of the authority. The Independent Persons (who also comprise the IRP) also attend and participate in the meetings of the Standards Committee. The Committee operates a Town and Parish Council' Standards Sub Committee;
- **Planning Committee** comprising nine members. This committee meets monthly to handle the significant volume of planning applications that officers cannot determine under delegated authority;
- **Planning Policy and Local Plan Committee** has eleven members and oversees the preparation of the Local Plan and the setting of planning policy (otherwise not reserved to the Cabinet/Council);
- **Licensing and Registration Committee** - the remit of this Committee means that it serves as the Licensing Committee required under the Licensing Act 2003. The Committee is responsible for overseeing licensing matters including Hackney Carriage Drivers and Vehicles, Private Hire Drivers, Vehicles and Operators, Public

Entertainment, Late Night Refreshment, Alcohol (on and off sales) and Gambling licences, permits etc. It has nine Councillors and operates two licensing sub-committees to conduct hearings in respect of the licensing areas;

- **Human Resources and Council Tax Committee** that deals with general staffing matters and agrees annually the overall council tax for the District (that reflects all precepts from Fire, Police and County and Parish Councils. It has 9 members.

## Existing Scheme

In 2019/20, the Scheme for Allowances for Councillors was adopted at the meeting of Council on 28 May 2019 (i.e. following the elections to the District Council earlier that month). Minute 13 of the Minutes of that meeting refer. The Council specifically requested the IRP to undertake a high level and light touch review of the approved Scheme of Allowances after three months. The IRP undertook this requested review in September 2019 (and submitted its report in October 2019). The views of Group Leaders as requested and provided to the IRP were considered by it; as was a proposal for introducing an allowance for the Vice-Chairman of the Planning Committee. The recommendations submitted by the IRP to the Council were:

- “(1) That, in respect for the proposal for the re-introduction of a Vice-Chairman’s Allowance in respect of the Planning Committee, Council approve either:*
- (a) Retention of the current position:*
    - a. Chairman of Planning Committee - £6,600*
    - b. All other Members of Planning Committee (including the Vice-Chairman) - £900*
  - (b) Adjust the allowances in respect of Planning Committee to the following:*
    - a. Chairman of Planning Committee - £6000,*
    - b. Vice-Chairman of Planning Committee - £1500,*
    - c. All other Members of the Planning Committee - £900.*
- (2) To make no other change to the Scheme of Allowances recommended to, and adopted by, Tendring District Council at its meeting on 28 May 2019.”*

The Independent Remuneration Panel also invited submissions for the full review of the Scheme of Allowances for Councillors now undertaken (and which this report relates to) and specifically on the issues of Group Leader Allowances and the default position of one Special Responsibility Allowance being claimable by an individual Councillor.

Due to the arrangements for meetings, Council did not consider the above IRP report until 21 January 2020. At that meeting of the Council approved the following:

- “(a) the report of the Independent Remuneration Panel, following that Panel’s high level and light touch review of the current Scheme of Allowances for Councillors [...] be received and noted;*
- (b) having had regard to the recommendations of the Independent Remuneration Panel and for the reasons submitted by Group Leaders in October 2019, the Council resolves to amend the Scheme of Allowances for 2019/20 as follows:*
- a. that the Basic Allowance for all Members be adjusted to £6,000;*
  - b. that all Group Leaders, as defined by the Local Government (Committees and Political Groups) Regulations 1990, be entitled to receive the Group Leaders’ allowance and that reference to ‘Opposition’ is removed;*

- c. that no restrictions be placed on the number of Special Responsibility Allowances (SRA) that can be received; and*
  - d. that the Vice-Chairman of the Planning Committee be entitled to receive a SRA of £1,500.*
- (c) these amendments to the Scheme will apply with effect from the beginning of this Municipal Year; and*
- (d) the implementation of the proposed amendments will remain subject to identifying the necessary funding of £0.041m, which will be considered as part of the Financial Performance Report for Quarter 3 2019/20.*

The required decision in respect of funding of the cost of the amended Allowances Scheme was taken by the Council's Cabinet on 21 February 2020 (Minute 120 refers). As such, the Scheme of Allowances for Councillors for 2019/20 is therefore as amended on 21 January 2020 and referenced above. The full allowances for 2019/20 are set out at Appendix A.

### 3. THE REVIEW OF BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES IN 2020

As referred to in the section above on the existing Scheme of Allowances for Councillors, the Panel undertook a high level light-touch review of the Scheme in September 2019, inviting and considering comments. The Panel proposed an option to provide the Vice-Chairman of Planning Committee with an allowance and reserved further consideration of more significant changes for the 2020 review. Council considered the Panel's light-touch review recommendations on 21 January and voted for alternative proposals which amended the Scheme and backdated the changes to 1 May 2019. The Panel notes the alternative Scheme agreed by Council, which did not accord with the Panel's view that the Scheme was still valid and should remain largely unchanged at that point.

In their light-touch review, the Panel promised to consider again in the 2020 review the allowances for Group Leaders and whether more than one Special Responsibility Allowance should be paid to any one Councillor. The Panel has also considered carefully in this 2020 review the comments received from Councillors on their roles and allowances. The Panel is grateful to Councillors for submitting their views, noting that these are wide ranging and that views on key issues are often opposing. Councillors made some interesting points which are outside the remit of the Panel and the Panel urges officials to consider these.

The Panel recognises the dedication and public spirit of Councillors, their enthusiasm for the work they do and their determination that public service comes before personal gain. The first review of Allowances for Councillors under the current regulations, undertaken in 2001, established the principle that an important part of being a Councillor is the desire to serve the public and, therefore, not all of what a Councillor does should be remunerated; a portion of a Councillor's time should be given voluntarily. It is therefore the case that the Allowances Scheme for Councillors has, since then, included a 40% Public Service Discount. Several Councillors' comments re-iterated that allowances should not be expected to reflect the time expended on duties and that there is a public service element. The Panel agrees.

The Panel have considered whether they wish to recommend any changes from their recommendations in 2019 to the Scheme for 2020 and their proposals are set out below.

In May 2019 Tendring District Council accepted the 2019/20 Scheme recommended by the IRP. The basic allowance was increased by 7.5% to £5556, in recognition of an increase in the workload caused by the reduction in the number of councillors.

In conducting this annual review of members' allowances, the IRP has considered the submissions made by members and also reflected on the amended Scheme adopted by councillors on 21 January 2020.

The IRP understands that many councillors believe their basic allowance to be lower than neighbouring councils'. The panel compared the May 2019 basic allowance with that of 14 other councils. (This included all 12 councils covered by Essex CC and three in Suffolk). The basic allowance for TDC (£5,556) is the 5<sup>th</sup> highest of the 15 and is significantly above both the median (£5,000) and mean (£5,015) values. The IRP believes that this level of remuneration is still fair, subject to an inflationary increase, particularly given the current economic climate.

The detail of the comparison with other Councils is set out in the following table.

Rank	Council	Basic Allowance (rounded to nearest £)
1	Colchester	6976
2	Tendring (21 January 2020 Scheme)	6000
3	Brentwood	5950
4	Chelmsford	5874
5	Basildon	5782
-	Tendring (28 May 2019 Scheme)	5556
6	Uttlesford	5151
7	Rochford	5000
8	Mid Suffolk	5000
9	Maldon	4959
10	Babergh	4917
11	Braintree	4827
12	Harlow	4270
13	Ipswich	4007
14	Castle Point	3550
15	Epping	3400

The IRP agree that all Group Leaders should receive a special responsibility allowance and have introduced a new Group Leader SRA from 1 May 2020. This is calculated by multiplying the number of members in the group by £200.

The Panel recommends that members be eligible for a maximum of two SRAs, allowing group leaders to hold a second post of responsibility.

We recognise that there are times when the Chair of Planning is unable to officiate at planning meetings and that on these occasions the Vice Chair deputises. The panel agrees that a SRA is appropriate for this role but that the SRA for Chair of Planning Committee should be reduced by the same amount to facilitate this. No other reasons for an SRA for the Vice Chair of Planning Committee were submitted to the Panel.

As in 2019, the proposed SRA for Cabinet Members is set assuming seven Cabinet Members (excluding the Leader). If more Cabinet Members are appointed (i.e. eight or nine Cabinet Members), the total proposed SRA for seven Cabinet Members should be divided between them. By way of a worked example to illustrate this, if the SRA for seven Cabinet Members (excluding the Leader) was £9,072 the overall cost per year would be £63,504. Accordingly, if there were eight Cabinet Members the allowance for each Cabinet Member would be £7,938 and £7,056 each if there were nine Cabinet Members.

In considering Dependants' Carers' costs to enable Councillors to attend formal meetings and other approved duties, the IRP has considered the benchmark of the 'Real Living Wage' as this is independently assessed and determined by the Living Wage Foundation. Dependants' Carers' allowance is claimable to re-imburse costs incurred in providing care for children of the Councillor as well as the costs of other dependants of the Councillor.

The IRP recommend that the prevailing HMRC subsistence rates (and qualifying conditions) continue to be adopted by Tendring District Council for its Councillors. The current rates and conditions are as follows (and apply to authorised conferences/events/meetings/visits only):-



Rates are set as follows.

<b>Minimum journey time</b>	<b>Maximum amount of meal allowance</b>
5 hours	£5
10 hours	£10
15 hours (and ongoing at 8pm)	£25

Where a scale rate of £5 or £10 is paid and the qualifying journey in respect of which it is paid lasts beyond 8pm a supplementary rate of £10 can be paid to cover the additional expenses necessarily incurred as a result of working late.

A meal is defined as a combination of food and drink and would take a normal dictionary meaning. Where employees are required to start early or finish late on a regular basis, the over 5 hour and 10 hour rate, whichever is applicable, can be paid provided that all the other qualifying conditions are satisfied.

Qualifying conditions - Benchmark scale rates must only be used where all the qualifying conditions are met. The qualifying conditions are:

- the travel must be in the performance of a members' duties or to a temporary place of work, on a journey that is not substantially ordinary commuting.
- the member should be absent from his normal place of work or home for a continuous period in excess of five hours or ten hours.
- the member should have incurred a cost on a meal (food and drink) after starting the journey and retained appropriate evidence of their expenditure.

A Member can only be reimbursed for a meal once. If the cost of an evening meal or breakfast is reimbursed on an actual basis, because it is included in the cost of an overnight stay, the member would not also be entitled to a benchmark rate in respect of those meals.

The current approved HMRC mileage rates are set out below. They are set by HMRC at a level it considers does not include an element that is taxable. In view of this it is considered appropriate to use the prevailing rate for payments in recompense of costs incurred by Councillors in travel to attend formal meetings and for approved official business of the Council.

<b>Vehicle</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments - cars and vans - 5p per passenger per business mile for carrying another Councillor/officer in a car or van on journeys which are also official business journeys for them.

As a note, the reference to a Municipal Year is a reference to that period between the Annual Meeting of the Council in any two calendar years. As such it usually spans across two financial years. The recommendations are therefore on the basis that the Scheme should apply to that period between the two Annual Meetings and thereby the relevant parts of the two financial years.

## 4. RECOMMENDATIONS

### i. Scheme of Allowances for Municipal Year 2020/21

The Panel recommend that allowances be set as proposed and as originally approved by the Council in May 2019 (as opposed to those subsequently approved in January 2020), with the following changes:

- **Chairman of Planning Committee SRA**

Reduce the May 2019 allowance by £600 to provide for an allowance for the Vice Chairman, recognising that there are occasions when the Chairman cannot legally officiate and the Vice Chairman takes the charring role

- **Vice Chairman of Planning Committee SRA**

Provide an allowance of £600, plus the Member of Planning Committee allowance, recognising the role of Vice Chairman, giving a recommended amount payable of £1500 [at May 2019 rates]

- **Inflationary increase**

Uplift the recommended allowances (except those linked to HMRC/Living Wage Foundation levels), by the same percentage as the headline pay award percentage increases approved by the National Joint Council for local government services.

- **SRAs**

Individual SRA amounts as set out in the summary below.

Allow any Member to claim a maximum of two SRAs for the roles they undertake, recognising the workload of a special responsibility in addition to that of Group Leader

- **Group Leader**

Recognise the responsibilities and workloads of every Group Leader and pay a new allowance to all Group leaders based solely on the number of members in their group. This would ensure the relative sizes of groups is reflected and the overall amount of allowance paid remains constant regardless of how many groups there are. It is recommended that the allowance payable to all Group Leaders from 1 May 2020 should be calculated at £200 for each member in the group.

- **Dependants' Carers' Allowance**

This allowance is to re-imburse costs incurred for care arranged by the Councillor for a dependant (including care for the Councillor's children) to enable the Councillor to attend formal meetings of the Council or other approved official events.

The Panel recommends that this is set at the prevailing rate as adopted by the Living Wage Foundation as its 'Real Living Wage' for outside of London. Currently, the 'Real Living Wage' rate is £9.30 per hour (in 2018/19 this was £9.00 per hour) and the allowance is limited to a maximum of 15 hours per week.

- **Subsistence**

The Panel recommends the prevailing HMRC subsistence rates (and qualifying conditions) continue to be adopted by Tendring District Council for its Councillors. The current rates and conditions are as set out above (and apply to authorised conferences/events/meetings/visits only).

- **Travel Allowance**

The Panel recommends that the prevailing approved HMRC mileage rates (regarded as not including an element that should be taxed).

**ii. Scheme of Allowances for 2021/2022 and 2022/23**

The Panel recommends that the Scheme proposed for 2020/21 should remain in place until the next scheduled elections of District Councillors for Tendring (until May 2023). In that period it should be adjusted by reference to the headline pay award percentage increase approved by the National Joint Council for local government services.

## 5. SUMMARY OF PROPOSED ALLOWANCES 2020/2021

<b>Allowances</b>	<b>£*</b>
Basic Allowance	5,556
Leader of the Council	18,900
Cabinet Member (where there are eight or nine Cabinet Members the total allowances for seven Cabinet Members to be divided between them)	9,072
Group Leaders - Amount per Group Member (Groups being defined as per Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 – i.e. they have a minimum of two Members)	200
Chairman – Planning Committee	6,000
Vice Chairman - Planning Committee	1,500
Members – Planning Committee	900
Chairman – Licensing and Registration Committee	2,784
Chairman – Miscellaneous Licensing Sub Committees	720
Members of Licensing and Registration Committees	276
Chairman - Audit Committee	3,900
Chairman – Community Leadership Overview and Scrutiny Committee	3,900
Chairman – Resources and Services Overview and Scrutiny Committee	3,900
Chairman – Human Resources and Council Tax Committee	2,784
Chairman – Planning Policy and Local Plan Committee	2,784
Chairman of the Council	6,348
Vice Chairman of the Council	1,788
Dependants' Carers' allowance (to attend formal meetings/ approved official events) (including care of a Councillor's children)	<i>Real Living Wage</i> (currently £9.30) per hour

\*Uplifted by the same percentage as the headline pay award percentage increases approved by the National Joint Council for local government services. Any Member to claim a maximum of two SRAs for the roles they undertake.

### Subsistence (subject to HMRC prevailing rates and conditions, currently):

<b>Minimum journey time</b>	<b>Maximum amount of meal allowance</b>
5 hours	£5

<b>Minimum journey time</b>	<b>Maximum amount of meal allowance</b>
10 hours	£10
15 hours (and ongoing at 8pm)	£25

**Travel (subject to approved HMRC prevailing rates and conditions, currently):**

<b>Vehicle</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments - cars and vans - 5p per passenger per business mile for carrying another Councillor/officer in a car or van on journeys which are also official business journeys for them.

**A.5 APPENDIX C****SCHEDULE OF ALLOWANCES FOR COUNCILLORS - CURRENT AND AS RECOMMENDED IN THE REPORT OF THE IRP**

(and revised following the Local Government (LG) pay settlement which the IRP recommended should be used as an index for amendments to allowances going forward).

Column A	Column B	Column C	Column D	Column E
	Current Annual Amount	Original IRP Recommended Annual Amount	REVISED IRP Recommended Annual Amount (following LG pay settlement in 08/2020)	Change recommended by the IRP (in the revised proposals compared with the current annual amount)
Basic Allowance	£6,000	£5,556	£5,709	-£291
Chairman of the Council	£6,840	£6,348	£6,523	-£317
Vice-Chairman of the Council	£1,800	£1,788	£1,837	£37
<b>Special Responsibility Allowances</b>				
Leader of the Council	£20,400	£18,900	£19,420	-£980
Portfolio Holder (Cabinet Member)	£9,780	£9,072	£9,321	-£459
Chairman – Audit Committee	£4,200	£3,900	£4,007	-£193
Chairman – Community Leadership Overview and Scrutiny Committee	£4,200	£3,900	£4,007	-£193
Chairman – Resources and Services Overview and Scrutiny Committee	£4,200	£3,900	£4,007	-£193

Classification - Official

Chairman – Human Resources and Council Tax Committee	£3,000	£2,784	£2,861	-£139
Chairman – Planning Policy and Local Plan Committee	£3,000	£2,784	£2,861	-£139
Chairman – Planning Committee	£7,140	£6,000	£6,165	-£975
Vice-Chairman – Planning Committee	£1,500	£1,500	£1,541	£41
Members of Planning Committee	£960	£900	£925	-£35
Chairman – Licensing and Registration Committee	£3,000	£2,784	£2,861	-£139
Chairman – Miscellaneous Licensing Sub Committee	£780	£720	£740	-£40
Members of Licensing and Registration Committee	£300	£276	£284	-£16
Leaders of Groups of Councillors (the minimum size of a Group is two Members)	£900/£96 per Group Member	£200	No revision recommended as this is a new allowance scale for 2020	-



Column A	Column B	Column C	Column D	Column E
	<b>Current Annual Amount</b>	<b>Original IRP Recommended Annual Amount</b>	<b>REVISED IRP Recommended Annual Amount (following LG pay settlement in 08/2020)</b>	<b>Change recommended by the IRP (in the revised proposals compared with the current annual amount)</b>
Dependants' Carers' Allowance (up to 15 hrs per week)	£9.00 ph	£9.30 ph		+30p ph
Travel Allowance (cars –up to 10k miles)	45ppm	45ppm		-
Subsistence Allowance	£6 breakfast	£5 (min. journey time of 5hrs)		N/A
	£7.50 lunch (min. 4 hours away from home)	£10 (min. journey time of 10 hours)		

**INDEPENDENT REMUNERATION PANEL FOR THE TENDRING DISTRICT COUNCIL  
REVIEW OF ALLOWANCES FOR COUNCILLOR  
20 MARCH 2020  
INFORMATION REQUESTED BY THE PANEL FOR ITS CONSIDERATION OF THE  
SCHEME FOR 2020/21 ETC**

**Member allowances (including group leaders and SRA restrictions) for all 11 other Essex Borough/District/City Councils and for Babergh, Mid-Suffolk and Ipswich councils**

At this point in time the following table sets out the research undertaken of publicly available information from the Councils referenced:

COUNCIL	Basic	Leader	Deputy Leader	Mayor/ Chairman	Deputy Mayor/ Vice-Chairman	Chair of Planning Committee
Babergh	£4,916.70	£13,151.88	£979.13	£5,661.26	£3,202.87	£4,916.70
Braintree	£4,827.00	£14,481.00	£12,069.00	£9,258.47		£5,702.24
Brentwood	£5,950.80	£13,086.25	£6,317.50	£3,500.00	£1,000.00	£3,545.83
Castle Point	£3,550.00	£19,081.26	£14,200.08	£6,137.00	£2,888.00	£7,100.04
Chelmsford City	£5,874.00	£23,049.00	£15,210.00	£11,393.25	£3,795.00	£7,605.00
Epping	£3,400.00	£18,881.00	£10,849.00	£11,077.00	£6,976.00	£9,919.00
Harlow	£4,270.00	£6,515.00	£2,059.00	£371.00	£426.00	
Maldon	£4,958.88	£11,044.79	£4,738.92	£4,605.16		
Rochford	£5,000.00	£10,000.00	£7,500.00	£5,000.00	£2,500.00	£2,500.00
Tendring	£6,000.00	£20,400.00	£9,780.00	£6,840.00	£1,800.00	£7,140.00
Uttlesford	£5,151.00	£12,604.70	£6,687.84	£3,863.71	£1,805.30	£3,601.55

Details of the individual schemes were circulated separately for the IRP's consideration.

**Average ward sizes (per councillor) in these councils:**

At this point in time the following table sets out the research undertaken of publicly available information for the Councils referenced:

Name of Authority	Number of Councillors	Number of Wards	Average electorate per councillor	Last reviewed by LGBC	Electorate at review	Projected Electorate over the following years
Basildon District Council	42	16	3009	2000	126364	130756
Braintree District Council	49	26	2275	2014	111475	116865
Brentwood Borough Council	37	15	1475	2000	54557	55447
Castle Point District Council	41	14	1668	2000	68404	69055
Chelmsford City Council	57	24	2124	2000	121049	125810
Colchester Borough Council	51	17	2560	2015	130550	144964
Epping Forrest District Council	58	32	1611	2000	93439	96677
Harlow District Council	33	11	1775	2000	58576	61781

Maldon District Council	31	17	1435	2000	44487	43426
Rochford District Council	39	13	1708	2015	66625	70792
Tendring District Council	48	32	2339	2018	112258	116000
Uttlesford District Council	39	22	1598	2014	62335	69196
Babergh	32	24	2240	2018	71686	74575
Mid-Suffolk	34	26	2327	2018	79119	82784
Ipswich	48	16	1871	2001	89826	94167

**Current average wage per hour in Tendring;**  
**(subsequently the average for Colchester was also requested)**

The gross weekly average and average hourly rate for the District of Tendring is noted in the table below together with figures for Colchester, the Eastern Region and the whole of Great Britain.

Earnings by place of residence (2019)

	Tendring (£)	Colchester (£)	East (£)	Great Britain (£)
Gross weekly pay				
Full-time workers	552.5	602.6	610.4	587.0
Male full-time workers	575.0	639.4	659.4	632.0
Female full-time workers	477.0	539.3	537.8	528.9
Hourly pay - excluding overtime				
Full-time workers	13.39	15.39	15.33	14.88
Male full-time worker	13.51	16.12	16.06	15.44
Female full-time workers	12.35	14.51	14.26	13.99

Source: ONS annual survey of hours and earnings - resident analysis

The average (mean/median) hourly rate for staff of Tendring District Council is £12.90.

**Confirmation that the minimum legal requirement for renewal of allowances is every 4 years (coinciding with local elections?).**

Regulation 10 of the Local Authorities (Members' Allowances) (England) Regulations 2003 requires that before the beginning of each year an authority shall make a scheme of allowances for Councillors; covering basic, special responsibility, dependants' carers', travelling and subsistence and co-optees. The scheme may be amended at any time but may only be revoked with effect from the beginning of a year. A scheme may make provision for an annual adjustment of allowances by reference to such index as may be specified by the authority and where the only change made to a scheme in any year is that effected by such annual adjustment in accordance with such index the scheme shall be deemed not to have been amended. Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a

further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme. Where an amendment is to be made which affects an allowance payable for the year in which the amendment is made, the scheme may provide for the entitlement to such allowance as amended to apply with effect from the beginning of the year in which the amendment is made. Regulation 13 of the same Regulations states that the scheme shall provide that a person may, by notice in writing given to the proper officer of the authority, elect to forgo his entitlement or any part of his entitlement to allowances.

**If possible we would also like to meet with Richard Barrett CFO (before 12 noon). And subsequent to that request:**

- 1) When we set our original Scheme in April 2019 (48 councillors) we were requested to make a budget reduction over the 2018 total (60 councillors). Is there a set budget (or range) that we should be working towards for the 2020 Scheme?**
- 2) We have been told that the amended Scheme voted in recently would be backdated to 1 May 2019 (even though council approved our original Scheme back in May 2019). Is there a reason why the increases are payable for the whole year rather than from the review/amendment date?**


The Panel have been advised that, as it currently stands, the Head of Finance, Revenues and Benefits will be attending the Cabinet meeting that morning and so will be unable to commit to attending the IRP meeting that day within the time limit proposed.

In respect of the subsequent question 1), the total budget for Members allowances is £403k in 20/21 – so ideally we would want to ‘contain’ the total cost within that figure. If a recommendation was made that was in excess of that figure we would have to submit it as a cost pressure as part of long term forecast as I assume it would be on-going in nature.

And in relation to question 2), the Council has the power to backdate any changes to allowances (made during a year) to the start of the financial year. As Council approved that backdating of the allowances changes we have to conclude that it considered that it was appropriate to exercise that discretion.

**INDEPENDENT REMUNERATION PANEL FOR THE TENDRING DISTRICT COUNCIL  
REVIEW OF ALLOWANCES FOR COUNCILLOR  
20 MARCH 2020**

**SUBMISSIONS FROM GROUP LEADERS/INDIVIDUAL COUNCILLORS (IN ORDER OF THE  
DATE THEY WERE RECEIVED)**

Submission from	Date of Submission	Submission
Cllr Ivan Henderson, Leader of the Labour Group on the Council (and on behalf of the members of that Group)	28/02/2020	<p>Thank you for seeking submissions for consideration by the Independent Remuneration Panel during their latest review of members' allowances. I am responding on behalf of the Labour Group of TDC councillors.</p> <p>The Labour Group agreed with the recommendations of the IRP in its previous review and is wholly opposed to the decision taken at the February meeting of the council which entirely ignored the IRP's recommendations.</p> <p>It is the opinion of the Labour Group that, having received a 7.5% increase in allowances in May 2019, no further increase was justified in 2020 and no increase would be justified for the year 2020-2021.</p> <p>Furthermore, the Labour Group is totally opposed to the alteration in policy which now allows a member to receive more than one Special Responsibility Allowance and would urge a recommendation from the IRP to revert to the previous arrangement.</p>
Cllr Jayne Chapman, Leader of the Independent Group on the Council	01/03/2020	<p>When the council decided to reduce the amount of councillors from 60 to 48 I am sure most of knew our commitments and work load could and would increase, but at no time did I think that after the increase that was agreed in May would we be expected to vote on another increase. We voted on this increase to reflect any additional work. After being told time and time again that savings were needed I am totally against the proposed increase to allowances. I don't agree to receiving allowances for chairman of committees and then receiving an allowance for group leaders. It should be one allowance only.</p> <p>Allowances should have stayed as voted on in May with perhaps a small increase but no more that what is passed for staff, but preferably allowances should be frozen.</p> <p>Once the IRP has passed their review then this must be set for the whole year with no more increases allowed in that financial year.</p>
Cllr Nick Turner, Chairman of the Planning Policy and Local Plan Committee	03/03/2020	<p>Councillor Turner completed the survey used in 2019 to set out information on the commitments relating to being a Councillor and those roles designated as having special responsibilities.</p> <p align="center">             IRP Questionnaire            2019 - Completed by         </p> <p>In addition, he submitted a copy of his speech to Full Council on the 24th November 2016 as he considered little had changed in</p>

		<p>that time. The speech is here:</p> <p>“Good Evening again,  We have 3 choices before us this evening: Accept, Reject or Note.  We will/have hear/heard from some of the hair shirts and Uriah Heeps amongst us. I will give you an alternative view.  The easy way, the lazy way is to accept this report.  This will do little to help let alone improve this Council.  What will help, what will improve this Council is to note this report and propose that the modest SRAs for Planning and the current allowances and SRAs remain as is.  The current mechanism is for allowances and SRAs to rise and fall in line with our Officers increments.  This is fair and reasonable  For we the Councillors are this Council.  Now why do I propose this?  The question should be not be what can we save.  It is what can we bring to the table.  What can we do, say and suggest that will add to the whole that is Tendring and to your Wards in Particular.  I have been lucky, in the previous Council I had the privilege to have 5 Services to give the Political steer and take responsibility for. In that 4 year period my Services brought in in external grants some £xx millions Coast Protection £ Street Scenes £ Horticulture &amp; Bereavements £ Environment £ Sea Fronts £500k in extra spend to Clacton with our first Sea Festival. On top of all this in my last year my Services won 2 Platinum &amp; 5 Gold Medals plus 3 Green Flags and 5 Blue ones.  Now that needed and created a lot of work. In fact I still do a least 50 hours a week and if not asleep and quiet often, when I am, I am available as one of Frinton-on-Sea’s District and Town Councillors.  I have earnt my corn.  The question is what can you bring to the table? How from your political view point are you going to improve, add to our whole?  I always carry a camera. A picture is worth a 1000 words. Give precise location of any problems, flytipping, pot holes pavements run-down buildings, abandoned vehicles, planning issues etc.  Take photos of the issue and also one of its position in the street scene. That saves Officer time and expense in travelling and answering questions. That saves money and enhances efficiency. Learn, who you exactly need to speak to and introduce yourself, that creates esprit du corps, that increases efficiency and not only your own but it again saves money.  That is how we can earn our corn.  Do remember that our allowances already have a 40% discount built in for Public Service.  It is no good looking back to the past. When you take the Queen’s shilling you get used to the Queen’s shilling.  Under the old Committee system there was much less work and more importantly much less input for and from Cllrs.  We are in a very different world now and with Devolution taking off we will all get lots more responsibility and the attendant work.</p>
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		I know my worth. Do not sell yourself short.”
Cllr Zoe Fairley, Vice-Chairman of the Planning Policy and Local Plan Committee	05/03/2020	<p><b>General Info</b> TDC Ward Councillor for the Stour Valley Ward (which includes Bradfield, Ramsey and Wrabness) Vice Chair for the Planning Policy and Local Plan Committee ECC Local Highways Panel TDC Working Group for Climate Change.</p> <p><b>Other Info</b> As well as being a District Councillor, I also work full time and am a Tendring business owner and as such, I have flexibility to carry out my work as a District Councillor. Prior to that, I had an employer who was understanding and supportive of my role as a Councillor but of course, I was unpaid for any hours taken during working hours for it. It is vital to have a degree of flexibility and support from the people you work with to be able to stand as a District Councillor and any recompense through the allowances scheme must be sufficient to allow you to carry out the role.</p> <p><b>Comments on Time and Role Expectation</b> The estimated average time per week carrying out my role would equate to be between one third and half of a working week (based on 40 hours), much of this time is outside of the normal working week, including evenings and weekends. Together with attending meetings, general admin and email and travel time to and from meetings, as a Councillor, it is necessary to spend a substantial amount of time reading documentation related to your role and the work of Full Council. There is a vast amount of paperwork with detailed and often complicated information to absorb. As with any work role, being effective means having a strong understanding of the detail and whether a committee member or other, time must be spent ensuring you are fully prepared. When looking at the time spent by Councillors carrying out their roles, this will of course vary, depending on responsibilities and SRAs are in place to recognise this, over and above the basic Councillor allowance. Although I do not think it could be achieved through the IRP, personally, I believe it would be to the public benefit if there were some form of internal (Politics free) appraisal in place, to measure performance/ understanding/capability for Councillors, together with more training for Councillors, especially in relation to areas of special responsibility, such as Cabinet Members and Committee Chairs.</p> <p><b>IRP Report Feedback following Decisions of Council on 21 January 2020</b> My comments in regard to the process, together with the Allowances and Expenses that the IRP will recommend should be payable to Councillors for the Municipal Year 2020/21, and the Allowances Scheme for the current Municipal Year 2019/2020, as approved following the decisions of Council on 21 January 2020 (Minute 81 refers), are as follows:-</p> <p>I believe all Councillors for the Tendring District have a</p>

responsibility to carry out this Council's business in a way which is open and transparent. On reflection, the Full Council decision of 21 January 2020, in regard to the IRP report, did not meet what I feel is the required level of transparency, essential to represent the work of this Authority in a good light. In fact, I felt it fell far short of facilitating informed debate and demonstrating public transparency. Having raised my concerns with my Group Leader, (also Leader of the Council,) I am now confident that steps are being taken to ensure this is avoided in future. However, it is due to this lack of transparency that I have expressed my wish to receive no extra/increased allowance for the current Municipal Year 2019/2020.

This does not mean I disagree with the outcome of that vote which gives increased allowances and SRAs to Councillors. Aside from the increased work level brought about by the Boundary Review, I believe it is crucial for allowances to be set at a realistic level if we are serious about supporting existing Councillors in their work to represent this Authority, respecting the time and input required to be the link between the Council, the public, voluntary, community and private sectors. I also believe it is just as important we take the right decisions to ensure future generations of civic minded, possible candidates feel it is achievable to come forward and represent their communities. For that to be possible and to encourage representation across a broad and inclusive mix of people from our community, it is vital to include those who want to balance work or study with a public service role and remuneration must be at a level which encourages, not hampers that.

Members voting annually on their own remuneration I think causes unnecessary controversy which is of no benefit whatsoever to our residents. It becomes a show for theatre's sake rather sensible and informed debate, often resulting in comments directed toward individuals on a very personal level. It is not an approach I subscribe to as it goes no way to support positive outcomes for residents within our District. I am sure that whether for reasons around transparency or other, such as those who voted Against or Abstained, there will be other Councillors who have also expressed their wish not to accept the increased basic allowance or relevant SRAs for the Municipal Year 2019/2020. I think it would help to avoid these issues moving forward to have future Allowances/Expenses schemes fixed for longer periods and be subject to an appropriate index increase each year within that period (e.g. the pay award for local government staff). I also believe that every Councillor should be obliged to give their individual view to the IRP without exception. Very few Councillors chose to put forward representation to the IRP for the last report, which is to our own detriment – possibly due to it being a 'light touch' review, however, this did not in any way give the IRP any direction, or clear view of opinion across Members to consider for their last report, which did not include what I believed to be the right recommendation for some SRAs.




Following the Full Council meeting of 21 January 2020 the Allowances and SRAs are set out below and changes were made so more than one SRA could be applied to a single Councillor.

- Basic Allowance £6,000 – I agree
- Leader of the Council £20,400 – I agree
- Cabinet Member (where there are eight or nine Cabinet Members the total allowances for seven Cabinet Members to be divided between them) £9,780 – See further comments below
- Group Leaders (with 2 or more members in the Group) – Amount for being a Group Leader £900 amount per Group Member £96 – I agree
- Chairman – Planning Committee £7,140 – I agree
- Vice-Chairman – Planning Committee £1,500 – I agree
- Members – Planning Committee £960 – I agree
- Chairman – Licensing and Registration Committee £3,000 – I agree
- Chairman – Miscellaneous Licensing Sub Committees £780 – I agree
- Members of Licensing and Registration Committees £300 – I agree
- Chairman - Audit Committee £4,200 – See further comments below
- Chairman – Community Leadership Overview and Scrutiny Committee £4,200 – I agree
- Chairman – Resources and Services Overview and Scrutiny Committee £4,200 – I agree
- Chairman – Human Resources and Council Tax Committee £3,000 – I agree
- Chairman – Planning Policy and Local Plan Committee £3,000 – See further comments below
- Chairman of the Council £6,800 – I agree
- Vice Chairman of the Council £1,800 – I agree

Where I have indicated above that I agree with the allowance at the level shown it is because my assessment of the work involved suggests to me that allowance at that level would reflect more fully the time and effort contribution, even after allowing for an appropriate 'public service discount', for that activity by the individual Councillor in that role.

Based on above, further points I would like considered for the 2020/2021 IRP report are:-

- Cabinet Members should not necessarily receive the same, it should depend on the Portfolio.
- Deputy Leader is a role with a higher level of responsibility than Cabinet Member and one where many more meetings and attendances are requisite. This role should have a separate SRA.
- Chairman for Planning Policy and Local Plan Committee should receive a higher SRA in view of the level of work involved in this role.
- Chairman for the Audit Committee should receive a higher SRA in view of the level of work involved in

		<p>this role.</p> <ul style="list-style-type: none"> <li>• The expenses scheme agreed 21 January 2020 but not included within this submission is acceptable.</li> <li>• To try to make a link between the basic allowance and a wage is not the right approach. The basic allowance allows Councillors the time and resource to carry out our roles for our residents and District. It simply does not work to say this amount is comparable to a percentage of an average wage based on an hourly rate of ***. Hours of work outside the normal 9-5 (ie. Overtime for some?), job type and level of responsibility would all need to be taken into account if that approach were to be reasonable.</li> <li>• I have explained my reasoning and thoughts around future Allowances/Expenses schemes having fixed for longer periods and be subject to an appropriate index increase each year within that period (e.g. the pay award for local government staff).</li> <li>• Every Councillor should be obliged to give their view to the IRP without exception to allow the panel to have full view of Councillor opinion.</li> <li>• The principle of more than 1 SRA being claimable is acceptable as long as the role is being carried out effectively.</li> <li>• The clear intention of the basic and special responsibility allowances is to recognise the requirements of those roles. As such, where a Councillor is unable to perform the duties of a Councillor or of the office designated as having special responsibility within the allowances scheme they should, as a matter of course, elect to forgo their entitlement to the allowance or a representative proportion of it. This is not concerning itself with the single case of a non-attendance at one meeting/site visit/training event and more at those who cannot carry out the substantial tasks of the role concerned or a particular task over a prolonged period.</li> </ul> <p>I would like to thank the IRP for taking the time to consider my comments which I hope clearly explain my views in relation to the Basic Allowance and SRAs for the Municipal Year 2020/2021 onwards.</p> <p>Should further input via meet or telephone be useful to the panel, I would be happy for this to be arranged.</p>
<p>Cllr Gina Placey</p>	<p>06/03/2020</p>	<p>Councillor Placey completed the survey used in 2019 to set out information on the commitments relating to being a Councillor and those roles designated as having special</p> <div style="text-align: center;">  <p>IRP Questionnaire 2020.doc</p> </div> <p>responsibilities.</p>
<p>Cllr Neil Stock, Leader of the Council</p>	<p>07/03/2020</p>	<p>My response to the IRP is that I am of the view that the allowances scheme is now more or less right and should be left alone until the municipal cycle ends.</p>

and Leader of the Conservative Group on the Council								
Cllr Mick Barry	08/03/2020	Restate my opposition to the whole thing, particularly the SRA changes.						
Cllr Mary Newton, Portfolio Holder for Business and Economic Growth and Leader of the UKIP Group on the Council	10/03/2020	<p>Cllr Newton's submission references Members of the UKIP Group by their first name. The submission is as follows:</p> <p>As far as I am concerned I will follow the majority. I am hoping the Peter, Jim &amp; Nicola will reply themselves as for Alex I know he is happy to go along with the leaders decision .The last discussion I had with Jim he was happy to go with the majority.</p>						
Cllr Alan Coley, Chairman of the Audit Committee and of the Climate Change Working Party	10/03/2020	<p style="text-align: center;"><b>Time Spent on Council Business Report</b></p> <p>Dear members of the Independent Remuneration Panel,  <u>Re: Councillors' Activities &amp; Allowances</u></p> <p>In the six years since becoming a District Councillor I have found that my time spent dedicated to council activity has increased exponentially. This increase has been especially marked since the reduction of councillors from 60 to 48.</p> <p>I have also noted that there is an increased expectation from the public that the District Councillor, because he or she is locally available, can influence many issues outside the responsibility of the council. I assume this is due in part to the shrinking of other services and organisations, during the period of financial austerity.</p> <p>For example, in my ward we no longer have a Police Station, or a Community Policing Team stationed locally. Therefore, many matters which would have routinely been reported to the police are now reported to the local district Councillor. I spend a great deal of time acting as a liaison or negotiator between a constituent and another service.</p> <p>Much of my time is spent in reading correspondence from the District Council. This is essential information and it is important information of which I need to be aware. However, a part of almost every day is now spent reading this material.</p> <p>I also find myself part of various committees and working groups. The preparation and attendance at these groups takes a considerable number of hours each month.</p> <p>The below is a summary of the groups I am connected to. The involvement with other groups outside of TDC, is a direct consequence of being a District Councillor. Because you are a councillor you are approached to assist groups within the community, therefore the two are inseparable.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Alan Coley</b></td> <td>➤ <b>Councillor Tendring District Council</b></td> </tr> <tr> <td></td> <td>➤ <b>Chairman of the TDC Audit Committee</b></td> </tr> <tr> <td></td> <td>➤ <b>Chairman of the Climate Change Working</b></td> </tr> </table>	<b>Alan Coley</b>	➤ <b>Councillor Tendring District Council</b>		➤ <b>Chairman of the TDC Audit Committee</b>		➤ <b>Chairman of the Climate Change Working</b>
<b>Alan Coley</b>	➤ <b>Councillor Tendring District Council</b>							
	➤ <b>Chairman of the TDC Audit Committee</b>							
	➤ <b>Chairman of the Climate Change Working</b>							

- Party**
- **Member of the TDC Licencing & Registration Committee**
  - **TDC Representative on the General Assembly of the local Government Association**
  - **TDC Representative of the Manningtree Sports Hall Joint Management Committee**
  - **Member of the TDC Licencing and Registration Committee**
  - **TDC representative on the Suffolk Coast & Heaths & AONB Liaison Group**
  - **Member of the TDC Constitution Working Party**
  - **Councillor Bradfield Parish Council**
  - **Member of the Bradfield PC Personnel Committee**
  - **Member of the Bradfield PC Amenities Committee**
  - **Chairman of the Cox & Hales Almshouse Charity**
  - **Chairman of the Leeches Educational Charity**
  - **Director and Chairman of the Lawford Housing Enterprise Trust**

The main detrimental effect of being a councillor, is the time spent away from home and the disruption to family life. There are some weeks when my wife is at home, on her own, for four (sometimes five) evenings or days a week. I endeavour to keep one day a week clear from meetings, but that is not always possible.

Even when attending a meeting during the day or responding to e-mails or other correspondence only lasts for a couple of hours, it has a detrimental effect on the day itself. Planning family time seem always to take second place to council business.

Family holidays can only be planned around the requirement to attend full council meetings.


I have made the effort to record most of the time spent on council matters during February and early March this year. February has not been a particularly busy month and commitments scheduled for later in March will be more onerous (Audit Committee etc.) but the below does provide a flavour of the commitment, which the IRP may find useful.

#### **February 2020**

<b>Date</b>	<b>Task/Meeting</b>	<b>Time</b>
<b>01.02.20</b>	<b>Answering e-mails from Council Officers &amp; Constituents</b>	<b>1 hour 30 minutes</b>
<b>02.02.20</b>	<b>Checking for e-mails</b>	<b>15 minutes</b>
<b>03.02.20</b>	<b>Meeting with Monitoring Officer</b>	<b>2 hours 45 minutes</b>
<b>04.02.20</b>	<b>Answering e-mails from Council Officers &amp; Constituents</b>	<b>2 hours 30</b>

			<b>Attending a Parish Council Meeting</b>	<b>minutes</b>
		<b>05.02.20</b>	<b>Attending All Members' Briefing</b>	<b>2 hours 45 minutes</b>
		<b>06.02.20</b>	<b>Chairing the Climate Change Working Party</b>	<b>3 hours 15 minutes</b>
		<b>07.02.20</b>	<b>Liaison meeting with Parish Council Chairman</b>	<b>2 hours</b>
		<b>09.02.20</b>	<b>Answering e-mails from constituents Reading the Budget Report for Full Council</b>	<b>2 hours 1 hour 30 minutes</b>
		<b>11.02.20</b>	<b>Full Council</b>	<b>3 hours</b>
		<b>12.02.20</b>	<b>Constitution Working Party Meeting</b>	<b>3 hours</b>
		<b>13.02.20</b>	<b>Meeting with Council Leader Regarding Motions and Constitution Chairing local Housing Trust</b>	<b>2 hours 2 hours</b>
		<b>15.02.20</b>	<b>Answering e-mails from constituents</b>	<b>2 hours</b>
		<b>16.02.20</b>	<b>Preparing the monthly District Council Report for Parish Councils</b>	<b>3 hours</b>
		<b>17.02.20</b>	<b>Attending a Parish Council Meeting</b>	<b>2 hours 30 minutes</b>
		<b>18.02.20</b>	<b>Answering e-mails from constituents</b>	<b>1 hour</b>
		<b>19.02.20</b>	<b>Completing Actions from Parish Council Meeting Attending All Members' Briefing – Climate Change</b>	<b>1 hour 30 minutes 3 hours 15 minutes</b>
		<b>20.02.20</b>	<b>Attending a Town Council Meeting</b>	<b>2 hours 15 minutes</b>
		<b>21.02.20</b>	<b>Completing Actions gained from Town Council Meeting</b>	<b>2 hours</b>
		<b>23.02.20</b>	<b>Checking for new e-mails Telephone call from constituent</b>	<b>15 minutes 30 minutes</b>
		<b>24.02.20</b>	<b>Checking for new e-mails Reading updates contained in TDC e-mails from officers</b>	<b>15 minutes 1 hour 30 minutes</b>
		<b>26.02.20</b>	<b>Attended the site of a potential Planning Breach Attended a meeting to discuss Section 106 Recreational Provision</b>	<b>1 hour 30 minutes 1 hour 30 minutes</b>
		<b>27.02.20</b>	<b>Attended a meeting re the housing situation of a Constituent Writing letters regarding the above</b>	<b>2 hours 1 hour 30 minutes</b>
		<b>28.02.20</b>	<b>Answering e-mails from Council Officers &amp; Constituents Taking two telephone calls from constituents Attended a Community Tree Planting Event as D/Councillor Accompanied my nominee to the</b>	<b>1 hour 30 minutes 1 hour 3 hours 5 hours</b>

			<b>Pride of Tendring Awards</b>	
		<b>29.02.20</b>	<b>Read and commented on Exec Summary &amp; 20 Appendices (CRWP) Meeting regarding a Housing Welfare Matter</b>	<b>1 hour 30 minutes 2 hours</b>
		<b>71.00 hours</b>		
		<b>Weekend</b>		
		<b>Day Meeting/activity</b>		
		<b>Evening (after 5.30pm)</b>		
		<b>March 2020</b>		
		<b>Date</b>	<b>Task/Meeting</b>	<b>Time</b>
		<b>01.03.20</b>	<b>Writing report for Climate Change Working Party</b>	<b>2 hours 30 minutes</b>
		<b>02.03.20</b>	<b>Attended a meeting with ECC Highways re Traffic Problem Answering e-mails and taking 'phone calls from constituents</b>	<b>2 hours 30 minutes 1 hour 30 minutes</b>
		<b>03.03.20</b>	<b>Attending a site meeting with District Tree Officer Attended a Parish Council Meeting</b>	<b>1 hour 30 minutes 3 hours</b>
		<b>04.03.20</b>	<b>Answering e-mails and tasking 'phone calls from officers Telephone call from constituent</b>	<b>1 hour 15 minutes</b>
		<b>05.03.20</b>	<b>Reading updates contained in TDC e-mails from officers Chairing the Climate Change Working Party Attended a meeting with Head of Planning re local Planning Issue</b>	<b>1 hour 30 minutes 2 hours 30 minutes 1 hour 15 minutes</b>
		<b>06.03.20</b>	<b>Attended PC site meeting to discuss Carbon Capture Project Telephone calls and e-mails regarding a constituent's housing problems E-mail and telephone conversations regarding a Planning Appeal</b>	<b>1 hour 30 minutes 1 hour 1 hour</b>
		<b>08.03.20</b>	<b>Preparing (part of) the monthly District Council Report for Parish Councils Telephone call from constituent</b>	<b>2 hours 30 minutes</b>
		<b>09.03.20</b>	<b>Answering e-mails and reading e-mail update correspondence from TDC Preparing a report for the IRP</b>	<b>2 hours 2 hours</b>
		<b>10.03.20</b>	<b>Completing the monthly District Council Report for Parish Councils</b>	<b>2 hours</b>
		<b>29.50 hours (to date)</b>		
		<b>Weekend</b>		
		<b>Day Meeting/activity</b>		

		Evening (after 5.30pm)
Cllr Delyth Miles	16/03/2020	 <p>TDC IRP Questionnaire 2019 -</p> <p>Councillor Miles completed the survey used in 2019 to set out information on the commitments relating to being a Councillor and those roles designated as having special responsibilities</p>
Cllr Joy Broderick, Portfolio Holder for Independent Living and Leader of the Holland-on-Sea/Eastcliff Matters Group	14/03/2020	<p>In 2013 I became leader of a group of three councillors and received the leaders allowance. I received the Special Responsibility Allowance until in 2016 the IRP decided that leaders of groups under four members would not received the allowance, as the only group of three I lost the allowance. I still continued to do the Special Responsibility( the clue is in the title) job with the additional work and cost involved with out complaint. So yes, I absolutely support our enlightened leader Neil Stock and his views on this allowance.</p> <p>Thank you for reminding me to confirm my opinion. Best wishes Joy</p>