

**Tendring**  
District Council



**INDEPENDENT REMUNERATION PANEL**

**REPORT TO**

**TENDRING DISTRICT COUNCIL**

**April 2018**

**Recommendations on the Level of Members'**

**Allowances to Be Paid in the Municipal Year 2018/2019**

## 1. INTRODUCTION

### i. Legislation

The requirement for an Independent Remuneration Panel (IRP), how it operates, and regulations governing the payment of Members' Allowances are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003.

Part 4 regulation 19(1) 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*"

### ii. Independent Remuneration Panel

At Council on 25<sup>th</sup> November 2014 the following were appointed to the Independent Remuneration Panel:-

- ▽ **Clarissa Gosling (Chair)** – Farmer's wife with extensive experience of serving as an Independent member / chair on many public sectors board and committees including Ipswich Borough Council Standards Committee, Suffolk Family Health Service Authority, NHS Independent Review Panels, Panel of Misconduct Hearing Eastern Region Police Authority and Orwell Housing Association.
- ▽ **John Wolton** –Worked in the building industry from 1948 as an apprentice and from 1957 onwards in the Clacton area as a plumber and heating engineer. He formed his own company in 1962, and worked on Frinton Homelands estate and Great Clacton Estates. He has served on a number of community groups in Tendring.
- ▽ **Reverend Doctor William Lock** – Career was in railway station management including auditing, finance and dealing with complaints. He was Treasurer and Trustee of the Albert Edwards Hall Committee. He was previously Chair of the local residents association and served on Guildford Town Council.

### iii. Existing Scheme

The existing scheme was agreed at the meeting of Full Council on 25 April 2017.

### iv. The Council and Committee Structure

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

- **Full Council** consisting of 60 elected Members with the following Groups – Conservative (33 Members), Tendring Independents (4 Members), Independent (5 Members), UKIP (4 Members), Labour (4 Members), Holland Residents Association (3 Members), Non Aligned (3 Members), Tendring First / Liberal Democrat (2 Members). 2 Members are not in a political group.
- **A Cabinet** of 8 Members including the Leader of the Council. It has responsibility for Community Leadership in Tendring and takes a lead on the preparation of policies and strategies and recommends and implements the budget;
- **Overview and Scrutiny** functions will, from May 2018, be provided by 2 committees: Community Leadership Overview and Scrutiny Committee and Resources and Services Overview and Scrutiny Committee both comprising of 11 members and each committee having separate and defined responsibilities;

- **Audit Committee** comprising 7 members 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 7 members whose role is to promote and maintain high standards of conduct by Members and Co-opted members of the authority. It operates a Town and Parish Council' Standards Sub Committee;
- **Planning Committee** comprising 11 members. This committee meets monthly to handle the significant volume of planning applications that officers cannot determine under delegated authority;
- **Local Plan Committee** has 15 members and oversees the preparation of the Local Plan;
- **Licensing and Registration Committee** that undertakes the quasi-judicial determination of personal licensing matters including Hackney Carriage, Private Hire, Public Entertainment, Liquor and Gaming licences. At the Full Council meeting on 24<sup>th</sup> March 2015 it was agreed to transfer the responsibilities of the Regulatory Committee to the Licensing Committee (subsequently renamed the Licensing and Registration Committee). It has 11 members and operates 2 licensing sub-committees;
- **Human Resources and Council Tax Committee** that deals with general staffing matters and agrees annually the overall council tax for the District. It has 11 members.

#### v. **Review 2018**

The Panel recognises the dedication and public spirit of all Councillors and their enthusiasm for the work they do and their determination that public service should come above personal gain. The first review of Members' Allowances 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 members' Allowances Scheme has, since then, included a 40% Public Service Discount.

The Panel have considered whether they wish to recommend any changes to the Scheme for 2018. The Panel have carefully considered whether to propose an inflationary increase for 2018. Taking account of the financial position of the Council, the Panel have determined not to recommend an increase in 2018.

The Panel has looked again at the arrangements introduced in 2016 whereby Group Leader SRA is only paid where there are 4 or more members in a group but have not been presented with any argument whereby they are minded to change this arrangement and have therefore decided to leave this unchanged.

No other changes are proposed.

The Panel are mindful of the changes to some Committees from 1 May 2018. At this stage no changes are proposed in light of this but the Panel recommend that this be reviewed following the first year's operation of the new Committees when an assessment of workload can be made.

The Panel's recommendations will be considered at the Annual Council meeting on 24 April 2018, to commence from 1 May 2018, the start of the 2018/19 Municipal Year.

## 2. RECOMMENDATIONS

The Panel make the following recommendations in respect of Members basic allowance, special responsibility allowances (SRAs) and expenses.

**i. Chairman and Vice Chairman Allowances**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman's allowance - £6,329**

**Vice Chairman's allowance - £2,231**

**ii. Basic Allowance**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Basic allowance - £5,173**

**iii. Leader of the Council SRA**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Leader of the Council - £18,622**

**iv. Cabinet Members SRA**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Cabinet Member - £8,939**

**v. Chairman of Audit Committee SRA**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Audit Committee - £4,343**

**vi. Chairman of Community Leadership Overview and Scrutiny Committee**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Community Leadership Overview and Scrutiny Committee - £4,343**

**vii. Chairman of Resources and Services Overview and Scrutiny Committee**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Resources and Services Overview and Scrutiny Committee - £4,343**

**viii. Chairman of Human Resources and Council Tax Committee**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Human Resources and Council Tax Committee - £3,838**

**ix. Chairman of Licensing and Registration Committee**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Licensing and Registration Committee - £4,343**

**x. Chairman of Planning Committee SRA**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Planning Committee - £6,331**

**xi. Vice Chairman of Planning Committee SRA**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Vice Chairman of Planning Committee - £2,049**

**xii. Member of Planning Committee**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Member of Planning Committee - £505**

**xiii. Chairman of Licensing and Registration Sub Committees**

No change, giving a recommended amount payable from 1 May 2018 of:-

**Chairman of Premises / Personal Licences Sub Committee - £657**

**Chairman of Miscellaneous Licensing Sub Committee - £657**

**xiv. Opposition Group Leader(s)**

No change, giving a recommended amount, for groups of four or more, payable from 1 May 2018 of:-

**Amount for being a Group Leader £1,010**

**For each Member of the Group £91**

**xv. Childcare Allowance**

The Panel recommends a rate of the voluntary living wage (currently £ 8.75 per hour) for a maximum of 15 hours per week.

**xvi. Dependent Carer Allowance**

The Panel recommends a rate of the voluntary living wage (currently £ 8.75 per hour) for a maximum of 15 hours per week.

**xvii. Conference Allowance**

The Panel recommends that the existing rate should continue to be paid.

**xviii. Maximum Subsistence Allowances**

The Panel recommends that the existing rates should continue to be paid.

**xix. Mileage Allowance**

The Panel **recommends continuation of the HMRC non-profit rate.**

**3. REVIEW OF ALLOWANCES FOR 2019/2020**

The Panel strongly recommends a further review of allowances be undertaken in respect of the municipal year 2019/2020.

## SUMMARY OF PROPOSED ALLOWANCES 2018/19

<b>Allowances</b>	<b>£</b>
Basic Allowance	5,173
Leader of the Council	18,622
Cabinet Member	8,939
Opposition Group Leaders (for groups of 4 or more)	
– Amount for being a Group Leader	1,010
- Amount per Group Member	91
Chairman – Planning Committee	6,331
Vice Chairman – Planning Committee	2,049
Members – Planning Committee	505
Chairman – Licensing and Registration Committee	4,343
Chairmen – Licensing and Registration Sub Committees	657
Chairman - Audit Committee	4,343
Chairman – Community Leadership Overview and Scrutiny Committee	4,343
Chairman – Resources and Services Overview and Scrutiny Committee	4,343
Chairman - Human Resources and Council Tax Committee	3,838
Chairman of the Council	6,329
Vice Chairman of the Council	2,231
 <b>Expenses</b>	
Childcare allowance	Voluntary Living Wage (currently £8.75) per hour
Dependent Carer allowance	Voluntary Living Wage (currently £8.75) per hour
Conferences – outside London	£120 maximum per day
Conferences – within London	£140 maximum per day
Use of a motor car – first 10,000 miles	HMRC rate (currently 0.45p per mile)
Use of a motor car – over 10,000 miles	HMRC rate (currently 0.25p per mile)
Use of a motor cycle	HMRC rate (currently 0.24p per mile)
Use of a bicycle	HMRC rate (currently 0.20p per mile)
Subsistence – breakfast	£6.00
Subsistence – lunch	£7.50
Subsistence - dinner	£12.00