

To:
All members of the
Council

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Date: 8 June 2021

Supplementary Agenda

Extraordinary Council - Thursday, 10 June 2021

Dear Councillor,

I enclose the following item which was marked 'to follow' on the agenda for the Council meeting to be held on Thursday, 10 June 2021:

5. Members Allowances

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Council is asked to consider the recommendations of the Independent Remuneration Panel on the Members' Allowances Scheme for 2021-22, as set out in full in the Panel's report.

Yours sincerely

Michelle Beaumont
Committee Services

To the members of the Council

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Extraordinary Council

10 June 2021



Title	Members' Allowances Scheme 2021/22
Purpose of the report	To make a decision
Report Author	Gillian Scott, Committee Services Support Officer
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Council decision
Recommendations	Council is asked to consider the recommendations of the Independent Remuneration Panel on the Members' Allowances Scheme for 2021-22, as set out in full in the attached updated report.
Reason for Recommendation	The Council is required to make a scheme of allowances and the Independent Remuneration Panel is appointed by the Council to advise on the type of its allowances and the amounts to be paid.

1. Key issues

- 1.1 The Independent Remuneration Panel met on 21 and 28 April 2021 to review the Members' Allowances Scheme for 2021/22.
- 1.2 It is a matter for the Council to decide the level of members' allowances under the Spelthorne Members' Allowances Scheme.
- 1.3 The function of the Independent Remuneration Panel (the Panel) is to provide the Council with advice on the type of its allowances and the amounts to be paid.
- 1.4 The statutory position is that Spelthorne Borough Council "shall have regard to" the advice from the Panel and the Council cannot make any changes to its Scheme of Members' Allowances without first considering the Panel's advice on the issues involved. The Panel acknowledges that it is a matter for the Council to decide the level of Members' Allowances. In having regard to the Panel's advice, the Council is to "give proper consideration" to the Panel's report. In this way, the Council can take full account of its particular circumstances and be directly accountable to its electorate.
- 1.5 At the Annual Council meeting on 27 May 2021, the Council agreed to defer consideration of the Independent Remuneration Panel's report and requested that the Panel investigate the possibility of including a travel allowance payment for electric cars and report their findings back to Council.

2. Options analysis and proposal

- 2.1 The proposals recommended by the Panel are set out in detail in the attached updated report. A summary of the Panel's recommendations can be found on pages 13-14 of the report.

3. Financial implications

- 3.1 The budget for Members' Allowances for 2020/21 was £354,652. Taking into account the proposed increase in the Basic Allowance for all members and the changes in the level of Special Responsibility Allowances to reflect the Council's move to a Committee System of governance, the Scheme recommended by the Panel requires a reduction in the budget to £347,617 for 2021/22.

4. Other considerations

- 4.1 There are none.

5. Equality and Diversity

- 5.1 There are no impacts on equality and diversity arising from the recommendations in the Panel's report.

6. Sustainability/Climate Change Implications

- 6.1 There are no impacts on sustainability or climate change arising from the recommendations in the Panel's report.

7. Timetable for implementation

- 7.1 Subject to Council approval on 10 June 2021, the changes to the levels of basic and special responsibility allowances will take effect immediately.
- 7.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Scheme will be made available on the website and a notice published in a local newspaper giving details of the Scheme and the amounts payable in respect of each allowance mentioned in the Scheme.

Background papers: There are none.

Appendices:

Updated Report of the Independent Remuneration Panel – June 2021



**UPDATED REPORT OF THE
INDEPENDENT REMUNERATION PANEL
ON
THE MEMBERS' ALLOWANCES SCHEME 2021 - 2022
FOR
SPELTHORNE BOROUGH COUNCIL**

June 2021

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INTRODUCTION

1. This report has been prepared in accordance with the *Local Authorities (Members' Allowances) (England) Regulations 2003* ("the 2003 Regulations") as amended, which require all local authorities to appoint an Independent Remuneration Panel ('the Panel') to advise on the terms and conditions of their Scheme of Members' Allowances ('the Scheme').
2. The Panel acknowledges that it is a matter for the Council to decide the level of Members' Allowances. The statutory position (Paragraph 19 of the 2003 Regulations) is that Spelthorne Borough Council "**shall have regard to**" the advice from the Panel and the Council cannot make any changes to its Scheme without first considering the Panel's advice on the issues involved. In "having regard" to the Panel's advice, the Council is to "give proper consideration" to the Panel's report. In this way, the Council can take full account of its particular circumstances and be directly accountable to its electorate.
3. The function of the Panel is therefore to provide the Council with advice on the type of its allowances and the amounts to be paid.
4. The 2003 Regulations require the authority to make copies of the Scheme available for inspection by members of the public at all reasonable hours and publish a notice in a local newspaper giving details of the Scheme and the amounts payable in respect of each allowance mentioned in the Scheme.

INDEPENDENT REMUNERATION PANEL

5. Spelthorne Borough Council has appointed the following persons to comprise the Panel:
Sir Ivan Lawrence QC (Chairman)
Mr. Colin Squire
Ms. Alison Osmond
6. The members of the Panel have between them diverse experience in central Government, the law, local and national business, human resources and charity work.
7. The Panel is fully independent of the Council and is not fettered in any way from providing impartial enquiry, scrutiny, advice and recommendation.
8. The Panel does not receive any payment for the time or work that it expends in undertaking the annual review of Members' Allowances.

TERMS OF REFERENCE

9. Our terms of reference are in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" ("the Guidance") issued in 2003. We are required to make recommendations to the Council about the following:
 - a) The amount of basic allowance payable to all Council members;
 - b) The categories of Council members who should receive a special responsibility allowance (SRA) and the amount of that allowance;

- c) Whether the Scheme should include an allowance for the expenses of arranging for the care of children and dependants, and, if so, the amount of this;
- d) The amount of travel and subsistence allowances and the approved duties in respect of which they can be paid;
- e) Allowances for co-optees (for example the independent members appointed by the Council to serve on the Council's Members' Code of Conduct Committee); and
- f) Whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

PRINCIPLES UNDERPINNING OUR REVIEW

10. Before the Panel arrived at its recommendations it determined that its deliberations should continue to be underpinned by the following principles, taking into account the current statutory provisions: -
 - (i) The basic allowance is intended to recognise the time devoted by councillors to their work, not just work in formal council meetings, but in the community and in meetings with constituents, officers and their political group, and also to cover incidental costs (such as the use of their homes and private telephones).
 - (ii) Special responsibility allowances (SRAs) are used to recognise the *significant additional responsibilities* which attach to some roles, not just the extra time required.
 - (iii) Members' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours councillors spend on their duties, bearing in mind the voluntary element of service in fulfilling the role of a local councillor, as recognised in government guidance. Councillors are not paid employees of the Council and their allowances should not be treated as salary.
 - (iv) The Scheme¹ should be fair, easy to understand and straightforward to administer.
11. Alongside the general principle that the payment of an allowance is not intended to compensate for loss of earnings, the Panel advocates a principle of fair remuneration and subscribes to the view promoted by the Independent Councillors' Commission which says that remuneration should not be an incentive for service as a councillor, nor should lack of remuneration be a barrier. The level of remuneration should be sufficient to allow most people to consider becoming an elected member without suffering unreasonable financial disadvantage and equally applies to existing councillors who may be deterred from fulfilling their role successfully if the remuneration is not sufficient.²
12. The Panel has sought to reflect the views of ordinary ratepayers in considering its recommendations. It aspires to a Scheme that is both fair to members and seen to be fair by council taxpayers.

¹Proposed Scheme payments for 2021 is attached at Annex 1

²Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007.

CURRENT SCHEME

13. The current Scheme is based on the following methodologies, agreed at previous reviews:
 - The Basic Allowance is calculated on the basis of the daily average earnings of employees across all occupations in the south east.
 - The calculation for Basic Allowance is based on an overall average time spent on undertaking the councillor role of 15 hours per week.
 - A Public Service Discount of 33% applies to the level of Basic Allowance. The application of the discount means that the councillor gives five hours '*pro bono publico*' and is remunerated for the remaining ten hours through the Basic Allowance.
 - The methodology for calculating SRAs is based on an agreed level of allowance for the Leader and then establishing the allowances for the other roles as a percentage of the Leader's allowance.
14. The Panel's last review of Members' Allowances for the financial year 2020/21 took place in January 2020.
15. In undertaking its review for 2020/21, the Panel took 'a light touch' approach and compared the Council's allowances against other Surrey authorities. As both Basic and Special Responsibility Allowances compared favourably with those of neighbouring local authorities the Panel recommended an increase in all allowances which reflected the staff pay award for 2020/21. This was agreed by the Council at its meeting in February 2020.

METHODOLOGY FOR 2021/22

16. The Panel met virtually on 21 and 28 April 2021 to consider its approach and methodology for the 2021/22 review.
17. The Panel reviewed background information relevant to the coming years' Scheme to inform their deliberations, in particular:
 - the current political structures and composition of Council committees, under the Cabinet model of governance, compared to a return to the Committee system of governance that Spelthorne Borough Council would be adopting with effect from the Council AGM in May 2021.
 - the principles for the new Scheme supported by the Group Leaders Working Group on the Committee System to guide the IRP in its deliberations that:
 - The current budget envelope for members' allowances should not be exceeded.
 - The level of basic allowances for all councillors should remain the same as now. The Group supported the existing principle that any increases in the basic allowance should be linked to officer pay reviews.

- The special responsibility allowances for the Leader and Deputy Leaders should be reduced to reflect the fact that they will not have the statutory executive responsibilities under the committee system that they currently have.
 - The current allowance for the Opposition Group Leader should be deleted under the new arrangements.³
 - There was no support for the Mayor to have a special responsibility allowance for chairing the Council meeting over and above the expenses that postholder currently receives.
 - There should be the same special responsibility allowances for all committee chairmen and a lesser amount for vice-chairmen, but this will be reviewed once workload and frequency of meetings are known.
- the revised roles of councillors under the new governance arrangements.
 - the terms of reference for the Committees under the new governance arrangements.

The Panel also looked at relevant benchmarking information about members' allowances elsewhere in Surrey.

18. The Panel recognised that a lot of assumptions have had to be made in its deliberations and would like to review the recommendations they have made in a year's time, following the proposed review of the new governance arrangements. The Panel could then consider any recommendations for changes to the Scheme of Allowances arising from that review.
19. The Panel assessed the hierarchy of the new Committees and from that determined the Special Responsibility Allowances that would be attributed to these.
20. It is from these principles, processes and deliberations that the Panel has arrived at the recommendations set out in this report.
21. Whilst the Panel's recommendations are not mandatory, it is hoped that if the Council disagrees with the actual figures recommended, that the Council would accept the Panel's logic. The recommendations presented in this report represent the view of the Panel and not the official view of Spelthorne Borough Council.

³ As Spelthorne does not currently have a 'controlling group' there is no requirement to pay an allowance to the Leader of the Opposition Group under the Local Authorities (Members Allowances) (England) Regulations 2003 (regulation 5). If the political situation changes and there is a controlling group, this allowance should be reviewed in accordance with the regulations

CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

22. The Panel noted the statutory guidance it must pay regard to, that the authority's Scheme of allowances must include provision for a Basic Allowance, payable at an equal flat rate to all councillors.⁴
23. The Panel agreed that the basic allowance should be increased to reflect the change in governance arrangements as Members will have increased decision-making responsibilities and will need to increase their knowledge.
24. The Panel acknowledged that it was unable to determine now, the extent of additional work which councillors would have under the new governance arrangements. It therefore felt that a small increase should be made to the basic allowance and this be reviewed after the system has operated for a year.
25. The Panel compared Spelthorne's current Basic Allowance against the other Surrey Boroughs and Districts (Annex 2). It noted that Spelthorne has maintained its position as third highest in Surrey.

Council	Basic Allowance (£) 2020-21 ⁵
Guildford Borough Council	7405
Woking Borough Council	7200
Spelthorne Borough Council	6355
Reigate & Banstead Borough Council	5670
Elmbridge Borough Council	5313
Surrey Heath Borough Council	5288
Waverley Borough Council	4989
Mole Valley District Council	4591
Tandridge District Council	4317
Runnymede Borough Council	4086
Epsom & Ewell Borough Council	3718

26. The Panel also noted that 6 of the other 10 authorities link increases in their Members' Allowances to the staff pay award at that Council.
27. As Spelthorne Borough Council's level of Basic Allowance still compared favourably against the other Surrey authorities, the Panel agreed a small increase in Basic Allowance for 2021 to take into account the enhanced role that they will have under the new committee structure. The Panel agreed to recommend the increase reflects the staff pay award for 2021/22. This would be both fair and reasonable and ensure that most councillors continue to not be financially disadvantaged as a result of undertaking their role.

⁴ The Local Authorities (Members' Allowances) (England) Regulations 2003: Part 2, Regulation 4.

⁵ Data from South East Employers, Members' Allowances Survey 2020 (October 2020)

28. The staff pay award for 2021/22 has been agreed at 0.75%. This uplift applied to the Basic Allowance equates to £6403.

RECOMMENDATION

The Panel recommends that the Basic Allowance payable to all members of Spelthorne Borough Council should be increased to take into account the enhanced role under the new committee structure, by reference to the staff pay award for 2021/22, resulting in an allowance of £6403.

29. The Panel considered and agreed not to commit to an index by which to uplift the Basic Allowance each year, preferring to undertake an annual review, particularly in view of the upcoming changes to governance arrangements.

Special Responsibility Allowances

30. A Special Responsibility Allowance (SRA) may be paid to recognize the significant additional time and responsibility that certain roles in the Council require of councillors, over and above the generally accepted duties of a councillor. The SRAs do not have to be the same across different roles.
31. The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA allowance to any one Member. The Regulations specify the categories of role which the Council may make provision for paying an SRA. Amongst these is: chairing meetings of a council committee or a sub-committee, or a joint committee of the council and one or more other authorities, or a sub-committee of such a joint committee.
32. The Panel considered the effect of changes in the governance arrangements on those roles previously identified as meriting payment of an SRA and the views of the Group Leaders, as detailed at paragraph 17 of this report.
33. The Panel agreed with the Group Leaders that the SRA for the Leader should be reassessed in recognition of the fact that under the new Committee model, the role of Leader would no longer have the executive authority which it had under the Leader/Cabinet model.
34. The Panel felt that in terms of the Committees that should receive a Special Responsibility Allowance, there was a clear hierarchy structure in terms of responsibilities and quantity of work, and they based their determination in the level of SRAs on this hierarchy, which is illustrated as follows:-

1st tier			Policy and Resources	
2nd tier	Environment & Sustainability	Community Wellbeing & Housing	Neighbourhood Services	Economic
3rd tier			Planning	
4th tier			Licensing	
5th tier			Audit	
6th tier			Administrative	

35. Leader of the Council/Chair of Policy and Resources Committee

The Panel recognised that the role of the Leader of the Council under the new governance arrangements would change, specifically that the decision-making powers would not be as strong as they were under the Cabinet Model, and this would mean a considerable reduction in this role's responsibilities. The role of the Leader will remain as political head but without the previously held general executive powers. The Leader will also be the chief advocate and spokesperson for the whole of the Borough and will chair the Council's Policy and Resources Committee. The Panel accepted that the quantity of work as Chair of Policy and Resources Committee may not become apparent until the new arrangements have been in operation for a while. For this reason the Panel wishes to look at the extra responsibilities of this role again at the next review to establish whether the level of SRA fairly reflects its responsibilities.

36. The Panel compared the SRA paid to Leaders across Surrey, bearing in mind that Runnymede Borough Council is the only other authority operating a Committee System. The Panel's recommendation aims to reflect the reduction in the role's responsibilities under the Committee System whilst maintaining the importance Spelthorne places on the role through its level of remuneration compared to neighbouring authorities.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to the Leader be reduced by approx. 25% to a remuneration of £11,000, to reflect the change in role.

37. Deputy Leader/Vice-Chair of Policy and Resources Committee

The Panel recognized that similarly to the Leader's role, the Deputy Leader's role would become less significant under the Committee System. However, it also considered that the role would continue to have significant responsibility as the Vice-Chair of the Policy and Resources Committee.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to the Deputy Leader be set at 50% of the Leader's allowance, £5,500, to reflect the change in role.

38. Service Committees

The Panel put these as second tier Committees in the belief that their responsibilities were of greater significance than those on the third tier. The Panel considered that the Chairs of these Committees would have a broader role and assume many of the former responsibilities of Cabinet members but without the decision-making powers. The Panel noted the enhanced role for Vice-Chairs of the Service Committees under the proposed Committee System and agreed that the significant additional time and responsibility of the role merited an allowance. The Panel will review these allowances next year once workload and frequency of meetings are known.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to
a) the Chairs of Service Committees be set at 70% of the Leader's allowance,
which equates to £7,700, to reflect the significant responsibilities of this new role, and

- b) the Vice-Chairs of Service Committees be set at 35% of the Leader's allowance, (50% of the Chair's allowance) which equates to £3,850.**

39. Chair and Vice-Chair of Planning Committee

The Panel considered the role of Chair of the Planning Committee and although the role would not change under the Committee System it continued to have a significant responsibility. The Panel placed this as a third tier committee in the belief its responsibilities were of greater significance than those on the fourth tier.

40. The Panel considered the role of Vice-Chair also merited an Allowance in the belief that it had a significant responsibility in supporting the Chair, on a par with that of the Vice-Chairs of Service Committees.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to

- a) the Chair of Planning Committee be set at 60% of the Leader's allowance, which equates to £6,600, to reflect the continuing significant responsibilities of this role, and**
- b) the Vice-Chair of Planning Committee be set at 30% of the Leader's allowance, (50% of the Chair's allowance) which equates to £3,300.**

41. Chair and Vice-Chair of Licensing Committee

The Panel considered the role of Chair of the Licensing Committee and although the role would not change under the Committee System it continued to have a significant responsibility. The Panel placed this as a fourth tier committee in the belief its responsibilities were of greater significance than those on the fifth tier but of less significance than those on the third tier.

42. The Panel considered the role of Vice-Chair also merited an Allowance in the belief that it had a significant responsibility in supporting the Chair, on a par with that of the Vice-Chairs of Service Committees.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to

- a) the Chair of Licensing Committee be set at 50% of the Leader's allowance, which equates to £5,500, to reflect the continuing significant responsibilities of this role, and**
- b) the Vice-Chair of Licensing Committee be set at 25% of the Leader's allowance, (50% of the Chair's allowance) which equates to £2,750.**

43. Chair and Vice-Chair of Audit Committee

The Panel considered the role of Chair of the Audit Committee and that this continued to have a significant responsibility in the new Committee System. The Panel placed this as a fifth tier committee in the belief its responsibilities were of greater significance than those on the sixth tier but of less significance than those on the fourth tier.

44. The Panel considered the role of Vice-Chair also merited an Allowance in the belief that it had a significant responsibility in supporting the Chair, on a par with that of the Vice-Chairs of Service Committees.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to

- a) the Chair of Audit Committee be set at 40% of the Leader's allowance, which equates to £4,400, to reflect the continuing significant responsibilities of this role, and
- b) the Vice-Chair of Audit Committee be set at 20% of the Leader's allowance, (50% of the Chair's allowance) which equates to £2,200.

45. **Chair of Administrative Committee**

The Panel considered the role of Chair of the Administrative Committee under the Committee System and believed this role had a significant additional responsibility, although its workload and frequency of meetings was likely to be less than the other Committees. The Panel placed this as a sixth tier committee in the belief its responsibilities were less significance than those on the fifth tier.

46. The Panel did not consider the role of Vice-Chair was likely to have a significant additional responsibility and did not recommend an allowance for this role.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to the Chair of Administrative Committee be set at 20% of the Leader's allowance, which equates to £2,200, to reflect the significant responsibilities of this role.

47. **Chair and Vice-Chair of Spelthorne Joint Committee**

The Panel considered that this role continued to have a significant additional responsibility and placed this as a fourth tier committee in the belief its responsibilities were of greater significance than those on the fifth tier but of less significance than those on the third tier.

The Panel noted that the appointment of a Borough Councillor to the position of Chair and Vice-Chair alternated on an annual basis with a Surrey County Councillor.

RECOMMENDATION

The Panel recommends that the Special Responsibility Allowance payable to the Chair and Vice-Chair of Spelthorne Joint Committee be set at 50% of the Leader's allowance, which equates to £5,500, to reflect the significant responsibilities of this role.

48. **Opposition Group Leader**

The Panel noted the Local Authorities (Members Allowances) (England) Regulations 2003 (regulation 5) which does not require payment of an allowance to the Leader of the Opposition Group, where there is no 'controlling group'. The Panel agreed with the view of the Group Leaders that this allowance be deleted in the 2021/22 Scheme. If the political situation at Spelthorne changes and there is a controlling group, the Panel will review this allowance in accordance with the regulations.

49. **One third rule and one SRA only rule**

The Panel noted that the current Scheme states that, "No one councillor shall be entitled to receive *more than one Special Responsibility Allowance except that this rule be waived only in the situation where the Chairman/Vice-Chairman of the Joint Committee is a Borough Councillor already in receipt of an SRA under the Scheme*" and "*no more than one third of all councillors should be in receipt of Special Responsibility Allowances at any given time.*"

50. Under the proposed Scheme, there would be 18 councillors in receipt of an SRA. The Panel noted the 2003 Regulations do not limit the number of SRAs which may be paid, nor do the Regulations prohibit the payment of more than one SRA allowance to any one member.
51. The Panel was satisfied that the roles it had identified as meriting an SRA under the new governance arrangements were likely to have significant additional responsibilities and that it should not impose a limit on the number of SRAs which may be paid. The Panel noted that of the 10 other Surrey Boroughs and Districts, 7 do not apply any rule in this regard and 2 apply a 50% rule, in place of a one third rule.
52. The Panel considered that any councillor taking on the work of more than one role, should be given the allowance for both those roles. However, the Panel would prefer to retain the 'one SRA only' rule as in the current Scheme, to dissuade councillors from taking on more than one significant role, but in recognition that there can be situations where an exception needs to be made.
53. The Panel will reconsider its position at its next review if this decision is causing unfairness.

RECOMMENDATION

The Panel recommends that

- a) **the 'one third only' rule be removed from the Member's Allowances Scheme but**
- b) **the 'one SRA only' rule be retained as in the current Scheme except, for example, it is recognised that this rule should be waived in the situation where the Chairman/Vice-Chairman of the Joint Committee is a Borough Councillor already in receipt of an SRA under the Scheme.'**

OTHER ALLOWANCES

54. **Co-opted Members of Standards Committee**
The current Scheme pays an allowance of £1500 and £750 to the Chair and Vice-Chair respectively of the Members' Code of Conduct Committee, both of whom are co-opted members.
55. The Members' Code of Conduct Committee would become the Standards Committee under the new governance arrangements, but its remit would remain substantially the same as at present.
56. The Panel noted that the co-optees allowances had been increased at the last review of the allowances scheme.

RECOMMENDATION

The Panel recommends that no change be made to the current remuneration of £1500 and £750 for the Chair and Vice-Chair respectively, of the Standards Committee.

57. **Independent Person on Audit Committee**
The Panel noted that the Council had agreed to appoint an Independent Person (IP) to the Audit Committee under the new Committee System. This person would be recruited from the community and not be appointed as the Chair or Vice-Chair of the Audit Committee. Additionally, the IP would not have voting rights.

58. The Panel was provided with examples of role profiles for the Independent Person at a District authority and a London Borough. It noted that only 3 authorities in the South East⁶ pay an allowance to their IP of between £600 and £1000.
59. The Panel considered that the role of the IP was less than that of the co-opted members of the Standards Committee, but that it merited an allowance.

RECOMMENDATION

The Panel recommends that an allowance of £500 be paid to the Independent Person on the Audit Committee.

60. Dependants' Carer's allowance

The current Scheme for Dependants' Carer's allowance (DCA) provides that members are reimbursed the actual costs incurred for expenditure in relation to the care of dependant relatives or children while they are undertaking approved Council duties, subject to submission of receipts/invoices in support of claims.

61. The Panel considered that the reasoning underpinning the level of this allowance had not changed since its previous review. It noted there were no claims this year, which undoubtedly was due to meetings being held virtually as a result of the Covid-19 pandemic.

RECOMMENDATION

The Panel recommends that no change be made to the current Scheme for Dependants' Carer's allowances.

62. Travel and subsistence allowance

At its meeting on 27 May 2021, the Council asked the Panel to investigate the possibility of including a travel allowance for electric vehicles.

63. The Panel notes that Spelthorne Borough Council has provision for officers to claim a travel allowance for using their own vehicle for business journeys. These are based on the National Joint Council (NJC) rates for Casual Users. The rates at which the allowance can be claimed are:

Cylinder size	Payment
up to 999cc	46.9p
1000cc - 1199cc	52.2p
1200cc and over	65p

The current travel allowances for members for journeys undertaken in relation to approved duties reflect the officer rates above.

64. The current payment for motorcycles is 24p per mile and for bicycles is 20p per mile.
65. The Panel did not review the travel or subsistence allowances at this review as there had been no claims from members during the past year since all meetings had been held virtually.

⁶ Data from South East Employers, Members' Allowances Survey 2020 (October 2020)

66. In considering a travel allowance for electric vehicles the Panel finds that:
- Officers whose role requires them to regularly use their own car for work are classed as 'essential' or casual' users and those with electric vehicles are paid the lowest NJC rate of 46.9p per mile regardless of engine size.
 - The approved rate for HMRC Mileage Allowance Payments for cars and vans is 45p per mile for the first 10,000 miles
 - HMRC makes no distinction between petrol/diesel/hybrid and electric cars.
 - Out of 66 Councils who responded to the South East Employers survey on Members' Allowances last year, none currently make a distinction between the amount paid for petrol/diesel/hybrid cars and electric cars. 62 of the 66 Councils pay a flat car rate (regardless of engine size) that reflects the HMRC rate of 45p per mile.
67. The Panel agreed that as the current travel allowance rates for members are the same as officers that it maintains this link and recommends that the travel allowance for electric cars under the Scheme reflects the payment for officer 'casual users' of 46.9p per mile.

RECOMMENDATION

The Panel recommends that the current arrangements for payment of travel and subsistence allowances, in relation to 'Approved Duties' be retained as at present subject to the addition of an allowance for electric vehicles paid at 46.9p per mile.

SUMMARY OF PANEL'S RECOMMENDATIONS

The Panel makes the following recommendations to the Council on the Members' Allowances Scheme for 2021-2022:

Allowance	Current	Recommended Allowance for 2021/2022	Number
Basic:	£6355	£6403	39
Special Responsibility:			
Leader of the Council and Chair of Policy & Resources Committee	£14616	£11000 (reduction of approx. 25% to reflect change in role)	1
Deputy Leader and Vice-Chair Policy & Resources Committee	£9647 (x2)	£5500 (50% of Leader's allowance)	1
Cabinet Members	£7308 (x5)	N/A	-
Cabinet member for Strategic Planning	£5846	N/A	-
Service Committee Chairs: Environment and Sustainability Community Wellbeing and Housing Economic Neighbourhood Services	N/A	£7700 (70% of Leader's allowance)	4
Planning Committee Chair	£5846	£6600 (60% of Leader's allowance)	1
Planning Committee Vice-Chair	N/A	£3300 (30% of Leader's allowance)	1
Spelthorne Joint Committee Chair/Vice-Chair	£5124	£5500 (50% of Leader's allowance)	1
Licensing Committee Chair	£5116	£5500 (50% of Leader's allowance)	1
Licensing Committee Vice-Chair		£2750 (25% of Leader's allowance)	1
Overview and Scrutiny Committee Chair	£5116	N/A	-
Audit Committee Chair	£3654	£4400 (40% of Leader's allowance)	1
Audit Committee Vice-Chair		£2200 (20% of Leader's allowance)	1
Service Committee Vice-Chairs	N/A	£3850 (35% of Leader's allowance)	4
Administrative Committee Chair	N/A	£2200 (20% of Leader's allowance)	1
Opposition Group Leader	£3405	N/A	-
Co-optees' Allowance	£1500 (Chair) £750 (Vice-Chair)	£1500 (Chair) £750 (Vice-Chair)	1 1
Independent Person on Audit	N/A	£500	1
Total Budget	£354,652	£347,617	18

Allowance for expenditure incurred in relation to Approved Duties (Schedule 1 to Scheme)	Unchanged allowances for 2021/22
Dependants' Carer's Allowance	Reimbursement of actual costs incurred

Travelling and Subsistence Allowances	
Motor Mileage Allowance	(per mile)
Petrol/diesel/hybrid Cars	Up to 999cc – 46.9p 1000cc – 1199cc – 52.2p 1200cc and over – 65p
Electric Cars	46.9p
Motorcycles	24p
Cycle	20p
Day Subsistence Allowance	Reimbursement of actual costs incurred

The Panel recommends that

- a) the 'one third only' rule be removed from the Member's Allowances Scheme but
- b) the 'one SRA only' rule be retained as in the current Scheme except, for example, it is recognised that this rule should be waived in the situation where the Chairman/Vice-Chairman of the Joint Committee is a Borough Councillor already in receipt of an SRA under the Scheme.'

Sir Ivan Lawrence (Chairman)
Colin Squire
Alison Osmond

June 2021

Comparison of allowances against neighbouring Surrey authorities

Annex 2

	1	2	3	4	5	6	7	8	9	10	11
Local Authority	Woking	Guildford	Spelthorne	Reigate and Banstead	Surrey Heath	Elmbridge	Waverley	Mole Valley	Tandridge DC	Epso m & Ewell	Runnymede
Linked to staff pay award	Y	Y	Y	linked to CPI		Y	Y	Y	Y	20/21 figures unknown	increase linked to RPI
Basic Allowance 19/20	7200	7001	6200	5599	5087	5183	4867	4468	4317	3718	4000
Basic Allowance 20/21	7200	7405	6355	5670	5288	5313	4989	4591	4317		4086
Leader's SRA 19/20	12000	8236	14259	13901	13864	12956	14298	7668	6123	2767	10000
Leader's SRA 20/21	12000	14810	14616	14151	13749	13283	14656	7879	6123		10224
Dep. Leader SRA 19/20	3600	1373	9412	11353	8686	0	9898	4346	1531	n/a	2500
Dep. Leader SRA 20/21	3600	7405	9647	11557	8249	0	10146	4465	1531		2556
Audit Chair 19/20	0	3432	3566	0	3700	3887	3299	2183	0	2602	1650
Audit Chair 20/21	0	3703	3654		3712	3985	3382	2243	0		1686
Licensing Chair 19/20	600	3432	4991	433	3700	2591	3299	547	0	2602	5000
Licensing Chair 20/21	600	3703	5116	441	3712	2657	3382	562	0		5112
Planning Chair 19/20	2400	5491	5703	5346	4283	5830	3299	2618	3062	3718	8750
Planning Chair 20/21	2400	5924	5846	5442	4812	5977	3382	2689	3062		8931
Committee Chairs 20/21	n/a	varies	n/a	n/a	3712	n/a	3382	n/a	3062		varies
Spelthorne Joint Cttee Chair	8016		4999							5000	
Spelthorne Joint Cttee Vice-Chair	1503		4999							2500	

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