



Epping Forest District Council

MEMBER REMUNERATION PANEL **Tuesday, 17th November, 2015**

Place:	Conference Room, Civic Offices, High Street, Epping
Room:	Council Chamber
Time:	6.30 pm
Democratic Services Officer	S. Tautz, Democratic Services Manager Email: democraticservices@eppingforestdc.gov.uk Tel: 01992 564243

Members:

Mr. D Jackman, Ms. R. Kelly and Mr. S. Lye

1. ELECTION OF CHAIRMAN

(Director of Governance) To elect a Chairman for the meeting of the Panel.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on the agenda for the meeting, pursuant to the Council's Code of Member Conduct.

4. MINUTES OF PREVIOUS MEETING (30.9.15) (Pages 3 - 6)

(Director of Governance) To confirm the minutes of the meeting of the Panel held on 30 September 2015.

5. MEMBERS ALLOWANCES SCHEME - ANNUAL REVIEW (Pages 7 - 30)

(Director of Governance) To consider the attached report.

6. ANY OTHER BUSINESS

7. DATE OF NEXT MEETING

Member Remuneration Panel

Tuesday, 17 November 2015

To consider arrangements for future meetings of the Panel, if required.

Members may wish to combine the next meeting with a meeting of the Parish Remuneration Panel, to consider issues arising from the meeting held on 30 September 2015, in connection with the Members' Allowances Schemes for individual town and parish councils within the district.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Member Remuneration Panel	Date:	Wednesday, 30 September 2015
Place:	Committee Room 1, Civic Offices, High Street, Epping	Time:	6.30 - 7.30 pm
Members Present:	D. Jackman, Ms. R. Kelly and S. Lye		
Officers Present:	S. Hill (Assistant Director (Governance & Performance Management)) and S. Tautz (Democratic Services Manager)		

1. ELECTION OF CHAIRMAN

RESOLVED:

That S. Lye be elected as Chairman of the Remuneration Panel for the duration of the meeting.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by members of the Panel pursuant to the Council's Code of Member Conduct.

3. MINUTES OF PREVIOUS MEETING (9.3.15)

RESOLVED:

That the minutes of the meeting of the Panel held on 9 March 2015 be taken as read and signed by the Chairman as a correct record.

4. MEMBER REMUNERATION SCHEME - ANNUAL REVIEW

The Democratic Services Manager reported that the annual review of the Council's Member Remuneration Scheme had traditionally commenced in September each year, to ensure that any proposed revisions to the Scheme were considered by the time that the Council's budget was approved for the following financial year.

The Panel was advised that, to commence the review process for 2016/17, a general invitation has been extended to all members of the Council to express any suggestions or concerns with regard to the current remuneration scheme. The Panel considered representations received from Councillor K. Angold-Stephens, expressing support for a progressive increase in the Basic Allowance made to all members of the Council from 2016/17, to achieve the recommendations for the payment of the full amount of Basic Allowance favoured by the Panel. Members also considered suggestions made by Councillor Angold-Stephens in connection with the award of Special Responsibility Allowance to the position of the Chairman of the Licensing Committee, which was currently made at the same rate of allowance as the SRA paid to the Chairman of the six Licensing Sub-Committees. The Democratic Services Manager advised the Panel that no other matters had been submitted for consideration by the Panel by other members of the Council, and introduced the

findings of a benchmarking exercise in respect of Basic and Special Responsibility Allowances, that had been undertaken amongst the Council's 'family group' of local authorities.

The Democratic Services Manager reported that, as part of the review of the Remuneration Scheme for 2015/16, the Council had adopted the recommendations of the Panel that a Special Responsibility Allowance (SRA) be applied to the position of the Chairman of the Constitution Working Group, to reflect the importance and complexity of the ongoing review of the Council's constitution being undertaken by the Working Group. The Panel noted that it was still anticipated that the Working Group would complete its review of the constitution in March 2016 and would then only need to meet as occasionally necessary to consider specific constitutional issues, as a further full review of the constitution will not be required for several years.

The Panel was reminded that the Council had agreed that the Member Remuneration Scheme had recently been amended to include provision for the payment of mileage and public transport costs for approved civic duties carried out by the Chairman and Vice-Chairman of the Council, in relation to their attendance at civic events for which Council funded transport was not provided. The Assistant Director of Governance (Governance and Performance Management) reported that the payment of such claims was to be met from the existing members allowances budget and that the existing budget provision for the Chairman and Vice Chairman of the Council was to be reviewed by the Governance Select Committee in the near future. The Panel, was reminded that this was not a matter within the terms of reference of the Remuneration Panel.

RESOLVED:

- (1) That an analysis be made of activities undertaken in relation to the position of the Chairman of the Licensing Committee, beyond that of charring meetings of the Committee, in comparison with activities undertaken by the Chairman of the Licensing Sub-Committees;
- (2) That an analysis be made of the frequency with which the six members appointed by the Council as chairmen of the Licensing Sub-Committees, have actually chaired meetings of the sub-committees over the last two-year period;
- (3) That, subject to the outcome of (2) above, the Director of Governance bring forward proposals for the payment of Special Responsibility Allowance for the positions of the chairmen of the Licensing Committee and Licensing Sub-Committees, on a 'per-meeting basis';
- (4) That additional benchmarking be undertaken in respect of Basic and Special Responsibility Allowances amongst other local authorities in Essex, not forming part of the Council's 'family group';
- (5) That, subject to further consideration at the next meeting:
 - (a) the Panel are minded to recommend to the Council once again that the payment of the full Basic Allowance amount should be implemented for all members as soon as possible, as it remains of the view that there is a danger of undervaluing the role of councillors, which could make it more difficult to attract potential candidates to stand for election in future; and

- (b) the level of Special Responsibility Allowance applied to the position of the Chairman of the Constitution Working Group be reduced to £500.00 per annum with effect from the commencement of the 2016/17 municipal year, to reflect the completion of the review of the Council's constitution;
- (6) That the Director of Governance review the accuracy of Section 13 (Pensionable Status) of the Member Remuneration Scheme, to ensure that this reflects the current legal position;
- (7) That the Director of Governance review Section 6 (Child Care and Dependent Carers Allowances) of the Member Remuneration Scheme, to ensure that application of the allowance at a rate equivalent to the national Minimum Wage reflects current best practice; and
- (8) That the Director of Governance be authorised to implement drafting changes to the Member Remuneration Scheme to reflect the Council's current operational and management structure.

5. DATE OF NEXT MEETING

The Panel agreed that a further meeting be held on a date to be agreed during November 2015, to continue its review of the Member Remuneration Scheme for 2016/17.

CHAIRMAN

This page is intentionally left blank



Report to Member Remuneration Panel

Date of meeting: 17 November 2015

Subject: Members' Allowances Scheme – Annual Review

Responsible Officer: S. Tautz (01992) 564180

Democratic Services Officer: S. Tautz (01992) 564180

Recommendations/Decisions Required:

The Panel is requested to consider the issues set out in this report and to agree the general matters to be subject of its recommendations to the Council in connection with the review of the Members' Allowances Scheme for 2016/17.

Report:

1. At its meeting on 30 September 2015, the Panel requested that officers investigate and report further in connection with a number of issues related to the review of the Council's Members' Allowances Scheme for 2016/17. These matters are addressed in the following sections of this report.
2. The current Members' Allowances Scheme is attached as Appendix 1 to this report.

Licensing Committee - Special Responsibility Allowance

3. The Council establishes a Licensing Committee for each municipal year, to exercise the policy functions of the authority in relation to a range of licensing, registration, permit and consent functions.
4. As the Panel will be aware, representations have been made by the Chairman of the Licensing Committee with regard to a possible increase in the level of Special Responsibility Allowance (SRA) applied to this position, to reflect the wider role and responsibilities of the Chairman of the Committee, in comparison with the chairmen of the Licensing Sub-Committees. However, the Members' Allowances Scheme does not currently provide for a SRA to be applied to the Chairman of the Licensing Committee. Some confusion has arisen in this respect, as a result of the fact that the Chairman of the Licensing Committee is also one of the appointed chairmen of the Licensing Sub-Committees, although the Members' Allowances Scheme does not preclude a member from the receipt of more than one specific SRA.
5. Unfortunately, with the retirement in 2014 of officers that previously handled the annual review of the Members' Allowances Scheme, it is unclear as to the reasons why the Scheme does not provide for SRA to be applied to the Chairman of the Licensing Committee, although it seems possible that such allowance may not previously have been considered. Further consideration of the issues raised by the Chairman of the Licensing Committee will clearly be dependent upon the formal introduction of an SRA for this position going forward, and the Panel is requested to consider this matter.

6. The Licensing Committee traditionally only meets twice in each municipal year and the Panel may wish to consider whether an SRA of £500.00 per annum might be appropriate in this regard, which would reflect the level of SRA for similar arrangements such as the Standards Committee that also meet on a limited basis each year. This approach would address the proposal of the Chairman of the Licensing Committee with regard to a possible increase in the level of SRA for this position, to reflect the wider role and responsibilities of the Chairman of the Committee, in comparison with the chairmen of the Licensing Sub-Committees. The additional SRA could also be contained within existing budget provision, if the views previously expressed by the Panel for a reduction in the SRA applied to the position of the Chairman of the Constitution Working Group are pursued.
7. The types of activity described by the Chairman of the Licensing Committee that are undertaken over and above the chairing of meetings of the Committee, have been compared with activities undertaken by the Chairmen of the Licensing Sub-Committees, through individual consultation with five of those chairmen (not with the Chairman of the Licensing Committee that is also one of the appointed chairmen of the Licensing Sub-Committees). The results of this analysis will be reported at the meeting.
8. The Chairmen of the Licensing Sub-Committees (again excluding the member who is also chairman of the Licensing Committee) have also been consulted in relation to the possibility of an increase in the in the level of SRA for the chairman of the Licensing Committee. The views of members in this respect will also be reported at the meeting. It is likely that any such views may be based on the (incorrect) assumption that the Chairmen of the Licensing Committee and Licensing Sub-Committees currently receive the same level of SRA.

Licensing Sub-Committees - Special Responsibility Allowance

9. For each municipal year, the Council establishes six Licensing Sub-Committees and appoints six members as chairmen of these sub-committees. The Sub-Committees deal with licensing matters under delegation from the Licensing Committee. The Members' Allowances Scheme currently provides for a total annual SRA of £2,362.00 to be divided equally between the six appointed chairmen of the sub-committees (£394.00pa).
10. As requested by the Panel, an analysis has been made of the frequency with which the six members appointed by the Council as chairmen of the Licensing Sub-Committees, have actually chaired meetings of the sub-committees over the last two-year period. The results of this exercise are attached as Appendix 2 to this report. Whilst these results suggest that meetings of the sub-committees are not necessarily chaired on an equal basis by the six appointed chairman, it should be borne in mind that many meetings of the sub-committees are held each year, often on an ad-hoc basis and with regard to tight timescales for the consideration of licensing matters. The chairmanship of particular meetings is often therefore dictated by the availability of members to attend meetings of a sub-committee.
11. The Panel may wish to consider whether the payment of SRA for the position of the chairmen of the Licensing Sub-Committees, should, in future, be made on a 'per-meeting basis' in line with similar arrangements pertaining to the position of the Chairman of the Housing Appeals and Review Panel and the Staff Appeals Panel (currently £110.00 per meeting). This approach would mean that variable budget provision would be required. For the last two full municipal years (2013/14 and 2014/15) the total SRA of £2,362.00 has been committed each year. If a 'per meeting' SRA approach were to be adopted, these total payments would have been £3,520.00 for 2013/14 (32 meetings) and £2,310.00 for 2014/15 (21 meetings). At the time of the preparation of this report, seven meetings of the sub-committees have been held during 2015/16, equating to SRA payments of £770.00 if made on a per-meeting basis.

12. The variable number of meetings of the Licensing Sub-Committees each year presents some difficulty for the accurate forecasting of the level of likely SRA payments if made on a 'per-meeting' basis. However, it is hoped that if this approach is recommended by the Panel, that any additional SRA could also be contained within existing budget provision if a reduction in the SRA for the Chairman of the Constitution Working Group is taken forward.

Members' Allowances Scheme

Benchmarking

13. Additional benchmarking has been undertaken in respect of the levels of Basic Allowance and SRA amongst other district local authorities in Essex, not forming part of the Council's 'family group' of comparable authorities. The results of this exercise are attached as Appendix 3 to this report, alongside the family group benchmarking results previously considered by the Panel.
14. It should be noted that the benchmarking of allowances such as SRA can be of limited value beyond the positions of Leader, Executive members and (generally) the chairmen of specific committees, given the differing decision-making structures adopted by individual local authorities. For this exercise, benchmarking was not undertaken with the two unitary authorities in Essex, as these are not considered to be directly comparable organisations for benchmarking purposes.

Pensionable Status

15. The Director of Governance has reviewed the accuracy of Section 13 (Pensionable Status) of the Member Remuneration Scheme, to ensure that this reflects the current legal position.
16. In December 2012, the Government announced its intention to remove access to the Local Government Pension Scheme (LGPS) for councillors in England. The LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 subsequently removed access to the LGPS for councillors from 1 April 2014, with the exception of those who were members of the LGPS on 31 March 2014, who retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier). The wording of Section 13 of the Member Allowances Scheme will need to be revised to reflect the general removal of access to the LGPS for councillors.

Dependent Carers Allowance

17. The Director of Governance has also reviewed Section 6 (Child Care and Dependent Carers Allowance) of the Member Remuneration Scheme, to ensure that application of the allowance at a rate equivalent to the national Minimum Wage reflects current best practice.
18. Section 7 (1) of the Local Authorities (Members' Allowances) (England) Regulations 2003 indicates that a Members Allowances Scheme may provide for the payment to members of an authority of an allowance (Dependents' Carers' Allowance) in respect of such expenses of arranging for the care of their children or dependents as are necessarily incurred in undertaking approved duties. The Regulations do not prescribe any basis for the calculation of such allowance, although the results of the Basic Allowance and SRA benchmarking undertaken with other local authorities, suggests that most apply such allowance at the prevailing rate equivalent of the National Minimum Wage (currently £6.70 per hour).
19. Other approaches are however available for the calculation of Dependents' Carers' Allowance. The National Living Wage will be introduced between 2016 and 2020 and, for employees over 25 years of age, will commence at £7.20 per hour in April 2016.

The Council could also determine its own bespoke levels of such allowance. Until very recently, the Dependent Carers' Allowance had never actually been claimed by any member, although it is currently being paid to an independent member of the Audit and Governance Committee.

20. The Panel is requested to consider its recommended approach to the calculation of the Dependents' Carers' Allowance element of the Members' Allowances Scheme. No benchmarking has been carried out in relation to Dependents' Carers' Allowance, although this could be undertaken if the Panel wish to consider this matter in greater depth.

Audit and Governance Committee/Standards Committee - Combination

21. The Council's Chief Internal Auditor is currently developing proposals for the possible combination of the Audit and Governance Committee and the Standards Committee. Whilst this matter has yet to be formally considered by the Council, the introduction of a combined 'Audit and Standards Committee' from the 2016/17 municipal year will need to be reflected in the Members' Allowances Scheme in terms of an appropriate level of SRA for elected members, and the co-optees allowance for independent members.
22. This matter will need to be subject of a further report to a future meeting of the Panel.

Recommendations

23. The Panel is requested to consider the issues set out in this report and to agree the general matters to be subject of its recommendations to the Council in connection with the Members' Allowances Scheme for 2016/17. The Panel is reminded that, at its last meeting, it was agreed that:
 - (a) the Panel be minded to recommend to the Council once again that the payment of the full Basic Allowance amount should be implemented for all members as soon as possible, as it remains of the view that there is a danger of undervaluing the role of councillors, which could make it more difficult to attract potential candidates to stand for election in future; and
 - (b) the level of Special Responsibility Allowance applied to the position of the Chairman of the Constitution Working Group be reduced to £500.00 per annum with effect from the commencement of the 2016/17 municipal year, to reflect the completion of the review of the Council's constitution;
24. The Director of Governance will implement drafting changes to the Member Remuneration Scheme to reflect the current position in respect of pensionable status and the Council's current operational and management structure, prior to its consideration as Part of the annual report of the Panel to the Council.

MEMBERS' ALLOWANCES SCHEME

SCHEME OF MEMBERS' ALLOWANCES - STATEMENT CONCERNING IMPLEMENTATION 2015/16

**The following scheme has been agreed for the period
28 May 2015 to 25 May 2016**

The Council decided at its meeting on 28 May 2015 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

Basic Allowance: £3,435 per annum per Councillor

The amounts set out below show the amounts of Special Responsibility Allowance (SRA) payable during the year:

DUTY	ANNUAL AMOUNT OF SRA
Leader	£7,875
Cabinet members (9)	£6,300 each
Chairman of District Development <u>Management Control</u> Committee	£2,362
Chairmen of Area Plans Sub-Committees	£2,362 each
Chairman of Overview and Scrutiny Committee	£3,150
Chairmen of <u>Complaints</u> , Staff Appeals Panels and Housing Appeals and Review Panel	£ 110 each (per meeting held)
Chairmen of Licensing Sub Committee (6)	£2,362 divided between the 6 Chairmen
Chairman of Audit and Governance Committee	£2,150
Chairmen of <u>Select Committees (4) Standing Scrutiny Panels</u>	£2,150 each
£2,150	£2,150 each
Chairman of the Constitution Working Group	£2,150
Chairman of the Standards Committee	£ 500
The amounts payable during the year for independent members are:	
Independent Persons affiliated to the Standards Committee	£ 250
Independent Members of the Remuneration and Parish Remuneration Panels	£ 250

Co-opted Members of the Audit & Governance Committee £ 500

**A copy of the full scheme is available on request from Democratic Services, Civic
Offices, Epping.**

EPPING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. Scheme

This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period [28 May 2015 to 25 May 2016](#) ~~11 June 2014 to 26 May 2015~~.

2. Definition

In this scheme:

"business mileage" means mileage incurred for journeys by Councillors between their homes and business venues or between the Civic Offices, Epping and business venues;

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"home to office mileage" means mileage incurred for journey by Councillors between their homes and the Civic Offices, Epping;

"independent person" means (a) a member of the Standards Committee who is not an elected councillor or (b) a co-opted member of an Overview and Scrutiny Committee, or the Audit and Governance Committee who is not an elected councillor; and

"year" means the period ending with [25 May 2016](#) ~~26 May 2016~~.

3. Basic Allowance

Subject to paragraph 7, £4,300 shall be paid to each Councillor. Payments are subject to deductions for tax and national insurance dependant on the circumstances of individual councillors.

4. Special Responsibility Allowances

(1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.

(2) Subject to paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.

5. Travelling and Subsistence (including Cycle Allowance)

(1) These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.

- (2) Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).
- (3) Payment of home to office car mileage will be subject to deduction of tax and national insurance contributions, dependant on the circumstances of individual councillors. Business mileage incurred by councillors will not be subject to such deductions if the mileage rate claimed does not exceed 45 pence per mile.

6. Child Care and Dependant Carers' Allowances

- (1) The maximum rate for this allowance shall be set at a rate equivalent to the Adult National Minimum Wage (currently £6.31 per hour).
- (2) A member of the Council shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.
- (3) The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the Adult National Minimum Wage.
- (4) The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.
- (5) All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

A councillor or independent member may by notice in writing given to the Assistant to the Chief Executive elect to forego any part of his entitlement to an allowance under this scheme.

8. Part-year Entitlements

- (1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable:
- (2) If an amendment to this scheme changes and the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a councillor has during part of, but not throughout a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.
- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9. Claims and Payments

- (1) Payments shall be made in respect of basic and special responsibility allowances, subject to subparagraph (2), in instalments of one quarter of the amount specified in this scheme on the last Wednesday of each third month;
- (2) Where a payment of one-quarter of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which by virtue of paragraph 8(1), he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- (3) Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

There will be no inflationary adjustment to the allowances set out in this scheme except those relating to travel, subsistence and child and dependant carers.

11. Co-optees' Allowance

Co-optees' allowance will be payable to independent members as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

Where any councillor or independent member has already received a payment in respect of any period during which they have been:

- (a) ceased to be a member of the Authority; or
- (b) not entitled in any other way to receive the allowance in respect of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

Remuneration payable to councillors of the Epping Forest District Council under this scheme shall be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if they opt in to the Essex Superannuation Scheme.

For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.

14. Further Guidance

Further guidance on this scheme can be found in Appendix 1.

SCHEDULE 1

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL AMOUNT OF SRA
Leader of Council	£10,750
Cabinet members	£6,450 (each)
Chairman, District Development Management Control Committee	£3,225
Chairmen of Area Plans Sub-Committees	£3,225 (each)
Chairman of Overview and Scrutiny Committee	£4,300
Chairmen of Licensing Sub Committee (6)	£3,225 (divided equally between the six Chairmen).
Chairmen of Complaints , Staff Appeals and Housing	£110 each

Appeals and Review Panels	(per meeting held)
Chairman of Audit and Governance Committee	£2,150
Chairmen of Select Committees Standing Scrutiny Panels	£2,150 (each)
Chairman of the Constitution Working Group	£2,150

SCHEDULE 2 APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
- (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the Authority provided that:
 - (i) where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) duties relating to the supervision of tender opening as required by the Council's Standing Orders;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, Deputy Chief Executive or a Service Director including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a councillor at the invitation of the Local Government Commissioner for Administration for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;

- (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
- (k) attendance at seminars and training courses arranged by the authority;
- (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;
- (m) site visits arranged by Area Plans Sub-Committees or the District Development Control Committee;
- (n) informal site visits by individual councillors in respect of their duties as members of an Area Plans Sub-Committee;
- (o) attendance at a meeting concerning joint working or partnership arrangements to represent the Council's interests.

2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.

3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3 CONFERENCE AND MEETINGS

<p>Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillors normal place of residence.</p>	<p>Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travel outside the Epping Forest District is required).</p>
---	---

<p>Conferences and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the councillor's normal place of residence of one or more nights.</p>	<p>Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travelling outside the Epping Forest District is required).</p>
---	---

SCHEDULE 4 OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

**SCHEDULE 5
CO-OPTEE'S ALLOWANCE**

Chairman of the Epping Forest District Standards Committee:	£500 per annum
Independent Persons affiliated to the Standards Committee:	£250 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500 per annum
Co-opted members of the Audit and Governance Committee	£500 per annum

MEMBER REMUNERATION SCHEME

**EPPING FOREST DISTRICT COUNCIL
GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS**

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out elsewhere in the Constitution binder. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE (INCLUDING SUPPLEMENTARY BASIC ALLOWANCE)

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount.
- 2.2 A grant of £250 per annum as a supplement to the basic allowance will be payable to assist members in receiving electronic notification of and Internet access to papers for Council meetings and associated information subject to the member signing an agreement to undertake to meet the terms and conditions set out in the Members' Connectivity Scheme (set out in Appendix 1 attached).

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties as defined in the scheme (Schedule 2).

4.2 Car Travel

The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the reverse of the claim form and are reviewed annually.

4.3 Shortest Distance

Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

4.4 Travel Direct from Place of Employment etc

For claims involving direct travel from a Councillor's place of employment (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

4.5 Travel Outside the District – Limit on Amount Claimable

For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:

- (a) second class return rail fare plus underground and other fares from station to destination at each end of the journey; or
- (b) the appropriate car mileage.

This is subject to consideration of any special circumstances as set out in 4.6 below.

4.6 Travel over Long Distances – Special Circumstances

If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Assistant to the Chief Executive in advance for advice on what would constitute a reasonable claim in the circumstances.

4.7 Use of Public Transport within Epping Forest District

The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

4.8 Cycle Allowance

This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

4.9 Child and Dependant Carer's Allowance

This allowance may be claimed at a rate equivalent to the current rate for the Adult National Minimum Wage. Certain conditions are set out in the Scheme.

5. **SUBSISTENCE EXPENSES**

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.

- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A Councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at Conferences and payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases.
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving an Absence from Home)

Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Assistant to the Chief Executive with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

- 7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available through Democratic Services. In such matters, members are advised to seek advice from their tax office in the event of any concerns .
- 7.2 Supplementary Note Regarding Treatment of Claims for Travel Expenses by Car for Tax and National Insurance Purposes

- (a) Travel by Car – Councillors' Homes to Civic Offices Expenses
("Home to Office Mileage")

Her Majesty's Revenue & Customs (HMRC) deems a councillor's workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping and therefore that such expenses are subject to tax and national insurance deductions.

(b) Travel by Car – Councillors' Homes to Other Venues or Civic Offices to Other Venues for the Purposes of Council Business ("Business Mileage")

HMRC has determined that such travel shall not be subject to tax or national insurance deductions except where the rate of reimbursement exceeds 45 pence per mile. Travel to any meetings of the Council or its subordinate bodies which are held at a location other than the Civic Offices is deemed to be business mileage.

(c) **Second Journeys**

Second journeys will be subject to taxation and National Insurance deductions depending on whether the journey constitutes home to office or business mileage.

8. ALTERATION OF CLAIMS

8.1 All claim forms submitted by members are checked by Democratic Services. The Assistant to the Chief Executive (or the Assistant Director - Democratic Services acting on his behalf) is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members' claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

Licensing Sub-Committee Meetings for 2013/14

Date of Meeting	Scheduled or Extra Meeting	Chairman
06 June 2013	Extra	R Morgan
11 June 2013	Scheduled	T Boyce
20 June 2013	Scheduled	R Morgan
09 July 2013	Scheduled	R Morgan
18 July 2013	Scheduled	R Morgan
24 July 2013	Extra	T Boyce
06 August 2013	Scheduled	L Leonard
05 September 2013	Scheduled	P Smith
10 September 2013	Scheduled	P Smith
11 September 2013	Extra	T Boyce
12 September 2013	Extra	R Morgan
16 September 2013	Extra	K Angold-Stephens
24 September 2013	Extra	L Leonard
01 October 2013	Extra	P Spencer
03 October 2013	Extra	P Smith
07 October 2013	Extra	P Smith
08 October 2013	Scheduled	P Spencer
10 October 2013	Extra	T Boyce
14 October 2013	Extra	R Morgan
17 October 2013	Scheduled	K Angold-Stephens
04 November 2013	Extra	R Morgan
12 November 2013	Scheduled	K Angold-Stephens
21 November 2013	Scheduled	L Leonard
07 January 2014	Scheduled	R Morgan
16 January 2014	Scheduled	K Angold-Stephens
27 January 2014	Extra	T Boyce
04 February 2014	Scheduled	L Leonard
04 March 2014	Scheduled	P Smith
08 April 2014	Scheduled	P Spencer
13 May 2014	Extra	K Angold-Stephens
15 May 2014	Extra	R Morgan
28 May 2014	Extra	T Boyce

R Morgan – 9 meetings for 2013/14

T Boyce – 6 meetings for 2013/14

L Leonard – 4 meetings for 2013/14

P Smith – 5 meetings for 2013/14

K Angold-Stephens – 5 meetings for 2013/14

P Spencer – 3 meetings for 2013/14

Licensing Sub-Committee Meetings for 2014/15

Date of Meeting	Scheduled or Extra Meeting	Chairman
17 June 2014	Scheduled	R Morgan
26 June 2014	Extra	K Angold-Stephens
15 July 2014	Scheduled	M Sartin
12 August 2014	Scheduled	T Thomas
09 September 2014	Scheduled	R Morgan

As at 20 October 2015

07 October 2014	Scheduled	T Boyce
21 October 2014	Extra	P Keska
29 October 2014	Extra	T Boyce
11 November 2014	Scheduled	T Thomas
04 December 2014	Extra	M Sartin
08 December 2014	Extra	R Morgan
09 December 2014	Scheduled	R Morgan
13 January 2015	Scheduled	T Thomas
10 February 2015	Scheduled	T Boyce
19 February 2015	Extra	M Sartin
05 March 2015	Extra	K Angold-Stephens
09 March 2015	Extra	R Morgan
10 March 2015	Scheduled	K Angold-Stephens
30 March 2015	Extra	K Angold-Stephens
28 April 2015	Extra	R Morgan
20 May 2015	Extra	R Morgan

K Angold-Stephens – 4 meetings for 2014/15

M Sartin – 3 meetings for 2014/15

T Thomas – 3 meetings for 2014/15

R Morgan – 7 meetings for 2014/15

T Boyce – 3 meetings for 2014/15

P Keska – 1 meeting for 2014/15

Licensing Sub-Committee meetings for 2015/16 (so far)

Date of Meeting	Scheduled or Extra meeting	Chairman
14 July 2015	Extra	R Morgan
04 August 2015	Scheduled	R Morgan
18 August 2015	Extra	R Morgan
24 August 2015	Extra	M Sartin
08 September 2015	Scheduled	M Sartin
06 October 2015	Scheduled	T Thomas
27 October 2015	Extra	K Angold-Stephens

R Morgan – 3 meetings for 2015/16

M Sartin – 2 meetings for 2015/16

T Thomas - 1 meeting for 2015/16

K Angold-Stephens - 1 meeting for 2015/16

FAMILY GROUP AUTHORITIES

ALLOWANCE	BROXBOURNE BOROUGH COUNCIL	BRENTWOOD BOROUGH COUNCIL	EAST HAMPSHIRE DISTRICT COUNCIL	EAST HERTS DISTRICT COUNCIL	EPPING FOREST DISTRICT COUNCIL	GUILDFORD BOROUGH COUNCIL	HERTSMERE BOROUGH COUNCIL	HORSHAM DISTRICT COUNCIL
Basic Allowance	£4,545.00	£5,950.80	£4,500.00	£5,218.00	£3,435.00	£4,773.00	£5,435.00	£4,665.00
Special Responsibility Allowances								
Leader	£15,056.00	£13,086.25	£16,000.00	£19,176.00	7,875.00	£5,019.00	£22,580.00	£11,475.00
Cabinet Members (Portfolio Holders)	£5,228.00	N/A	£4,150.00	£9,588.00	£6,300 each	£3,765.00	£12,024.00	£7,460.00
Chairman of District Development Management Committee (or equivalent)	N/A	£3,545.83	£4,150.00	£7,191.00	2,362.00	£3,765.00	£4,976.00	£3,575.00
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	£1,383.00	£4,976.00	£2,362 each	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Overview and Scrutiny Committee (or equivalent)	£5,228.00	£3,545.83	£2,767.00	£3,595.50	3,150.00	£3,137.00	£6,634.00	£4,975.00
Chairmen of Complaints Panel, Staff Appeals Panel, Housing Appeals and Review Panel (or equivalents)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£110 each (per meeting)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee, Sub-Committee (or equivalent)	£2,092.00	Not identifiable from Scheme	£692.00	Not identifiable from Scheme	£2,362 (between six chairmen)	£3,137.00	£1,587.00	£3,575.00
Chairman of Audit and Governance Committee (or equivalent)	£2,092.00	£3,545.83	£2,767.00	£4,794.00	£2,150.00	£1,045.75	£1,025.00	£795.00
Chairmen of Select Committees & Working Groups (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,397.00	£2,150.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	Not identifiable from Scheme	£500.00	£3,575.00
Independent Persons affiliated to the Standards Committee	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£250.00	Not identifiable from Scheme	£164.00	Not identifiable from Scheme
Independent Members of the Remuneration and Parish Remuneration Panels	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£250.00	Not identifiable from Scheme	£164.00	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	Not identifiable from Scheme	£164.00	Not identifiable from Scheme

FAMILY GROUP AUTHORITIES (CONT)

ALLOWANCE	MID-SUSSEX DISTRICT COUNCIL	REIGATE & BANSTEAD BOROUGH COUNCIL	SEVENOAKS DISTRICT COUNCIL	SPELTHORNE BOROUGH COUNCIL	ST. ALBANS CITY & DISTRICT COUNCIL	TANDRIDGE DISTRICT COUNCIL	THREE RIVERS DISTRICT COUNCIL	WAVERLY BOROUGH COUNCIL
Basic Allowance	£4,501.00	£5,298.00	£5,140.00	£3,938.00	£5,535.00	£3,894.00	£4,581.00	£4,573.00
Special Responsibility Allowances								
Leader	20,596.00	£13,152.00	£15,422.00	£9,037.00	£13,575.00	£2,789.00	£9,162.00	£13,433.00
Cabinet Members (Portfolio Holders)	8,238.00	£8,769.00	£6,426.00	£3,012.00	£9,485.00	Not identifiable from Scheme	£4,581.00	£6,200.00
Chairman of District Development Management Committee (or equivalent)	£4,501.00	Not identifiable from Scheme	£3,085.00	£3,012.00	£3,105.00	£2,789.00	£3,436.00	Not identifiable from Scheme
Chairmen of Area Plans Sub-Committees (or equivalent)	£4,501.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,105.00	No equivalent in Scheme	No equivalent in Scheme	£3,100.00
Chairman of Overview and Scrutiny Committee (or equivalent)	£3,862.00	£2,939.00	£2,057.00	£3,012.00	£2,965.00	£2,789.00	Not identifiable from Scheme	£3,100.00
Chairmen of Complaints Panel, Staff Appeals Panel, Housing Appeals and Review Panel (or equivalents)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee, Sub-Committee (or equivalent)	£977.00	£409.00	£2,057.00	£3,012.00	£100 per meeting	Not identifiable from Scheme	£2,290.00	£3,100.00
Chairman of Audit and Governance Committee (or equivalent)	£1,930.00	Not identifiable from Scheme	£2,057.00	£3,012.00	£2,965.00	Not identifiable from Scheme	£2,290.00	£2,320.00
Chairmen of Select Committees & Working Groups (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	£475.00	£0.00	£1,029.00	£1,000.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£1,820.00
Independent Persons affiliated to the Standards Committee	£713.00	£0.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£206.00
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£550.00	Not identifiable from Scheme	Not identifiable from Scheme	£335.00 (Chairman) £280.00 (Others)	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme

ESSEX AUTHORITIES

ALLOWANCE	BASILDON DISTRICT COUNCIL	BRAINTREE DISRICT COUNCIL	CASTLE POINT BOROUGH COUNCIL	CHELMSFORD CITY COUNCIL	COLCHESTER BOROUGH COUNCIL	HARLOW DISTRICT COUNCIL	MALDON DISTRICT COUNCIL	ROCHFORD DISTRICT COUNCIL
Basic Allowance	£5,877.00	£4,635.00	£3,550.00	£5,598.00	£6,572.98	£4,270.00	£4,590.45	£4,250.00
Special Responsibility Allowances								
Leader	300% of BA	£13,905.00	£14,200.00	£21,954.00	£19,718.94	£6,840.00	£11,476.13	£21,250.00
Cabinet Members (Portfolio Holders)	175% of BA	£9,270.00	£7,100.00	£10,977.00	£11,831.37	£2,850.00	Not identifiable from Scheme	£12,750.00
Chairman of District Development Management Committee (or equivalent)	150% of BA	£4,635.00	£3,550.00	£7,242.00	£6,901.62	£1,500.00	£4,590.45	£2,125.00
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Overview and Scrutiny Committee (or equivalent)	125% of BA	£4,635.00	£1,775.00	£5,487.00	£6,901.62	£1,500.00	£3,442.84	£3,125.00
Chairmen of Complaints Panel, Staff Appeals Panel, Housing Appeals and Review Panel (or equivalents)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee, Sub-Committee (or equivalent)	150% of BA	£4,635.00	£1,775.00	£2,745.00	£5,915.68	£1,500.00	£4,590.45	Not identifiable from Scheme
Chairman of Audit and Governance Committee (or equivalent)	75% of BA	£4,635.00	£1,775.00	£1,098.00	Unknown	Not identifiable from Scheme	£3,442.84	£2,125.00
Chairmen of Select Committees & Working Groups (or equivalent)	No equivalent in Scheme	£4,635.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£1,098.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£2,125.00
Independent Persons affiliated to the Standards Committee	20% of BA	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£425.00
Independent Members of the Remuneration and Parish Remuneration Panels	20% of BA	£579.47	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£425.00
Co-opted Members of the Audit & Governance Committee	20% of BA	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme

ESSEX AUTHORITIES (CONT)

ALLOWANCE	TENDRING DISTRICT COUNCIL	UTTLESFORD DISTRICT COUNCIL						
Basic Allowance	£5,122.00	£5,000.00						
Special Responsibility Allowances								
Leader	£18,438.00	£12,250.00						
Cabinet Members (Portfolio Holders)	£10,832.00	£6,000.00						
Chairman of District Development Management Committee (or equivalent)	£6,268.00	£3,750.00						
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Overview and Scrutiny Committee (or equivalent)	£4,300.00	£3,500.00						
Chairmen of Complaints Panel, Staff Appeals Panel, Housing Appeals and Review Panel (or equivalents)	No equivalent in Scheme	No equivalent in Scheme						
Chairmen of Licensing Committee, Sub-Committee (or equivalent)	£4,300.00 £2,029.00	£3,750.00						
Chairman of Audit and Governance Committee (or equivalent)	£4,300.00	Not identifiable from Scheme						
Chairmen of Select Committees & Working Groups (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Standards Committee	Not identifiable from Scheme	£2,000.00						
Independent Persons affiliated to the Standards Committee	Not identifiable from Scheme	£500.00						
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£500.00						
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	£500.00						