



Epping Forest District Council

MEMBER REMUNERATION PANEL **Wednesday, 28th September, 2016**

Place: Civic Offices, High Street, Epping

Room: Committee Room 2

Time: 6.30 pm

Democratic Services Officer S. Tautz Tel: (01992) 564180
Email: democraticservices@eppingforestdc.gov.uk

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 - 36)

(Director of Governance) To consider the attached report.

6. ANY OTHER BUSINESS

(Director of Governance) To consider any additional business for the meeting.

7. DATE OF NEXT MEETING

(Director of Governance) The Panel might wish to meet with the Chairman and Vice-Chairman of the Council at a meeting in the near future, to discuss the current application of Special Responsibility Allowance, in order to complete the review of the Members' Allowances Scheme for 2017/18 in time to report to the Council on 15 December 2016.

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

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Report to Member Remuneration Panel

Date of meeting: 28 September 2016

Subject: Members' Allowances Scheme – Annual Review

Responsible Officer: S. Tautz (01992) 564180

Democratic Services Officer: S. Tautz (01992) 564180

Recommendations/Decisions Required:

- (1) That the Panel consider the issues set out in this report and agree the general matters to be subject of any recommendations to be made to the Council in connection with the review of its Members' Allowances Scheme for 2017/18; and
- (2) That the Panel consider the appropriate level of Special Responsibility Allowance to be applied to the position of the Chairman of the Standards Committee from the commencement of the 2017/18 municipal year.

Report:

1. (Director of Governance) The annual review of the Council's Member Allowances Scheme commences in September each year, in order to ensure that any recommendations for revision to elements of the Scheme can be considered by the time that the authority's budget is approved for the following financial year (usually in February/March). The current Members' Allowances Scheme is attached as Appendix 1 to this report.

Members' Allowances Scheme

2. At its meeting on 15 December 2016, the Council agreed that no change be made to the full amount of Basic Allowance of £4,300.00 per member per annum included in the Members' Allowances Scheme from the commencement of the 2016/17 municipal year, but that it implement 100% of the amount of Basic Allowance for each member with effect from 2016/17. This increase in the payment of Basic Allowance was in line with the recommendations of the Panel over a number of years and the overall budget for members' allowances has been increased to reflect the payment of the full amount of Basic Allowance. To date, one member has requested that their Basic Allowance remain at the (lower) level applied by the Council up to 2015/16.
3. To commence the review process for 2017/18, a general invitation has been extended to all elected and co-opted members on behalf of the Panel, to express any suggestions or concerns with regard to the current operation of the allowances scheme. Other than in relation to the Special Responsibility Allowance (SRA) applied to the Chairman of the Standards Committee, no representations have been received as a result of such invitation. The issues raised in connection with the Standards Committee are covered elsewhere in this report and the Democratic Services Manager will report to the meeting in connection with any other matters submitted for consideration by the Panel, subsequent to the publication of this agenda.

Chairman and Vice-Chairman of Council - Special Responsibility Allowance

4. The Council also agreed at its meeting in December 2016 that, from 2016/17, consideration of the amount of SRA applied to the positions of the Chairman and Vice-Chairman of the Council be added to the responsibilities of the Remuneration Panel. The level of such SRA should therefore be considered as part of the Panel's review of the Members' Allowances Scheme for 2017/18 and subsequent years. A general invitation has been extended to the Chairman and Vice-Chairman of the Council and the officers that directly support their role and activities, to express any suggestions or concerns with regard to the current levels of SRA.
5. The Director of Governance will report to the Panel with regard to the background to the current level of SRA for the Chairman and Vice-Chairman of the Council, which was last reviewed by the Governance Select Committee on 1 December 2015. A copy of the report considered by the Select Committee is attached as Appendix 2 to this agenda and it is suggested that the Panel might wish to meet with the current Chairman and Vice-Chairman (and possibly the immediate past Chairman) at a future meeting, to discuss the current application of SRA in terms of the responsibilities of the Chairman and Vice-Chairman of the Council.

Housing Appeals and Review Panel - Special Responsibility Allowance

6. The operation of the Housing Appeals and Review Panel was ceased with effect from the commencement of the 2016/17 municipal year. Payment of SRA for the position of the Chairmen of the Panel was made on a 'per-meeting basis' in line with similar arrangements pertaining to the position of the Chairman of the Staff Appeals Panel (currently £110.00 per meeting). The members' allowances budget has not been reduced to reflect the fairly minimal saving arising from the cessation of the operation of the Panel.

Standards Committee - Special Responsibility Allowance

7. The Council establishes a Standards Committee for each municipal year, to promote and maintain ethical standards amongst its members and local councillors across the district. Although the Standards Committee is a committee of the authority, over one-third of its members are not elected councillors, and comprise members of town or parish councils and independent people that have been appointed to provide views on complaints made under the Council's Code of Conduct. The Members' Allowances Scheme currently provides for an SRA of £500.00 per annum to be applied to the position of the Chairman of the Standards Committee.
8. The Monitoring Officer and Deputy Monitoring Officer undertake the local assessment of complaints arising from the Code of Conduct, including making judgment on specific matters. Whilst the Monitoring Officer (and Deputy Monitoring Officer) works closely with the Standards Committee, reporting about Code of Conduct complaints, training and other related issues, the number of complaints required to be considered by the Committee is currently very low. An analysis has been made of the frequency of meetings of the Standards Committee as follows:

2012/13 - 3 meetings
2013/14 - 2 meetings
2014/15 - 1 meeting
2015/16 - 3 meetings
2016/17 - no meetings so far

9. As part of the review of the Council's Constitution during 2015/16, when consideration was being given to the possible combination of the Audit and Governance Committee and the Standards Committee, the Constitution Working Group identified that the Panel

might wish to consider current arrangements for the application of SRA for the position of the Chairmen of the (standalone) Standards Committee.

10. In adopting the new Constitution at its meeting on 26 April 2016, the Council agreed the Standards Committee be convened to meet only when there was business to be transacted, and that the Remuneration Panel be asked to consider the appropriate level of remuneration for the Chairman of the Standards Committee and report back to the Council in due course. The Panel may therefore wish to consider whether such SRA should, in future, be made on a 'per-meeting basis', which would be in line with similar arrangements pertaining to the position of the Chairman of the Staff Appeals Panel (£110.00 per meeting) and, formerly, the chairmen of both the Complaints Panel (which ceased operation during 2014/15) and the Housing Appeals and Review Panel (discontinued from 2016/17). Such approach would mean that, on the basis of the number of meetings in recent years, it would be likely that an underspend would arise on the SRA for the chairman of the Standards Committee.
11. The current chairman of the Standards Committee (Councillor G. Cambers) has submitted comments for consideration by the Panel in relation to the level of SRA currently applied to the position. These are set out at Appendix 3.
12. The variable number of meetings of the Standards Committee each year presents some difficulty for the accurate forecasting of the level of likely SRA payments if made on a 'per-meeting' basis. It is hoped that if this approach is recommended by the Panel, any additional SRA that might be necessary could be contained within existing budget provision as a result of the cessation of the SRA previously applied to the Chairman of the Housing Appeals and Review Panel, which tended to meet on a more frequent basis each year.

Planning Site Visits – Approved Duties

13. Within the Members' Allowances Scheme, informal site visits (i.e. those not arranged by officers or at the request of an Area Plans Sub-Committee) by individual councillors in respect of their duties as members of an Area Plans Sub-Committee, are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses. For 2016/17, 57 (of 58) councillors are a member of an Area Plans Sub-Committee.
14. It is believed that the acceptance of informal site visits as approved duties may not be widely appreciated by members, as the number of claims received for travelling expenses arising from such visits is extremely small. In any event, the validation of such claims presents some difficulty for officers in terms of supporting evidence and these generally have to be taken on trust.
15. It appears that some local authorities specifically exclude informal site visits from their definition of approved duties. The Panel is requested to consider whether the Council's current approach in this regard should be maintained.

Taxation and National Insurance Implications

16. With effect from 6 April 2016, legislation introduced as part of the Finance Bill 2015 exempts the payment of councillors' travel expenses from a charge to income tax. This includes expenses paid for journeys between the councillor's home and most frequently used local authority office, except where the councillor's home is more than 20 miles from the boundary of the local authority area.
17. These revised taxation and national insurance implications will require the amendment of the relevant sections of the Members' Allowances Scheme. The Director of Governance will (in liaison with the Director of Resources) implement necessary drafting changes to the Scheme to reflect the current position in respect of the tax and

National Insurance implications arising from changes to the payment of councillors' travel expenses, prior to its consideration as part of the annual report of the Panel to the Council.

Members' Allowances Scheme - Benchmarking

18. As a result of the implementation of the full amount of Basic Allowance from the commencement of the 2016/17 municipal year, no further benchmarking has been undertaken in respect of the comparable levels of Basic Allowance and SRA amongst other district local authorities. The results of the benchmarking exercise undertaken in September 2015 have been updated to reflect the increase in the level of Basic Allowance and are attached as Appendix 4 to this report for the information of the Panel.

Audit and Governance Committee/Standards Committee - Combination

19. It was reported at the last meeting of the Panel that the Chief Internal Auditor was developing proposals for the possible combination of the Audit and Governance Committee and the Standards Committee. Although this matter was subsequently considered by the Council, the introduction of a combined 'Audit and Standards Committee' was not agreed and is not being progressed further at the present time.

Recommendations

20. 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 2017/18.
21. It is intended that the report of the Panel be made to the Council at its meeting on 15 December 2016. The Panel is also therefore requested to agree which of its membership will present the report to the Council.

MEMBERS' ALLOWANCES SCHEME

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

- 1.1 This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period from 26 May 2016 to 24 May 2017.

2. Definition

- 2.1 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 in 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 24 May 2017.

3. Basic Allowance

- 3.1 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

- 4.1 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.
- 4.2 Subject to Paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.
- 4.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance as set out in an annual statement of implementation.

5. Travelling and Subsistence (including Cycle Allowance)

- 5.1 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.
- 5.2 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).
- 5.3 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

- 6.1 The maximum rate for this allowance shall be set at a rate equivalent to the National Living Wage to be introduced in April 2016, which will commence at £7.20 per hour.
- 6.2 A member of the Council or and independent person 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.
- 6.3 The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the National Living Wage.
- 6.4 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.
- 6.5 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

- 7.1 A councillor or independent person may by notice in writing given to the Director of Governance, elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-year Entitlements

- 8.1 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.
- 8.2 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; and
 - (c) 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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

- 9.1 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.
- 9.2 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.
- 9.3 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

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

11. Co-optees' Allowance

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

12. Withholding/Recovery of Payments

- 12.1 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

- 13.1 Remuneration payable to councillors of Epping Forest District Council under this scheme shall only be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if the member opted in to the Essex Superannuation Scheme before 1 April 2014.
- 13.2 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.
- 13.3 The Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014 removed access to the LGPS for Councillors from 1 April 2014, with the exception of those who were members of the Scheme 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).

14. Further Guidance

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

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

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 TOTAL AMOUNT OF SRA
Leader of the Council	£10,750.00
Cabinet members (9)	£6,450.00 (each)
Chairman of the District Development Management Committee	£3,225.00
Chairmen of the Area Plans Sub-Committees (3)	£3,225.00 (each)
Chairman of the Overview and Scrutiny Committee	£4,300.00
Chairman of the Licensing Committee	£500.00
Chairmen of the Licensing Sub-Committees (6)	£2,225.00 (allocated according to the number of meetings chaired each year)
Chairman of the Housing Appeals and Review Panel	£110.00 per meeting held each year
Chairman of the Staff Appeals Panel	£110.00 per meeting held each year
Chairman of the Audit and Governance Committee	£2,150.00
Chairmen of the Select Committees (4)	£2,150.00 (each)
Chairman of the Standards Committee	£500.00
Chairman of the Constitution Working Group	£500.00

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:
 - 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
 - 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 Management 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; and
 - (p) attendance at any civic event to which the Chairman or Vice-Chairman is attending in that capacity (or representative) for which Council funded transport is not provided.
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

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.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rates whichever is the less if travel outside the Epping Forest District is required).
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.	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).

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

Independent Persons affiliated to the Standards Committee	£250 per annum
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250 per annum
Co-opted members of the Audit and Governance Committee	£500 per annum
Co-opted independent members of an Overview and Scrutiny 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 in the Constitution. 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

- 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. The Council has decided not to implement payment of the full Basic Allowance amount and to restrict this to (currently) £3,435.00 per member per annum, representing 80% of the Basic Allowance.
- 2.2 The Council requires each of its elected councillors to be registered as a data controller in accordance with the provisions of the Data Protection Act 1998. Although members are responsible for their individual compliance with the data protection principles of the Act, the Council coordinates the registration (and annual renewal) process on behalf of members and an amount of £35.00 is therefore withheld from the Basic Allowance each year to meet the registration fee imposed by the Information Commissioner.

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.
- 2.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance set out in the Scheme.

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).

Car Travel

- 4.2 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 claim form and are reviewed annually.

Shortest Distance

- 4.3 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.

Travel Direct from Place of Employment etc

- 4.4 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.

Travel outside the District – Limit on Amount Claimable

- 4.5 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.

- 4.6 This is subject to consideration of any special circumstances as set out in 4.7 below.

Travel over Long Distances – Special Circumstances

- 4.7 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.

Use of Public Transport within Epping Forest District

- 4.8 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.

Cycle Allowance

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

Child and Dependant Carer's Allowance

- 4.10 This allowance may be claimed at a rate equivalent to the current rate for the National Living 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”)

7.3 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”)

7.4 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

7.5 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 Director of Governance (or the Assistant Director (Governance and Performance Management) acting on his/her 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.

10. DOCUMENT HISTORY

Prepared/Revised	Written by	Agreed/Authorised	Details of Change(s)
November 2015	S. Tautz (Democratic Services Manager)	Remuneration Panel (17/11/15) Council (15/12/15)	Review of Scheme for 2016/17 municipal year

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Report to Governance Select Committee

Date of meeting: 1 December 2015

Subject: Chairman's Expenditure and Allowances

**Officer contact for further information: Tom Carne
(01992 56 4039)**

Committee Secretary: Mark Jenkins (01992 56 4607)



Recommendations/Decisions Required:

- (1) To review Civic Ceremonial expenditure and the current levels of member allowances in respect of payments made to the Chairman and Vice-Chairman of Council.
- (2) To consider whether the Chairman's and Vice-Chairman's Allowances should be referred to the Member Remuneration Panel for review; and
- (3) To recommend revisions to current levels of Civic Ceremonial expenditure as members consider appropriate.

Report:

1. The Chairman and Vice-Chairman of Council receive special responsibility allowances in recognition of the particular expenses incurred by the Civic and Ceremonial role. An anomaly in recompense for transport costs was addressed by the adoption of a motion (Minute 31 – 28 July 2015) at Full Council that:

2. That section (5)(1) of the Members Allowances Scheme be amended to include payment of mileage and public transport claims for approved civic duties carried out by the Chairman and Vice-Chairman of the Council including Schedule 2 of that scheme which shall include a further subparagraph (p) for which payment can be made, as follows:

‘(p) Attendance at any civic event to which the Chairman or Vice-Chairman is attending in that capacity (or representative) for which Council funded transport is not provided’

3. That payment of such claims be met from the within the existing members allowances budget; and

4. That the budget for Chairman and Vice-Chairman of the Council be reviewed and referred to the Governance Select Committee.”

Reason for decision:

5. Full Council requested that a review be conducted into the current levels Civic Ceremonial budget by the Governance Select Committee.

6. In addition to the discharge of the task specifically placed upon Governance Select Committee by Full Council, Members of the Governance Select Committee may wish to consider the potential role of the Member Remuneration Panel in respect of the personal allowances received directly by the Chairman and Vice-Chairman separately from officer controlled elements of the Civic Ceremonial budget.

7. Chairman's and Vice-Chairman's allowances are contained with the Civic Ceremonial Cost Code DR140. Chairman's and Vice-Chairman's Allowances are managed directly by the Chairman and Vice-Chairman.

8. In addition to the Chairman's and Vice-Chairman's individual allowances, 'spending' budgets designed to directly support the work of the Chairman and Vice-Chairman amount in total to £22,530. These budgets are maintained under the supervision of the Public Relations Officer as follows:

(a) Vehicle Leasing Charges (Hire cars and Taxis)	£4,000
(b) Civic Hospitality (including catering at Full Council)	£2,620
(c) Other Miscellaneous Expenses (such as Community Services Medals and Awards)	£2,270
(d) Other Miscellaneous Expenses (Civic Awards Reception, Carol Service, Chairman's Lunch)	£14,000
Total	£22,530
(e) Chairman's Allowance	£7,760
(f) Vice-Chairman's Allowance	£3,040

9. For further reference, the fully itemised budget sheet is reproduced at the end of the report as Appendix 1:

10. In order to assist members of the Governance Select Committee, officers conducted a survey of Civic Ceremonial expenditure by other Essex and neighbouring councils. Returns were received from;

- (i) Southend
- (ii) Chelmsford
- (iii) Rochford
- (iv) East Herts
- (v) Braintree
- (vi) Essex County Council

11. Differing budget structures make direct comparisons with Epping Forest District Council difficult. Some councils weight expenditure towards allowances directly administered by the Chairman and Vice-Chairman. Other councils weight expenditure in favour of officer controlled budgets with less direct member control.

12. Officers conducted additional online research to establish levels of Chairman's and Vice-Chairman's allowances.

13. The following table summarises the main points of comparison.

Council	Chairman's Allowance	Vice-Chair Allowance	Other Civic Budgets	Total	Comments
Epping Forest District Council	£7,760	£3,040	£22,530	£33,330	
Southend Unitary	£14,00	£7,000	£7,900	£28,900	
Chelmsford City	£17,000	See comments	£54,000	£71,000	Mayor and Deputy combined
Rochford District	£8,500	N/A	£11,000	£19,500	
Braintree District	£3,810	£1,030	£12,500	£17,340	
East Herts	£6,500*	£1,450	£22,250	£30,200	*Net after tax

District					and NI
Essex County Council	£30,000	£10,856	£25,000	£65,856	
Colchester Borough	£11,800	£2,700			Source Essex Chronicle
Harlow District Council	£2,500	£500			Source Online
Castlepoint Borough	£6,137	£2,888			Source Online
Brentwood Borough	£3,300	£750			Source Online
Maldon District Council	£4,590	£459			Source Online
Uttlesford District	£4,000	£2,000			Source Online

14. Each council will hold different expectations of the Civic Ceremonial role. Epping Forest District Council hosts three major events each year, the Civic Awards, Civic Carol Service and the Civic Lunch (for the chairmen and mayors of neighbouring authorities). Each Chairman carries out a wide range of additional engagements. The scope and volume of such engagements will vary from year to year depending on the number and type of invitations accepted.

15. Levels of staff-support also vary considerably between different councils. Following the Phase 2 Structural Review of Epping Forest District Council the part-time (21.5 hours per week) Chairman's Officer transferred from the Democratic Services Section to the Public Relations Section. Further support is provided by officers of the Public Relations and Democratic Services teams ranging from technical advice and assistance through to event management and support.

16. External factors such as family, work and voluntary commitments have an impact upon the time each Chairman can devote to Civic Ceremonial duties. Each Chairman also adopts their own personal approach to the Chairman's Charity with different levels of commitment and support from outside organisations.

17. Fundraising for the Chairman's Charity is also dependent upon the voluntary support and goodwill of many people including other councillors and staff. In the last ten years the Chairman has raised £14,500 per year on average for the Chairman's Charity. Awareness-raising can be equally or more important to work on behalf of the Chairman's Charity than fundraising. For example, previous Chairmen have worked hard to promote issues as diverse as mental health awareness and the personal benefits of volunteering for newly retired people.

18. The Vice-Chairman can also play an important part in supporting the Civic Ceremonial role of the Chairman. Custom and practice has dictated that in most instances the Chairman of Council has previously served a year as Vice-Chairman. Most Chairmen find the experience gained during their year as Vice-Chairman to be invaluable preparation.

19. At times, the role of the Vice-Chairman has taken on additional prominence, for example where the Chairman has become unavailable due to illness or family commitments.

20. Taken over the last ten years, the Chairman of Epping Forest District Council accepted approximately 120 to 140 invitations per year (some more and some less). These engagements are in addition to civic duties such as chairmanship of Full Council and Local Councils Liaison meetings.

21. The chairmanship of the Council is an honoured position reserved to Members who have earned the respect and admiration of colleagues across the Council Chamber. The Chairman holds the unique position of representing the whole Council and all its Members.

22. The Chairman is the public representative and face of the Council to local residents, businesses and other stakeholders. The Chairman is also the representatives of the everyone who lives and works within the District to the wider world.

23. The Chairman is the Council's foremost ambassador and promoter of the District. Unlike most other roles within the Council, the Civic Ceremonial role of the Chairman is defined to a large extent by the character and interests of the individual Chairman. Each brings their own personality and style to the role with varying degrees time and personal resources.

Appendix 1 Civic Ceremonial Budget 2015/16

Class	Type	Code	Job Cost	Budget
Transport Related Expenses	Vehicle Leasing Charges	2310		£4,000
Supplies And Services	Members Allowances	A OC001	Chairman's Allowance	£7,760
Supplies And Services	Members Allowances	A OC002	Vice-Chairman's Allowance	£3,040
Supplies And Services	Civic Hospitality	3840		£2,620
Supplies And Services	Other Miscellaneous Expenses	3850		£2,270
Supplies And Services	Other Miscellaneous Expenses	3850 OC003	Chairmans Award	£14,000
Support Services	Managerial & Professional	A		£36,990
Support Services	Office Services	A		£500
Support Services	Print Operations Internal	A		£970
Internal Recharges	Other Recharges	A OC025	HRA Corporate Recharge	(£15,870)
Total				£56,280

Resource implications: Existing resources shown at Appendix 1

Legal and Governance Implications: None

Safer, Cleaner Greener Implications: None

Consultation Undertaken: Survey of neighbouring and Essex councils for comparative data. Online desktop research. Referral to Overview and Scrutiny – Governance Select Committee

Background Papers: Minutes of Full Council (Minute 31 – 28 July 2015), survey returns, online research printouts, Spending Control Budget Book

Impact Assessments:

Risk Management: N/A

Equality: N/A

Stephen Tautz

From: Stephen Tautz
Sent: 18 August 2016 15:47
To: 'Gavin Chambers'
Subject: RE: Chairman of the remuneration panel

Councillor Chambers,

I will report your comments to the Panel at its meeting on 28 September 2016.

As part of the review of the Council's Constitution during 2015/16, when consideration was being given to the possible combination of the Audit and Governance Committee and the Standards Committee, the Constitution Working Group identified that the Panel might wish to consider whether the payment of SRA for the position of the Chairmen of the Standards Committee should be made on a 'per-meeting basis', in line with similar arrangements pertaining to the position of the Chairman of the Staff Appeals Panel (£110.00 per meeting) and the former Housing Appeals and Review Panel. This possible approach will also be considered by the Panel next month.

Steve

Stephen Tautz
Democratic Services Manager

Epping Forest District Council,
Civic Offices,
High Street,
Epping,
Essex, CM16 4BZ.

☎ (01992) 564180
* democraticservices@eppingforestdc.gov.uk
🌐 www.eppingforestdc.gov.uk



From: Gavin Chambers [<mailto:gavin.chamberstraining@gmail.com>]
Sent: 17 August 2016 16:03
To: Stephen Tautz
Subject: Re: Chairman of the remuneration panel

Dear Stephen,

I don't have any real comments with exception to the chair of standards it maybe appropriate to make some comments.

I am not currently taking the standard expenses at this time of 500 a year. I would suggest it stays the same or a slight increase at the moment as there is often work that takes place with regards to phone calls and emails outside

of the meeting which should be factored into the decision. Also the chair of the standard committee is often asked questions by other members both parish and district.

I have no plans to start taking this allowance until the panel have decided on the best way forward. Attending a meeting in relation to this role is probably not reflective of the role in my opinion.

Kind Regards

Cllr Gavin Chambers

On 17 Aug 2016, at 14:11, Stephen Tautz <STautz@eppingforestdc.gov.uk> wrote:

Councillor Chambers,

The independent Remuneration Panel will be commencing its annual review of the Members' Allowances Scheme at its meeting on 28 September 2016.

As in previous years, the Panel has issued a general invitation to all members to express any suggestions or concerns with regard to the operation of the current Scheme as part of its review. If you wish to raise any specific matters with the Panel, please send me full details by no later than 9 September 2016, in order that these can be considered at the forthcoming meeting. The current Members' Allowances Scheme is available at:

<http://rds.eppingforestdc.gov.uk/documents/s69366/Part%206%20-%20Members%20Allowances%20Scheme%202016-17.pdf>

Stephen Tautz
Democratic Services Manager

Epping Forest District Council,
Civic Offices,
High Street,
Epping,
Essex, CM16 4BZ.

((01992) 564180
* democraticservices@eppingforestdc.gov.uk
Ⓔ www.eppingforestdc.gov.uk

<image001.jpg>

-----Original Message-----

From: Gavin Chambers [<mailto:gavin.chamberstraining@gmail.com>]

Sent: 12 May 2016 09:22

To: Stephen Tautz; Simon Hill

Subject: Chairman of the remuneration panel

Dear Both,

Could you ask the chairman of the remuneration panel to contact me at some point when he is doing the review of the chair of standards. I would like to give my view to them.

Kind Regards

Cllr Gavin Chambers

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FAMILY GROUP AUTHORITIES

ALLOWANCE	BROXBOURNE BOROUGH COUNCIL	BRENTWOOD BOROUGH COUNCIL	EAST HAMPSHIRE DISTRICT COUNCIL	EAST HERTS DISTRICT COUNCIL	EPHING 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	£4,300.00	£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	2,362.00	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 Staff Appeals Panel (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£110 (per meeting)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairmen of Licensing Committee (or equivalent)	£2,092.00	Not identifiable from Scheme	£692.00	Not identifiable from Scheme	£500.00	£3,137.00	£1,587.00	£3,575.00
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£1,862.00 (divided by number of meetings)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
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 (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
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
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 Staff Appeals Panel (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
Chairmen of Licensing 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
Chairmen of Licensing Sub-Committee (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 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 (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
Chairman of Constitution Working Group	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
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 DISTRICT 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 Staff Appeals Panel (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
Chairmen of Licensing 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 Constitution Working Group	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 Sub-Committee (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 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 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 Staff Appeals Panel (or equivalents)	No equivalent in Scheme	No equivalent in Scheme						
Chairmen of Licensing Committee (or equivalent)	£4,300.00 £2,029.00	£3,750.00						
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Audit and Governance Committee (or equivalent)	£4,300.00	Not identifiable from Scheme						
Chairmen of Select Committees(or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairmen of 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						