



Epping Forest District Council

MEMBER REMUNERATION PANEL **Thursday, 29th November, 2018**

You are invited to attend the next meeting of **Member Remuneration Panel**, which will be held at:

Committee Room 2, Civic Offices, High Street, Epping
on Thursday, 29th November, 2018
at 6.30 pm .

Derek Macnab
Acting Chief Executive

Democratic Services
Officer

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Members:

T Finn, D Jackman and S Lye

1. REMUNERATION PANEL - APPOINTMENT OF MEMBER (Pages 3 - 36)

To welcome Tina Finn to membership of the Remuneration Panel.

At its meeting on 1 November 2018, the Council formally ratified the appointment of Mrs. Finn to membership of the Panel. Members may wish to consider the following information as an induction to the role and responsibilities of the Panel, for Mrs. Finn:

- (a) guidance issued by the former Department for Communities and Local Government (DCLG) in relation to members' allowances and Remuneration Panels; and
- (b) the Council's Members' Allowances Scheme for the 2018/19 municipal year.

2. ELECTION OF CHAIRMAN

To elect a Chairman of the Panel for the duration of the meeting. There is no appointed Chairman of the Panel, as the appointment of a Chairman is agreed at each meeting.

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda for the meeting, pursuant to the

Council's Code of Member Conduct.

5. TERMS OF REFERENCE

To note the following terms of reference of the Remuneration Panel:

'To assess the level of allowances, special responsibility allowances and other payments for members of the Council carrying out the following functions and report to the Council for determination:

- the Chairman and Vice-Chairman of the Council;
- the Leader and Deputy Leader of the Council;
- Portfolio Holders;
- the Chairman and Vice-Chairman of the Overview and Scrutiny Committee;
- the Chairmen and Vice-Chairman of Regulatory, Area and other Committees and Working Groups; and
- other Members of Council.'

6. MINUTES OF PREVIOUS MEETING (Pages 37 - 42)

To confirm the minutes of the meeting of the Panel held on 30 October 2017.

7. MEMBERS' ALLOWANCES SCHEME - ANNUAL REVIEW 2019/20 (Pages 43 - 52)

To consider the attached report.

8. ANY OTHER BUSINESS

To consider any additional items of business for the meeting.

9. DATE OF NEXT MEETING

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

Guidance on members' allowances for local authorities in England

On 5th May 2006 the responsibilities of the Office of the Deputy Prime Minister (ODPM) transferred to the Department for Communities and Local Government.

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Contents

1. Introduction
2. Main statutory provisions
3. What allowances can be paid?
4. The independent remuneration panel
5. The work of the panel
6. Making a scheme of allowances
7. Publicity

1. Introduction

This guidance is issued to English county councils, English district councils and London borough councils. All subsequent references to "local authorities" and "councils" in this guidance are, unless the context requires otherwise, references to these councils. The guidance deals with:

- the allowances which can be paid to elected members of these local authorities under the [Local Government and Housing Act 1989](#): and
- the establishment and maintenance of independent remuneration panels.

This guidance contains a combination of description of the main statutory provisions, statutory guidance (under section 18(5A) of the Local Government and Housing Act 1989, "the 1989 Act") to which local authorities must have regard and non-statutory guidance. The statutory guidance to which local authorities must have regard is presented in bold text with a "tick" in the left hand margin to distinguish it from the descriptive text and non-statutory guidance.

Issue date: 9th April 2001

2. Main statutory provisions

1. Section 18 of the 1989 Act, as amended by section 99 of the [Local Government Act 2000](#) ("[the 2000 Act](#)"), makes provision in relation to allowances and pensions for members of local authorities. Regulations have been made under this section requiring local authorities to make a scheme of allowances for their members and to establish and maintain a panel to make recommendations to the council about the scheme. The relevant regulations are:

- [The Local Authorities \(Members' Allowances\) Regulations 1991 No. 351, "the 1991 Regulations"](#)
- [The Local Authorities \(Members' Allowances\) \(Amendment\) Regulations 1995 No. 553](#)
- [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2001 No.1280](#)

2. The 1991 Regulations provide that it is for each local authority to decide its scheme and the amounts to be paid under that scheme. [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2001](#) ("[the 2001 Regulations](#)") require councils to establish and maintain an independent remuneration panel which will broadly have the functions of providing the local authority with advice on its scheme and the amounts to be paid. Local authorities must have regard to this advice.

3. The approach, therefore, is one where questions as to the amounts payable to members are matters for local determination. In this way, councils can take full account of their particular circumstances, including the precise form of their new constitution, and be directly accountable to their electorate. This accountability is sharpened through each council being advised on its own allowances scheme by a local panel whose members are required to be independent.

4. Section 99(4) of the 2000 Act inserts subsection (1A) into section 18 of the 1989 Act which abolishes attendance allowance in relation to the local authorities to which this guidance is issued. The Government does not intend to make an Order under section 108(5) of the 2000 Act commencing this provision. Therefore, in accordance with section 108(4), section 99(4) will come into force on 28 July 2001. When section 18(1A) of the 1989 Act comes into force this will remove the Secretary of State's powers to make provision in Regulations for payment of attendance allowance by English county councils and district councils and London borough councils. Any provision in the [Local Authorities \(Members' Allowances\) Regulations 1991](#) which enable English county councils and district councils and London borough councils to pay attendance allowance will consequently automatically fall. Therefore, from 28 July 2001 such councils will no longer be able to pay attendance allowance.

5. The 2001 Regulations make transitional provision for local authorities which have included an attendance allowance in their scheme of allowances which has effect from 1 April 2001. The payment of attendance allowances will not be possible on or after 28 July 2001. In such a case it will be open to a local authority, during the course of 2001-2002, to revoke its scheme of allowances and replace it with a new scheme. Such a new scheme may be brought into effect at any time in that year and will run to 31 March 2002. A local authority making such a new scheme will be required to first obtain advice from its independent remuneration panel.

6. Accordingly, such a local authority will need to have established its panel in good time before it considers making the new scheme.

7. Local authorities must include in their scheme of allowances a basic allowance, payable to all members, and may include provision for the payment of special responsibility allowances. By virtue of the amendments made to section 18 of the 1989 Act by section 99 of the 2000 Act regulations can now be made to allow the inclusion of a childcare and dependent carers' allowance within an allowances scheme. The 2001 Regulations now provide for the inclusion of such an allowance. This allowance is also discretionary.

8. In addition to the above, certain allowances are payable by local authorities under the Local Government Act 1972. Section 174 of that Act provides for the payment of travel and subsistence allowances and section 175 for the payment of allowances for attendance at certain meetings and conferences. Expenses for the chairman and vice chairman can be paid under sections 3 and 5 respectively.

9. The Government intends to review the allowances which continue to be paid under the Local Government Act 1972 (but not the expenses for chair and vice chair). This guidance does not cover these allowances and expenses except to the extent that a council may wish to ask its panel for informal advice on these matters.

10. The Government intends to make regulations under section 7 of the Superannuation Act 1972 which, by virtue of section 99(1) of the 2000 Act, will make provision for or in connection with the provision of pensions, allowances or gratuities to certain members of a local authority. It also intends to make regulations under sections 18(3A), (3B) and (3C) of the 1989 Act in connection with the role of independent remuneration panels in advising councils about which of their members should be entitled to pensionable remuneration.

11. The Government intends to consult widely on its detailed proposals for these regulations. The Government is currently minded that these regulations should provide that pensionable remuneration through the Local Government Pension Scheme should be available to the members of a local authority's executive and certain chairs of its overview and scrutiny committees. It is also minded that the regulations should provide that a member's remuneration should be pensionable only where a panel has made a recommendation to that effect.

3. What allowances can be paid?

12. In summary, the allowances which are or may be payable to elected members of local authorities are as follows:

- basic allowance
- special responsibility allowance
- attendance allowance (until 28 July 2001)
- childcare and dependent carers' allowance
- travel and subsistence allowances
- conference and meetings allowance

Basic allowance

13. Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members. The allowance must be the same for each councillor. The allowance may be paid in a lump sum, or in instalments through the year.

14. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

Special responsibility allowance

15. Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. The authority, or the panel, has to identify the special responsibilities for which the allowance is to be paid, and the amounts of allowance to be paid for each such responsibility.

16. Where one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.

17. The 1991 Regulations provide that special responsibility allowances may be paid for special responsibilities within one or more of the following categories:

- membership of the executive where the authority is operating executive arrangements
- acting as leader or deputy leader of a political group within the authority
- presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- representing the authority at meetings of, or arranged by, any other body
- membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods

- acting as spokesperson of a political group on a committee or sub-committee of the authority
- such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above whether or not that activity is specified in the scheme.

Childcare and dependent carers' allowance

18. A scheme of allowances may also include the payment of a childcare and dependent carers' allowance to those councillors who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties. These duties are specified in the 2001 Regulations and are as follows:

- a meeting of the executive
- a meeting of a committee of the executive
- a meeting of the authority
- a meeting of a committee or sub-committee of the authority
- a meeting of any other body to which the authority makes appointments or nominations, or
- a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations
- a meeting which has *both* been authorised by the authority, a committee or subcommittee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of [the Education Act 1996](#).

4. The independent remuneration panel

19. The 2001 Regulations provide for local authorities to establish and maintain an independent remuneration panel. The purpose of this panel is to make recommendations to the authority, or authorities in the case of a joint panel, about the allowances to be paid to elected members. In the case of a panel established by the Association of London Government (ALG), such a panel will make recommendations about the allowances to be paid to elected members in London borough councils. Independent remuneration panels will make recommendations about the level of basic allowance for all members, a recommendation about the special responsibilities for which a special responsibility allowance should be paid and the levels of these allowances, and a recommendation about childcare and dependent carers' allowance and the level of this allowance.

20. Any further reference to "the panel" will include a joint panel or a panel established by the ALG. Any further reference to "the appointing authority" will include appointing authorities in circumstances where a panel has been appointed by two or more local authorities, or, for a panel established by the ALG, to the London borough councils to whom that panel is making recommendations.

Setting up of an independent remuneration panel

21. Under the 2001 Regulations a local authority is required to establish and maintain an independent remuneration panel. The regulations come into force on 4 May 2001 and from that date local authorities will be under a duty to have regard to the recommendations of an independent remuneration panel when paying allowances.

22. A local authority may wish to begin the process of establishing the panel and making appointments to it in advance of this date.

23. From 4 May 2001 any decision of the local authority to amend a scheme of allowances, to revoke and replace such a scheme with a new one, and to make a new annual scheme must be taken having regard to the recommendations of an independent remuneration panel. The function of agreeing and adopting a scheme is a function of the whole council, whether an authority is operating executive arrangements or alternative arrangements.

24. The 2001 Regulations provide that, notwithstanding regulation 7(1) of the 1991 Regulations, a local authority may revoke and replace a scheme in the following circumstances:

- when attendance allowance has been included in a scheme but is no longer payable
- when a local authority is adopting a new constitution
- when a local authority changes the form of executive including its executive arrangements
- when a local authority is moving from executive arrangements to alternative arrangements or vice versa

25. Before adopting executive arrangements or alternative arrangements a local authority will need to have made a scheme of allowances tailored to those arrangements. A council should ensure that where this requires revoking and replacing an existing scheme, the independent remuneration panel is established in good time to consider the issues and to make recommendations.

26. Where a local authority has anticipated the adoption of a new constitution in their scheme of allowances the council may consider it is not necessary to amend, or revoke and replace the scheme. In such cases the scheme can continue until it requires amendment or replacement. The council will need, however, under the 2001 Regulations, to begin the process of establishing and appointing a panel from 4 May 2001, if a panel is not already in place.

27. Two or more local authorities are able under the 2001 Regulations to establish and maintain a joint independent remuneration panel to advise them on their schemes.

28. Such a panel may make separate recommendations to the appointing authorities. Local authorities should consider whether establishing such a joint panel would be an appropriate and cost effective arrangement in their local circumstances. In particular, where councils are considering a joint panel they will need to ensure that it would command public confidence in the areas of the local authorities concerned.

29. The 2001 Regulations also provide for the ALG to establish and maintain an independent remuneration panel to make recommendations to London borough councils on their allowances schemes. Where the ALG has established such a panel to make recommendations to London borough councils, and where a particular London borough council chooses to have regard to these recommendations, it is not required to establish its own panel (or joint panel), although it may do so if it so chooses.

Appointment of the panel

30. The 2001 Regulations require that independent remuneration panels have at least three members.

31. A local authority will need to consider the appropriate size for its panel to discharge its functions effectively given the particular local circumstances. Councils should avoid unduly large panels which would be unable to be an effective and publicly accountable source of clear recommendations.

32. The members of the independent remuneration panel cannot be elected members of any local authority. Anyone who would be disqualified from being an elected member of a local authority (see section 80 of the Local Government Act 1972) is also disqualified from being a member of an independent panel.

33. The 2001 Regulations do not specify how a local authority may go about finding members of its remuneration panel. A local authority will need to consider carefully and plan its

appointments process having regard to this guidance and the need to ensure that this process commands public confidence throughout all the communities in the local authority's area.

34. The council should adopt an appointments process which it considers is best able to result in the membership of its independent remuneration panel being truly independent, well qualified to discharge the functions of the panel and representative of the diversity of the communities in the local authority's area.

35. Local authorities may wish to advertise for candidates in local papers or may wish to ask particular stakeholders, eg the voluntary sector or the local business community, if they wish to put forward candidates. Councils may consider it best to use a combination of advertising and inviting the putting forward of candidates. In all cases the local authority will need to ensure that its appointment process is open to public scrutiny.

36. A local authority should give very serious consideration not only to ensuring the independence of its independent remuneration panel but also the public perception of this independence. To maintain the credibility of its panel a local authority will need to consider the extent to which some, if not all, of its panel members are recognisable members of the local community. Political appointments, and appointments which are made through friendship or any other personal association of any members of the council, should always be avoided.

37. Local authorities should consider very carefully the extent of any candidate's connections to a political party and whether these are such as to risk the effective discharge of the panel's functions were the candidate to be appointed.

38. In appointing its panel, a local authority should consider candidates' knowledge of local government and the way it works although lack of familiarity with the functions of councils should not be a bar to appointment.

39. The local authority will need to consider whether to appoint one member of the independent remuneration panel as chair, or whether to allow the panel itself to decide which of its members will act as chair.

40. The local authority will need to consider the term of office of members of the panel. The panel will be required to make recommendations to the council whenever the council decides to, within the limits of the law, either revoke or amend its current scheme. The panel may become more effective as its knowledge and understanding of members' allowances is increased.

41. Accordingly, local authorities may wish to consider appointing members of the panel for a term of office of several years, perhaps 3-5 years. Local authorities may also wish to consider phasing appointments to ensure that there is always one member of the panel who has some experience. Transitionally, on setting up the independent remuneration panel this would need different periods of office. This could be achieved by differing lengths of appointment. A local authority will also need to consider the relationship between appointment dates and the electoral cycle and the benefits of continuity in the panel's membership.

42. Local authorities will wish to ensure that the terms and conditions of appointment of members of the independent remuneration panel include provision for circumstances where

the local authority may wish to remove a discredited member from the panel. For example, a member of the panel may become discredited due to being found guilty of a criminal offence. The local authority will wish to ensure that this provision to change panel members is not itself abused for political or vexatious ends.

43. The time commitment of members of the panel will vary but it is likely that members will need to meet on a number of occasions when determining their recommendations for a new scheme. Local authorities will need to consider the likely time commitment they expect and should make this clear to candidates before appointments are made.

44. The 2001 Regulations provide that the local authority is able to pay allowances to panel members. These allowances are a matter for the local authority to determine. The local authority should tell prospective panel members about these allowances before they are appointed.

45. The local authority should provide the panel with appropriate administrative support.

5. The work of the panel

46. The 2001 Regulations provide for independent remuneration panels to have the following functions:

- to make recommendations to the authority as to the amount of basic allowance which should be payable to its elected members
- to make recommendations to the authority about the roles and responsibilities for which a special responsibility allowance should be payable and as to the amount of each such allowance
- to make recommendations as to whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined.

47. The local authority will need to ensure that the panel is clear about its remit and the timetable in which it is working. The local authority will need to provide the panel with information about the roles of councillors in the authority and the way in which the authority operates and discharges its functions. The panel will need information about the business of the council.

48. The panel will need to have regard to this information. In addition, the panel may itself consider recent research on the role of councillors, or perhaps seek information about the work of other independent remuneration panels.

49. The council should provide the panel with the necessary resources to do this where it so chooses and should also provide the panel with copies of this guidance.

50. The independent remuneration panel will need to take into account this guidance, in particular the factors highlighted in paragraphs 51-63 below, when making its recommendations to the council.

6. Making a scheme of allowances

51. In making the scheme of allowances a council should have regard to factors and issues in paragraphs 52-63 below.

Basic allowance

52. Paragraph 14 describes the sorts of things basic allowance is intended to cover. Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

53. It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.

54. The local authority may wish to agree an index for remuneration. They may chose to be guided by the LGA daily rate which is based on the national (male) median white-collar wage. Alternatively, they may wish to look at local and regional wage rates as these may seem more appropriate as measures for the allowances paid to members of its community. Local authorities may also wish to consider the allowances and remuneration which is paid to other members of the voluntary sector eg members of local health trusts.

Special responsibility allowance

55. Special responsibility allowance may be paid to those members of the council who have *significant* additional responsibilities, over and above the generally accepted duties of a councillor. These special responsibilities must fall into one of the categories which are specified in the 1991 Regulations and which are detailed at paragraph 17 above.

56. The 1991 Regulations do not limit the number of special responsibility allowances which may be paid, nor do the regulations prohibit the payment of more than one special responsibility allowance to any one member.

57. However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance.

58. It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance

should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which a special responsibility allowance should be recommended.

59. In addition, any particular local authority will need to look carefully at the nature of its constitution when determining its scheme. New arrangements will mean that there are inevitable changes in the positions of responsibility on the council, both in terms of number and workload. Some councillors will be spending significantly more of their time on council duties than has ever previously been the case. On the other hand, changes in the traditional committee structure will mean that there are far fewer committees and, as a consequence, fewer councillors engaged as chairs and vice-chairs of numerous committees.

60. In a case where a local authority has agreed that the holder of the chair of its overview and scrutiny committees should be rotated, that local authority will need to assure itself of the additional responsibilities of the temporary chairs before determining what allowances to recommend.

61. Having determined which duties should be acknowledged as significant additional responsibilities, the local authority will need to consider the levels of special responsibility allowance which are attached to each post. A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance. One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

Childcare and dependent carers' allowance

62. This is a new allowance. The panel may recommend that such an allowance is made available to elected members of the authority. It may also recommend a level for this allowance.

63. Local authorities will wish to consider whether this allowance should be set at an hourly rate which may vary depending on the sort of care which has been required. They may wish to consider whether the allowance should be subject to a maximum cap or alternatively, whether the allowances paid will be equal to the costs incurred.

7. Publicity

64. The 2001 Regulations place certain duties on local authorities in connection with publicising the recommendations made by their independent remuneration panel, their scheme of allowances and the actual allowances paid to members in any given year. These requirements replace, for local authorities to which the guidance applies, the provisions in regulation 26A of the 1991 Regulations.

65. The 2001 Regulations require that as soon as reasonably practicable after receiving a report from their panel which sets out the panel's recommendations, local authorities must ensure that copies of the report are available for inspection at their principal office at all reasonable hours. Local authorities must also, as soon as reasonably practicable after they receive the report, publish a notice in at least one newspaper circulating in their area which:

- states that the authority have received recommendations from an independent remuneration panel about their scheme of allowances
- states that copies of the report detailing the panel's recommendations are available for inspection at their principal office at all reasonable hours
- states the address of their principal office
- describes the main features of the panel's recommendations including the amounts of allowances the panel has recommended should be payable to their elected members.

66. The 2001 Regulations also require that members of the public may take copies of the panel's report on payment of such reasonable fee as the local authority may determine.

67. In respect of a local authority's scheme of allowances the 2001 Regulations require that as soon as reasonably practicable after determining a scheme of allowances, local authorities must ensure that copies of the scheme are available for inspection at their principal office at all reasonable hours. Local authorities must also, as soon as reasonably practicable after determining the scheme, publish a notice in at least one newspaper circulating in their area which:

- states that the authority has adopted a scheme of allowances and the period for which that scheme has effect
- states that copies of the scheme are available for inspection at their principal office at all reasonable hours
- states the address of their principal office
- describes the main features of the scheme including the amounts of allowances payable to elected members under the scheme in respect of that authority
- states that in determining the scheme the authority had regard to the recommendations of an independent remuneration panel
- describes the main features of the panel's recommendations including the amounts of allowances the panel has recommended should be payable to their elected members.

68. The 2001 Regulations also require that members of the public may take copies of the scheme on payment of such reasonable fee as the local authority may determine.

69. The final publicity requirement in the 2001 Regulations is that as soon as reasonably practicable after the end of a year to which a scheme relates, local authorities must make arrangements for the publication in their area of the total sum paid by it to each member in respect of basic, special responsibility and childcare and dependent carers' allowances (and for 2001-2002 any payments of attendance allowance made to each member).

70. All these publicity requirements are statutory minimum requirements. Local authorities should publicise more widely the report from their panel, their scheme of allowances and the sums paid to each member. This should include, where possible, publishing this information on their website and in the council's own newspaper (where they have one). Local authorities may also wish to consider including in their notice some detail about the responsibilities of elected members and the duties and time commitment which the basic allowance is intended to remunerate.

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 25 May 2018 to 26 May 2019.

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 26 May 2019.

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.
- 5.4 Claims for the payment of business and/or home to office mileage may be made by members that have been driven to the approved duty giving rise to the claim, other than by way of taxi or other form of public transport, subject to the Council's usual checks and controls and the provision of appropriate VAT receipts.

6. Child Care and Dependant Carers' Allowances

- 6.1 The maximum rate for this allowance shall be set at a rate equivalent to the current National Living Wage.
- 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. Up-rating 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
Chairman of the Council	£10,750.00
Vice-Chairman of the Council	
Leader of the Council	£10,750.00
Cabinet Members	£6,450.00 (each)
Chairman of the District Development Management Committee	£3,225.00
Chairmen of the Area Plans Sub-Committees	£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	£2,225.00 (allocated according to the number of meetings chaired 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 Overview and Scrutiny Select Committees	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 per meeting held each year
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	£500.00 per annum
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00 per annum
Co-opted members of the Audit and Governance Committee	£500.00 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500.00 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 full amount of the Basic Allowance is £4,300.00 per member, per annum.
- 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.
- 3.2 The Special Responsibility Allowance applicable to the chairmen of the Standards Committee and the Staff Appeals Panel is applied on a 'per-meeting' basis and is paid in a single instalment at year-end.
- 3.3 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 and Customs (HMRC) deems a councillor’s workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping. From April 2016, ‘Home to Office Mileage’ is no longer subject to tax and national insurance deductions, provided that the distance between a councillor’s home and the Civic Offices is no more than 20 miles.

7.4 If the upper rate of mileage is also claimed (any amount above 45p per mile) this part of the payment will be treated as a taxable benefit and national insurance will be deducted. A petrol/diesel VAT receipt will be required to be submitted with all claims before payment can be made, which must predate the first date of mileage on the submitted claim. The receipt must also be dated within a reasonable timeframe of the first journey for which a claim is made.

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

7.5 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

7.6 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 their 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
October 2016	S. Tautz (Democratic Services Manager)	Remuneration Panel (28/9/16) Council (20/12/16)	Review of Scheme for 2017/18 municipal year
November 2017	S. Tautz (Democratic Services Manager)	Remuneration Panel (30/10/17) Council (21/12/17)	Review of Scheme for 2018/19 municipal year

**SCHEME OF MEMBERS' ALLOWANCES -
STATEMENT CONCERNING IMPLEMENTATION 2018/19**

**The following scheme has been agreed for the period
from 25 May 2018 to 26 May 2019**

The Council decided at its meeting on 21 December 2017 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

BASIC ALLOWANCE	ANNUAL BASIC ALLOWANCE	IMPLEMENTATION OF BASIC ALLOWANCE
All Councillors	£4,300.00	£4,300.00 (100%)

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

DUTY	ANNUAL SPECIAL RESPONSIBILITY ALLOWANCE	IMPLEMENTATION OF SPECIAL RESPONSIBILITY ALLOWANCE
Chairman of the Council	£10,750.00 (total)	£8,600.00 (80%)
Vice-Chairman of the Council		£2,150.00 (20%)
Leader of the Council	£10,750.00	£7,875.00 (73%)
Cabinet members	£6,450.00 (each)	£6,300.00 (98%)
Chairman of the District Development Management Committee	£3,225.00	£2,362.00 (73%)
Chairmen of the Area Plans Sub-Committees	£3,225.00	£2,362.00 (73%)
Chairman of the Overview and Scrutiny Committee	£4,300.00	£3,150.00 (73%)

Chairman of the Licensing Committee	£500.00	£500.00
Chairmen of the Licensing Sub-Committees	£2,725.00 (allocated according to the number of meetings each year)	£1,862.00 (allocated according to the number of meetings each year) (73%)
Chairman of the Staff Appeals Panel	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Audit and Governance Committee	£2,150.00	£2,150.00
Chairmen of the Overview and Scrutiny Select Committees	£2,150.00	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Constitution Working Group	£500.00	£500.00

The amounts payable during the year for independent and co-opted members are:

Independent Persons affiliated to the Standards Committee	£500.00
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00
Co-opted members of the Audit and Governance Committee	£500.00
Co-opted independent members of an Overview and Scrutiny Committee	£500.00

A copy of the full scheme is available on request from Democratic Services, Civic Offices, High Street, Epping, CM16 4BZ.

EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Member Remuneration Panel **Date:** 30 October 2017
Place: Committee Room 2, Civic Offices, High Street, Epping **Time:** 6.30 - 7.45 pm
Members Present: D Jackman, S Lye
Apologies: Ms R Kelly
Officers Present: S Hill (Assistant Director (Governance)), S Tautz (Democratic Services Manager)

7. ELECTION OF CHAIRMAN

RESOLVED:

That D. Jackman be elected as Chairman of the Panel for the duration of the meeting.

8. DECLARATIONS OF INTEREST

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

9. MINUTES OF PREVIOUS MEETING (20.7.17)

RESOLVED:

That the minutes of the meeting of the Panel held on 20 July 2017 be taken as read and signed by the Chairman as a correct record, subject to the addition of the words 'with the exception of the Leader of the Council' after the words 'Many of the members present at the meeting considered that the duties of the Chairman were much more time consuming than other positions', in the eighth paragraph of Minute 21 (Chairman and Vice-Chairman of Council - Special Responsibility Allowance).

10. MEMBERS' ALLOWANCES SCHEME - ANNUAL REVIEW 2018/19

The Democratic Services Manager reminded the Panel that the annual review of the Council's Member Allowances Scheme commenced in September each year, in order to ensure that any recommendations for revision to elements of the Scheme could be considered by the time that the authority's budget was approved for the following financial year.

To commence the review process for 2018/19, a general invitation had 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. It was reported that one representation had been received as a result of such invitation.

Members' Allowances Scheme

The Democratic Services Manager reported that, at its meeting on 15 December 2016, the Council had agreed the implementation of 100% of the amount of Basic Allowance for each member with effect from the commencement of the 2016/17 municipal year, in line with the recommendations of the Panel over a number of years. It was noted that the Council had also agreed 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 Panel and that the level of such SRA should therefore be considered as part of the Panel's annual review of the Members' Allowances Scheme.

Basic Allowance

The Democratic Services Manager reported that, in considering the recommendations of the Panel in December 2016, the Council had agreed that no change be made to the payment of the full amount of Basic Allowance of £4,300.00 per member per annum to be included in the Members' Allowances Scheme, following an increase in the implementation rate of the Basic Allowance from 2016/17 in line with the recommendations of the Panel that the authority should implement 100% of the amount of Basic Allowance for each member, rather than the level of 80% previously applied.

The Panel did not consider it necessary to recommend any further changes to the application of Basic Allowance for 2018/19. However, members' considered that it would be appropriate to continue to revisit the application of Basic Allowance as part of the annual review of the Members' Allowances Scheme, notwithstanding that the implementation of any increase would be a matter for the Council to determine and that there remained a continued need for restraint in the setting of the authority's annual budget.

Special Responsibility Allowance

The Panel did not consider that it was necessary to make any changes to the Special Responsibility Allowance (SRA) applied to various member positions for 2018/19, as there had been no change in such responsibilities since the review of the Members' Allowances Scheme for the current year. However, the Panel wished to encourage the Council to increase the implementation level of the relevant allowances identified in the Members' Allowances Scheme, in order to achieve the full amount of each allowance as soon as possible.

Independent Members - Annual Allowance

The Panel considered comments submitted for consideration by Councillor G. Chambers (as Chairman of the Standards Committee), in relation to the level of allowance currently applied to independent members of the Standards Committee. Councillor Chambers had proposed that this be brought into line with the allowance presently applied to independent members of the Audit and Governance Committee. Members recognised that the independent persons appointed by the Council had an important role in advising the Standards Committee on standards matters and for working with the Monitoring Officer to determine whether complaints received about Members should be investigated. The Panel was therefore sympathetic to the proposal made by Councillor Chambers and considered that, with effect from the

commencement of the 2018/19 municipal year, the level of the annual allowance applied to the position of independent members of the Standards Committee, should be increased to £500.00 per annum.

Whilst Councillor Chambers had also proposed that the annual allowance applied to members of the Remuneration Panel similarly be increased to £500.00 per annum, the Panel did not consider that this was justified.

Special Responsibility Allowance – Vice-Chairmen of Committees

The Panel considered a proposal of Councillor Chambers, that SRA be applied to the position of vice-chairmen of committees etc., to reflect the occasional need for such members to chair meetings in the absence of the appointed chairman. Although the Panel recognised that it was often necessary for a vice-chairman to chair a specific meeting, members considered that SRA should continue to only be paid to councillors that held the special responsibilities identified in the Members' Allowances Scheme, as the allowance was designed to reflect the additional responsibilities of those office holders and was not intended to be calculated or applied on a 'per-meeting' basis. As the application of an additional SRA to the vice-chairmen of committees etc. would have implications for the Council's budget for members' allowances for 2018/19 and future years, the panel did not consider that this approach was justified.

Special Responsibility Allowance - Area Plans Sub-Committees

The Panel considered a proposal of Councillor Chambers that the SRA currently applied to the position of the chairmen of the Area Plans Sub-Committees should be reviewed, as meetings of the Sub-Committees could be lengthy and difficult to chair. Whilst the Panel appreciated that meetings of the three Area Plans Sub-Committees were held monthly during each municipal year and that, from recent experience, it has been necessary to bring forward the start time of some meetings to ensure the efficient transaction of business, members believed that SRA should continue to only reflect the additional responsibilities of specific office holders, rather than the frequency, duration or relative complexity of meetings.

The Panel was conscious that any increase in the application of SRA for the chairmen of the Area Plans Sub-Committees would need to be consistent with other similar positions, such as the chairmen of the District Development Management Committee and the Overview and Scrutiny Committee and would have implications for the Council's budget for members' allowances for 2018/19 and future years. Members did not therefore consider that this approach was justified.

Travelling and Subsistence

The Panel considered a proposal of Councillor Chambers that the process for claiming reimbursement of travel costs incurred on the Council's business should be reviewed, as he considers that this was a time consuming process and that use of 'contactless' methods of payment on the London Underground did not provide evidence of travel and encourage the use of public transport. Councillor Chambers had additionally suggested that the current system for the payment of travel costs be replaced with a one-off annual average travel allowance linked to actual attendance at meetings, which would generate savings in officer time for the administration of claims.

The Democratic Services Manager reminded the Panel that, whilst the Council's administrative processes for the reimbursement of travel costs incurred by members

were outside the scope of its responsibilities, the use of 'contactless' methods of payment on the London Underground could provide evidence of travel to satisfy the Council's requirements for the validation of claims, when debit/credit cards and 'Oyster' cards were registered for use on services provided by Transport for London (TfL). The Panel considered that the introduction of an annual average travel allowance linked to actual attendance at meetings would vary according to the number of approved duties attended by each member and that such arrangement would require additional time on the part of officers to process the payment of claims, payment for which would need to be made at year-end, rather than on a quarterly basis.

Although the Panel did not consider that this approach was justified, members requested that the Director of Governance include an article in the Council Bulletin outlining the validation requirements for travel claims, particularly with regard to the use of TfL services.

Chairman and Vice-Chairman of Council - Special Responsibility Allowance

Subsequent to its previous discussions with the current Chairman and Vice-Chairman of the Council and serving past-Chairmen in relation to the current application of SRA in terms of the responsibilities of the Chairman and Vice-Chairman, the Panel gave further consideration to the appropriate level of SRA for these positions.

The Panel sought to 'rank' the relative importance of the Chairman and Vice-Chairman of Council, in comparison with positions such as the Leader of the Council, Portfolio Holders and the chairmen of Committees and Panels etc. and considered that the responsibilities of the Chairman of the Council broadly equated to those of the Leader of the Council, specifically in terms of the importance of the Chairman's civic and ceremonial role and position as the First Citizen of the District. The Panel noted that those members that had provided personal experience with regard to the role and responsibilities of the Chairman and the current application of SRA, generally regarded the roles of Chairman and Leader of the Council as having similar levels of responsibility, albeit across significantly different roles.

The Panel expressed concern that some serving past-Chairman had indicated that the current application of SRA had not always adequately met expenses incurred in undertaking duties as Chairman of the Council and that some chairmen may therefore have incurred personal financial expenditure for which they may not have been recompensed by the authority.

The Panel considered that, from the 2018/19 municipal year, the annual SRA applied to the positions of the Chairman and Vice-Chairman of the Council should be £10,750.00 in total, to match the annual SRA for the Leader of the Council, although this was currently applied at £7,875.00 per annum (73%). The Panel proposed that this amount should be implemented on the basis of an 80:20 split, with the Chairman of the Council receiving £8,600.00 per annum and the Vice-Chairman receiving £2,150.00 per annum. These proposals meant that the annual SRA for the Chairman of the Council would increase by £840.00 and the SRA for the Vice-Chairman would reduce by £890.00. However, in the normal course of events whereby a member acceded to the position of Chairman of the Council after a year in office as Vice-Chairman, the total SRA applied to the postholder for the two-year period of their civic appointment, would therefore match that applied annually to the position of Leader of the Council. The net effect of the proposal of the Panel would result in an overall reduction of £50.00 in the current total allowance for the Chairman and Vice-Chairman of the Council.

Travelling and Subsistence

The Director of Governance advised the Panel that, over the course of the last year, a travel claim has been made by one member of the Council did not drive and that their spouse usually drove them to and from the Civic Offices to attend meetings or for other approved duties etc. The Panel noted that there was currently no specific provision within the Members' Allowances Scheme that covered this issue and the Scheme didn't state that a member had to have driven themselves to a meeting or other duty in order for a claim to be considered valid. To ensure consistency in the consideration of claims the Panel considered that an addition should be made to Section 5 (Travelling and Subsistence) of the Members' Allowances Scheme, to address this particular issue.

The Panel expressed its appreciation for the support and assistance received from the Assistant Director (Governance) and the Democratic Services Manager in undertaking the annual review of the Members' Allowances Scheme.

RESOLVED:

- (1) That the following recommendations be made to the Council at its meeting on 21 December 2017, in connection with the review of the Members' Allowances Scheme for 2018/19:

Basic Allowance

- (a) That, for the 2018/19 municipal year, no change be made to the level of Basic Allowance of £4,300.00 per member per annum, currently included in the Council's Members' Allowances Scheme;

Special Responsibility Allowance

- (b) That, for the 2018/19 municipal year, no change be made to the application or implementation of the Special Responsibility Allowances currently included in the Members' Allowances Scheme;
- (c) That the Council be encouraged to increase the implementation level of Special Responsibility Allowance applied to the responsibilities identified in the Members' Allowances Scheme, in order to achieve the full amount of each allowance as soon as possible;

Chairman and Vice-Chairman of Council

- (d) That from the 2018/19 municipal year, the annual total Special Responsibility Allowance for the positions of the Chairman and Vice-Chairman of the Council be £10,750.00, to be applied as follows:
 - Chairman of the Council - £8,600.00 per annum (80%); and
 - Vice-Chairman of the Council - £2,150.00 per annum (20%);
- (e) That from the 2018/19 municipal year, the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council be included within the Members' Allowances Scheme;

Independent Members

- (f) That, with effect from the commencement of the 2018/19 municipal year, the level of the annual allowance applied to the position of independent members of the Standards Committee, be increased to £500.00 per annum;

Travelling and Subsistence

- (g) That the following addition be made to Section 5 (Travelling and Subsistence) of the Members' Allowances Scheme (to be numbered paragraph 5.4):

'Claims for the payment of business and/or home to office mileage may be made by members that have been driven to the approved duty giving rise to the claim, other than by way of taxi or other form of public transport, subject to the Council's usual checks and controls and the provision of appropriate VAT receipts'.

Members' Allowances Scheme

- (h) That, subject to the above recommendations and other administrative matters set out in this report, the Members' Allowances Scheme and Guidance for 2018/19 attached as Appendix 1 to these minutes, be adopted and implemented with effect from 25 May 2018;
- (i) That the Statement of Implementation of the Special Responsibility Allowances set out in the Members' Allowances Scheme, attached as Appendix 2 to these minutes, be agreed;
- (2) That no other changes be made to elements of the Members' Allowances Scheme for 2018/19; and
- (3) That the report of the Panel be presented to the Council meeting by S. Lye.

11. ANY OTHER BUSINESS

It was reported that there was no other business for consideration at the meeting.

12. DATE OF NEXT MEETING

The Panel agreed that its next meeting be held on a date to be arranged during October 2018, to commence the review of the Members' Allowances Scheme for 2019/20.

CHAIRMAN

Report to Remuneration Panel

Date of meeting: 29 November 2018

Subject: Members' Allowances Scheme – Annual Review 2019/20

Democratic Services Officer: S. Tautz (01992) 564180

Recommendations/Decisions Required:

- (1) That the Panel consider the issues set out in this report and agree any recommendations to be made to the Council in connection with its review of the Members' Allowances Scheme for 2019/20;**
- (2) That the award of Special Responsibility Allowance for the Chairman of the Staff Appeals Panel be removed from the Members' Allowances Scheme from the 2019/20 municipal year; and**
- (3) That the Panel agree arrangements for the presentation of its report and recommendations with regard to the review of the Members' Allowances Scheme to the Council, at its meeting to be held on 20 December 2018.**

Report:

1. As the Panel will be aware, it undertakes a review of Epping Forest District Council's Members' Allowances Scheme each year, to ensure that any recommendations for revision to elements of the Scheme can be considered alongside the preparation of the authority's budget for the following financial year. The current Members' Allowances Scheme, for the 2018/19 municipal year, was adopted by the Council at its meeting on 21 December 2017 and is attached as an appendix to a previous item on this agenda.

Members' Allowances Scheme

2. In considering the recommendations of the Panel in December 2017, the Council agreed that no change be made to the payment of the full amount of Basic Allowance of £4,300.00 per member per annum to be included in the Members' Allowances Scheme for 2018/19. An increase in Basic Allowance was introduced from 2016/17 in line with the recommendations of the Panel over several years, that the authority should implement 100% of the amount of Basic Allowance for each member, rather than the level of 80% previously applied. For 2018/19, one member has continued to request that their payment of Basic Allowance remain at the lower level applied by the Council up to the end of the 2015/16 municipal year.
3. As the Panel will be aware, the Council agreed in December 2015 that, from the 2016/17 municipal year, consideration of the amount of Special Responsibility Allowance (SRA) applied to the positions of the Chairman and Vice-Chairman of the Council be added to the responsibilities of the Remuneration Panel. Whilst no recommendations in this regard were made for 2018/19, the level of such SRA should therefore be considered as part of the Panel's review of the Members' Allowances Scheme for 2019/20. This element of the Scheme is covered later in this report.
4. As part of the review process for 2019/20, a general invitation was extended to all elected members on behalf of the Panel, to express any suggestions or concerns about the current operation of the Members' Allowances Scheme. Representations arising from such invitation have been received from one member (Councillor R. Brookes) and

are attached as Appendix 1 to this report. The issues raised in Councillor Brookes' submission are addressed in the following paragraphs of this report, together with the comments of the Service Director (Governance and Member Services).

5. 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.

(a) Group Leaders

6. Councillor Brookes has suggested that Special Responsibility Allowance (SRA) should be made to the leaders of the constituted political groups on the Council, to recognise the time commitment required of Group Leaders. In support of her submission, Councillor Brookes has suggested that two particular Group Leaders (Councillor J. M. Whitehouse (Leader of the Liberal Democrat Group) and Councillor C. P. Pond (Leader of the Loughton Residents Association Group)) have given a lot of extra time on panels and local plan workshops etc. and rarely miss meetings. Councillor Brookes considers that such commitment should be acknowledged by way of the award of annual SRA.

In response to this suggestion, the Service Director (Governance and Member Services would advise the Panel that Group Leader appointments are made by the constituted political groups and not by the Council and that Group Leaders have no formal role or responsibility within the authority. Formal meetings of Group Leaders, as a consultative body, were held during the period in which the Council had no overall political control, but are not currently held. The Group Leaders and Deputy Group Leaders are members of the Appointments Panel, which makes recommendations to the Council each year on nominations for appointment to committees etc. from the political groups and non-affiliated members and can claim normal travelling expenses for attendance at meetings of the panel, which are normally held on a maximum of two occasions in each municipal year.

It should be noted that some local authorities do award annual SRA to Group Leaders or the leaders of minority political groups. The results of the benchmarking exercise undertaken in September 2015 have been updated to reflect the annual SRA for Group Leaders (where awarded) and is attached as Appendix 2 to this report for the information of the Panel. In some instances, those authorities that award SRA to Group Leaders, appear to do so on the basis of the application of SRA to a single 'opposition' Group Leader, rather than the leader of each political group. Additionally, some authorities Only apply SRA to Group Leaders who do not form part of the administration.

The current political composition of Epping Forest District Council is as follows:

*Conservative Group: 39 members;
Loughton Residents Association Group: 13 members;
Green Party Group: 2 members;
Liberal Democrat Group: 2 members; and
Independent councillors not affiliated to a political group: 2 members.*

The Panel has previously agreed (June 2011) that no steps be taken to introduce a supplement to the Basic Allowance to be paid to Councillors attending a specified number of meetings, in view of the difficulty involved in drawing up a workable scheme that can be monitored efficiently.

(b) Special Responsibility Allowance - Staff Appeals Panel

7. At its meeting in September 2018, the Council adopted a new Staff Appeals Procedure Policy, which has resulted in the cessation of the operation of the Staff Appeals Panel.

8. The Members' Allowances Scheme currently provides for the award of Special Responsibility Allowance (SRA) of £110.00 to be made to the Chairman of the Staff Appeals Panel for every meeting held during each municipal year. As a result of the cessation of the operation of the Staff Appeals Panel, such SRA should be removed from the Members' Allowances Scheme from 2019/20.

Benchmarking

9. Following the implementation of the full amount of Basic Allowance from 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 (other than in respect of the proposed SRA for Group Leaders) has been undertaken. If the Panel wishes the benchmarking exercise to be fully updated, this can be considered at a future meeting.
10. The results of the benchmarking exercise undertaken in September 2015 are attached as Appendix 2 to this report.

Recommendations

11. 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 2019/20.
12. It is intended that the report of the Panel will be made to the Council at its meeting on 20 December 2018. The Panel is also therefore requested to agree which of its membership will present the report to the Council.

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Stephen Tautz

From: Rosemary Brookes [REDACTED]
Sent: 07 October 2018 19:54
To: Stephen Tautz
Cc: Democratic Services; Simon Hill
Subject: Comment on Allowances for Councillors

Dear Steve ,

I do hope I have just caught the deadline for comments . When I was first elected in May , 2008 we had a yellow paper presented at my first Council meeting about allowances . Of course , I was very green and I didn't quite realize what was being discussed . Cabinet members allowances went up and the group leader allowance was abandoned . Let me assure I have no aspirations in this direction but I do think this is very unfair . The Lib Dem group had nine members and at that time the LRA had six Councillors . We are in opposition and we know the administration keep almost all the paid posts to their own group but I have seen all the meetings and speeches people like Jon Whitehouse have put in over the years aswell my own group leader . It does carry a lot of work and I feel this should be receive some financial reward by so much per member as it used to be in the past . The fact that group leaders meetings have been almost abandoned at the moment doesn't mean that the extra effort responsibility shouldn't be acknowledged. Both Councillor Whitehouse and Councillor Caroline Pond have given a lot of extra time on panels ,not to mention countless local plan workshops . They rarely miss a meeting and this should be acknowledged.

Thank you .

Regards ,

Rose Brookes

Sent from my iPhone

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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 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	£110 per meeting	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	£500.00	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
Group Leaders	£3,342 (main opposition leader)	Not identifiable from Scheme	Not identifiable from Scheme	0.1 of BA for each fgroup member	No equivalent in Scheme	£66.00	£1,147.00	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 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
Group Leaders	£250.00	£140 & £55 for each Member of group	£1,358.00	3241 (main opposition leader)	£107 per member of group	£2,789.00	£3,692 (main opposition leader), £1,363 others	£3,225.00 (main opposition leader)

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 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
Group Leaders	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£2,000 & £220 for each group member	£200 for each group member (max £2,000)	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 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						
Group Leaders	£1,010 & £91 for each group member	3570 (main opposition leader), £2,040 others						