

**Report of the Herefordshire
Independent Remuneration Panel**

11 May 2017

Introduction

The regulatory context

1. The following is a synopsis of the proceedings and recommendations made by the independent remuneration panel (the Panel) appointed by Herefordshire Council to review the current Members' Allowances Scheme. The Panel has been set up and convened under the Local Authorities (Members' Allowances) (England) Regulations 2003 (SI1021) and subsequent amendments to the regulations (SI2003/1022 and SI 2003/1692 (the Regulations))
2. The Regulations require all local authorities to set up and maintain an independent remuneration panel to review and provide advice about the allowances to be paid to Members. All councils are required to convene their remuneration panel and have due regard to their recommendations before setting a new or amended Members' Allowances Scheme (the Scheme).

The Panel

3. Herefordshire Council's Independent Remuneration Panel consists of the following Members:

Gareth Blackett – interim Chief Executive of HVOSS.
Peter Brown – Chief Executive of Herefordshire Housing Limited
Richard Garnett – Director of eziserv Limited
4. Each of the Panel Members were appointed following a recruitment exercise the process for which was approved by Council on 23 May 2014.
5. The Panel were supported by a member of the democratic services team and the monitoring officer whose roles were to record proceedings, take the organisational lead in facilitating the process and provide objective support and advice.
6. The Panel prepared an online questionnaire for members to which 29 out of 52 Members responded, a summary of the responses is attached at Appendix 1. The Panel also met with Group Leaders on 7 March 2017. The Panel would like to record its gratitude to all those who provided evidence during the review.

Terms of Reference

7. At the meeting of the Independent Remuneration Panel held on 12 January 2017, the panel agreed its terms of reference as follows:
 - (i) The Panel has been convened to make recommendations to consider:-
 - a) The amount of the Basic Allowance for all Members.
 - b) Whether special responsibility allowances should be payable and the amount of such an allowance.
 - c) Whether childcare and Dependant Carers' allowance should be payable and the amount of such an allowance.

- d) Whether adjustments to the level of allowances should be determined according to an index, and if so, which index and how long that index should apply.
 - e) Whether payment of allowances should be backdated in cases where a scheme is amended at a time which would affect allowances payable in that year.
 - f) Whether travelling and subsistence allowances should be payable and the amount of such an allowance.
- (ii) The Panel were required to conduct their work in time for the council meeting scheduled for 19 May 2017 and will reconvene at such other times as may be required over the next 4 years.

Principles of the Review

8. The Panel decided that its deliberations should be underpinned by the following principles set out in the Councillors Commission, Members remuneration, models, issues, incentives and barriers, 2007:

Principles

- The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors
 - Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage
 - Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles
 - The system should be transparent, simple to operate and understand
 - The system should not encourage the proliferation of meetings or provoke councillors into spending more time on council business than is necessary.
 - The level of remuneration should relate to a commonly accepted benchmark
9. The Panel felt it important to benchmark their proposals against other comparative local authorities (Appendix 2) and took the view that its task was to make recommendations based on evidence and logical construct.

Panel proceedings

10. The panel met on three separate occasions as in the schedule below:

Date	Items considered
12 January 2017	Training presentation, online questionnaire and process for review, agreed terms of reference and principles for the review
7 March 2017	Consideration of the benchmarking evidence collated in relation to the Basic Allowance and Special Responsibility Allowances and the results of the Members online survey Meeting with the Group Leaders to consider their views on the Basic Allowance and Special Responsibility Allowance.
11 April 2017	Basic Allowance calculation

	<p>Agreeing recommendations for the Basic Allowance and Special Responsibility Allowance Considering the written information provided by the Group Leaders following the meeting on 7 March 2017.</p>
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11. At the outset of the review the panel agreed that it would make a decision on whether or not to conduct face to face meetings to gather evidence after the results of the survey had been received. All group leaders were invited to meet the panel. No other face to face meetings were convened.
12. In addition to the Members' survey, the Panel considered statistical data, benchmarking and advisory information. In considering the benchmarking information, the Panel acknowledged that each local authority had unique characteristics and measuring similarities was a very subjective process.
13. The Panel has laid out a summary of its deliberations in this report to assist Members and the public in understanding its approach, the options considered and how the panel arrived at its final recommendations.
14. The panel emphasises that its role is to undertake an independent review of the Herefordshire Council's Scheme of Allowances, with a view to determining the appropriate level of remuneration for the role of a Member based on the evidence. It is not within the panel's remit to take into consideration the budget implications of its recommendations.
15. The panel understands that the council has had to put in place stringent financial measures to address the budget pressures the authority faces. As such the panel acknowledges that in recommending any increase to the allowances there will be a budgetary impact.

Implementation and review

16. In reviewing the scheme of allowances, the panel recommends that its proposals are implemented from 19th May 2017.
17. At the outset of the review the panel were advised that there would be changes to the current governance structure from 19 May 2017 following adoption of the new constitution. The recommendations of the panel reflect the revised governance structure that will come into effect on 19th May.

<p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> 1. That the Members' Allowance Scheme be implemented following the 19th May 2017 council meeting 2. That the Independent Remuneration Panel be reconvened after 12 months of the implementation of the Members' Allowances Scheme to review the SRAs.

Basic allowance

18. In accordance with the Regulations, each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all elected Members of the authority. The Regulations set out that the Basic Allowance should reflect the following:

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

Having established what local councillors do and the hours which are devoted to these tasks local authorities will need to take a view on the rate at which and the number of hours for which a councillor ought to be remunerated”

19. The panel was advised that in accordance with statutory guidance, an element of the role of an elected councillor must be viewed as voluntary and unpaid.
20. In coming to its proposal in relation to the basic allowance, the panel considered that the existing calculation using the following facts was still appropriate, namely:
- (a) Time taken to carry out the role.
 - (b) The proportion of the allowance which is voluntary and unpaid
 - (c) Rate at which Members’ time should be valued.
 - (d) Any other items which should be included in the basic allowance.

Each of these aspects is outlined below.

Time taken to carry out the role

21. In order for the panel to assess the time taken to carry out the role the panel considered the results of the Member online survey of which there were 29 (out of 52) responses.
22. The respondents recorded survey showed that the average number of hours per month required to carry out the Member role was 95 hours.
23. The Panel’s recommendation to council in their last report of 22 May 2015 was that the role of a Member could be carried out in 90 hours per month. The Panel noted that 95 hours was an increase of 5 hours per month.
24. The Panel also considered the number of weeks worked in a year. The panel were advised that there were reduced committee meetings during August and the Christmas period.

The proportion of the allowance which is voluntary and unpaid

25. In order for the Panel to assess the time taken to carry out the role, the following evidence was gathered:
- I. A meeting with the group leaders on 7 March 2017, together with written evidence supplied by them.
 - II. All Member online survey (appendix 1) of which there were 29 responses

26. The Panel was unable to gain any conclusive evidence to support a specific percentage in respect of the voluntary part of the role. In the absence of any conclusive evidence and that a 50% and 33.3% voluntary discount had been approved at the council meeting in on 22 May 2015, the Panel decided that this percentage was still an appropriate proportion.

Rate at which Members' time should be valued

27. In order for the Panel to assess the rate at which Member time should be valued the following evidence was gathered
- I. A meeting with the Group Leaders on 7 March 2017, together with written evidence supplied by them
 - II. All Member online survey (appendix 1) of which there were 29 responses.
 - III. Benchmarking of the calculations used by English comparative local authorities
28. Looking at the benchmarking evidence, it was concluded that there was no consistent hourly rate used to calculate the Basic Allowance.
29. After discussion, the Panel agreed to use the 2016 Provisional Office of National Statistics (ONS) mean hourly earnings.

Calculating the Basic Allowance

30. The Panel concluded that the formula for calculating the Basic Allowance should be as follows:
- 90 monthly hours less a public services discount of 50% multiplied by the 2017 ONS mean hourly earnings multiplied by 12 (months)

$$((90 - 50\%) \times 15.72) \times 12 = \text{£}8,489$$

Any other items that should be included in the Basic Allowance

31. In order for the Panel to assess any other items that should be included in the Basic Allowance, the panel considered the All Member online survey (appendix 1) of which there were 29 responses.
32. Members raised the following items that the Panel felt compelled to consider as part of the Basic Allowance:
- I. Attendance at parish council meetings
 - II. Attendance at cabinet meeting
 - III. Incidental cost involved in conducting the role from their homes
33. The Panel considered each of the above points and concluded that all three items were included within the Basic Allowance.

Benchmarking

34. The Panel acknowledges that the proposed Basic Allowance of £8,489 represents an increase of 14.72% compared to the current Basic Allowance of £7,400.
35. The Panel recognises that, in isolation, this increase looks large. However, it believes it can be justified due to the following reasons:
 - I. Benchmarking showed that it was not out of line with other comparative authorities.
 - II. The Panel considered that a 45 hour per month role paid at ONS mean hourly earnings should not deter any individual from standing for Council at the May 2019 elections.

Further details of the above are as follows:

36. A comparison of the Basic Allowance across a number of authorities can be found at appendix 2.
37. The Panel noted that there were a range of percentages used from 25% to 50% for the voluntary discount. The previous Independent Remuneration Panel had used 33.3% and 50%.
38. The Panel also compared the hourly rate proposed with the following hourly rate paid to Herefordshire Council officers which would be equivalent to:

HC8 Spinal Column Point (SCP) 35 being £15.64 per hour
HC8 SCP 36 being £16.06 per hour
39. The Panel noted that the proposed rate of £15.72 sat between HC8 SCP35 and SCP36 which was not out of line with officer pay.
40. The Panel were satisfied that the proposed was in line with other comparative authorities.

Indexing

41. In order that the proposed rate keeps pace with the future earnings, the Panel proposes that the Basic Allowance be indexed by the annual pay award of Herefordshire Council officers for the next four years.

Mandatory Training Element of Basic Allowance

42. It was noted that the Panel's last report had recommended a lower rate basic allowance be payable to all members until all relevant mandatory training had been completed.
43. The Panel discussed continuing to recommend this following the May 2019 Local Elections.
44. The views of the Panel were that good democracy was based on good processes for meetings and decision making and that all councillors should receive either refreshed mandatory training or new training (dependent on their experience) to ensure their Continuing Professional Development (CPD). This approach will provide knowledge and skill transfer and

will support both new councillors and more experienced councillors in their roles and to appreciate the roles of others. The Panel felt that spreading the mandatory training over the first year following the Local Elections would allow cross-fertilisation of knowledge and learning and ensure that Members would not be on “information overload”.

45. The Panel acknowledged that the CPD training would need to be of good quality and face to face as the views of the Group Leaders were that the online training was of variable quality. The Panel felt that training to facilitate greater efficiency in meetings is one aspect of CPD that would enable all councillors to be aware of good practices. Training in chairing and effective management of meetings should be a key element for all members. The Panel understands that the selection of training courses and monitoring of their effect will be the responsibility of the Audit and Governance Committee.
46. Given the importance of continuing development the Panel considered it worthy that following the 2019 Local Elections that the 2016 ONS earning figure should be implemented as a further stage payable upon completion of relevant training.

RECOMMENDATIONS

- 1. That the Basic Allowance be increased to £8,489 from 19 May 2017.**
- 2. That the Basic Allowance be indexed by the annual pay award for Herefordshire Council officers until 2020/21**
- 3. That following the Local Elections in May 2019 a two step mandatory training approach be implemented with the effect on the Basic Allowance as follows:**
 - **Upon election - £5,547**
 - **If all relevant mandatory training has been completed May to August 2019 - £7,400**
 - **If all relevant mandatory training has been completed September to April 2020 - £8,489 (subject to the indexing being applied)**
- 4. That if the two step mandatory training is not implemented that the Basic Allowance be £7,400 with the existing one step mandatory training requirement and be indexed by the annual pay award for Herefordshire Council officers until 2020/21 as follows:**
 - **Upon election - £5,547**
 - **If all relevant mandatory training has been completed May to August 2019 - £7,400**

ARRIVING AT THE SPECIAL RESPONSIBILITY ALLOWANCES

Legislation and Guidance

47. The Government legislation prescribes that the following roles may be eligible for a Special Responsibility Allowance (SRA):
- I. Group Leader
 - II. Executive (Cabinet) Member
 - III. Chair of a committee or sub committee
 - IV. Representative of the council

- V. Member of a committee or sub committee meeting with exceptional frequency or over an exceptional period
- VI. Political Group Spokesperson
- VII. Member of an Adoption Panel
- VIII. Member of a committee dealing with a function relating to licensing activity
- IX. Any other activities – requiring an amount of time and equal to or greater than the other roles described

48. It is the role of the Panel to assess the eligible roles and determine if an SRA should be attributed to the role and what level of remuneration should be recommended.
49. In assessing the roles and their eligibility to attract an SRA the Panel acknowledges that the Allowances are to remunerate elected Members who perform additional responsibilities over and above the roles and expenses covered by the Basic Allowance.

Process for arriving at the SRA

50. The Panel had detailed discussions in relation to assessing the roles, considered the remuneration that was appropriate for the varied roles and agreed the following approach:
- I. Review the roles and responsibilities details supplied
 - II. Set the criteria for assessing the roles
 - III. Score each role against the criteria
 - IV. Total the scores and rank the roles in order and into bands
 - V. Consider which (if any) of the roles meet criteria for an SRA
 - VI. Agree how the remuneration would be reached
 - VII. Compare the remuneration against the benchmarking information

Gather and Review Evidence

51. The Panel was keen to gain a good understanding of the nature of the roles that the SRA was paid for and ascertain a factual position of the requirement of each role. The Panel gathered the evidence from the following sources:
- I. The relevant sections of the Council's new constitution.
 - II. Verbal and written evidence from the Group Leaders.
 - III. Contents of the role profiles
 - IV. Advice from the Monitoring Officer
 - V. Data in relation to committee meeting frequency
 - VI. All Member online survey (appendix 1).

Criteria for assessing the roles

52. The Panel agreed that it would use the following criteria to assess each of the roles:
- I. Responsibility – the delegated authority to take decisions
 - II. Accountability – scope of the work covered by the SRA and the number of meetings involved
 - III. Time spent

Scoring each role against the criteria

53. The panel assessed each of the roles against the criteria and scored them in the following way:

- 0 – None
- 1 – Low
- 2 - Medium
- 3 – High

Bandings

54. The scores for each role were collated to gain a total score for each role. The Panel ranked the roles based on the total score.
55. The Panel reviewed the scoring in light of the evidence gathered and deemed that the scores were appropriate. The Panel then agreed which of the roles it considered significant enough to receive an SRA.
56. The Panel deemed that the scores fell clearly into 4 bands as detailed in appendix 3.

Leader of the Council

57. The Panel considered how the remuneration for each of the bandings would be arrived at and they referred to previous Independent Remuneration Panel reports. The Panel noted that whilst it was not clear the exact calculation used, it did appear that the leader's current allowance was approximately 4 times the Basic Allowance.

$$\text{Basic Allowance of } \pounds 8,489 \times 4 = 33,956$$

58. The Panel reviewed the benchmarking data and noted that based on the current SRA of £29,600, this was just under the 4 x Basic Allowance by £182 and was in middle of the comparator English authorities. Using the recommended Basic Allowance and using a multiplier of 4 x Basic Allowance would increase the SRA to £33,956 and place it the second highest SRA compared to the comparator English authorities.
59. The Panel discussed the figure reached using this calculation and concluded that there had been no evidence provided that supported a change to the multiplying factor. This multiplication should be used for all roles that attract an SRA and should use a percentage that matched the current levels of remuneration where possible but at the same time reflecting the banding that had occurred due to the total score given to each role under the rating process.
60. It was noted that the role was comparable to a full time role and if it was to be compared to a similar officer role, the remuneration would be significantly greater than 4 x Basic Allowance. It was therefore appropriate to the role of Leader.

RECOMMENDATION

That the SRA for the role of the Leader of the Council be set at £33,956 per year which is calculated as 4 x the Basic Allowance.

Cabinet Members

- 61. The Cabinet Member role received high scores in each of the categories and the Panel considered that this was a significant role, with individual delegated authority to make decisions. The Panel agreed that when taking all aspects of the roles into consideration that the remuneration for the Cabinet Member role should be 1.75 x Basic Allowance. The Panel acknowledges that using a multiplier of 1.75 x Basic Allowance would increase the SRA from 11,957 to 14,856 which is an increase of £2,899.
- 62. The Panel reviewed this figure against the benchmarking data set out in Appendix 2 and noted that it would be the third highest cabinet member SRA. The Panel concluded that there could be factors that may influence the Allowances in other authorities. However, these factors would not be applicable for Herefordshire.

RECOMMENDATION

That the SRA for the role of Cabinet Member be set at £14,856 per year which is a 1.75 x Basic Allowance.

Chairman of the Council

- 63. The Chairman of the Council role scored lower than the Leader and Cabinet Member roles. In the assessment of the role, the Panel considered that this role was very different in nature to that of the Leader and Cabinet Member. In discussions, it was noted that this role was of reputational importance to the Council. The Panel concluded that the remuneration for the role should be 1.25 x Basic Allowance. The Panel acknowledges that using a multiplier of 1.25 x Basic Allowance would increase the SRA from £9,261 to £10,611 which is an increase of £1,350.
- 64. The Panel considered the benchmarking information but concluded that not all authorities had the same governance arrangements and the role of the Chairman of the Council differed from authority to authority. This was demonstrated in the variance in remuneration, for example Cornwall paid an allowance of £15,150 and Rutland paid an allowance of £3,550. The panel agreed that the benchmarking information for this role was not an appropriate comparator and placed the majority of weight on the evidence that had been gained through other sources.

RECOMMENDATION

That the SRA for the role of Chairman of the Council be set at £10,611 per year which is a 1.25 x Basic Allowance.

Chairman of Adults Wellbeing Scrutiny; Young People and Children’s Wellbeing Scrutiny and General Scrutiny

65. The Panel was advised that following the review of the Constitution which would be adopted as from 19 May 2017 there would be three Scrutiny Committees instead of two. The Scrutiny Committees’ remit would be broadly in line with the three directorates and would allow for an even more effective scrutiny function.
66. The Panel discussed the evidence and assumptions based on the existing two Scrutiny Committees. There was evidence to show that there was a difference in time commitment between the Cabinet Member role and the Scrutiny Chair role.
67. The Panel concluded that the SRA for the roles should be 1.25 x Basic Allowance. The Panel acknowledges that this is a decrease of £1,376 (£11,987 – £10,611) per annum in the current SRA for the two Scrutiny Committees but does reflect that there will now be three scrutiny committees.
68. The Panel considered the benchmarking data and noted that this would make the Herefordshire Scrutiny Chairs the third highest SRA compared to the comparator English authorities. The Panel concluded that it could not compare the role with other local authorities, as each Council operated with a different governance model and the detailed information required was not available for a comparison

RECOMMENDATION

That the SRA for the role of Scrutiny Committee Chairman be set at £10,611 per year which is a 1.25 x Basic Allowance increase factor.

Chairman of Planning and Regulatory Committee

69. The Panel noted that with the adoption of the new Constitution on 19 May 2017, the name of the SRA for Planning would be changed to Chairman of Planning and Regulatory Committee. The Panel had detailed discussions and noted that the scoring for the role was the same as Chairman of the Council and the Scrutiny Chairman. The role is an important one and the committee meets twice a month.
70. The Panel agreed that the remuneration for SRA for this role should be 1.25 x Basic Allowance. The Panel acknowledges that this is a decrease of £1,376 (£11,987 – £10,611) per annum against the current SRA.
71. The Panel considered the benchmarking data and noted that this would make the Chairman of Planning and Regulatory Committee the second highest SRA compared to the comparator English authorities.

RECOMMENDATION

That the SRA for the role of Chairman of Planning and Regulatory Committee be set at £10,611 per year which is a 1.25 x Basic Allowance increase factor.

Chairman of Licensing Sub Committee

72. The Panel noted that with the adoption of the new Constitution on 19 May 2017, the current Regulatory Committee would cease to exist and the Regulatory Sub Committee which sat under the committee would be re-named and sit under the Planning and Regulatory Committee. The Panel heard that there would be a standing Chairman of the Licensing Sub Committee and the committee would discharge the licensing regulatory functions of the Council. The Sub Committee would be convened on an as required basis so it was difficult to quantify the number of meetings but based on the data provided there had been in excess of 10 meetings convened since May 2016.
73. The Panel noted that the SRA for the Chairman of Regulatory Committee which would not exist with the adoption of the new Constitution was £9,261. The recommended SRA for the new SRA for the Chairman of Licensing Sub Committee was a reduction of £2,895.
74. After detailed discussion, the Panel agreed that the remuneration for the SRA for this new role should be £6,366.

RECOMMENDATION

That the SRA for the role of Chairman of Licensing Sub Committee be set at £6,366 per year which is a 0.75 x Basic Allowance.

Chairman of Audit and Governance Committee

75. The Panel considered the evidence and scoring in respect of the Chairman of Audit and Governance Committee. The Panel noted that in addition to acting as Chairman to the Committee, the role would also include acting as the Council's Member Representative for the South West Audit Partnership (SWAP) who are the internal audit function for the council.
76. The Panel concluded that the Audit and Governance Committee was a key part of the Council's governance structure as it provided independent assurance.
77. The Panel agreed that the remuneration for SRA for this role should be 0.75 x Basic Allowance. The Panel acknowledges that this is an increase in the current SRA of £1,734 per annum but it had been unclear from previous Independent Remuneration Reports as to how the previous SRA calculation had been arrived at. The recommended SRA does also acknowledge the additional time commitment and responsibility and adds clarity to the calculation.

RECOMMENDATION

That the SRA for the role of Chairman of Audit and Governance Committee be set at £6,366 per year which is a 0.75 x Basic Allowance.

Adoption Panel Representative

78. The Panel received a request to consider an SRA for the council's representative on the Adoption Panel. This is a role listed in the legislation as a potentially eligible role, but has not previously been recommended by the panel for an allowance because the duties have been carried out by a Cabinet Member or Cabinet Support Member for Young People and Children's Wellbeing. It was noted that in line with statutory requirements, the representative did not however have to be a member of the Executive (Cabinet).
79. The Panel considered the time commitment and substantial amount of reading involved with this role. The Panel also noted that it was a council priority to "Keep children and young people safe and give them a great start in life" and ensuring that vulnerable children and young people were placed in a good adopted family environment was an important aspect of this priority.
80. After detailed discussion, the Panel agreed that the remuneration for the SRA for this role should £6,366, if it is detached from the Cabinet Member role.

RECOMMENDATION

That the SRA for the role of the council's Member representative on the Adoption Panel be set at £6,366 per year which is a 0.75 x Basic Allowance increase factor, if it is detached from the Cabinet Member role.

Cabinet Support Member

81. The Panel considered the SRA for the Cabinet Support Member and noted that Cabinet Support Members were only in existence in one other comparator authority. The role was not rated.
82. Given the lack of comparator information, the Panel concluded that the current method of calculating the allowance should continue.
83. The Panel agreed that the SRA for Cabinet Support Members should remain unchanged and be an allowance of up to 50% of the band 2 allowance (cabinet member allowance) subject to the total budget currently allocated for individual cabinet members not being exceeded.

RECOMMENDATION

That the SRA for the role of the Cabinet Support Member remain an allowance of up to 50% of the band 2 allowance (cabinet member allowance) subject to the total budget currently allocated for individual cabinet members not being exceeded.

Group Leaders

- 84. The Panel Members were advised that the Group Leaders currently receive an SRA of £1,634 (and £124 per group member) provided group membership exceeds 10% of the council's total membership.
- 85. The Panel were keen to gain an understanding of the nature of the role and received verbal evidence from the Group Leaders.
- 86. The Panel noted that the role was a political appointment. Following detailed discussions the Panel concluded that the current SRA should remain unchanged. The role was not rated.

RECOMMENDATION

That the SRA for the role of Group Leader remain unchanged at £1,634 (and £124 per group member) provided group membership exceeds 10% of the council's total membership.

Task and Finish Group Chairs

- 87. The Panel considered the current SRA for Task and Finish Group Chairs. It was noted that task and finish groups were set up by the relevant Scrutiny Committees and were asked to look at specific issues and report back. Based on the information provided, it was noted that the task and finish groups had an identified Chairman and could last for a variable amount of time depending on the issues being looked into.
- 88. The Panel concluded that due to the variance in the duration of task and finish groups that no SRA should be recommended.

RECOMMENDATION

That there be no SRA for Task and Finish Group Chairman.

89. Vice-Chairman of Committees

- 90. The Panel considered SRA for the Vice-Chairman of Committees. It was noted that currently only the Vice-Chairman of Council and Vice-Chairman of Scrutiny Committees received an SRA.
- 91. The Panel had a detailed discussion about the SRA for Vice-Chairman and concluded that Vice-Chairman were there to act in the absence of the Chairman. On this basis, the Panel agreed that there should be no SRA for Vice-Chairman of Council or any Committees.

RECOMMENDATION

That there be no SRA for Vice-Chairman of Committees

Other Roles

92. The Panel was advised and noted that there were other roles that could be considered for an SRA and for the reasons detailed below, felt that it was appropriate not to recommend an SRA for them:

Member Champions	It was noted that there was an intention to appoint a Member Champion in respect of Learning Disability. However there seemed insufficient additional responsibility to require an SRA
Chairman of Health and Wellbeing	It was noted that there was a statutory requirement for specified members of the Executive (Cabinet) to be on this board. The role was within the portfolio of the Cabinet Member for Health and Wellbeing. Therefore, no consideration was given to an SRA.
Chairman of SACRE	It was noted that the Committee had the power to elect their own Chairman which meant that the role could be filled by a representative outside of the Council. On this basis no consideration was given to an SRA.
West Mercia Police and Crime Panel	It was noted that the West Mercia Police and Crime Panel consisted of representatives from four councils. On this basis, the Panel felt that it had no power to recommend an SRA.
LEP Board representative	According to the LEP constitution, the Council representative has to be a member the Executive (Cabinet). This currently is contained in the portfolio of the Leader of the Council. On this basis the Panel did not consider this role.
West Mercia Energy representative	According to the terms of reference for this joint committee, the Council representative has to be a member the Executive (Cabinet). This is contained in the portfolio of the Cabinet Member for Infrastructure. On this

	basis the Panel did not consider this role.
Fostering Panel Representative	It was noted that it was implicit within the Fostering regulations that an elected member needs to sit on the panel. The representative was currently the Cabinet Support Member for Young People and Children's Wellbeing. On this basis the Panel did not consider this role.
External Support Advisor	At the time the Panel met there was insufficient information about the role, responsibility or time commitment. On this basis, the Panel did not consider this role but when further information is available would be happy to meet to consider recommending an SRA.
Deputy Leader	The Panel noted that they had previously made a recommendation in 2012 in connection with an SRA for this post which had subsequently not been taken into account by Council. The panel did not rate the post. However, if a request is made to rate this SRA separately to the Cabinet Member SRA, then the Panel would be happy to convene to consider.

SRA's per Member

93. The Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one Member. The current scheme prohibits Members from more than one SRA (with the exception of the Group Leaders' SRA) with the highest SRA being the one received. The Panel concluded that there was no reason to review this aspect of the scheme and agreed that the current position be maintained.

RECOMMENDATION

That the current scheme in relation to payment of no more than one SRA (with the exception of the Group Leaders' SRA) remain unchanged.

Indexing

94. In order that the proposed rate keeps pace with the future earnings, the Panel proposes that the SRA Allowance be indexed by the annual pay award of Herefordshire Council officers for the next four years.

RECOMMENDATION

That the SRA Allowance be indexed by the annual pay award for Herefordshire Council officers until 2020/21

Childcare and Dependants' Carers' Scheme

95. The Panel considered the Childcare and Dependant's Carers' scheme and noted that no Member had made a claim under this Allowance in the last year. As the allowance was payable at current market hourly rates, the Panel concluded that the Scheme should remain unchanged.

RECOMMENDATION

That there is no change to the Childcare and Dependants' Carers' Scheme.

Travelling and Subsistence Allowance

96. The Panel considered the Travelling and Subsistence Allowance.
97. The Panel concluded that as the mileage was claimable at the prevailing rates set by Her Majesty's Revenue and Customs (HMRC), that the allowance should remain unchanged.
98. The Panel concluded that as the allowance for subsistence was based on actual reasonable expenses, that the allowance should remain unchanged.
99. The Panel concluded that the current overnight accommodation allowance at £120 per night were reasonable and that the allowance should remain unchanged.

RECOMMENDATION

That the allowance for mileage claimed based on the prevailing HMRC rates remain unchanged.
That the allowance for subsistence for meetings held out of the county based on actual reasonable costs remain unchanged
That the allowance for overnight accommodation of up to £120 per night remain unchanged.

100. **Members' Claims**

The Panel acknowledge that Members may opt for the Council to stop payment of this Basic Allowance. The Panel has reviewed this process and has no material evidence to support a recommendation to amend this process.

101. The Panel were advised that claims did not have to be submitted within a specified period which differed from the scheme for officers and made budgeting difficult. The panel thought that any claims should be made within 12 months of the period to which they relate.

RECOMMENDATION

That Members' claims for travelling and subsistence should reflect the officers' travel and subsistence claims guidance and be made within 12 months of the period to which they relate.

Technical Requirements

102. The Panel recommends that any further technical or administrative amendments to the Scheme arising out of the regulatory duties and obligations or which are necessary to give administrative effect to the Panel's recommendations are delegated by council to the Monitoring Officer.

List of Appendices

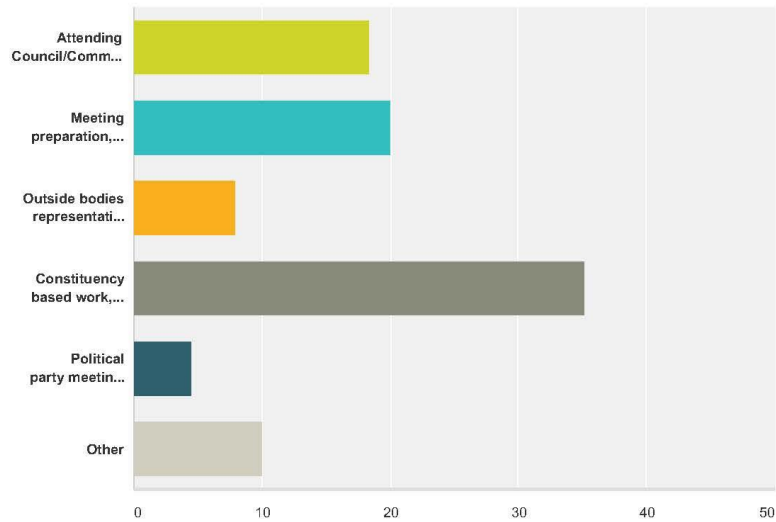
- Appendix 1 - Summary of online questionnaire responses
- Appendix 2 - Benchmarking information in relation to Basic Allowance and Special Responsibility Allowances
- Appendix 3 - SRA rating, scores and bandings

Appendix 1

Herefordshire Independent Remuneration Panel Survey

Q1 As a frontline member, how many hours per month do you estimate that you spend on each of the following activities? (Please don't include anything that has an SRA attached to it)

Answered: 29 Skipped: 0



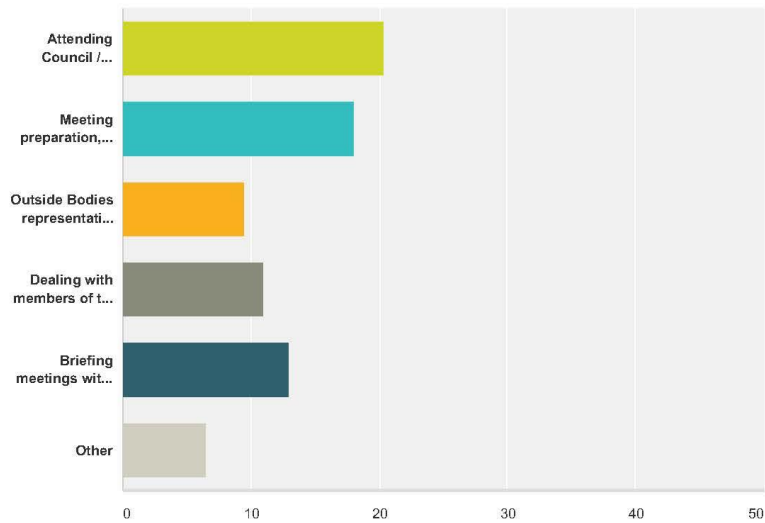
Answer Choices	Average Number	Total Number	Responses
Attending Council/Committee meetings	18	534	29
Meeting preparation, e.g. reading time	20	580	29
Outside bodies representation, e.g. governing body	8	206	26
Constituency based work, e.g. dealing with constituents, surgeries, constituency, surgeries, SLCF applications, telephone calls/e-mails with constituents etc)	35	1,021	29
Political party meetings relating to council business	4	120	27
Other	10	120	12
Total Respondents: 29			

Q2 If you are in receipt of a special responsibility allowance, what does it relate to?

Answered: 20 Skipped: 9

Q3 If you are in receipt of a special responsibility allowance how many hours per month do you estimate that you spend on each of the following council activities as a direct consequence of your position of responsibility as distinct from your involvement as a member elected to represent your constituency?

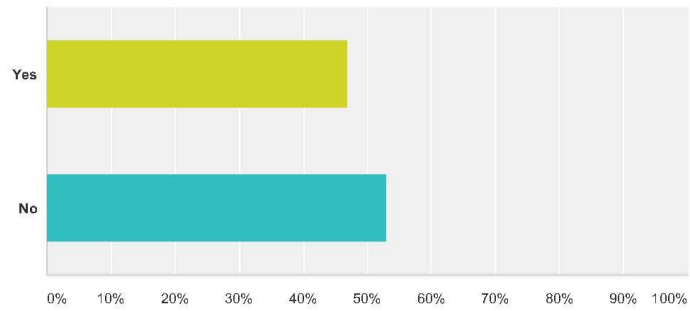
Answered: 15 Skipped: 14



Answer Choices	Average Number	Total Number	Responses
Attending Council / Cabinet / Committee Meetings	20	306	15
Meeting preparation, e.g. reading time	18	271	15
Outside Bodies representation in your position of responsibility	10	133	14
Dealing with members of the public and other bodies about matters relating to the service area(s) or functions for which you have a position of responsibility.	11	132	12
Briefing meetings with officers	13	181	14
Other	7	26	4
Total Respondents: 15			

Q4 Do you feel that your time commitment and the responsibility that you carry is adequately reflected in the current level of special responsibility allowance applicable to you?

Answered: 17 Skipped: 12

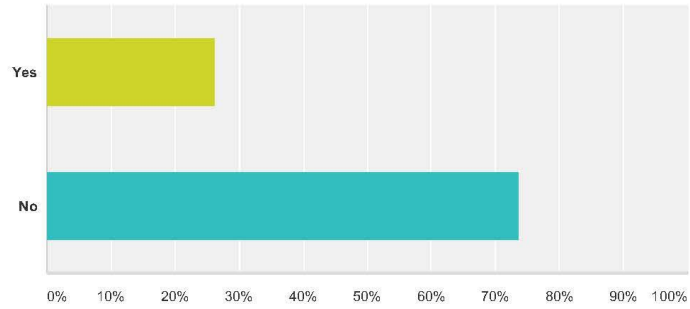


Answer Choices	Responses	
Yes	47.06%	8
No	52.94%	9
Total		17

Herefordshire Independent Remuneration Panel Survey

Q5 Are there any activities that you think should or should not attract a special responsibility allowance?

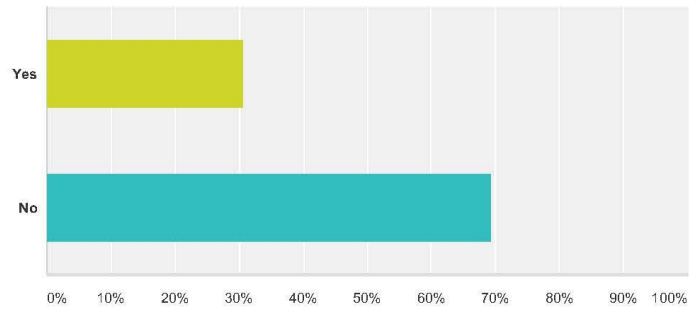
Answered: 19 Skipped: 10



Answer Choices	Responses	
Yes	26.32%	5
No	73.68%	14
Total		19

Q6 Councillors are currently provided with:
 · **Business car parking pass for use on council business** · **IT equipment**
 · **One pack of business cards** · **Access to printing facilities at council premises.** **Are there any additional expenses which should be taken into consideration?**

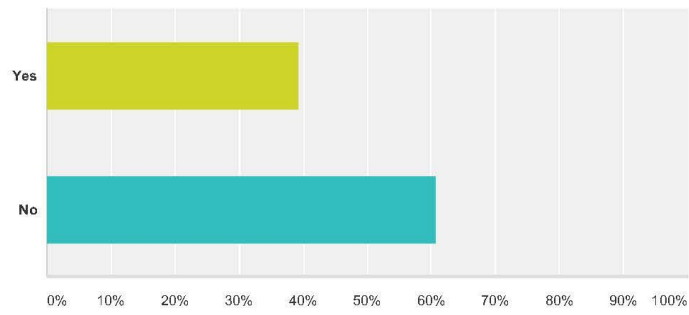
Answered: 26 Skipped: 3



Answer Choices	Responses	
Yes	30.77%	8
No	69.23%	18
Total		26

Q7 Currently members can claim expenses for attending:
 · public meetings of council
 · private meetings which have been convened by the proper officer or director,
 · briefings arranged by the relevant director,
 · training and development opportunities organised by governance support,
 · Attending conferences approved by the relevant director
 Attending meetings out of county outside bodies to which they have been appointed by the council. Are there any other meetings which should be taken into consideration?

Answered: 28 Skipped: 1



Answer Choices	Responses	
Yes	39.29%	11
No	60.71%	17
Total		28

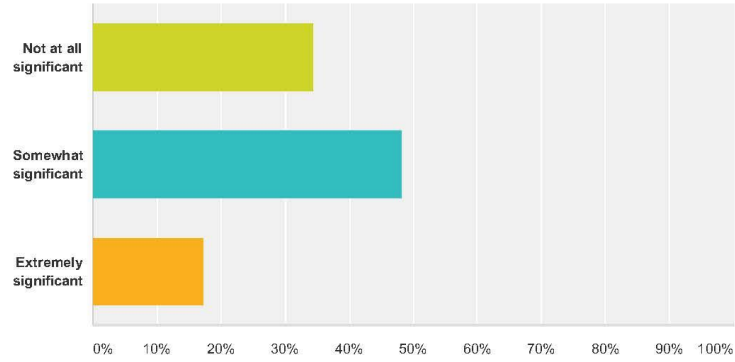
Q8 Why did you stand as a councillor?

Answered: 28 Skipped: 1

Herefordshire Independent Remuneration Panel Survey

Q9 When considering whether or not to stand for re-election in the future, how significant a factor would the level of allowances be for you?

Answered: 29 Skipped: 0



Answer Choices	Responses
Not at all significant	34.48% 10
Somewhat significant	48.28% 14
Extremely significant	17.24% 5
Total	29

Appendix 2

Members' Allowances

(based on information collated in December 2016/January 2017)

	Basic Allowance	Leader of Council	Deputy Leader	Cabinet Member	Scrutiny Chairs	Planning Chair	Regulatory Chair	A&G Chair	Chairman of Council	Vice Chair of Council	Vice Chair of Scrutiny	Group Leaders	Cabinet Support Member/ Deputy Portfolio holders	Scrutiny T&F Group
Herefordshire	7,254*	28,839	N/A	11,750	11,750	9,078	9,078	4,540	9,078	1,602	1,602	1,602**	Up to 5,875	500
Bathnes	7,411	31,186	18,186	18,728	7,645	13,759	4,856	7,645	9.173	2,325	n/a	428 per member		
Cheshire West	11,573	28,931	14,466	12,730	7,521	8,679	7,521	7,521	5,786			3,819***		
Cornwall	12,249.69	20,200	15,150	15,150	6,060	6,060	3,253.01	3,253.01	15,150	3,797.58	1,052.03			
Cumbria	8,240	22,937	12,617	8,600	6,880	6880***		6,880	5,165	1,854	1,954	12,046		
East Riding	11,166	36,042	27,030	14,487	9,658	9,658	3,621	3,621	N/A	N/A	2,414			
Telford & Wrekin	7,870	23,768	15,898	11,805	7,139	7,870	7,870	7,870	N/A	N/A	N/A	3,664		
Shropshire	11,514	23,028	14,392.50	11,514	11,514	5,757	2,878.50	5,757	8,635.50	8,635.50	N/A	5,757	5,757	
South Gloucestershire	11,184	21,249			11,184 to 7,828	7,828	7,828.00		5,592.00	1,677.00	11,184 to 7,828	7,828		
Rutland	3,770	11,420	1,580	7,650	4,340	3,770	100 per mtg	200 per mtg	3,550					

* if all relevant mandatory training has been completed by 1 September. If not completed, £5,438

** plus £124 per group member (if group membership exceeds 10% of the council members)

*** Development Control and Regulatory Committee

**** Group Leader subject to a minimum of 5 members. Main Opposition Group Leader SRA is £8,679

Appendix 3

Basic Allowance	Recommended, if two step approach
Basic Allowance (payable to all 53 Members)	
Year 1: If all relevant mandatory training has been completed May to August after election	5,547
If all relevant mandatory training has been completed September to April after election	7,400
From years 2 to 4 (May)	8,489

Special Responsibility Allowances			
Band	Role	Calculation	Based on BA of £8,489
1	Leader	4 x Basic Allowance	33,956
2	Deputy Leader Cabinet Members	1.75 X Basic Allowance	14,856
3	Chair of Scrutiny Committee Chair of Planning Committee Chairman of the Council	1.25 x Basic Allowance	10,611
4	Chair of Audit and Governance Committee Adoption Panel Chair of Licensing Sub Committee	0.75 x Basic Allowance	6,366
	Cabinet Support Members	Cabinet Support Member remain an allowance of up to 50% of the band 2 allowance (cabinet members allowance) subject to the total budget currently allocated for individual cabinet members not being exceeded.	
	Group Leaders*	Group Leaders receive £1,634 plus £124 per group member if group membership exceeds 10% of the council's total member	

IRP RATINGS

- 0 – None
- 1 – Low
- 2 - Medium
- 3 – High

Link to Statutory Instrument: 2003 1021	Role	Responsibility at meeting (Activity / meeting)	Accountability (Decision making power)	Time spent	Score	Banding
Part 2, 5 (a)	Leader	3	3	3	9	1
Part 2, 5 (a)	Cabinet Member	1	3	2	6	2
Part 2, 5 (c)	Chair of overview and scrutiny committee	2	1*	2	5	3
Part 2, 5 (i)	Chair of council	3	0	2	5	3
Part 2, 5 (c)	Chair of planning	2	1*	2	5	3
Part 2, 5 (c)	Chair of audit and governance	2	0	2	4	4
Part 2, 5 (g)	Adoption Panel	2	0	2	4	4
Part 2, (c)	Chair of licensing sub committee	2	1	1	3	4

* extra point awarded due to the importance placed on the work of the committee.