

MEETING:	INDEPENDENT REMUNERATION PANEL
DATE:	10 MAY 2011
TITLE OF REPORT:	REVIEW OF COUNCILLORS ALLOWANCES SCHEME
REPORT BY:	ASSISTANT DIRECTOR – LAW, GOVERNANCE AND RESILIENCE

Wards Affected

County-wide

Purpose

To review the Councillors Allowances Scheme.

Recommendation(s)

THAT:

- (a) the Panel considers recommending the updating of allowances annually in line with the NJC for Local Government Services pay award for a further 4 years;**
- (b) the Panel considers whether to recommend that that a one off allowance of up to £1,000 be made available to all Councillors in the year of election to allow them to equip themselves sufficiently with ICT to carry out their Council duties;**
- (c) the Panel considers whether to recommend an addition to the Basic Allowance to contribute towards expenditure on consumables including broadband rental;**
- (d) the Panel considers whether to recommend that an allowance be paid to Advisors to Cabinet Members, if appointed, and if so what that allowance should be and whether there should be any conditions placed upon its award;**
- (e) the Panel considers whether to recommend that an allowance be paid to Chairmen of Scrutiny Task and Finish Groups, if appointed, and if so what that allowance should be;**

Further information on the subject of this report is available from
Tim Brown (Committee Manager (Scrutiny)) on (01432) 260239

- (f) **the Panel considers if there should be a minimum number of Councillors in a Political Group before a Special Responsibility Allowance is paid to Group Leaders;**
- (g) **the Panel considers recommending that mileage allowances should continue to be paid on the single rate used by the Inland Revenue for all business mileage, as is the case for staff;**
- (h) **the Panel considers a request that Members be entitled to choose between claiming mileage allowance for cycle travel, or claiming for an annual service for their cycle instead;**
- (i) **the Panel considers whether the current system of paying Members car parking expenses for official business by provision of a car parking pass should continue.**

Key Points Summary

- The Council relies on an index for the annual adjustment of allowances based on the National Joint Council (NJC) for Local Government Services pay award. There is a legal requirement it must not rely on that index for more than 4 years before seeking a further recommendation from the Independent Remuneration Panel (IRP) on the application of the Scheme. The last review of the Allowances Scheme took effect in May 2007.
- There is no general intention to increase allowances in light of the current financial climate. The Panel is, however, asked to consider whether to provide Members with allowances to purchase their own computer equipment and meet the costs of consumables. The Council currently supplies ICT equipment centrally to Members who require it.
- The Panel is asked to consider the possibility that a small number of assistants to Cabinet Members, without executive power, may be appointed. Consideration needs to be given to whether an allowance should be paid to Advisors to Cabinet Members, if appointed, and whether there should be any conditions placed upon the award of such an allowance.
- The Panel is asked to consider the implications of possible changes to the Council's Overview and Scrutiny arrangements and whether, in consequence, an allowance should be paid to Chairmen of Task and Finish Groups.
- The Council's Scheme provides for a flat rate payment to all Group Leaders irrespective of the number of Members in the Group. There is a question as to whether for a Political Group Leader to qualify for a Special Responsibility Allowance there should be a minimum number of Members in the relevant Group.
- It is not proposed to make any change to the basis on which Members are paid for mileage allowances. There is a request that Members be entitled to choose between claiming mileage allowance for cycle travel, or claiming for an annual service for their cycle instead.
- Currently Members are entitled to reimbursement of car parking expenses for official business in Council owned car parks through provision of a car parking pass for use when on Council business. The Panel is asked to consider whether this should continue or Members required instead to seek reimbursement as part of the standard travel claim process.

Alternative Options

- 1 The Council relies on an index for the annual adjustment of allowances. It must not rely on that index for more than 4 years before seeking a further recommendation from the Independent Remuneration Panel on the application of the Scheme. The Panel could recommend a different index to that currently used, or no index link at all.
- 2 The Panel can recommend various other amendments to the Scheme as it sees fit.

Reasons for Recommendations

- 3 To comply with the requirement that, *“Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.”*
- 4 To consider whether it would be appropriate to amend any other elements of the Scheme, taking account of any issues that have been raised since the last review of the Scheme.

Introduction and Background

- 5 The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) require Councils to appoint Independent Remuneration Panels to make recommendations about the level of allowances for Councillors. A local authority must have regard to the recommendations of the Independent Remuneration Panel (IRP).
- 6 The Herefordshire Panel has historically consisted of six members who collectively had a wide range of experience, comprising two members from local businesses (Sun Valley Foods Ltd [trading as Cargill Meats Europe] and Special Metals Wiggin Ltd); the Editors of the Hereford Times and the Hereford Journal and representatives from Herefordshire Unison and Herefordshire Voluntary Action.
- 7 The Editor of the Hereford Times and the representative from Special Metals Wiggin Ltd have relinquished their seats, and the Herefordshire Journal Representative has been unable to participate given time constraints.
- 8 The Chairman of the newly established Herefordshire Business Board has taken the vacant business representative position.
- 9 The Councillors Allowances Scheme (part 6 of the Council's constitution) was last reviewed by the IRP in October 2006. The IRP's recommendations were approved by Council in November 2006 and implemented from May 2007.
- 10 The allowances which can be paid to Councillors include:
 - basic allowance
 - special responsibility allowance
 - travel and subsistence allowance
 - childcare and dependent carer's allowance

- 11 These are discussed in more detail below. The basis on which these allowances were calculated is described in detail in previous reports of the IRP to Council which are available for inspection by the Panel on request.
- 12 It is not proposed to invite the Panel to consider any significant variations to the level of allowances, being mindful of the prevailing financial climate.
- 13 A copy of the current Councillors Allowances Scheme is attached at Appendix 1. A copy of the public advertisement showing payments to each Councillor in 2010/11 is attached at Appendix 2.

Key Considerations

Index for the purpose of annual adjustment of allowances

- 14 The Regulations provide that
- (4) A scheme may make provision for an annual adjustment of allowances by reference to such index as may be specified by the authority and where the only change made to a scheme in any year is that effected by such annual adjustment in accordance with such index the scheme shall be deemed not to have been amended.*
- (5) Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.*
- 15 The last review of the Scheme took effect in May 2007. There are clearly a number of indices that could be selected eg Consumer Price Index or Retail Price Index. The Council's Scheme, approved on the recommendation of the IRP, provides that, 'all allowances are to be updated annually in line with the NJC for Local Government Services pay award'. This is the index that the IRP considered most appropriate in recommending the Scheme in 2002 and which was accepted by the Council in March 2002, and reaffirmed in 2006.

- 16 Local Government Pay is to be frozen for the next two financial years (2011/12 and (2012/13).

The Panel is asked to consider recommending the updating of allowances annually in line with the NJC for Local Government Services pay award for a further 4 years.

Basic Allowance

- 17 The Government guidance states that:
- "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.*
- 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."*
- 18 In recommending the Basic Allowance in 2002 the IRP took three main elements into account: a calculation of the time commitment of being a Councillor; a public service discount that reflected the importance of a voluntary element in this work; and an hourly rate that should be

applied to the net hours after the subtraction of the voluntary discount.

- 19 Council agreed the IRP's recommendation that the Basic Allowance should be calculated on the basis of an average monthly average of 90 hours less a public service discount of 33.3% multiplied by the Herefordshire average hourly earnings (then) £7.82 multiplied by 12 (months).
- 20 This sum has been inflated on an annual basis since then in line with the Local Government Pay Award.
- 21 There are no proposals to change this approach.

Additional Expenses

- 22 The Council's Basic Allowance does not therefore explicitly recognise general expenses such as postage use, stationery and telephone use related to Council duties.
- 23 Birmingham City Council's Allowances Scheme, for example, provides that the Basic Allowance includes "an additional expenses element to meet part of the cost of telephone rental calls and office expenses such as postage, stationery and other consumables."
- 24 In October 2006 the IRP was informed that the Council was keen to encourage the use of ICT equipment among elected members. ICT Services currently supplies equipment to Members and provides training on request. The IRP was asked to consider whether an element of the basic allowance should be linked to the proficient use of ICT equipment. The IRP recommended that new and existing Members be given every encouragement to adopt the use of ICT in their work as Councillors. Council accepted this recommendation in November 2006.
- 25 A question has arisen as to whether the Council should continue to offer to supply Members with computer equipment centrally or instead supply Members with an allowance to purchase their own computer equipment, which some authorities are already doing.
- 26 The Panel is not asked to comment on the technical solutions but on the principle of making an allowance available to Members to acquire their own equipment.
- 27 Currently Members are supplied with ICT equipment and ICT support if they request it. The Council bears the cost of this provision.
- 28 Members can choose to use their own ICT equipment but ICT will not provide support for such equipment
- 29 Gloucestershire County Council and Shropshire County Council provide Members with ICT equipment. Gloucestershire provides a laptop, printer and all consumables. Shropshire provides a laptop, Blackberry and mobile phone.
- 30 Worcestershire County Council's provisions are as follows:

A sum of £1,000 is available over the life of the council to Councillors to enable them to support their ICT arrangements. The sum is available to individual Councillors but may only be used for:-

- *The purchase (or upgrading) of a PC or laptop (including Office 2007 and Anti-virus software);*
- *An appropriate PC support contract in connection with the above;*

- A printer/scanner;
- A memory stick or external hard drive for back up purposes; and
- The purchase of other communication devices (fax, mobile phone, XDA's only)

This allowance cannot be used for the purchase of other peripherals/software not specified above, nor can it be used to fund call charges and running costs associated with any communication equipment purchased through this allowance.

. In order to qualify for re-imbursement under this arrangement councillors must:-

- Provide details of the equipment purchased and receipts to support the purchase; and
- Declare that any ICT equipment purchased under this arrangement will be used to support councillors in their role as a County Councillor.

In addition, a sum of £505 per annum (paid monthly) is paid to councillors to fund connection to the internet and the purchase of ICT consumables in exchange for a commitment from councillors that they will use the IT systems and applications available to them for communication and other purposes.

- 31 East Riding of Yorkshire Council provides (as at April 2010) an IT allowance in the first year of election of £708 and an allowance for IT maintenance of £143 per annum.
- 32 Herefordshire Council's Joint Director of ICT comments that the costs of a laptop would be approx £650 (without docking station/monitor etc but including office software). Costs with docking station/monitor/keyboard etc will take this figure to approx £1000. If Members purchase their own equipment, they will have to purchase their own office software, although under the Council's Microsoft agreement, it can be purchased for home use for less than £20. Support for personal owned equipment could be offered at a cost, or members could take out support contracts with third party suppliers. The support offering for phones would be limited, as there are many devices on the market and these are constantly changing.
- 33 Provision of an allowance of up to £1,000 in the year of election would therefore allow Members to equip themselves sufficiently with ICT to carry out their Council duties. It is proposed that they would own that equipment and be responsible for meeting the running costs including broadband subscription and technical support.
- 34 The payment of this allowance would need to be based on evidence of expenditure and a written undertaking that any ICT equipment purchased under this arrangement would be used to support Members in their role as a Councillor.
- 35 This would reflect the principle that allowances are to recompense Members and are not designed to allow Members to make financial profit from their service.

Recommendation

The Panel is asked to consider:

- whether to recommend that a one off allowance of up to £1,000 be made available to all Councillors in the year of election to allow them to equip themselves sufficiently with ICT to carry out their Council duties; and**
- whether to recommend an addition to the Basic Allowance to contribute towards expenditure on consumables including broadband rental;**

Special Responsibility Allowances

- 36 Special responsibility allowances may be paid to Councillors with special responsibilities as defined in the Regulations.
- 37 The Government guidance notes: *“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. 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.”*
- 38 The IRP set a rate for the most time-consuming and responsible elected post within the Council, that of the Leader, based on a range of comparative information, and set special responsibility allowances pro rata for other roles.
- 39 With two exceptions, there are no proposals to increase either the number or levels of the Special Responsibility Allowances set out in the Allowances Scheme as appended. This reflects the current financial climate.
- 40 First, the Panel is asked to consider the possibility that a small number of Councillors may be appointed as Advisers to Cabinet Members and whether a Special Responsibility Allowance should be payable for this role.
- 41 These Members would not be part of the Cabinet and would not have any executive authority. However, they would be expected to:
- Attend meetings of Cabinet
 - Attend briefings or regional meetings on behalf of the Cabinet Member
 - Carry out research
 - Gain a detailed understanding of the role of the relevant Cabinet Member.
 - Liaise with the Scrutiny function (although the Cabinet Member would remain the Councillor accountable to the function)
 - Generally provide support to the Cabinet Member
- 42 Gloucestershire County Council, Shropshire Council and Worcestershire County Council do not have such positions within their authority. Examples of payments made by a range of other authorities are set out below.

Authority	Role	Allowance paid	Basis for Calculating Allowance	% of Cabinet Member Allowance	% of Scrutiny Chairman Allowance
Barnett Council	Shadow Cabinet Members	£2,368		14%	15%
Bristol City Council	Executive Assistant Members (2)	£3,010 at March 10	10% of Leader's SRA	15%	50%
Buckinghamshire County Council	Cabinet Spokesmen (13)	£1,500 (at April 11)		7.4%	15%
Cambridgeshire County Council	Cabinet Assistant	None			
East Cheshire Council	Cabinet Support Members (4)	£4,480 at April 10	40% of Basic Allowance	32%	61.2%
Hertfordshire County Council	Deputy Executive Members (9)	£9,588 (April 10)	1.5 x Basic Allowance	50%	67%
Northamptonshire County Council	Assistant Cabinet Members	£3,000		14.5%	21%
Richmond upon Thames Borough Council	Assistant Cabinet members. Did pay £1,000 pa. Then decided to terminate allowance.				

43 The Panel may wish to note that the view has consistently been taken to date that in Herefordshire, Vice-Chairmen of Committees should not be entitled to an SRA, "mindful of the need to limit the total numbers of SRAs". Chairman of Scrutiny Review Groups also do not receive an SRA under the Council's current scrutiny structure.

44 Perhaps the key issue here is the time commitment that will be expected of the Assistants to Cabinet Members, the number of Assistants and their duties.

Recommendation

The Panel is asked to consider whether to recommend that an allowance be paid to Advisors to Cabinet Members, if appointed, and if so what that allowance should be and whether there should be any conditions placed upon its award.

45 Second, the Panel is asked to consider the implications of possible changes to the Council's Overview and Scrutiny arrangements.

- 46 The Council's Overview and Scrutiny function currently has six Scrutiny Committees which each meet approximately six times a year. The bulk of the overview and scrutiny work is dealt with at these formal meetings. However, the Committees also have the power to appoint additional informal Scrutiny Review Groups which undertake particular studies for example the impact of the Winter Weather, and the provision of Home Care. These are commonly described in local authorities as Task and Finish Groups.
- 47 A Task and Finish Group will look at an issue in greater depth generally taking evidence from a range of bodies and undertaking research compiling a report setting out its findings and recommendations to the Executive. These studies can take one or two meetings to complete or up to, say, 10 for a more detailed review.
- 48 Chairman of Scrutiny Review Groups do not receive an SRA under the Council's current scrutiny structure.
- 49 An alternative Overview and Scrutiny model increasingly operated by local authorities is often described as a commissioning model. This generally entails one Overview and Scrutiny Committee, which meets formally and which commissions Task and Finish Groups to undertake work on its behalf reporting back to it.
- 50 Buckinghamshire County Council, for example, moved to this model in July 2009. It appointed two Overview and Scrutiny Committees: a Commissioning Committee and a Public Health Services Overview and Scrutiny Committee. These were scheduled to meet monthly. The Council agreed that Task and Finish Groups would be chaired by Members of the Commissioning Committee.
- 51 The Commissioning Committee consisted of 10 Councillors. The Chairman was allocated a Special Responsibility Allowance. In addition, it was agreed that all Members of the Commissioning Committee would "receive an element of Special Responsibility Allowance to reflect the importance of their role as well as their chairing of Task and Finish Groups."
- 52 The Chairman of the Commissioning Committee receives (£10,092 (wef April 2011)). A Commissioning Committee Member receives £1,500.
- 53 Other options would be to allow any Councillor to be appointed as a Chairman of a Task and Finish Group or to appoint a Panel drawn from a number of Members, not necessarily members of the commissioning committee. A complication of this approach is that given that reviews vary so much in length and complexity the Panel would need to consider the level of any allowance, being mindful of the need not to create a situation where simply calling additional Review Group meetings would generate additional payment.
- 54 Apart from Buckinghamshire one other example of allowances being paid to Task and Finish Group Chairmen has currently been identified. Bromsgrove District Council pays a flat rate SRA of £213 to Task Group Chairmen and £107 to each member of a Task Group (payable on completion of the task). Hertfordshire County Council which also operates a commissioning model does not pay allowances to Chairmen of Task and Finish Groups, which generally conclude business over 1-2 days.

Recommendation

The Panel considers whether to recommend that an allowance be paid to Chairmen of Scrutiny Task and Finish Groups, if appointed, and if so what that allowance should be.

Allowances For Political Group Leaders

- 55 The 2003 Regulations provide that a Special Responsibility Allowance may be paid to a Councillor acting as a leader or deputy leader of a political group within the authority. As part of the ongoing work reviewing the Council's Constitution the question has arisen as to whether for a political Group Leader to qualify for a Special Responsibility Allowance there should be a minimum number of Members in the relevant Group.
- 56 The Council's scheme provides for a flat rate payment of £1,500 per Group Leader and a further payment of £124 per Member of the Group to reflect the different level of responsibility dependent on the size of the Group.
- 57 The Scheme also provides that, "Excluding Group Leaders' allowance, only one Special Responsibility Allowance is payable per Elected Member."
- 58 During the last Council term in Herefordshire the size of Groups ranged from 32 to 2.
- 59 The report to Worcestershire County Council's IRP in July 2009 noted: "Research also shows that it is unusual to pay any allowance to party group leaders whose group numbers represent less than 10% of the total council membership.
- 60 The position in neighbouring authorities is as follows:

Council	No of Councillors	Restriction on payment to Group Leaders	Sum paid to each Group Leader
Gloucestershire	63	Provided four or more Members in the Group.	£5,808
Herefordshire	58	No restriction	£1,500 and £124 per each Member of the Group
Shropshire	74	Where Membership of Group is at least equivalent to 10% of total membership is 0.5 x Basic Allowance assuming not already in receipt of a larger allowance	£12,120 x 0.5 = £6,060
Worcestershire	57	Research shows that it is unusual to pay any allowance to party group leaders whose group numbers represent less than 10% of the total council membership.	£9,734

- 61 The Panel is asked to note that section 3.7.5 of Herefordshire Council's Constitution envisages a role for all Group Leaders in the political management of the authority as set out at Appendix 3.

Recommendation

The Panel is asked to consider if there should be a minimum number of Members in a Political Group before a Special Responsibility Allowance is paid to Group Leaders.

Travel Allowance

- 62 A query has been lodged by a Member about the level of allowances paid for car mileage by Members. Currently both Members and Officers are paid at the rate used by the Inland Revenue for business mileage.
- 63 The 2003 Regulations allowed the Council to determine its own travel allowances having regard to the recommendations of the IRP. Prior to this the Secretary of State had set maximum levels for travel and subsistence allowances although these had been unchanged since 2000.
- 64 In its report of July 2003 the IRP considered three options for determining car allowances: increasing the former Government set rates in line with inflation; providing the same allowances for Members as for staff (then using NJC rates), or standardising on the single rate used by the Inland Revenue for all business mileage.
- 65 The IRP considered that the simplest and best approach was to standardise on the single rate used by the Inland Revenue for all business mileage. The IRP considered this issue again in October 2006 and recommended that no change be made to travel and subsistence allowances. Council agreed this recommendation.
- 66 Until the recent budget the Inland Revenue rate had not changed since 2003. The Government has now announced an increase in the rate from 40p per mile to 45p per mile with effect from 1 April 2011 up to 10,000 miles per annum with 25p pr mile thereafter.
- 67 The rates are lower than the NJC of Local Government Services Rates. However, in April 2005 it was decided that the Inland Revenue rate would be claimable by officers, not the NJC rate. Members therefore currently receive the same allowance as staff.
- 68 A request has also been received that rather than claiming mileage allowance for cycle use, Members be entitled instead to opt to claim for an annual service for their cycle.

Recommendation

The Panel is asked to consider recommending that mileage allowances should continue to be paid on the single rate used by the Inland Revenue for all business mileage, as is the case for staff.

The Panel is asked to consider a request that Members be entitled to choose between claiming mileage allowance for cycle travel, or claiming for an annual service for their cycle instead;

Members' Car Parking Passes

- 69 Currently all Members are provided with up to two car parking passes (based on one per vehicle owned) that entitle them to park in all Herefordshire Council owned car parks in the county when on official business. This is a mechanism for managing parking expenses claims and has a practical benefit given that the length of Council meetings is unpredictable.
- 70 A value can not be attached to these passes because clearly usage will vary.
- 71 The alternative is for Members to pay for parking and seek reimbursement as part of the standard travel claim process.

Recommendation

The Panel is asked to consider whether the current system of paying Members' car parking expenses for official business by provision of a car parking pass should continue.

Subsistence Allowance

- 72 A subsistence allowance is paid on the basis of actual reasonable expenditure and where overnight accommodation is necessary, this will be for three star accommodation or equivalent, evidenced by receipts. As standard procedure in such instances is for bookings to be made via Members Support such claims are in fact rare.
- 73 In October 2006 the IRP recommended no change to travel and subsistence allowances and the Council accepted this recommendation.
- 74 There are no proposals to amend these arrangements.

Childcare and Dependent Carer's Allowance

- 75 As outlined in the current scheme at Appendix 1 allowances are payable evidenced by receipts at the current market hourly rates.
- 76 In October 2006 the IRP recommended payments at market rates, moving away from prescribed maximum rates, and the Council accepted this recommendation.
- 77 There are no proposals to amend these arrangements.

Community Impact

- 78 Consideration of Members Allowances needs to take account of the current financial climate. The IRP Members are independent of the Council and represent the wider interests of the county.

Financial Implications

- 79 The budget for Members' Allowances for 2011/12 is £667,610 made up of £366,490 for the basic allowance and £218,580 for Special Responsibility Allowances. There is an additional budget of £44,770 for National Insurance payments. The Allowances are uplifted each year in line with the National Joint Council for Local Government Services Pay Awards.
- 80 The proposals for an ICT allowance and an addition to the Basic Allowance for consumables and the creation of additional Special Responsibility Allowances would require additional provision.
- 81 The financial implications of any proposal from the IRP will need to be clearly outlined in the report considered by Council.

Legal Implications

- 82 In order to comply with the Local Authorities (Members' Allowances) (England) Regulations 2003, it will be necessary to convene the Independent Remuneration Panel (IRP) in advance of May 2011 and to have their recommendations considered by Council at its Annual meeting.

Risk Management

83 Not complying with appropriate legal requirements could have a detrimental impact on the Council's reputation.

Consultees

84 Political Group Leaders

Appendices

Appendix 1 – Current Councillors Scheme of Allowances

Appendix 2 - Advertisement of Allowances paid to each Councillor in 2010/11

Appendix 3 - Role of Group leaders in the Political Management of the Authority – Extract form the Constitution

HEREFORDSHIRE COUNCIL CURRENT SCHEME OF ALLOWANCES

PART 6

COUNCILLORS' ALLOWANCES SCHEME

(Figures are for 2009/10. There was no increase in 2010/11 and none is envisaged for the next two years if the allowances continue to be linked to the Local Government pay award.)

6.1.1 The Councillor's Allowances Scheme has been agreed following consideration of the recommendations of an Independent Remuneration Panel. The Scheme was approved in November 2006.

6.1.2 **Note:** The Independent Remuneration Panel was established in November 2001. It consists of six members who collectively have a wide range of experience, comprising two members from local businesses (Sun Valley Foods Ltd and Special Metals Wiggin Ltd); the Editor Hereford Journal and representatives from Herefordshire Unison and Herefordshire Voluntary Action. There is currently one vacancy on the Panel.

6.1.3 The main features of the Scheme are:

- a A Basic Allowance for all 58 members of £7,244.
- b A scheme of Special Responsibility Allowances with four bands with the post of Leader of the Council in Band 1 with a Special Responsibility Allowance of £27,939 per annum, and other offices assigned to Bands and remunerated at set proportions of the Leader's rate, as shown below:

BAND 1	Leader of the Council	£27,939
BAND 2	Cabinet Members Chairman of Overview and Scrutiny Committee	£11,383
Band 3	Chairman of Council, Deputy Leader (<i>if not a Member of the Cabinet</i>) Chairmen of: Planning Committee, Regulatory Committee and Scrutiny Committees	£8,795
Band 4	Independent Chairman of the Audit and Governance Committee Independent Chairman of the Standards Committee	£4,398
Band 5	Vice-Chairman of Council Group Leaders	£1,552

- c In addition to the flat rate Group Leaders' Allowance of £1,552, a payment of £124.00 per member of the Group to reflect the different level of responsibility dependent on the size of the Group.

- d Special Responsibility Allowance to be in addition to Basic Allowance. Excluding Group Leaders' Allowance, only one Special Responsibility Allowance is payable per **Elected** Member.
- e A Childcare and Dependant Carers' Scheme: allowances payable for eligible duties where costs are incurred in the care of children aged 16 or under, and in respect of other dependants where there is medical or social work evidence that care is required, and where the work claimed for has been undertaken by persons other than family members resident in the household; all claims must be evidenced by receipts and will be paid at the current market hourly rates.
- f All allowances to be updated annually in line with the N.J.C. for Local Government Services pay award.

6.1.4 In addition attendance whether as an appointed member or at the invitation of a Director, Cabinet Member or Chairman of the relevant body at any of the following will entitle a Councillor to claim for travel and subsistence:

- g Council meeting
- h Council committee and sub-committee meeting
- i Any of the other bodies described in this Constitution including Cabinet and PACT meeting;
- j A Working Group established by any one of the above bodies (including attendance as a member of a Best Value Review team at a team meeting or related activity);
- k Official briefing session called by the Chairman of Council, Leader, Cabinet Member, Chairman of a Committee, Sub-Committee or Panel, Community Forum or Working Group, or by a Group Leader or his/her substitute - such attendance being limited to one Councillor from each group per session;
- l Meeting of any other approved body.

6.1.5 The undertaking by any of those listed below of any duty associated with the Council or its committees and other bodies approved for such purposes by the Chief Executive or Assistant Chief Executive Legal and Democratic in consultation with the Leader:

- a The Chairman/Vice-Chairman of Council
- b A Cabinet Member
- c The Chairman/Vice-Chairman of any Committee, Sub-Committee or Working Group, or Chairman of a Community Forum.
- d The leaders of the political groups

6.1.6 Attendance on site visits approved by the relevant Committee or body.

6.1.7 Attendance at Cabinet by the Chairman and Vice-Chairman of the Strategic Monitoring Committee.


6.1.8 Attendance at a meeting of any Scrutiny Committee by the Chairman of the Strategic Monitoring Committee or in the absence of the Chairman and with his/her permission the Vice-Chairman.

6.1.10 Attendance at Cabinet by the Chairman or in the absence of the Chairman and with his/her permission the Vice-Chairman of a Scrutiny Committee where Cabinet is addressing matters within that Committee's terms of reference.

- 6.1.11 Attendance at any conference by any Councillor authorised by the relevant Director.
- 6.1.12 Any other attendance for which prior approval has been given by the Chief Executive or Assistant Chief Executive Legal and Democratic after consultation with the Leader.
- 6.1.13 In general allowances will not be payable for meetings of outside bodies. A list of appointments to outside bodies, which shall be approved by the Chief Executive or Assistant Chief Executive Legal and Democratic following consultation with Group Leaders, will be maintained by the Assistant Chief Executive Legal and Democratic. This list will also identify those appointments to outside bodies where allowances are payable.
- 6.1.14 **Note:** The single rate at which travel may be claimed shall be within the scale determined by the Council within the scale of rates used by the Inland Revenue.

A subsistence allowance for Councillors is paid on the basis of actual reasonable expenditure and where overnight accommodation is necessary, this will be for three star accommodation or equivalent, evidenced by receipts.

Co-opted and other non-elected Members are entitled to claim Travel, Subsistence and Dependant Carer's Allowances on the same basis as Members of the Council.



HEREFORDSHIRE COUNCIL

PUBLIC NOTICE

LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

The following table is published in accordance with the above Regulations. Herefordshire Council have published Councillors' allowances annually since 2003, when the above Regulations came into force. The published allowances have been advertised in the local press, publicly available to view on the website, or for inspection at the Council offices at Brockington, since 2003. The table shows the total sum paid by Herefordshire Council to each Member of the Council for the period 1 April 2010 to 31 March 2011 in respect of Basic Allowance (BA) and Special Responsibility Allowance (SRA), Childcare and Dependant Carers Allowance, Travel and Subsistence Expenses and Co-optees Allowance.

Name	Basic Allowance	Special Responsibility Allowance	Travelling & Subsistence Allowance	Total
(1)	(2)	(3)	(4)	(5)
Cllr. P A Andrews	£7,244.04	£8,795.04	£654.75	£16,693.83
Cllr. W U Attfield	£7,244.04	£1,800.00	£0.00	£9,044.04
Cllr. L O Barnett	£7,244.04	£11,382.96	£1,727.61	£20,354.61
Cllr. C M Bartrum	£7,244.04	£0.00	£328.00	£7,572.04
Cllr. D J Benjamin	£2,161.53	£0.00	£0.00	£2,161.53
Cllr. L Bettington	£6,523.53	£0.00	£498.55	£7,022.08
Cllr. A J M Blackshaw	£7,244.04	£11,382.96	£1,962.15	£20,589.15
Cllr. W L S Bowen	£7,244.04	£8,795.04	£2,517.24	£18,556.32
Cllr. H Bramer	£7,244.04	£11,382.96	£740.40	£19,367.40
Cllr. A C R Chappell	£7,244.04	£4,398.00	£8.80	£11,650.84
Cllr. M E Cooper	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. P G H Cutter	£7,244.04	£0.00	£876.69	£8,120.73

Cllr. S P A Daniels	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. H Davies	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. G Dawe	£7,244.04	£720.97	£0.00	£7,965.01
Cllr. B A Durkin	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. P J Edwards	£7,244.04	£11,382.96	£572.41	£19,199.41
Cllr. J Fishley	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. J P French	£7,244.04	£11,382.96	£0.00	£18,627.00
Cllr. J H R Goodwin	£7,244.04	£0.00	£831.60	£8,075.64
Cllr. A E Gray	£7,244.04	£0.00	£628.88	£7,872.92
Cllr. D W Greenow	£7,244.04	£0.00	£143.60	£7,387.64
Cllr. K G Grumbley	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. K S Guthrie	£7,244.04	£0.00	£60.40	£7,304.44
Cllr. J W Hope	£7,244.04	£7,400.13	£1,036.40	£15,680.57
Cllr. M A F Hubbard	£7,244.04	£1,851.63	£0.00	£9,095.67
Cllr. B Hunt	£7,244.04	£0.00	£33.60	£7,277.64
Cllr. R Hunt	£7,244.04	£0.00	£690.40	£7,934.44
Cllr. T W Hunt	£7,244.04	£8,795.04	£938.22	£16,977.30
Cllr. J A Hyde	£7,244.04	£11,382.96	£1,336.40	£19,963.40
Cllr. T M James	£7,244.04	£11,463.00	£1,094.00	£19,801.04
Cllr. J G Jarvis	£7,244.04	£11,382.96	£2,792.90	£21,419.90
Cllr. W Johnson	£6,523.53	£0.00	£192.00	£6,715.53
Cllr. P Jones	£7,244.04	£1,394.91	£703.50	£9,342.45
Cllr. J Lavender	£3,368.87	£0.00	£0.00	£3,368.87
Cllr. M D Lloyd-Hayes	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. G Lucas	£7,244.04	£0.00	£671.60	£7,915.64
Cllr. R I Matthews	£7,244.04	£11,748.04	£352.80	£19,344.88
Cllr. P J McCaull	£7,244.04	£0.00	£262.40	£7,506.44
Cllr. P M Morgan	£7,244.04	£8,795.04	£665.60	£16,704.68

Cllr. A Oliver	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. J E Pemberton	£7,244.04	£0.00	£363.81	£7,607.85
Cllr. R J Phillips	£7,244.04	£32,957.55	£7,449.30	£47,650.89
Cllr. G A Powell	£7,244.04	£0.00	£542.88	£7,786.92
Cllr. P Price	£7,244.04	£11,382.96	£1,681.20	£20,308.20
Cllr. S J Robertson	£7,244.04	£0.00	£201.81	£7,445.85
Cllr. A Seldon	£7,244.04	£0.00	£1,077.55	£8,321.59
Cllr. R H Smith	£7,244.04	£0.00	£559.20	£7,803.24
Cllr. R V Stockton	£7,244.04	£0.00	£968.10	£8,212.14
Cllr. J Stone	£7,244.04	£8,795.04	£0.00	£16,039.08
Cllr. A P Taylor	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. D C Taylor	£7,244.04	£0.00	£14.40	£7,258.44
Cllr. A M Toon	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. N L Vaughan	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. W J Walling	£7,244.04	£0.00	£0.00	£7,244.04
Cllr. P J Watts	£7,244.04	£0.00	£907.65	£8,151.69
Cllr. D B Wilcox	£7,244.04	£11,382.96	£627.14	£19,254.14
Cllr. J B Williams	£7,244.04	£1,551.96	£841.28	£9,637.28
Cllr. J D Woodward	£7,244.04	£0.00	£0.00	£7,244.04
Totals	£416,999.66	£221,708.03	£37,555.22	£676,262.91
R Rogers – Independent Chairman Standards Committee	£4,398.00	£0.00	£0.00	£4,398.00

Notes

- 1 The Special Responsibility Column includes allowances for the Chairman and Vice-Chairman of the Council, Leader, Deputy Leader, Cabinet Members, Group Leaders and Chairmen of other Committees.
- 2 The Members' Allowances Scheme was adopted by the Council having regard to the recommendations of an Independent Remuneration Panel consisting of representatives of local businesses, the voluntary sector and the press and trade unions in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 3 Receipts are required for travelling and subsistence allowance (see column 4). All allowances are subject to annual audit.
- 4 Public notices for Members' Allowances published since the financial year 2007/2008 are available to view on the Council's website at [www.herefordshire.gov.uk/Your Councillors](http://www.herefordshire.gov.uk/Your_Councillors)

Appendix 3 Role of Group leaders in the Political Management of the Authority – Extract from the Constitution

3.7.5 Political Management

- 3.7.5.1 The Council comprises Councillors who may be members of political or other groups, as referred to in Article 2 (2.2.10). Those groups are an important part of the way the Council operates and are formally recognised in the appointment of committees. The Leader of the Council, who is elected by the Council, is usually from the Political Group comprising the majority of Councillors and the Leader usually appoints members of his Political Group to be Cabinet Members.
- 3.7.5.2 Each Political Group appoints a Group Leader. The Group Leaders have an important informal role to play in relation to the Functions Scheme. This role is separate and distinct from any role or function that any Councillor who is a leader of a Political group has under the Functions Scheme. Other than those functions allocated to any Political Group Leader under the Functions Scheme, the Political Group Leaders have no authority to take decisions on behalf of the Council but do fulfil important informal political management functions.
- 3.7.5.3 In particular, the Political Group Leaders have the following informal functions:
- a to provide leadership to the respective groups on all matters related to Council business
 - b to act as a link between the political and other groups and to meet regularly with other Group Leaders to discuss matters relating to the political management of the Council
 - c to ensure that the views of his or her Group are made known to the Council, the Cabinet and the Chief Executive
 - d to help identify whether there is any consensus or other ways that the groups can work together on matters related to Council functions
 - e to attend Council and other meetings as set out in the Constitution as a recognised Group Leader for the purpose of fulfilling these functions.