

Mid Sussex

Report of the Independent Remuneration Panel on the review of Members' Allowances 2016/17

Mr Anthony Cox (Chairman)
Mr Neil Gershon
Mr John Rowe



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CHAIRMAN'S FOREWORD

I am pleased to present the report & recommendations of the Independent Remuneration Panel for Mid Sussex District Council, relating to the financial year 2016/17.

It is appropriate that I begin by recording my thanks to last year's Panel Members; Tony Bellringer and Adam Hayes for all their hard work, In particular to Tony who, I understand, had served continuously since the Independent Panel had been established in 2001.

I am also pleased to welcome Neil Gershon and John Rowe to the Panel and record my appreciation of their fresh insights and questioning into the operation of the Panel.

This year, again, the Panel recognizes that the **Base Allowance** needs increasing, notwithstanding the far greater Member interest shown in this year's review, reflected in both the increased number of Panel Questionnaires returned this year (up from 7/54 last year to 44/54 this year) and the markedly increased Member attendance at the 'drop-in' open forum on Allowances. The Panel welcomed these responses.

As since 2001/2 the Basic Allowance has increased by just over 12%, yet inflation – over the same period = has increased by over 31%, a net deterioration of almost 19% (as shown on page 6). The Panel believes this should not continue and, accordingly, has framed a 4-year recommendation.

Similarly, the Panel recognizes the importance of **Planning** in the life of potentially all of the electorate of Mid-Sussex and in particular the case load & expectations on Planning Chairman in particular and is responding positively here in both Chairman, via a 4-year recommendation, and a new Vice-chair allowance, with the recommendation that the latter is reviewed after the first year.

The only proposed reduction in an Allowance, is that of the Chair of the Licensing Committee to be equivalent to that of the Chair of the Standards Committee.

Taken together these changes, if passed by Council, represent a £9,731 increase on the total allowances budget. Based on a total allowances spend last year of £366.6K, this represents a 2.7% increase.

We commend this report, and its recommendations, to Council.

Anthony Cox
26th November 2015

INTRODUCTION

This Independent Remuneration Panel has been appointed by Mid Sussex District Council to consider and make recommendations for the 2016/17 financial year. The Panel comprises Anthony Cox (this year's Chairman), Neil Gershon and John Rowe. Their terms of appointment and a short biography are set out at Appendix A.

TERMS OF REFERENCE

The Panel is required to make recommendations to Mid Sussex District Council on their schemes of allowances. The terms of reference, in so far as they relate to Mid Sussex District Council, are to make their recommendations:

- a) On the amount of Basic Allowance which should be payable to its Elected Members;
- b) About the roles and responsibilities for which a Special Responsibility Allowance should be paid and the amounts thereof;
- c) About the duties for which travelling and subsistence allowances should be paid and the amounts thereof;
- d) As to whether co-optees to committees should receive allowances and the amounts thereof;
- e) As to whether the Council's scheme should include an allowance in respect of arranging for the care of children and dependents and if so, the amount thereof.

WORK OF THE PANEL

The Panel sent out a questionnaire to all Members of the District Council, to which 44 replies were received (81%). The Panel also invited all Members to attend a drop-in session, which was attended by 16 Members, and interviewed those who wished to speak to them to discuss their views in greater depth. Interviewed Members are listed at Appendix B to this report, though names are not given, to preserve anonymity where possible. The Panel was very grateful for the input of all those Members who provided feedback on the current Allowances scheme.

The feedback confirmed that the existing scheme of Members' Allowances showed a strong desire from Members for an increase in the Basic Allowance following a 5 year freeze. There were also strong representations that a Special Responsibility Allowance needed to be re-instated for Vice-Chairmen for Committees and that the Chairmen of Planning Committees Allowances also needed to be increased.

The comparative data showing equivalent allowances paid by other councils proved to be another key source of information for the Panel and can be found at Appendix C to this report.

The Panel met on 6 occasions between September and November 2015, and also communicated extensively over this period by email. These meetings planned the review, commissioned research, met with Council Members & Officers, evaluated the evidence received and debated its findings, before formulating both draft and final reports containing its recommendations.

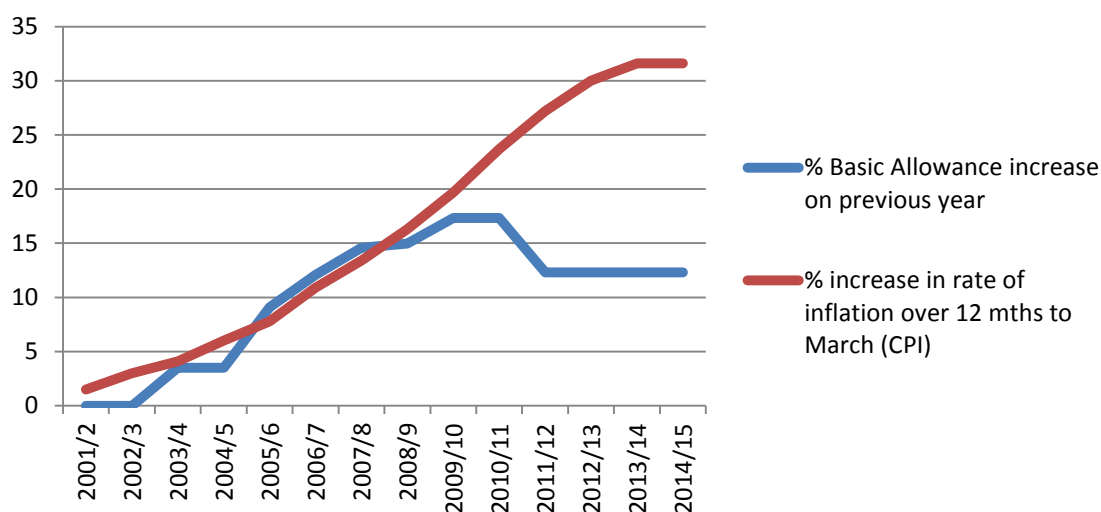
As with the previous review, one of the Panel's key considerations was affordability in the current economic climate. Whilst we recognise that the work and demands upon Councillors continues to expand, this has to be balanced against the demand upon the public purse. We therefore make our recommendations accordingly.

Consideration and Recommendations

1. Basic Allowance

The Panel once again examined the record of Basic Allowance rates since the system was introduced in July 2001:

Year	Recommended Rate	Adopted Rate (£):	Basic Allowance % increase on previous year	Percentage change of inflation over 12 months to March (CPI)
2001/2	Scheme introduced 31.7.2001	4000	0	1.5
2002/3	4000	4000	0	1.5
2003/4	4140	4140	+3.5	1.1
2004/5	4245	4245	0	1.9
2005/6	4370	4370	+5.6	1.8
2006/7	4500 ¹	4500	+2.97	3.1
2007/8	4500 plus increase in line with Local Government Pay Settlement for 2007/8	4611	+2.5	2.5
2008/9	4611 plus increase in line with Local Government Pay Settlement for 2008/9	4611	0	2.9
2009/10	4611 plus increase in line with Local Government Pay Settlement for 2009/10	4738	+2.75	3.4
2010/11	4738	4738	0	4.0
2011/12	4501	4501	-5.0	3.5
2012/13	4501 plus increase in line with Local Government Pay Settlement for 2012/13	4501	0	2.8
2013/14	4501	4501	0	1.6
2014/15	4501 plus increase in line with Local Government Pay Settlement for 2014/15	4501	0	0



The Panel noted from the responses to the questionnaire and the feedback from the interviews that there was a strong feeling that the Basic Allowance should be increased, to recognize the increasing workload for all Councillors. Representations were made to the Panel that they had to work a higher number of hours on ward work with individual issues and there were increasing expectations from the electorate for a '24/7 service' (i.e. being called with issues late evening and weekends). It was also raised by Councillors that they felt the Basic Allowance had been frozen for long enough and a rise should be introduced to compensate for the 5% cut that was made in 2011/12. The Panel also acknowledged some concerns raised by Councillors that the Basic Allowance needed to be sustainable and attractive enough to encourage more diverse and higher calibre of people to become elected Councillors.

The Panel noted that they had recommended modest incremental increases in recent years which had been rejected, with the result that there has been no increase in the Basic Allowance since 2011/12, whilst costs have continued to rise throughout this time.

The Panel considered the Basic Allowance against inflation which is displayed in the graph above and acknowledged that the Basic Allowance was substantially lower than it could be however they felt that a balance needed to be struck between the continuing financial constraints facing the local economy and that fact that the Local Government Pay Award for staff meant that salaries have only risen over the last two years by 1% per annum.

On the principle that recognition should be made of the increased time spent by all Councillors on their work, the Panel feels that an increase of 2.5% per annum over the next four years would be appropriate. This would mean that the Basic Allowance would increase by 10% at the end of 2019/20 and in 2016/17 the Basic Allowance would increase from £4,501 to £4,620.

2. Special Responsibility Allowances

2.1. Leader of the Council and Cabinet Members

The Panel acknowledged the continued significant workload of the Leader of the Council and Cabinet Members and this was reflected in the feedback from the questionnaire and interviews. The Panel noted from feedback received that there were some comments that the Cabinet Member allowances should be increased due to increase workload, however on balance the Panel were satisfied that the current level of allowance sufficiently reflected the higher level of responsibility of the Cabinet Members and were therefore recommending no change.

There were also some comments which came out of the questionnaire on the need to create a fixed Deputy Leader allowance. The Panel considered this point and noted that the Leader was able to allocate a payment to the Deputy Leader from his own allowance. The Panel acknowledged comments that there should be a permanent allowance rather than the Deputy Leader having to rely on the discretion on the Leader. The Panel acknowledges that this is an area where further consideration might need to be taken over the next few years but at the current time there was no representations or evidence that the current system was insufficient for the Councillors concerned.

2.2. Group Leader Allowance

The Panel considered the Group Leader Allowance in detail and recommend that no change be made for 2016/17. However, the Panel noted that the formula for calculating the Group Leader Allowance had remained unchanged for many years and therefore proposed for it to be reviewed by the Panel in the future to determine its continuing suitability in the current economic climate.

2.3. Chairmen of Council and Committees

The Panel noted from feedback the views that the general consensus was that the majority of Chairmen Allowances should be increased. There were comments that the Allowances for Chairmen of Planning Committees in particular should be increased due to the increased workload of these committees, the increase of applications being submitted and the controversial and complex nature of the subject matter.

The Panel recognised the importance of work of the Planning Committees and the impact they have on the lives of the residents of the district. They noted that these Chairmen had to undergo specific technical training in order to keep up to date with ever changing legislation and that it was important to attract suitable and experienced people for these roles. As such, the Panel recommends that the allowance for all three Planning Committee Chairmen be increased by 2.5% per annum for the next four years, mirroring the recommendation for the Basic Allowance.

The Panel received no representations on the allowance for the Chairman of the Council, and therefore recommends no change to the existing allowance.

The Panel considered the allowances for the Chairmen of the other committees and noted that they had received a few comments from Councillors calling for a consistent level (the highest amount) to be paid to all Chairmen. The Panel analysed the frequency of meetings for each committee and felt that this suggestion was inappropriate as Planning Committees met every four weeks whereas other Committees such as Licensing and Standards only met 3-4 times a year. The Panel also discussed the allowances for Scrutiny Committee Chairmen and whilst recognising that their work is important they did not see any evidence to support raising their allowances to the same level as Planning Committee chairmen as they only meet on average 6 times a year.

The Panel considered the allowance for the Chairmen of the Licensing Committee and noted that the workload of this committee had reduced and that the number of meetings meant it was more in line with the Chairmen of the Standards Committee. Upon further consideration the Panel are recommending that the allowance of the Chairmen of the Licensing Committee be reduced to £475.

In conclusion, the Panel supported the current differentiation between allowances for Chairmen, with the exception of Licensing and Standards, and in the absence of any external metrics or evidence to the contrary, the Panel recommended no change in any of the other Chairmen allowances.

2.4 Vice Chairmen

The Panel received no specific comments on the allowance for Vice Chairman of the Council, and therefore recommends no change to the existing allowance.

The Panel had received considerable feedback from Councillors on the question of an allowance for Vice-Chairmen, particularly for Planning Committees. Councillors said that the workload for Vice-Chairmen was equal to that of the Chairmen and that on occasions they would have to “act up” as the Chairman in instances when they were unavailable and received no compensation for doing this.

Like the Chairmen, the Vice-Chairmen of the Planning Committees were subject to the same demanding workload and higher public perception and received the same training with a view to one day becoming Chairman.

Therefore with regards to the Vice-Chairmen of Planning Committees, the Panel recommends the creation of a new allowance which would be 25% of the Chairman of Planning Committees

which would mean a total allowance of £3,450 (£1,150 x3). The Panel also recommends that as this a new allowance it should be monitored and reviewed annually to assess whether it continues to be appropriate.

The Panel considered whether an allowance should be created for Vice-Chairmen of the other committees, however they felt that there was not the same higher demand or workload which relates to planning. The Panel recommends the Council might want to consider whether it would be appropriate to introduce an allowance which Vice-Chairmen could claim for in instances when there has been a prolonged period of absence from the Chairman and the Vice-Chairman has taken on their responsibilities. This could be an area which may need to be reviewed by the Panel in future years.

2.5 Independent Persons

Independent Persons for Standards Matters are paid £713pa as a fixed allowance. In the absence of any evidence presented to the contrary, the Panel are proposing no change in this report.

2.6 Conclusions

The Panel recognised that the opinion of Members felt with the increased workload Chairmen of Committees allowances should be increased. However, due to the disparity in the frequency and workloads of each Committee, the Panel were satisfied with the current weight of the allowances for each committee.

The Panel agreed that the Planning Committee Chairmen allowances should be increased due to the higher workload of the committee and felt that an increased linked to the Basic Allowance recommendation was appropriate. The Panel also felt that due to the specific technical knowledge and additional duties placed on the Vice-Chairmen of Planning Committees, as opposed to other committees, that a separate allowance should be created.

3. Travelling and Subsistence Allowance

No representations were received on the current levels of Travel and Subsistence allowances, so we make no recommendations for change.

Whilst acknowledging that some Members travel longer distances to fulfill their duties than others, the Panel agreed that the current mileage rate was in line with HMRC benchmarks but that the Subsistence Rates should be rounded to the nearest whole pound.

Detail	Recommended Rate
Vehicles	
Car Mileage	45p per mile
Car Passenger Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers
Cycling Allowance	20p per mile
Subsistence	
Breakfast	£7.00
Lunch	£10.00
Tea	£4.00
Evening Meal	£12.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£22.00

4. Childcare and Dependent Carer's Allowances

4.1. Childcare Allowance

The Panel agreed that this allowance should remain linked to the national living wage rate of £7.85 per hour¹ and that the rate for two or more children remain at £15 per hour.

¹ www.livingwage.org.uk

4.2. Dependent Carer's Allowance

The Panel agreed that the existing payment of receipt-based actual costs, up to a maximum rate of £15 per hour remained appropriate.

5. Frequency of Panel Review

The views given to the Panel on this issue indicate that the current arrangement of a full review alternating with a "light touch" review the following year should be revised. Therefore the Panel recommends that this full review should offer a "package" for the following four years with the Panel conducting "light touch" reviews and certain amendments, as and when needed in consultation with MSDC Officers, in order to follow the term of the current administration.

6. ICT Allowance

The Panel received a number of representations from Councillors for a separate allowance to meet ICT costs. This is a historic problem which the Panel has previously addressed by calculating that a portion on the Basic Allowance should be used to cover ICT consumable costs. In consultation with MSDC Officers, the Panel is not minded to recommend a separate allowance, however our discussions did include some information about the provision made in West Sussex County Council in particular, and we believe that improved and standardised provision for IT should be made for Councillors from other budgets.

7. Summary of Recommendations

The Panel's recommendations for Basic and Special Responsibility Allowances are summarised in the table below (rounded to the nearest whole pound).

Role	Current Allowance (£):	Recommended Allowance (£):
Basic Allowance	4,501	4,620 with 2.5% increase per annum
Leader's Allowance	20,596	No change
Cabinet Member	8,238	No change
Chairman of the Council	6,572	No change
Vice-Chairman of Council	2,251	No change
3x Planning Cttee Chairmen	13,503	13,860 with 2.5% increase per annum (4,620 x3)
3x Planning Cttee Vice-Chairmen	Nil	3,450 (1,150 x 3) Subject to annual review
Licensing Committee Chairman	977	475
Standards Committee Chairman	475	No change

Group Leader	Group Leader Allowance of 75% of 1/54 of the Leader of the Council's Allowance per Group	No change
3x Scrutiny Cttee Chairmen	11,586 (3,862 x3)	No change
Audit Committee Chairman	1,930	No change
2x Independent Persons for Standards Matters	1,426 (713 x 2)	No change

The Panel advises that if the Council adopts all of the recommendations above this will generate an increase to the total Member Allowances budget of £9,731 for 2016/17. In addition, the Panel recommends the approval of a 2.5% increase for the Basic Allowance and the Planning Committee Chairmen per annum for the next four years in order to achieve a 10% increase by 2019/20.

The Panel recommends that Members should continue to only be entitled to claim one Special Responsibility Allowance, with the exception of allowances paid to Group Leaders.

ACKNOWLEDGEMENTS

The Panel would like to extend its sincere thanks to those who took the time to complete the questionnaire and attend the 'drop-in' session and interviews. We would also like to offer our collective thanks to Hannah Martin, Rebecca Street and Sally Blades of the Member Services Team, for their research and administrative support of our work this year.

**Anthony Cox
Neil Gershon
John Rowe**

**APPENDIX A - Panel
Membership**

Members of the Independent Panel for the Review of Members' Allowances are appointed for a four-year term:

Name	Term ends
Anthony Cox	30 April 2016
Neil Gershon	31 July 2019
John Rowe	31 July 2019

BIOGRAPHICAL INFORMATION**Anthony Cox**

Since September 2015, Tony has been the part-time Project Manager of the East Grinstead foodbank. He is also a Churchwarden in the town. He is also a volunteer general adviser at Citizens Advice – Crawley. Prior to leaving full-time work in 2010, Tony worked for IBM, in a variety of sales, consultancy & business management roles. Tony is married with two adult daughters and has lived in East Grinstead since 1987.

Neil Gershon

Neil Gershon spent his working life in the University sector with the last twenty years in senior management posts. Amongst other things he spent many years involved in HR matters including remuneration committees for non-academic staff. He retired from the post of Registrar at the University of Sussex in 2004. Since retirement he has been involved in the charitable sector and is currently Chairman of Furnihelp Mid Sussex and a Trustee of the Brighton and Hove Philharmonic Society. He lives in Haywards Heath.

John Rowe

John Rowe has many years experience in Director or Senior Management positions with international companies including Rentokil Initial PLC, Mars Group and STV International Ltd. During the course of his career his responsibilities have included HR, Marketing, Sales, Manufacturing and Logistics. He lives in Crawley Down.

APPENDIX B – Members Interviewed

The Panel wishes to acknowledge and thank those who were able to spare the time to attend face-to-face interviews:

Leader of the Council

Deputy Leader of the Council

1 Chairman of Planning Committee

Chief Executive

Head of Finance & HR

2x Councillors without SRA roles

16 x Councillors who attended the drop-in session

APPENDIX C – Information considered Comparable Allowances of District and Borough Councils in the South East Region

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2014/15	Overall budget for Member Allowances (£)	Total number of Councillors	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Planning Committee Chair	Deputy Chair Planning Committee	Overview and Scrutiny Committee Chair	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Group Leader	Committee Chair
Adur DC	District/Borough	65,000	3,600	158,476	29	9,450	3,780	3,780	1,890	945	1,890	945	1,890	1,890	945	945	n/a
Arun District Council	District/Borough	150,000	5,166	448,650	54	14,196	10,400	8,320	3,750	4,000	6,000	1,980	4,870	8,320	2,745	N/A	Standards Committee Chairman = £1,500
Ashford	District/Borough	118,000	4,466	330,000	43	14,609	9,739	7,305	4,844	1,461	5,844	1,948	5,844	N/A	N/A	£224.54 per Group Member	N/A
Aylesbury Vale District Council	District/Borough	181,000	5,472	480,000	59	16,416	12,300	10,944	4,104	2,736	5,472	No	4,104	5,472	No	Share of £5,472 (apportioned)	No
Basingstoke & Deane Borough Council	District/Borough	172,000	6,736	571,800	60	22,460	14,964	11,230	5,615	5,615	5,615	562	5,615	4,485	1,288	3,369	0
Canterbury City Council	District/Borough	157,600	5,250	282,381	39	18,250	5,500	N/a	1,000	5,500	6	None	N/a	5,500	4,000	£134 per Councillor in Group	5,500
Cherwell District Council	District/Borough	143,000	4,152	Unknown	50	7,212	2,484	6,300	1,800	250 + 250 per meeting capped at 1000	4,200	Nil	3,504	Nil	Nil	Nil	1,008
Chichester District Council	District/Borough	113,800	4,541	306,900	48	13,989	6,863	6,652	4,751	4,751	4,751	Nil	4,751	4,751	Nil	Nil	Only for roles stated
Crawley Borough Council	District/Borough	106,000	6,068	330,440	37	14,567	Not applicable	7,281	2,428	6,068	6,068	2,428	6,516	10,590	1,650	0	Governance Committee = £2,428; Budget Advisory Group = £2,428; Scrutiny Panels = £1,156
Dartford Borough Council	District/Borough	93,000	4,764	340,570	44	27,857	16,714	8,357	2,090	0	5,014	1,655	2,090	4,730	1,780	4,178	0
East Hampshire District Council	District/Borough	117,000	4,500	306,800	44	16,000	2,767	4,150	2,767	692	4,150	1,383	2,767	2,767	Not applicable	Not applicable	Varies per committee, as shown
Eastbourne Borough Council	District/Borough	100,000	2,808	135,000	27	4,212	2,808	2,808	nil	1,404	2,106	1,404	1,404	2,808	1,404	n/a	n/a

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2014/15	Overall budget for Member Allowances (£)	Total number of Councillors	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Planning Committee Chair	Deputy Chair Planning Committee	Overview and Scrutiny Committee Chair	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Group Leader	Committee Chair
Eastleigh	District/Borough	124,000	6,178	400,000	44	19,761	9,139	7,833	2,610	0	LAC Chair - 3,264	LAC Vice-Chair - 816	2,610	5,000	0	N/A	N/A
Elmbridge Borough Council	District/Borough	132,800	4,395	372,040	60	12,240	N/A	6,120	3,662	3,590	5,100	1,163	6,120	N/A	N/A	N/A	N/A
Fareham Borough Council	District/Borough	113,613	6,674	416,000	31	20,023	11,124	11,124	4,172	6,953	10,012	834.3	7786.8	n/a	n/a	1,669	6,953
Gosport Borough Council	District/Borough	84,287	5,862	242,790	34	13,620	nil	nil	nil	4,362	4,362	nil	3,270	nil	nil	1,975	nil
Guildford Borough Council	District/Borough	142,958	4,918	310,200	48	5,171	1,294	3,879	1,077	3,232	3,879	0	3,232	1,616	0	63.41 per Group member	0
Hart	District/Borough	90,000	3,885	232,975	33	15,642	6,213	5,461	1,722	1,722	3,128	1,042	2,045	3,048	1,051	0	0
Havant Borough Council	District/Borough	120,700	5,350	307,247	38	14,800	8,880	8,140	1,973	2,960	5,920	NA	5,920	NA	NA	NA	Scrutiny Leads £1973, Chairman of the Safer Havant Partnership and the Council's Representation on Outside Organisations £5920
Horsham District Council	District/Borough	134,160	4,768	299,230	44	12,000	8,169	6,669	2,313	2,313	3,654	1,221	5,084	4,860	1,620	N/A	Standards - £3,654, Personnel £2,313, 2 Working Groups £2,313
Maidstone Borough Council	District/Borough	161,800	4,666	379,790	55	18,661	None	NA	3,732	3,732	7,464	None	NA	2,500	1,000	£376 multiplied by composition of party (derived from £11,663 budget divided by 31, 31 being the current composition of Members excluding the Leader's party)	Service Committees (decision making): Strategic Planning, Sustainability and Transport Committee £7,464; Communities, Housing and Environment Committee £7,464; Heritage, £475 - Standards Committee
Mid Sussex	District/Borough	139,000	4,501	367,589	54	20,596	None	8,238	1,930	977	£4,501.00 x3 Planning Committees	None.	£3,862.00 x 3 Scrutiny Committees	6,572	2,251	75% of 1/54 of the Leader of the Council's allowance per Group Member	£475 - Standards Committee
New Forest District Council	District/Borough	177,791	6,027	476,610	60	19,209	N/A	9,605	1,979	1,979	5,330	N/A	4,803	9,200	1,900	N/A	N/A
Reigate and Banstead BC	District/Borough	143,094	5,298	414,700	51	13,152	10,741	8,769	n/a	409	5,058	0	2,939	12,257	2,532	137 + 54 per group member	409

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2014/15	Overall budget for Member Allowances (£)	Total number of Councillors	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Planning Committee Chair	Deputy Chair Planning Committee	Overview and Scrutiny Committee Chair	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Group Leader	Committee Chair
Rother District Council	District/Borough	92,130	4,237	210,000	38	12,376	3,489	2,692	1,969	1,969	2,692	not applicable	2,692	not applicable	not applicable	422 + 73 per Member	not applicable
Runnymede Borough Council	District/Borough	80,510	2,869	198,500	42	5,738	1,434	n/a	779	2,869	5,021	3,344	2,869	2,869	Nil	2,152	2,869
Rushmoor Borough Council	District/Borough	96,800	4,750	300,000	39	12,900	8,670	7,640	1,030	5,160	5,160	no information	3,100	1,030	no information	no information	no information
Shepway	District/Borough	118,000	3,944	290,000	30	21,670	9,803	8,983	4,035	1,416	4,035	404	4,035	6,353	1,211	0	0
South Bucks District Council	District/Borough	70,000	4,274	179,310	28	10,685	4,700	4,700	708	3,422	3,422	0	3,422	3,422	1,410	708	0
South Oxfordshire District Council	District/Borough	not known	4,575	234,800	36	18,151	n/a	8,740	1,210	2,040	4,840	n/a	2,040	4,840	1,210	n/a	n/a
Spelthorne Borough Council	District/Borough	92,000	3,938	204,800	39	9,037	6,001	3,012	3,012	3,012	3,012	0	3,012	13,800	3,900	0	0
Surrey Heath Borough Council	District/Borough	84,000	4,962	276,000	40	13,523	n/a	4,511	1,804	3,609	4,178	2,089	3,609	4,700	1,567	4,511	n/a
Swale Borough Council	District/Borough	140,000	4,832	363,930	47	18,361.00	Nil	11,017	1,836	Nil	6,427	Nil	5,049	3,326	1,331	Nil	Nil
Tandridge District Council	District/Borough	83,700	4,012	224,000	42	2,845	1,423	N/A	N/A	N/A	2,845	1,423	2,845	2,845	N/A	2,845	2,845
Test Valley Borough	District/Borough	114,171	6,452	408,431	48	12,232	8,361	7,794	n/a	3,884	4,851	981	6,452	2,890	568	12,232	n/a
Thanet District Council	District/Borough	134,186	4,570	368,929	56	18,082	10,776	7,990	5,204	3,216	5,204	1,216	7,990	2,188	1,530	0	1,216
Tonbridge & Malling Borough Council	District/Borough	120,805	5,178	465,450	54	18,018	None	8,235 (x 5)	2,589	2,589	£5,178 (x 3)	1,296 (x 3)	5,178	Not SRA	Not SRA	N/A	Varies: £2,589 Standards; £1,296 GP and programmed advisory boards
Tunbridge Wells Borough Council	District/Borough	116,100	5,500	312,745	48	19,250	n/a	11,000	1,375	1,375	5,500	1,320	1,375	5,380	1,080	0	0
Vale of White Horse District Council	District/Borough	not known	4,575	288,840	38	18,151	13,311	8,470	1,210	n/a	4,840	2,420	2,420	4,840	1,210	n/a	n/a
Waverley Borough Council	District/Borough	121,574	4,573	252,280	57	13,433	9,299	6,200	2,320	3,100	3,150	1,550	3,100	500	n/a	n/a	n/a

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2014/15	Overall budget for Member Allowances (£)	Total number of Councillors	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Planning Committee Chair	Deputy Chair Planning Committee	Overview and Scrutiny Committee Chair	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Group Leader	Committee Chair
Wealden District Council	District/Borough	153,890	4,343	310,852	55	12,706	nil	5,252	3,550	1,288	3,964	1,323	3,550	4,505	1,111	nil	nil
West Oxfordshire District Council	District/Borough	105,000	4,350	333,800	49	19,575	13,050	10,875	1,100	1,100	£5450 x 2 (Area Planning meetings) £1100 (Chair of Development Control)	N/A	£4350 x 3	4,350	N/A	N/A	Human Resources - £1100 and Miscellaneous Licensing Sub-Committee - £500
Winchester City Council	District/Borough	120,000	5,580	444,000	57	16,734	9,129	7,605	2,280	3,042	7,605	2,280	7,605	2,280	n/a	2280 (not in current use as group must have at least 5 members)	n/a
Woking Borough Council	District/Borough	99,198	7,115	295,758	36	5,000	1,000	500	None	500	500	None	500	13,882	1,388	None	None
Worthing BC	District/Borough	110,000	4,645	240,210	37	13,935	6,967	5,806	+ governance 2322.50	2,323	4,645	1,161	3,484	not paid as an SRA	not paid as an SRA	n/a	n/a
Wycombe District Council	District/Borough	173,500	4,660	531,000	60	16,309	11,649	9,319	1,165	1,165	4,660	1,165	3,495	19,100	2,580	depends on number in Group - there is a formula to determine amount paid	1,165

APPENDIX D – Questionnaire and responses

Background

As in previous years the Panel asked for a Questionnaire to be circulated to all Members. Following some discussion and agreement about the questions and format that the Panel required, a questionnaire was circulated in hard copy to all Members on Wednesday 19 August 2015 with a deadline for return of Tuesday, 8 September 2015.

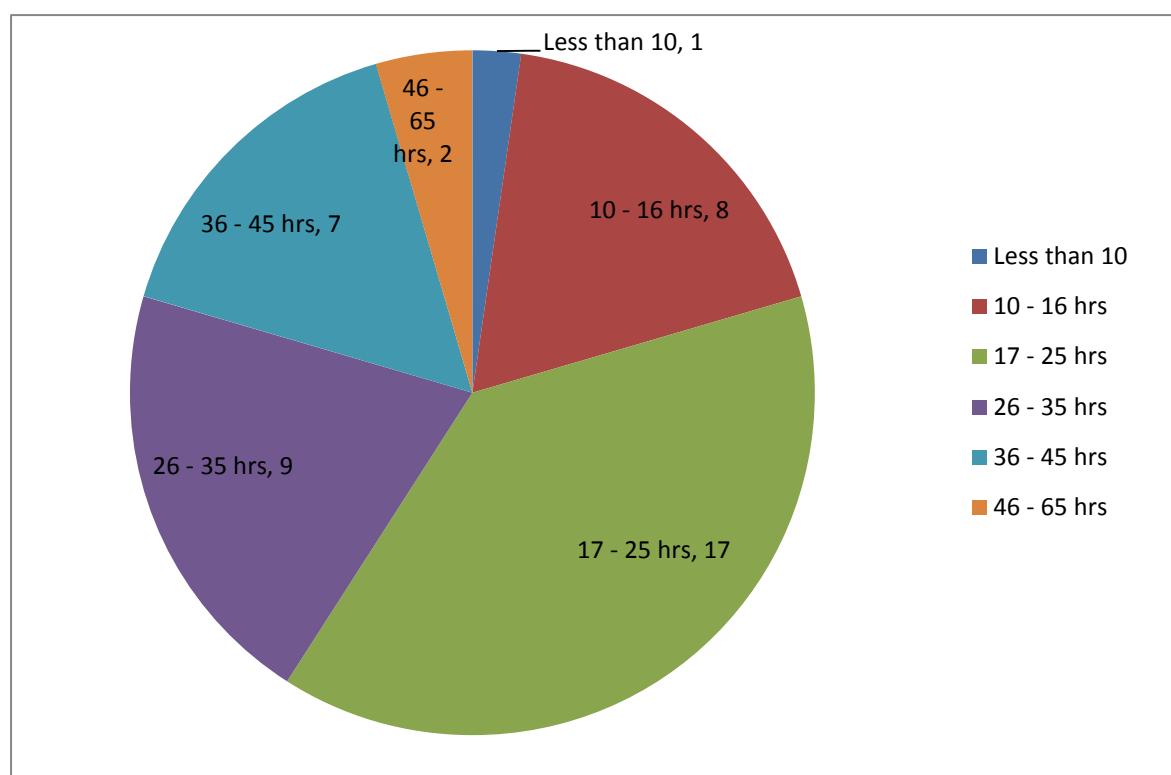
Results

44 completed questionnaires were received, the highest level since the Panel was formed in 2001.

The results are shown below:

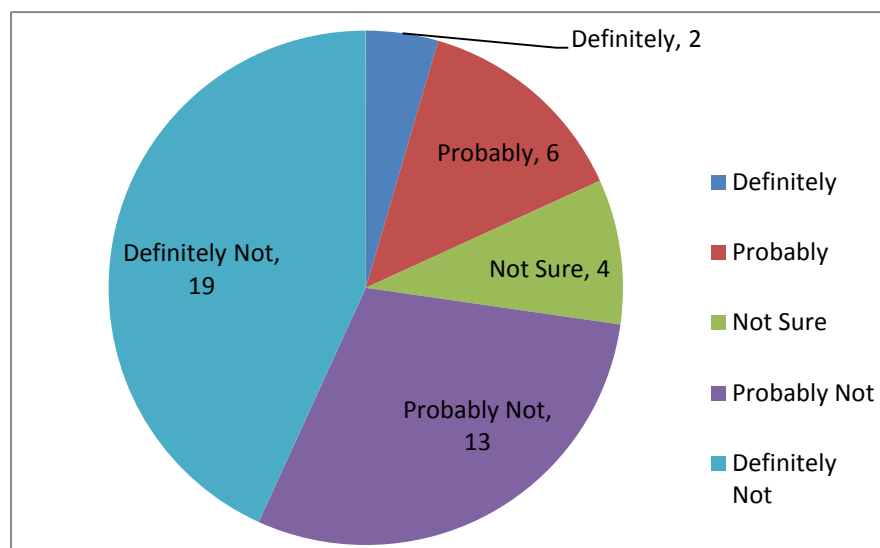
Approximately how many hours per week do you spend on Council business?

Less than 10	10 to 16	17 to 25	26 to 35	36 to 45	46 to 65
1	8	17	9	7	2



Do you think that the current level of the basic allowance is correct?

Definitely	Probably	Not Sure	Probably Not	Definitely Not
2	6	4	13	19

**Members also made the following comments about the basic allowance...**

"The allowance should be increased. Staff are now receiving pay rises."

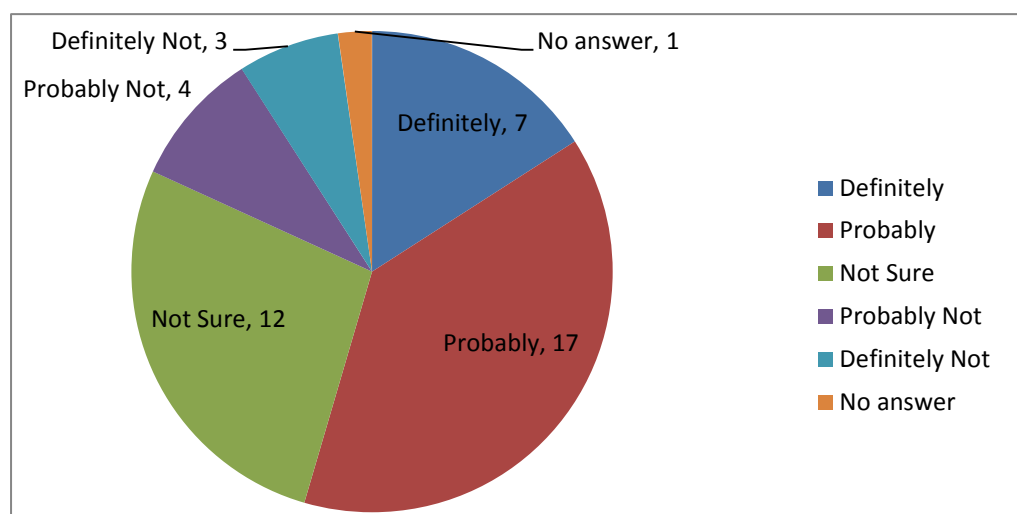
"There should be an increase in the basic allowance, recognising that Mid Sussex has fallen behind that provided by many comparable Councils and the increasing workload of Councillors."

"The basic allowance should automatically rise, at the same rate, as officer salary."

"There hasn't been a rise in allowances for 5 years. In fact they have been reduced. This is appalling and a rise of at least 5% should be given. It should be remembered that we are on call to our constituents 24/7 and that includes weekends"

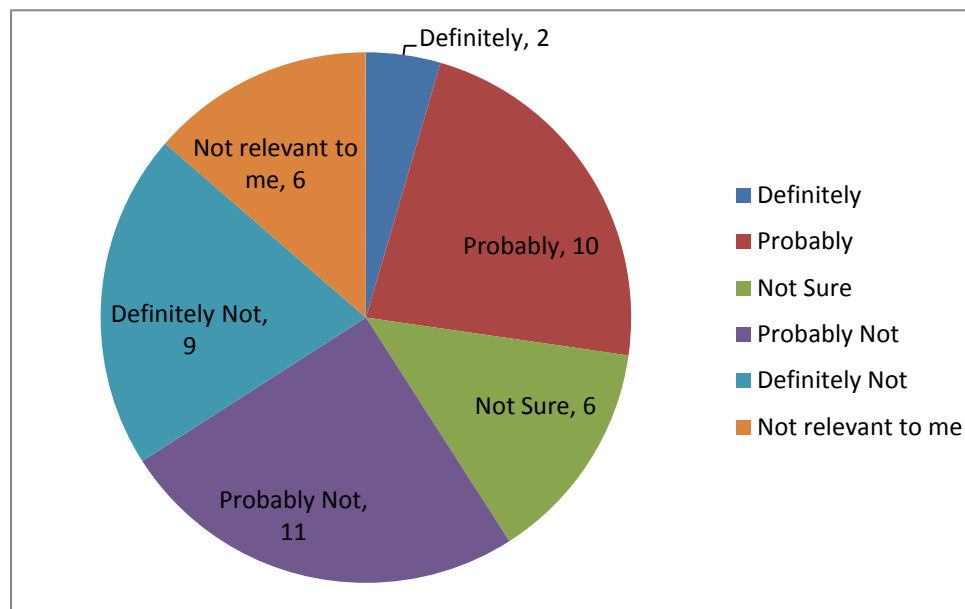
Do you think that the current levels of travel and subsistence allowances are correct?

Definitely	Probably	Not Sure	Probably Not	Definitely Not
7	17	12	4	3



Do you think that the current levels of special responsibility allowances (SRA) are correct?

Definitely	Probably	Not Sure	Probably Not	Definitely Not	Not Relevant to me
2	10	6	11	9	6



Members also made the following comments about the level of special responsibility allowances...

"Planning Committee chairmen are under recognized given the workload vs other committees"

Members were asked if any SRAs should be created....

There were 26 comments in this section with 9 Members saying they felt that there were no additional SRAs needed or new Members saying they were not able to comment.

The comments from other Members on this subject covered three areas; the Deputy Leader, Vice-Chairmen for Committees and Vice-Chairmen of Planning Committees in particular.

Deputy Leader Allowance

"Deputy Leader should receive an enhanced allowance over the cabinet member allowance as this role involves additional work. This has been proposed in past years but not acted on by the panel. (I have not discussed this with either the previous or current Deputy Leader to avoid embarrassing them)."

"I feel the Deputy Leader carries out many extra duties and should have additional allowances' £3 to £4000 pa"

“In the interest of transparency, the Deputy Leader’s allowance should be a matter of record rather than being at the Leader’s discretion.”

Vice – Chairmen of Committees

“All Vice Chairman.”

“Yes, I feel that Vice Chairmen of Committees should receive an allowance commensurate to the Chairman.”

“Vice Chairmen of Committees, I believe need recognition as they need to be as briefed as the Chairmen and Chair meetings when the Chairmen are not available.”

Vice-Chairmen of Planning Committees

“Reinstate an allowance for vice chairmen of planning committees.”

“Vice Chairmen Planning Committees (A, B, Full) A lot of extra work, attending pre-meetings and visiting sites. £2000.”

“It was a mistake removing the SRA from Vice-Chairmen. They are a backstop and an assistance to the Chairman. Ready and Briefed to take over if the Chairman is indisposed. It was removed as a sop to the electorate. It should be reinstated.”

“The withdrawal of the allowance for Vice-Chairman was a mistake, because Vice Chairman should be able to take over in the absence of the Chairman and conduct meetings with a similar level of knowledge and experience as the Chairman and on this I speak from experience. Had I not “learned my trade” as Vice Chair of the Scrutiny Committee for Planning and Economic Development, I would not have been able to take over from the then Chairman when he was ill and sadly, subsequently died. I would certainly not have been able to guide the Travellers Sites Consultation, the Gatwick 2nd Runway issue or the Community Infrastructure Levy consultation successfully through both Scrutiny and Council. This is not arrogance or conceit on my part, but rather speaking from 43 years in commerce over half of which at Management level and it is suggested in the best interest of efficient and effective working in mind, particularly with a view to succession, where we should be looking for suitable candidates to be trained to accede to Chair positions, particularly as we are an ageing Council. A suitable allowance should, therefore be paid to Vice Chairman.”

Do you think that the current level of carer's allowance and the rules determining entitlement are correct?

Definitely	Probably	Not Sure	Probably Not	Definitely Not	Not Relevant to me
3	14	7	3	0	17

Members were also asked if any SRAs in particular should be reduced or restructured...

There were 31 comments for this question. The comments range from no change to a number of SRAs and Basic Allowance needing to be increased.

A couple of Members commented that they felt the Chairmen of all committees should be aligned to be the same:

"The Chairman of Committees should probably be aligned. The responsibilities are the same."

"Restructured to show more consistency, e.g. levelled up to the highest chair's rate, for chairman of committee."

"From my experience as Audit Chair, Audit is a full Scrutiny committee with treasury management and governance responsibility too, and should be at the same level as the other scrutiny committees, which should be the same level as planning."

There were several other comments about the need to increase the existing SRAs.

"SRA Chairman: Higher as they spend a lot of personal money carrying out the roll. SRA Vice Chairman: again, slightly higher for the same reason. SRA Leader: this should increase the leaders job is a full time job. SRA Cabinet: not sure but probably higher. SRA Group Leader: ok if leaders was increased this could be used at the discretion of the leader to reward special requirements and give flexibility to manager his team. SRA Planning: this has become a hot potato should be higher due to the work involved. SRA Licensing: not sure. SRA Standards: not sure. SRA Scrutiny: this is a very important post and takes a lot of preparation and is one of the most important rolls. SRA Audit: not sure but probably higher."

"All of the allowances should be restructured/increased to reflect the increase in workload that Mid Sussex district council is going to endure over the coming years due to Neighbourhood plans, the district plan, town centre redevelopments and ongoing consultation with the public to make sure that we provide the best facilities and community that we can for Mid Sussex."

"I resent the phrasing of this question. There should be no question of reducing or restructuring. After 5 years of no increases, the question should be "by what amount do you think allowances should be increased by." My own personal opinion is they should rise by 5%."

"At the commencement of the 2011 term, given the economic crisis, we willingly took a 5% reduction in our allowances and we have had no increase in the following 4 years. There is ample evidence to show that the volume and complexity of our workload, rather than decreasing as this question implies, has greatly increased at all levels over the last 4 years, so there is no basis for any reduction in any of the allowances so listed. Based on the increases given to Officers over the last 4 years, plus a 5% reduction in 2011 we need at least a 10% increase to give us parity with where we were in 2010. This Council has

done great things over the last 4 years as is instanced by our more than adequate reserves to say but one. The previous Review Panel admitted that our Councillors were being less than the statutory minimum wage and a 10% increase for the 55 Councillors on the current basic allowance would only equate to an increase of £24,755 per year to the Council's wages bill. However, to suggest, as the previous Panel did, that it be paid for by reducing the Chairman's allowances after the increase in our workload over the last 4 years, is total and utter nonsense. We are arguably one of the best District Councils in England, but probably one of the poorest paid for what we have achieved. A previous Lord Chief Justice once said "The Labourer is worthy of his hire" and so are the Mid Sussex Councillors."

Additional comments made:

There were comments from 24 Members which ranged from need for an increase in Basic Allowance due to 24/7 nature of the role, need for an ICT allowance and comments on the increased workload of Members. These include:

"99% of Councillors put in more hours than the public realise. Just checking emails, residents approach you in shops with issues."

"However I find it hard to accept increases while our staff increase are so low"

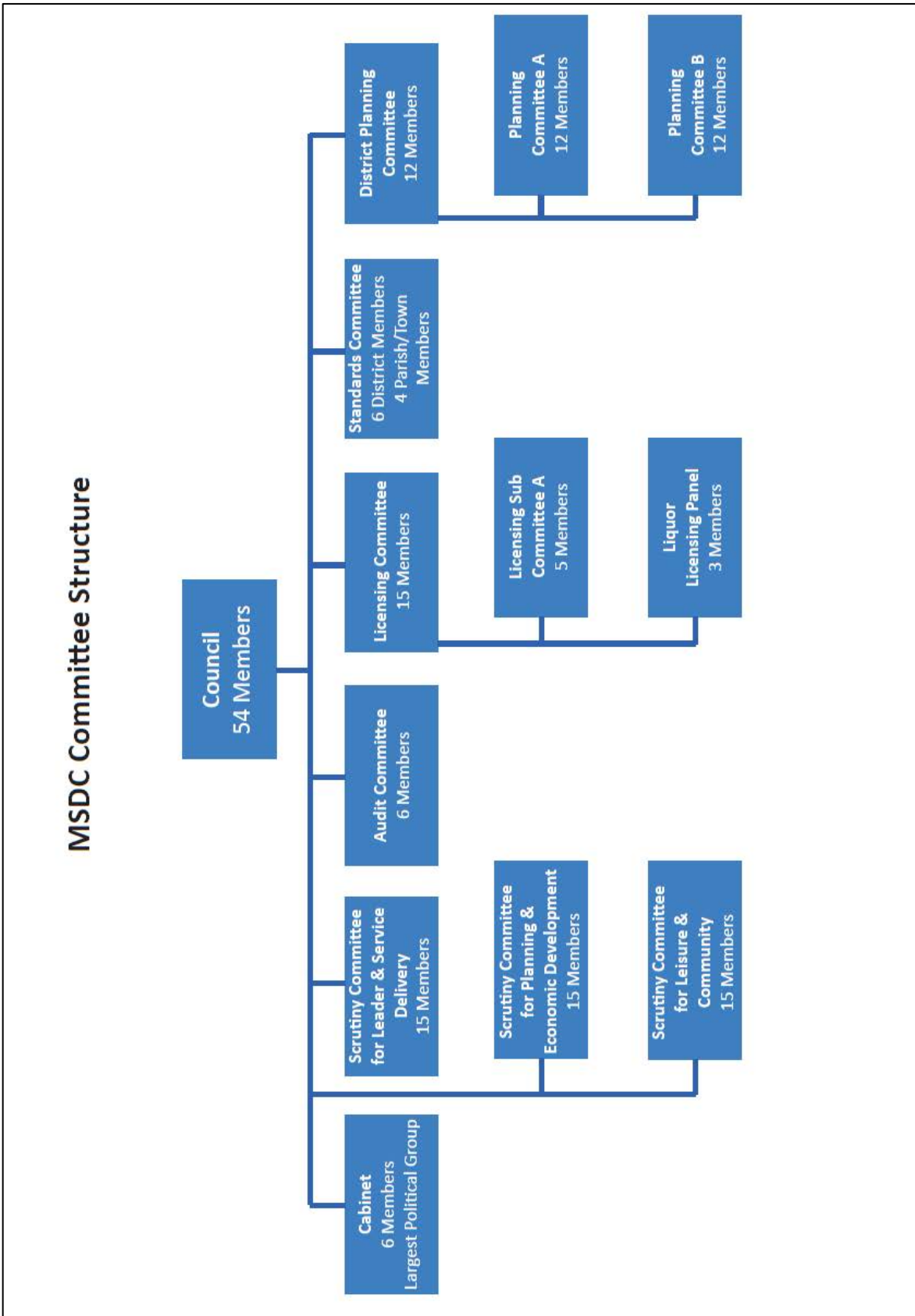
"As a cllr you are on call 24/7. Only once had a call during the night and the latest 9:50 Sunday evening."

"As an excellent performing authority which cut the basic allowances by 5% and has not increased the allowance for several years I think Member should now have an increase."

"The formula for calculating the group leader allowance should be re-examined. The 100% Conservative group was unlikely to have been anticipated when it was set up. Introduce a maximum amount!"

"Demands on Cllrs and Cabinet Members have increased substantially in recent years - coupled with 0% increases. Scrutiny appears over generous especially vs. planning."

**APPENDIX E –
MSDC Committee Structure**



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