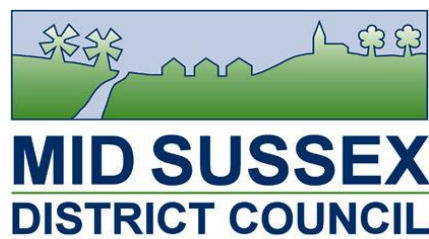




COUNCIL

8 DECEMBER 2021



30 November 2021

Unless a majority of the Council resolve to extend the meeting before 10.00 pm it will automatically end at 10.00 pm in accordance with Council Procedure Rule 17.2.

NOTE: In response to the continuing public health restrictions, there will be limited public access to observe the meeting. Those wishing to do so must reserve a seat by completing a [Registration Form](#) by 4pm on the working day prior to the meeting. Access is also available via a live stream through the [Mid Sussex District Council's YouTube channel](#).

To all Members of the Council,

You are hereby summoned to attend a meeting of the **MID SUSSEX DISTRICT COUNCIL** to be held at **TRINITY METHODIST CHURCH, EAST GRINSTEAD, RH19 2HA** on **WEDNESDAY, 8TH DECEMBER, 2021 at 7.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL
Chief Executive

Pages

- | | | |
|----|---|----------------|
| 1. | Opening Prayer. | |
| 2. | To receive questions from members of the public pursuant to Council Procedure Rule 9. | |
| 3. | To confirm Minutes of the meeting of Council held on 3 November 2021. | 5 - 12 |
| 4. | To receive declarations of Interest from Members in respect of any matter on the Agenda. | |
| 5. | To consider any items that the Chairman of the Council agrees to take as urgent business. | |
| 6. | Chairman's Announcements. | |
| 7. | Review of Members' Allowances for 2022/2023. | 13 - 34 |

Working together for a better Mid Sussex

8. Council Taxbase 2022/23.
9. Recommendations from Cabinet held on 18 and 29 November 2021. **35 - 36**
10. To receive the Leader's Report.
11. Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1.
12. Questions from Members pursuant to Council Procedure Rule 10.2.

To: **Members of Council:** Councillors M Belsey (Chairman), P Coote (Vice-Chair), G Allen, J Ash-Edwards, R Bates, J Belsey, A Bennett, L Bennett, A Boutrup, P Bradbury, P Brown, H Brunson, R Cartwright, P Chapman, R Clarke, E Coe-Gunnell White, M Cornish, R Cromie, J Dabell, R de Mierre, B Dempsey, J Edwards, S Ellis, R Eggleston, A Eves, B Forbes, L Gibbs, I Gibson, S Hatton, J Henwood, S Hicks, S Hillier, T Hussain, R Jackson, J Knight, C Laband, Andrew Lea, Anthea Lea, J Llewellyn-Burke, G Marsh, J Mockford, A Peacock, C Phillips, M Pulfer, R Salisbury, S Smith, A Sparasci, L Stockwell, D Sweatman, C Trumble, N Walker, R Webb, N Webster and R Whittaker

**Minutes of a meeting of Council
held on Wednesday, 3rd November, 2021
from 7.00 pm - 8.45 pm**

Present: M Belsey (Chairman)
P Coote (Vice-Chair)

G Allen	S Ellis	G Marsh
J Ash-Edwards	R Eggleston	J Mockford
R Bates	A Eves	A Peacock
J Belsey	I Gibson	M Pulfer
A Bennett	S Hatton	R Salisbury
L Bennett	J Henwood	S Smith
P Brown	S Hicks	A Sparasci
R Cartwright	S Hillier	L Stockwell
P Chapman	T Hussain	D Sweatman
R Clarke	R Jackson	C Trumble
M Cornish	C Laband	R Webb
J Dabell	Andrew Lea	N Webster
R de Mierre	Anthea Lea	R Whittaker
B Dempsey	J Llewellyn-Burke	

Absent: Councillors A Boutrup, P Bradbury, H Brunsdon, E Coe-Gunnell White, R Cromie, J Edwards, B Forbes, L Gibbs, J Knight, C Phillips and N Walker

1. OPENING PRAYER.

The opening prayer was read by the Vice-Chairman.

2. TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE 9.

Question from Mr M Bright:

On 14/9/20 MSDC changed Clair Hall's status from a Performing Arts Centre to a Community Centre, to avoid the July 2020 Government directive to prevent the closure of such Performing Arts Centres. It is clear from the recent consultation that there is now an urgent need for a 'Meanwhile' solution for Clair Hall, to allow the community to re-discover normal life again, while replacement planning takes place.

Can MSDC assure the community that they will urgently plan for this Meanwhile solution?

Response from The Leader, Councillor Ash-Edwards

Clair Hall was a Community Centre when it closed in March 2020 in accordance with Covid restrictions. Since December 2020 there has been a meanwhile use in place in that it has been used by the NHS as a Covid and Flu vaccination centre. That work continues into the New Year. The Council will continue to support NHS use of the building as required.

The first stage of the public consultation and engagement programme on the future of the Clair Hall site closed on 22nd September.

The responses are now being analysed by the independent consultants so that the final report can be considered by the Cabinet in December. I would like to take this opportunity to thank members of the public and community groups that took part in that consultation.

The members of the public and community groups have taken part in the consultation with a reasonable expectation that the consultation responses will be considered before further decisions are made and that is what is going to happen.

Mr Bright asked a supplementary question about the Community Management and Asset Transfer Policy at Agenda Item 7 of the Council agenda. He believed that if implemented, the policy would limit the ability for a meanwhile solution to be developed. He asked if the policy could be changed to facilitate organisations to use the information that the Council holds regarding the historical performance of Clair Hall (in terms of finances, marketing, and use) such that anyone interested in a meanwhile solution will have the opportunity to face up to what is in the document, i.e., the onerous commercial requirements that no one will be able to fulfil on a community basis without the information provided by Council.

The Leader noted that the policy is for debate at this meeting and has been carefully considered at the Scrutiny Committee. He noted that it is right that there are sensible arrangements in place for community buildings should any asset transfer be considered. In relation to Clair Hall, he noted that no decisions have been made and he is not willing to prejudice the reporting of the consultation response to Cabinet in December and any decisions that will need to be made at that point. He also reiterated that a meanwhile use has been in place since December 2020, and it is ongoing.

3. TO CONFIRM MINUTES OF THE MEETING OF COUNCIL HELD ON 29 SEPTEMBER 2021.

Councillor Brown proposed two amendments to the minutes relating to the wording of his proposal of Motion B, Climate Change and these were agreed by the Chairman.

Councillor Eggleston proposed that the minutes of Motion B do not reflect the inclusion of Councillor Henwood's amendment to the motion. It was clarified that the subsequent Motion put forward from Councillor Bradbury was agreed by Council and the minutes reflect the content of this accurately, therefore no further amendment is required.

The minutes of the meeting of Council held on 29 September as amended by Councillor Brown were agreed as a correct record of the meeting.

4. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.

None.

5. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN OF THE COUNCIL AGREES TO TAKE AS URGENT BUSINESS.

None.

6. CHAIRMAN'S ANNOUNCEMENTS.

The Chairman spoke of her attendance at recent events, details of which are available on the Council's website. She announced that following the December Council meeting there will be refreshments for Councillors, with an invitation to follow at the proper time.

7. COMMUNITY MANAGEMENT AND ASSET TRANSFER POLICY.

Councillor Webster moved the item noting that it was considered by the Scrutiny Committee on 7 June 2021 and subsequently by Cabinet. He confirmed that the policy sets out the broad principles, criteria, and process for considering requests or inviting submissions for new or existing Council owned assets for community management. It also formalises current practice. This was seconded by Councillor Llewellyn-Burke who reiterated that it is a policy framework which should make it clearer for residents in the community to know the pathway ahead if they want to lease a building.

Several Members were in support of the policy but noted that the default requirement for a full repairing lease may be unduly onerous for many small charities when taking on an existing property. Rent subsidy, risks and liability were discussed, as well as a request to audit the Council properties to gain an understanding of what is required to meet the new building carbon requirements. The Cabinet Member for Community reiterated that the policy set out broad principles and that the Council does want community organisations to flourish and partnership working will be at the forefront of any discussion on these issues. The Council will also continue to signpost any relevant local and national grants which may assist.

The Chairman took Members to a vote on the recommendation which was taken by a show of hands. The recommendation was approved with a clear majority.

RESOLVED

Council adopted the Mid Sussex District Council Community Management and Asset Transfer Policy.

8. TO RECEIVE THE LEADER'S REPORT.

The Leader acknowledged the Chancellors Autumn Budget and Spending Review where the outcome of the Levelling Up Fund (LUF) first round was announced. He agreed that it was disappointing that the Burgess Hill bid was not successful in the first round but noted that with over 300 bids submitted it was a highly competitive process. 105 bids have been awarded, the vast majority of which were in the highest priority/needs areas set out in the LUF prospectus. Only 15 projects in southern

England were successful in round one, with a clear emphasis on bids on the coast for those categorised initially as in most need. He acknowledged that only around a third of the Levelling Up Fund has been announced in round one and the Council has requested a feedback meeting to support an application to further rounds of the Fund.

He confirmed that the bid for Burgess Hill is strong and these are important projects for Burgess Hill and the local economy, noting that the Council will continue to work with local MP's and New River to make the case for them to be delivered. The Council will also continue to explore all options to unlock public and private investment including considering a bid to round two of the LUF which is expected to open in Spring 2022.

A Member submitted nine questions on the bid, noting the disappointment felt by residents of Burgess Hill on the delays in redeveloping the Martlets Shopping Centre, a high priority for the area. In response to the questions, the Leader noted that as the Council was only made aware of the outcome of the bid last week it was therefore too soon to provide more detailed information on the next steps, but feedback will inform development in this area. In terms of Member involvement in the resubmission of the bid, he confirmed that bids are regularly submitted on behalf of communities and are only done so on existing policy commitments that have had prior input from Members. The resubmission will take into consideration the criteria for round two and may remain the same or be amended accordingly, including any feedback from the Government and changes in the market. In terms of timescales, it is expected that the second bid opens in Spring 2022 with a decision potentially being made in the Autumn 2022 budget. In response to how the timescale would be secured with New River it would follow the same case as round one where timelines are in place to ensure delivery as a condition of the funding. He noted that the Council will continue to work with WSCC (West Sussex County Council) over the design of the public realm for Church Walk and Church Road in a way which allows for enhancements through any bid.

In response to a query on the alternative option if the bid is unsuccessful, the Leader confirmed that the criteria for the LUF is such that projects could only be considered if there were no other options available. The Council will need to take time to explore all the available options now that the first bid was unsuccessful and will work towards making progress in this area. Several Members sought a temporary measure for the vacant land in the centre of Burgess Hill. It was noted that options have been considered in the past but did not meet the relevant criteria. It could also potentially delay the main development project, however the Leader noted that should the second bid be unsuccessful, nothing has been ruled out.

9. REPORT OF CABINET MEMBERS, INCLUDING QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.1.

The Deputy Leader noted that the Orchards Shopping Centre has let a further two units and discussions are underway to let the remaining unit. She noted that it is possible for independent retailers to take on new units and would like to see that replicated in Burgess Hill. She acknowledged a Member's concern that units in Burgess Hill are in a dilapidated state, noting that the Orchards is owned and managed by the District Council whereas the Martlets is not, however she agreed that shopping centres need to be kept updated and attractive and the Council will continue use whatever measures it can to help Burgess Hill.

Cabinet Member for Economic Growth

The Cabinet Member noted that park and display usage continue a slow recovery with September transaction numbers 22% down on September 2019 figures compared with 24% the previous month. Council car parks continue to support the national mobile Covid testing programme. He noted that a current and new initiative is the West Sussex Retail Hub which is an online training platform that will run until 2023 and 30 Mid Sussex-based businesses have already signed up. The Council has further promotion work in train to encourage more to take up this opportunity.

He also acknowledged how closely the Economic and Revenue and Benefits teams have worked on the Covid grants programmes and this has been enhanced with regular joint meetings with local Department of Work and Pensions (DWP) and Job Centre officials. This has facilitated a useful exchange of data and contextual evidence to help understand sectors where there may be unfulfilled vacancies or where higher levels of redundancies are emerging and so inform activities that the Council can take by way of things like retraining programmes to mitigate these dynamics.

Cabinet Member for Customer Services

The Cabinet Member noted that the Council is contacting businesses to alert them to the chance of applying for the retail and nursery discount, noting that the Chancellor announced that this will continue. She confirmed that test and trace applications have been extended to end of March 2022 and the number of applications has increased.

She confirmed that the Council is looking to extend the 'Tell Jo' project to understand the impact at the end of furlough. As at the end of September there were 3600 people on furlough, and it is important to understand the impact to offer help to those who have not found new jobs. She reiterated that the joint outreach hubs with the DWP are going well and there are exciting initiatives coming up on these. The Council is also awaiting details of the discretionary covid business rates relief scheme which should be available by end of the fiscal year.

In terms of Communications, the Cabinet Member confirmed that the next edition of Mid Sussex Matters is due out imminently and the Council has a social media campaign related to COP26. The Digital Infrastructure Programme is progressing well, and the Council is working with Cooperative Network Infrastructure (CNI) to support the commercialisation of the scaffold network. A website is being developed that will also allow suppliers to track service requests. A digital workshop is being planned for Members in the new year to provide more information. She also noted that as part of the many social value projects delivered through the capital programmes Balfour Beatty ran college engineering STEM challenges. One was with Hurstpierpoint College which won a CREST gold award. Balour Beatty have also worked with a local primary school and on request, the Cabinet Member agreed to provide a written response with further details on this work.

Cabinet Member for Environment and Service Delivery

The Cabinet Member noted that the fuel shortage issue has been resolved and ID Verde have caught up with verge cutting that had previously been impacted by the shortage. He recently attended the opening of a new play area and MUGA (Multi Use Games Areas) at Maple Drive and the recent public consultation on Brooklands in East Grinstead, noting that this parks consultation is complimented by conservation and enhancements to the park and wetlands area as well as the play area. A return

of a water-based amenity is not ruled out either, but it would require further work and a business case before it can be brought forward.

He noted that initial consultation of the London Road recreation ground in Hassocks has just finished and he looks forward to attending a further meeting on this at the right time. In response to a Member's query on taking on the open green space in Pease Pottage he confirmed that this is forecast for the first tranche of parks coming forward in next fiscal year.

The Cabinet Member noted that the Council is responsible for removing fly-tipping and noted that whilst it has increased over past years, based on 2019/2020 figures there has been 391 instances in Mid Sussex compared to Chichester, Crawley, Horsham, and Arun who each had over 1000 instances. This is based on the total number of instances, not a per capita basis. The Council's response is to remove them quickly and given the rise in cases the Council will enforce cases where there is evidence to secure a successful outcome. Following training to Officers, a training session will be provided to Members as to the Council's enforcement processes. In response to a Member's query, he agreed to follow up with Officers and provide a written response to several individual fly-tipping queries. He also acknowledged the request of the Scrutiny Committee for Cabinet to include fly tipping in quarterly performance statistics.

With regards to COP26 he noted that the Council's social media campaign highlights its aims for the future. As part of this he is happy to announce that details of a potential food waste pilot will be presented to a Scrutiny Committee later this month.

Cabinet Member for Community

The Cabinet Member provided an update to a question asked at the last Council meeting regarding plans for a Women's Refuge in Mid Sussex to comply with the Government's requirement that all Local Authorities provide a refuge. He noted that it was a critical issue which effects men, women, and children. Under the new duty, Tier 1 Authorities (in this case West Sussex County Council, WSCC) are required to convene a Domestic Abuse Local Partnership Board, complete a needs assessment, prepare and publish strategies, commission support to victims of domestic abuse and report back to Central Government that they have met this. WSCC have been allocated funds to meet their obligations and are in the process of setting up a partnership board. He noted that if a resident of Mid Sussex were seeking refuge, the overriding priority is that they are accommodated in safe accommodation which could be in the District, but the closest at this time is in Crawley.

In addition, three Tier 1 Sussex Authorities commissioned the Police and Crime Commissioner's Office to undertake a pan-Sussex needs assessment and strategy on supported accommodation. A draft has been produced and is out for consultation and the Cabinet Member urged residents to take part and have their say on this consultation.

He also noted that as a Tier 2 Authority, Mid Sussex District Council was given modest funding to support the Tier 1 Authority. It was agreed at the West Sussex Strategic Partnership Group that the funds would be pooled and managed by WSCC for projects that covered all Boroughs and Districts.

Cabinet Member for Housing and Planning

The Cabinet Member noted that the Development Management team continue to maintain reliable performance and workload is up 11% which gives a positive budget performance as well. Planning Appeals are running at 80% dismissal by the Inspector which is an exceptionally good result. He noted that Freeks Lane development is coming on at pace which is positive as it has 50% affordable housing. He also noted that the Council is awaiting the Inspector's letter on the Sites DPD.

He confirmed that there are currently 113 individuals or families in temporary accommodation and the Council is in the process of examining the viability to extend its temporary accommodation stock by 11-13 units. He also noted a request from the Scrutiny Committee for a trend line on temporary accommodation acknowledging that it is driven by the economy. Currently, the trend line is likely to be linked to a steep curve as businesses remodel and redundancies may replace furlough, so this may affect housing needs for those residents.

A Member raised a question on a statement of Common Ground that the Council agreed with, relating to site SA22 of the Sites Selection DPD and the Cabinet Member agreed to respond in writing.

10. QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 10.2.

The following questions were received from Councillor Paul Brown:

1. How many new-build homes have been occupied in Mid Sussex and equipped by the developer with solar PV systems in the financial year 2020-2021. What is the aggregate peak power capacity and the kilogrammes of CO2 equivalent emissions saved by these installations?

The following response was provided by the Cabinet Member for the Housing and Planning.

The Government does not require new homes to be built with solar PV systems so it is not data that we would gather. We focus on future requirements as laid down by Government.

There are two different regulatory regimes which relate to the development of new homes: planning and building regulations. Building regulations set mandatory standards regarding carbon reduction which must be met by developers; the Government does not require the same of the planning system. It is therefore down to the developers to meet the building regulations which they measure to show their compliance.

The Future Homes Standard sets out the Government's latest changes to building regulations to ensure the reduction in carbon emissions of 31% from the 2013 level. This comes into effect in June 2022 and by 2025 (the same year when gas fired boilers are no longer permitted in new development) the Future Homes Standard will require carbon reduction emissions of between 75% - 80% compared to current levels.

It is worth noting that to achieve a high energy performance rating from a building the starting point should be to minimise the need for energy consumption by ensuring a high level of insulation. This is the basis of the 'fabric first' approach. If the fabric first

approach is followed it has been proven that heat pumps (either ground or air source) are in fact more effective than solar panels.

The Cabinet Member also noted that information is available about DP36 but reminded Members that during examination the Inspector said the Council should not be so prescriptive in standards regarding greenhouse emissions.

Councillor Brown asked a supplementary question asking what information may be available on the installation of PV systems in affordable housing? The Cabinet Member agreed to ask Officers what information is available on this subject and write to him.

2. What is the peak installed power capacity of the solar PV system installed at 'Oaklands' Council Offices? What was the total energy generated and the equivalent kilogrammes of CO2 emissions saved by this system in the fiscal year 2020-2021?

The following response was provided by the Deputy Leader

The peak capacity of the solar PV system in the Council offices is 28.6 kw.

The annual report on the sustainability strategy, reported to Scrutiny Committee on 10 March 2021 stated that "PV panels on the Council's buildings produced 27,404 kwh of solar electricity during 2020-21 [the full year total increased to 27,467 after the reports publication]; a carbon reduction of 6.9 tonnes. This accounts for approximately 10% of the council's electricity demand. Overall, since 2017, 88,493 kwh of pollution-free electricity has been generated, the equivalent of the annual emissions from 25 homes."

She also noted that the SERCO depot at the Bridge Road Industrial Estate saved about 6000 tons of carbon per year.

Councillor Brown asked a supplementary question seeking clarification as to whether the response referenced carbon dioxide equivalent or carbon? He also sought clarification on the numbers provided as there were 6.9 tons of co2 savings at Oaklands and 6000 tons at the SERCO depot. The Deputy Leader agreed to provide a written response.

The meeting finished at 8.45 pm

Chairman

REVIEW OF MEMBERS' ALLOWANCES FOR 2022/2023

REPORT OF: Head of Regulatory Services, Solicitor to the Council and Monitoring Officer
 Contact Officer: Lucinda Joyce, Senior Democratic Services Officer
 Email: lucinda.joyce@midsussex.gov.uk Tel: 01444 477225
 Wards Affected: All
 Key Decision N/A
 Report to: Council - 8 December 2021

Purpose of Report

- To present the attached report of the Independent Remuneration Panel on the review of Members' Allowances to be paid to Members of Mid Sussex District Council in 2022/2023.

Recommendations

- Council is recommended to:**
 - thank the Panel for their work;
 - consider the recommendations of the Panel, summarised below, and
 - agree a scheme of allowances for the financial year 2022/2023.

Summary of Recommendations

- The Panel's recommendations for Basic and Special Responsibility Allowances are summarised in the table below.

Role	Current Allowance (£):	Recommended Allowance (£):
Basic Allowance	5,100	5,200
Leader's Allowance	20,596	20,800
Deputy Leader's Allowance	11,000	No change
Cabinet Member	8,500	No change
Chairman of the Council	6,750	6,760
Vice-Chairman of Council	2,250	2,253
2x Planning Committee Chairman	12,750 (6,375 x 2)	13,000 (6,500 x 2)
2x Planning Committee Vice-Chairman	3,188 (1,594 x 2) 25% of Planning Chairman's allowance	3,250 (1,625 x 2) 25% of Planning Chairman's allowance
Licensing Committee Chairman	1,020	1,040
Standards Committee Chairman	1,020	1,040
Group Leader	250 per group member	No change
3x Scrutiny Committee Chairman	12,240 (4,080 x 3)	12,480 (4,160 x 3)

3x Scrutiny Committee Vice - Chairman	3,060 (1,020 x 3) 25% of Scrutiny Chairman's allowance	3,120 (1,040 x 3) 25% of Scrutiny Chairman's allowance
Audit Committee Chairman	3,060	3,120
3x Independent Persons for Standards Matters	2,250 (750 x 3)	No Change

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

4. **Basic and Special Responsibility Allowances**

In light of data from other councils in West Sussex, the ongoing negotiations concerning pay awards for those employed within local government and the fact that allowances had been frozen in the current year, the Panel makes a recommendation to increase the Basic Allowance to £5,200 (an increase of £100).

With regards to Special Responsibility Allowances, in line with past recommendations the Panel recommends a linkage between the Basic Allowance and the Allowances paid to the Leader, Deputy Leader, Cabinet Members and Chairman as detailed below.

5. **Leader, Deputy Leader and Cabinet Member's Allowance**

The Panel considered the allowance paid to the Leader, in comparison with the average paid within West Sussex and acknowledged that the allowance in Mid Sussex was significantly higher. Noting that the role is extensive and carries significant responsibility the Panel recommends that the allowance be set at 4 times the Basic Allowance.

The Deputy Leader Allowance is recommended to be set at 2 times the Basic Allowance but that the current rate be protected until such time as further changes to the Basic Allowance make this unnecessary or until the next election when roles may change.

Cabinet Member Allowances are recommended to be set at 1.6 times the Basic Allowance and that the current rate be protected until such time as further changes to the Basic Allowance make this unnecessary or until the next election when roles may change.

6. **Chairman's Allowance**

Acknowledging that the current rate is appropriate, the Chairman's Allowance is recommended to be set at 1.3 times the Basic Allowance.

7. **Travelling and Subsistence Allowance**

The Panel recommends no change for the mileage allowances as these are in line with HMRC.

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	£13.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£24.00

8. **Childcare and Dependent Carer's Allowances**

8.1 **Childcare Allowance**

The Panel recommend that this allowance should remain linked to the Real Living Wage rate of £9.90. Therefore payment will be on receipt-based actual costs up to a maximum rate of £10 per hour for one child, or a maximum of £20 per hour for two or more children.

8.2 **Dependent Carer's Allowance**

In line with the Childcare Allowance increase, the Panel agreed that payment of receipt-based actual costs, up to a maximum rate of £20 per hour is appropriate.

9. **Background**

The Local Government Act 2000 requires local authorities to set their schemes of allowance on an annual basis after taking into account the recommendations of an independent panel.

The Mid Sussex Independent Remuneration Panel undertook its review of Members' allowances between September and November 2021 and its report is appended below.

Members are not obliged to take the allowance.

10. **Financial Implications**

The additional costs of the recommendations are £6,329 a year of which £5,400 represents the proposed increase in the Basic Allowance.

11. **Sustainability Implications**

None.

12. **Appendices**

- Report of the Independent Remuneration Panel on Members' Allowances for 2022/2023.

Mid Sussex Report of the Independent Remuneration Panel on the review of Members' Allowances 2022/2023

Mr Neil Gershon (Chair)
Ms Jane Henry
Ms Jane Rothwell



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Contents

Report of the Panel

- Chairman's Foreword
- Introduction
- Terms of Reference
- Work of the Panel

Consideration and Recommendations

- Basic Allowance
- Special Responsibility Allowances
- Travelling and Subsistence Allowances
- Childcare and Dependent Carer's Allowance
- Other Matters
- Summary of Recommendations
- Acknowledgements

Appendices

- A: Panel Membership
- B: Members and Officers Interviewed
- C: Comparable Allowances of District and Borough Councils in the South East Region
- D: MSDC Committee Structure
- E: Special Responsibility Allowance - Factors

CHAIRMAN'S FOREWORD

I am pleased to present the report and recommendations of the Independent Remuneration Panel for Mid Sussex District Council, relating to the financial year 2022/23.

There were no resignations from or appointments to the Panel.

The Panel's discussions focused on the level of the Basic Allowance and those Special Responsibility Allowances (SRA's) that had yet to be indexed to the Basic Allowance this latter work having been forecast in previous years. The Panel was advised that there had been no material changes in workloads that might have affected the allowances paid to those in receipt of SRA's and consequently did not seek to revisit any of the previously established linkages.

The Panel wrote to all Councillors inviting comments on the level of the basic allowance and on the amounts paid for SRA's. Four Councillors responded to our letter and we comment on those responses in the body of this report. We had no requests for individual or group meetings.

The Panel took into account data from other councils in West Sussex, the ongoing negotiations concerning pay awards for those employed within local government and the fact that allowances had been frozen in the current year. In addition we noted that inflation (CPI) had increased and was expected to remain at around 4% for the coming year. **We concluded that an increase in the Basic Allowance to £5,200 (an increase of £100) was reasonable and we recommend accordingly.**

The information and advice we received during our discussions allowed us to form a view on the indexing of the SRA's paid to the Leader, Deputy Leader, Cabinet Members and the Chairman. In translating our recommendations into values we have highlighted certain anomalies and our detailed recommendations within the report cover the implications of these. **We do though recommend that in line with our previous recommendations the following linkages be adopted: Leader – 4 times the Basic Allowance; Deputy (2), Cabinet Member (1.6) and Chairman (1.3).**

Were the above recommendations to be adopted this would complete the indexing of all SRA's and a comprehensive list is appended to this report.

The Panel recommends no changes to ancillary allowances for matters such as mileage and meals. We re-iterate our view that such allowances should remain tied to those approved by HMRC for the re-imbursment of expenses necessarily incurred. Similarly we recommend maintaining the link between the Real Living Wage and the rate paid for dependent care.

The additional costs of our recommendations are £6,329 a year of which £5,400 represents the proposed increase in the Basic Allowance.

Neil Gershon

December

2021

INTRODUCTION

This Independent Remuneration Panel has been appointed by Mid Sussex District Council to consider and make recommendations for the 2022/23 financial year. The Panel comprises Neil Gershon (this year's Chair), Jane Henry and Jane Rothwell. 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 wrote to all Members of the District Council seeking views relating to allowances and expenses and received replies from four individual Councillors, one of these being a note of support for the Panel's suggested approach. The Panel had discussions with officers and with the Council Leader but had no requests for meetings from any other members.

The Panel met twice between September and November 2021, and also communicated over this period by email. These meetings planned the review, evaluated the evidence received and debated its findings, before formulating both draft and final reports containing its recommendations.

The Panel laid great weight on affordability in the current economic climate and had the benefit of forecasts from officers of the Council's projected financial position.

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. Allowances paid since 2010 are detailed below:

Year	Recommended Rate	Adopted Rate (£):	Percentage increase on previous year	Percentage rate of inflation in same year
2010/11	4738	4738	0	4.48
2011/12	4501	4501	-5.0	2.83
2012/13	4501 plus increase in line with Local Government Pay Settlement for 2012/13	4501	0	2.56
2013/14	4501	4501	0	1.69
2014/15	4501 plus increase in line with Local Government Pay Settlement for 2014/15	4501	0	Source: Inflation.eu Historic average inflation rate based upon Consumer Price Index (CPI).
2015/16	4501	4501	0	0
2016/17	4620	4620	2.5	1.0
2017/18	4736	4736	2.5	3.0
2018/19	4878	4878	3	3.0
2019/20	5000	5000	2.5	2.2
2020/21	5100	5100	2	1.7
2021/22	5100	5100	0	0.7

In light of the current and projected economic conditions, the freezing of the allowance for 2021/2022 and the forecast rate of inflation the Panel recommends **increasing the Basic Allowance by £100 to £5,200**.

The Panel noted that this would leave the rate within the average (+ or – 5%) for Districts in West Sussex.

2. Special Responsibility Allowances

2.1. Leader

The SRA paid to the Leader is a significant outlier amongst District Councils in West Sussex. However, the Panel notes that councils have different organisational structures and different levels of involvement by senior members. We have discussed the time commitment extensively with the current Leader (and in past years his predecessor) and remain of the view the role is extensive, carries significant responsibility and is very time consuming. **Our recommendation is therefore that the SRA be set at 4 times the Basic Allowance, an increase of £204.**

2.2 Deputy Leader

The SRA paid to the Deputy Leader is also an outlier within West Sussex although not to the same extent as the Leader. The Panel recognises that in terms of time commitment and responsibility the role is somewhere between that of a Cabinet Member and the Leader involving as it does a portfolio plus deputising for the Leader. We conclude that the current SRA is reasonable but that in terms of linkage this should be 2 times the Basic Allowance. This however, would provide for a reduction in the value of the SRA and the Panel feels this would be unreasonable and contrary to good employment practice therefore our recommendation is: **that the SRA be set at 2 times the Basic Allowance but that the current rate be protected until such time as further changes to the Basic Allowance make this unnecessary or until the next election when roles may change.**

2.3 Cabinet Members

The SRA paid to Cabinet Members is at the upper end of the range within West Sussex Districts although again the Panel notes that workloads and responsibilities vary across Councils. The level of responsibility and the time commitment suggest that the linkage should be between that of committee chairs and the Deputy Leader and the Panel recommends it be 1.6 times the Basic Allowance. As with the Deputy Leader this would entail a small reduction in the allowance paid and we recommend **that the SRA be set at 1.6 times the Basic Allowance and that the current rate be protected until such time as further changes to the Basic Allowance make this unnecessary or until the next election when roles may change.**

2.4 Chairman of Council

The role of Chairman is quite clearly different to other roles attracting SRA's involving as it does extensive time commitments arising from undertaking civic duties of a varied nature as well as chairing Council meetings. In terms of time commitment, the role is quantifiable but less so in terms of responsibilities save to say that it is in many senses the public face of the Council. **The Panel feels that the current rate is appropriate and that the linkage should be set at 1.3 times the Basic Allowance, an increase of £10.**

2.5 All Other Special Responsibility Allowances

The Panel learned that there had been no material changes to the workloads for which all other Special Responsibility Allowances were paid and makes **no recommendations for any changes to the linkages determining these allowances.**

2.6 Future Work

The Panel notes that the number of Councillors will change in 2023/24 and that this might require a more in depth look at the range and extent of allowances.

3. Travelling and Subsistence Allowance

The Panel received two representations on the current levels of Travel and Subsistence allowances both suggesting a more favourable treatment for those using bicycles to travel for Council business. We note and support the sentiment behind these recommendations however the Panel does not believe its remit covers the Council's environmental policies and nor would any general benefit be gained by adopting a higher mileage rate for the use of bicycles. We recommend therefore that these allowances continue to be linked to those deemed acceptable by HMRC.

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	£13.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£24.00

4. Childcare and Dependent Carer's Allowances

4.1. Childcare Allowance

The Panel agreed that this allowance should remain linked to the real living wage¹ rate of £9.90. Therefore payment will be on receipt-based actual costs up to a maximum rate of £10 per hour for one child, or a maximum of £20 per hour for two or more children.

4.2. Dependent Carer's Allowance

The Panel agreed that payment of receipt-based actual costs, up to a maximum rate of £20 per hour was appropriate.

4.3 Cycling Allowance

The Panel makes no recommendation for change.

5. Other Matters

We received representations and information from one councillor covering a range of matters of which some were relevant to the Panel's work. Of particular note was the analysis of costs incurred in the way in which this councillor carried out his role in particular in enabling greater communication with constituents. The Panel felt that the way in which this was done was an interesting model and that it might usefully be further publicised to colleagues for their consideration.

¹ www.livingwage.org.uk

6. 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	5,100	5,200
Leader's Allowance	20,596	20,800
Deputy Leader's Allowance	11,000	No change
Cabinet Member	8,500	No change
Chairman of the Council	6,750	6,760
Vice-Chairman of Council	2,250	2,253
2 x Planning Committee Chairman	12,750 (6,375 x 2)	13,000 (6,500 x 2)
2 x Planning Vice-Chairman	3,188 (1,594 x 2) 25% of Planning Chairman's allowance	3,250 (1,625 x 2) 25% of Planning Chairman's allowance
Licensing Committee Chairman	1,020	1,040
Standards Committee Chairman	1,020	1,040
Group Leader	250 per group member	No change
3 x Scrutiny Committee Chairman	12,240 (4,080 x 3)	12,480 (4,160 x 3)
3 x Scrutiny Vice-Chairman	3,060 (1,020 x 3) 25% of Scrutiny Chairman's allowance	3,120 (1,040 x 3) 25% of Scrutiny Chairman's allowance
Audit Committee Chairman	3,060	3,120
3 x Independent Persons for Standard Matters	2,250 (3 x 750)	No change

The additional cost of the Panel's recommendations is £6,329 of which £5,400 is represented by the proposed increase in the Basic Allowance.

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

ACKNOWLEDGEMENTS

The Panel would like to extend its thanks to those who took the time to reply to our request for comments. We would also like to offer our collective thanks to the Member Services Team, for their research and administrative support of our work this year.

Neil Gershon
Jane Henry
Jane Rothwell

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

Name	Term ends
Neil Gershon	31 July 2023
Jane Henry	31 July 2023
Jane Rothwell	31 July 2023

BIOGRAPHICAL INFORMATION

Neil Gershon

Neil Gershon spent his working life in the University sector during which time he was responsible amongst many other matters for HR and was involved in remuneration committees for non- academic staff. He retired from the post of Registrar at the University of Sussex in 2004. He is currently the Chairman of Furnihelp Mid Sussex, a local furniture recycling charity. He lives in Haywards Heath.

Jane Henry

Jane qualified in both Law and Social Work before working as a social worker in West London. Jane has lived the majority of her life in Sussex and is now taking a break from paid employment to raise 3 young children. She is Vice-Chair of the BSUH Maternity Voices Partnership.

Jane Rothwell

Jane had a career in HR working in the Financial Services Sector initially working for NatWest Bank before moving to a HR Consultancy company based in the City, specialising in Recruitment, Training & Development & Outplacement. She managed teams of 80 plus people, most were self- employed consultants, and was involved in all operational matters including annual pay reviews for her team. She happily took early retirement in 2015 and has since retrained to become a Magistrate working in West Sussex courts. Jane has been living in West Hoathly since 2015.

APPENDIX B
Members and Officers Interviewed

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

Leader of the Council

Solicitor to the Council

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region
(West Sussex District and Borough Councils highlighted in green.)**

Council - 8 December 2021

Council name	Type of council	Basic Allowance for 2020/2021	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/Joint Committee	Chair/Civic Mayor	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?	
Adur District Council	District	E4680.20	13,804	6,971	E5,809.00	n/a	E2,514.00	E3,450.00	E1,150.00	na	E4,601.00	E1,150.00	na	E3,771.00	E1,257.00	n/a	n/a	E2,300.00	E1,150.00	E2,300.00	na	na	na	na	na	na	No	No
Arun District Council	District	E5,481	E13,156.00	E9,360.00	E7,280.00	E0.00	E3,750.00	E4,000.00	E1,200.00	E250.00	E6,000.00	E1,980.00	E750.00	E4,870.00	E1,607.00	E60.00	E0.00	E8,320.00	E2,745.00	E3,917.00	E0.00	E100.00	E0.00	E1,500.00	E1,440.00	No	No	
Ashford Borough Council	District	E4,864	E15,909.85	E10,606.57	E7,954.93	n/a	E5,303.28	E1,590.99	n/a	n/a	E6,363.94	E2,121.31	n/a	E6,363.94	E2,121.31	n/a	E1,590.99	n/a	n/a	n/a	n/a	E244.51	n/a	n/a	E1,590.99	No	No	
Basingstoke and Deane Borough Council	District	E7,299	E24,312.00	E16,200.00	E12,159.00	N/A	E6,075.00	E6,075.00	E612.00	N/A	E7,299.00	E726.00	N/A	E6,075.00	E612.00	E483.00	N/A	E4,851.00	E1,401.00	E7,299.00	N/A	E3,642.00	N/A	E6,075.00	E1,797.00	Yes	No	
Bracknell Forest Council	Unitary	E8,687	E28,954	E17,372	E15,926	E0	E0	E5,626	E553	E0	E7,239	E723	E0	E7,239	E0	E297	E0	E12,703	E4,234	E9,651	E965	E0	E0	E0	E400	Yes	No	
Brighton & Hove City Council	Unitary	E13,360	33,399	20,040	N/a	N/a	5,010	11,690	1,002	N/a	11,690	1,002	N/a	5,010 - Health	N/a	N/a	N/a	10,020	2,004	11,690	6,680	6,680	N/a	10,020	1,002	Yes	Yes	
Buckinghamshire Council	Unitary	E13,000	E45,000.00	E30,000.00	E23,000.00	N/A	E8,000.00	E4,000.00	E0.00	E0.00	E6,000.00	E0.00	E0.00	E8,000.00	E0.00	E0.00	E0.00	E14,000.00	E4,000.00	E17,000.00	E0.00	see opposition	E0.00	range from 3,4	E250.00	Yes	No	
Canterbury City Council	District	E5,739	E19,953.70	E6,013.45	E0.00	E0.00	E2,733.43	E6,013.45	E0.00	E0.00	E6,013.45	E546.68	E0.00	E0.00	E0.00	E0.00	E0.00	E6,013.45	E4,373.44	E146.51	E97.67	E142.57	E0.00	E6,013.45	E509.59	Yes	No	
Cherwell District Council	District	E4,512	E7,680.00	E2,652.00	E6,708.00	E0.00	E3,732.00	264 SRA plus 2	E0.00	E0.00	E4,464.00	E0.00	E0.00	E3,732.00	E0.00	E0.00	E0.00	E0.00	E0.00	E3,096.00	E0.00	E0.00	E0.00	E0.00	E0.00	E768.00	No	No
Chichester District Council	District	E5200	E15,500	E8,150	E7,400	N/A	E4,800	E4,300	N/A	N/A	E6,350	N/A	N/A	E5,050	N/A	N/A	N/A	E5,000	N/A	E4,750	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No
Crawley Borough Council	District	E6,617	E15,885.00	N/A	E7,942.00	N/A	E2,649.00	E5,453.00	E0.00	E0.00	E6,617.00	E0.00	E0.00	E7,106.00	E0.00	N/A	N/A	E6,361.00	E954.00	2448 (plus 305	E0.00	E0.00	N/A	N/A	E750.00	Yes	No	
Dover District Council	District	E5,000	E18,000	E9,000	E6,750	Not Applicable	E4,500	E1,125	E281	E315	E4,500	E1,125	not applicable	E4,500	E1,125	Not applicable	Not applicable	E5,300	E1,400	E5,061	E2,250	Not applicable	E2,250 (Shadow	E1,125	E927	Yes	No	
East Hampshire District Council	District	E5,200	E18,000.00	E10,000.00	E6,000.00	E3,000.00	E2,000.00	E2,000.00	n/a	E250.00	E2,000.00	n/a	E250.00	E2,000.00	n/a	n/a	E2,000.00	E3,000.00	n/a	E3,000.00	n/a	n/a	n/a	E2,000.00	No payment	Yes	No	
East Sussex County Council	County	13,149	36,817	18,792	16,107	N/a	6,711	N/a	N/a	N/a	6,711	E0.00	E0.00	6,711	E0.00	E0.00	E0.00	13,420	5,374	13,420	3,487	5,374 (second l	E0.00	6,711	E35 per hour	Yes	Yes	
Eastbourne Borough Council	District	E2,808	E4,212.00	E2,808.00	E2,808.00	E0.00	E0.00	E1,404.00	E0.00	E62.00	E2,106.00	E0.00	E1,404.00	E1,404.00	E0.00	E0.00	E0.00	E2,808.00	E1,404.00	E2,106.00	E1,404.00	E0.00	E0.00	E93.00	E1,000.00	No	No	
Eastleigh Borough Council	District	E7,012	E9,602	E8,229	E0.00	E2,742	E0.00	E0.00	E0.00	E0.00	E3,430	E856.00	E0.00	E2,742	E686.00	E0.00	E0.00	E0.00	E0.00	5,487	E0.00	E0.00	E0.00	1,717	E4,800.00	No	Yes	
Elmbridge Borough Council	District	E5,326	13,315	N/A	6,658	N/A	3,995	2,663	E666.00	N/A	5,992	1,498	N/A	6,658	3,329	N/A	N/A	N/A	N/A	1,332	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No
Fareham Borough Council	District	E7,084	E21,250.00	E11,806.00	E11,806.00	E0.00	E4,427.25	E7,378.75	E885.45	E0.00	E10,625.40	E885.45	E0.00	E7,378.75	E885.45	E0.00	E0.00	E4,722.40	E885.45	E3,541.80	E0.00	E0.00	E295.15	E0.00	E728.28	Yes	No	
Folkestone & Hythe District Council	District	E5,433	E23,905.00	E11,953.00	E10,866.00	E0.00	E6,248.00	E0.00	E0.00	E0.00	E6,248.00	E0.00	E0.00	E6,248.00	E0.00	E815.00	E0.00	E8,150.00	E1,630.00	E8,150.00	E0.00	E0.00	E0.00	E0.00	E0.00	Yes	Yes	
Gosport Borough Council	District	E6,701	14,852.53	E0.00	E0.00	E0.00	E0.00	E0.00	E0.00	E0.00	E4,756.79	E0.00	E0.00	E0.00	E0.00	E0.00	E0.00	E0.00	E0.00	E6,108.10	E0.00	E0.00	E0.00	E4,756.79	E0.00	Yes	Yes	

(Those highlighted in grey did not respond to the current survey and so past figures have been used.)

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region
(West Sussex District and Borough Councils highlighted in green.)**

Council - 8 December 2021

Council name	Type of council	Basic Allowance for 2020/2021	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/Joint Committee	Chair/Civic Mayor	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Gravesham Borough Council	District	£4,955	£22,297	£9,910	£4,955	N/A	£1,239	£743	N/A	N/A	£4,955	N/A	N/A	£2,478 (£1,239)	£743	N/A	N/A	£10,790	£3,140	£4,955	N/A	N/A	N/A	N/A	N/A	No	Yes
Guildford Borough Council	District	£7,517	£15,033.52	£7,516.76	£6,012.51	N/A	£3,579.33	£3,579.33	£0.00	£0.00	£6,012.51	£0.00	£0.00	£6,012.51	£0.00	£376.01	Chair or vice ch	£6,012.51	£3,758.52	£0.00	£0.00	£75 per membe	£0.00	As above	£0.00	No	Yes
Hampshire County Council	County	12,833	£30,967	£18,580	£18,580	£18,580	£6,194	N/A	N/A	N/A	£12,387	£3,104	N/A	£12,387	£3,104	£723	N/A	£19,653	£10,066	£12,363	N/A	N/A	£5552	N/A	£723	Yes	Yes
Hart District Council	District	£4,875	£17,067.00	£8,532.00	£7,680.00	n/a	£2,561.00	£1,708.00	n/a	n/a	£5,121.00	£1,705.00	n/a	£3,413.00	n/a	n/a	n/a	£4,266.00	n/a	£2,561.00	n/a	£107.00	n/a	n/a	£250.00	Yes	No
Hasting Borough Council	District	£6,318	£12,639	£8,220	£6,825	£3,623.52	£3162	£1,029	£0.00	£106.90 per co	£3,795	£1,389	£1,029	£3,162	£0.00	£0.00	£0.00	£6,720 (£3360)	£2,196	per Member (£	£189.21 per me	£189.21 per me	see opposition	varies between	varies per comr	No	No
Havant Borough Council	District	£5,430	14,800	10,018	8,425	n/a	6,831	1,116	n/a	n/a	5,009	n/a	n/a	5,692	n/a	n/a	3,643	unknown	unknown	911 - 3,643	n/a	911 - 3,643	n/a	n/a	1,000	Yes	Yes
Horsham District Council	District	£5,070	£13,790.00	£8,685.00	£7,090.00	£0.00	£2,465.00	£2,465.00	£0.00	£0.00	£3,890.00	£1,305.00	£0.00	£5,165.00	£1,725.00	£0.00	£0.00	£5,165.00	£1,730.00	£4,170.00	£0.00	£0.00	£0.00	£2,465.00	£1,305.00	No	No
Isle of Wight Council	Unitary	£8,011	£16,022.16	£10,013.85	£8,011.08	£0.00	£3,204.43	£2,403.32	£0.00	£0.00	£6,408.86	£1,602.22	£0.00	£8,011.08	£1,602.22	£0.00	£0.00	£5,607.76	£1,602.22	£1,602.22	£0.00	£785.40	£0.00	£4,005.54	£301.00	Yes	No
Kent County Council	County	£15,406	£50,663.13	£32,931.03	£32,931.03	£0.00	£8,866.05	£0.00	£0.00	£0.00	£11,145.89	£0.00	£0.00	£8,866.05	£0.00	£500.00	£0.00	£16,718.83	£8,866.05	£7,599.44	£0.00	£0.00	£0.00	£8,866.05	£500.00	Yes	No
Lewes District Council	District	£3,196	£14,821.00	£0.00	£5,928.00	£2,964.00	£4,446.00	£60.00	£0.00	£0.00	£4,446.00	£741.00	£533.00	£3,557.00	£0.00	£0.00	£1,112.00	£2,224.00	£0.00	£4,446.00	£0.00	£4,446.00	£0.00	£0.00	£1,000.00	Yes	No
Maidstone Borough Council	District	£5,065	£20,002.00	£0.00	£0.00	£0.00	£4,000.00	£4,000.00	£0.00	£0.00	£8,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,653.00	£1,061.00	£402.63	£0.00	£402.63	£0.00	£8,000.00	£750.13	Yes	No
Medway Council	Unitary	£10,585	31,754	£21,169.00	£15,877.00	N/A	£7,409.00	N/A	N/A	N/A	£12,702.00	£5,292.00	N/A	£10,585	£3,705.00	N/A	N/A	£13,231.00	£6,351.00	£12,702.00	N/A	£6,351.00	6,351	n/a	N/A	Yes	No
Mid Sussex District Council	District	£5,100	20,596	11,000	8,500	8,500	3,060	1,020	£0.00	£0.00	6,375	1,594	£0.00	4,080	1,020	£0.00	£0.00	6,750	2,250	£0.00	£0.00	250 per membe	£0.00	£0.00	£750.00	Yes	No
Milton Keynes Council	Unitary	£10,924	£31,836.00	£15,918.00	£9,809.00		£5,836.00	£8,489.00			£8,489.00			£4,776		£640.00		£11,672.00	£5,836.00	£658.00		£658.00			£300.00	Yes	No
Mole Valley District Council	District	£4,591	£7,879.64	£4,465.12	£3,361.06	£0.00	£2,243.07	£562.08	£0.00	£0.00	£2,689.58	£367.71	£0.00	£2,243.07	£315.19	£0.00	£0.00	£2,698.58	£1,008.59	£3,924.06	£562.08	£562.08	£0.00		£0.00	No	No
New Forest District Council	District	£6,602	£20,948.00	£0.00	£10,474.00	£0.00	£2,158.00	£2,158.00	£0.00	£0.00	£7,331.00	£0.00	£0.00	£5,238	£0.00	£0.00	£0.00	£9,200.00	£1,990.00	£7,857.00	£1,114.00	£1,114.00	£0.00	£0.00	£314	Yes	Yes
Oxford City Council	District	£5,142	£15,426.00	£5,142.00	£7,713.00	£2,571.00	£1,286.00	£0.00	£0.00	£0.00	£2,571.00	£0.00	£0.00	£5,142	£0.00	£0.00	£0.00	£5,142.00	£1,286.00	£1,714.00	£0.00	£1,714.00	£0.00	£0.00	£0.00	No	Yes
Oxfordshire County Council	County	£11,013.77	£31,940.87	£22,027.55	£17,622.65	N/A	£6,608.88	N/A	N/A	N/A	£6,608.88	N/A	N/A	£6,608.88 (£4,9	N/A	N/A	N/A	£9,361.55	£2,340.65	£8,810.81	£2,753.70 - Sha	N/A	N/A	£6,608.88	£1,500 pa (usu	No	No
Portsmouth City Council	Unitary	£11,483	£20,669.00	£0.00	£8,038.00	£0.00	£4,019.00	£4,019.00	£0.00	£0.00	£4,019.00	£0.00	£0.00	£2,871	£0.00	£0.00	£0.00	8,038	1,148	6,890	£0.00	£3,445.00	£1,148.00	£4,019.00	£0.00	Yes	No
Reading Borough Council	Unitary	£8,447	£19,008.75	£11,610.75	£9,761.25	n/a	£3,123.57	£6,243.09	£1,103.54	n/a	£6,243.09	£1,103.54	n/a	n/a	n/a	n/a	n/a	£9,200	£2,400	£6,243.09	n/a	£3,123.57	n/a	£3,123.57	£1,103.54	Yes	No

(Those highlighted in grey did not respond to the current survey and so past figures have been used.)

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region
(West Sussex District and Borough Councils highlighted in green.)**

Council - 8 December 2021

Council name	Type of council	Basic Allowance for 2020/2021	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/Joint Committee	Chair/Civic Mayor	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Reigate and Banstead Borough Council	District	£5,670	£14,151.00	£11,557.00	£9,434.00	N/A	£3,162.00	£441.00	N/A	£0.00	£5,442.00	N/A	£804.00	£3,162.00	£957.00	N/A	N/A	£5,700.00	£0.00	£147.00	£0.00	£147.00	N/A	N/A	N/A - Joint	No	No
Rother District Council	District	£4,656	13,599	3,834	2,958	N/A	2,164	2,164	N/A	N/A	2,958	N/A	N/A	2,958	N/A	N/A	N/A	N/A	N/A	£463.00	N/A	£463.00	N/A	N/A	£361.00	Yes	No
Royal Borough of Windsor and Maidenhead	Unitary	£8,306	24,918	13,705	12,459	£0.00	4,984	6,230	£0.00	£0.00	6,230	-	-	4,984	£0.00	£0.00	£0.00	3,121	1,040	£3,665.00	£2,565.00	£0.00	£0.00	£0.00	£1,000.00	Yes	No
Runnymede Borough Council	District	£4,143	10,368	2,592	N/a	n/a	1,710	5,184	2,592	Nil	9,048	6,024	3,012	5,184	2,592	n/a	5,184	5,184	1,296	3,888	Nil	3,888	Nil	Varies from Co	£477.00	No	Yes
Rushmoor Borough Council	District	£5,425	£16,861	£9,712	£8,372	N/A	£5,655	Same role as Ch	N/A	If Members do	£5,655	N/A	N/A	£4,215	£1,265 (There a	N/A	N/A	£1,579	N/A	£3,398	N/A	N/A	N/A	Chairman of Po	£523 p.a. plus t	Yes	No
Sevenoaks District Council	District	£5,617	20,550	12,330	7,193	NA	2,569	2,569	£0.00	£139.00	5,138	1,028	£514.00	2,569	£0.00	NA	NA	10,932	4,747	£831.00	£0.00	277 per memb	£0.00	1,644 to 5,138	1000 & 479 (1	Yes	No
Slough Borough Council	Unitary	£7,779	£20,224.00	£14,156.00	£11,123.00	n/a	£3,033.00	£3,033.00	£1,011.00	n/a	£5,056	£1,684.00	n/a	£7,080.00	£1,415	n/a	n/a	£7,626.00	£2,990.00	£6,067	n/a	n/a	n/a	n/a	£1,314.00	Yes	Yes
South Oxfordshire District Council	District	£5,186	20,741	14,519	10,369	N/A	1,557	2,074	N/A	N/A	6,223	3,111	N/A	3,111	N/A	N/A	N/A	5,186	1,557	2,074	N/A	N/A	N/A	3,111 for Chair	N/A	Yes	No
Southampton City Council	Unitary	£13,057	£26,114.00	£0.00	£13,057.00	£0.00	£6,529.00	£6,529.00	£0.00	£0.00	£6,529	£0.00	£0.00	£6,529.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,792.75	£0.00	£0.00	£0.00	£0.00	£719.99	Yes	Yes
Spelthorne Borough Council	District	£99,800	£11,000.00	£5,500.00	£0.00	£0.00	£4,400.00	£5,500.00	£2,750.00	£0.00	£6,600	£3,300.00	£0.00	na	na	na	£5,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,700.00	£500.00	Yes	No
Surrey County Council	County	12,748.62	44,126.74	28,598.80	23,090.51	10,241.19	10,271.40	n/a	n/a	n/a	12,315.61	n/a	n/a	10,271.40	n/a	n/a	8,217.12 (Comr	18,478.45	6,676.41	12,315.61 (split	n/a	n/a	n/a	10,271.40	n/a	Yes	No
Surrey Heath Borough Council	District	£5,288	£13,749.00	£8,249.00	£5,500.00	£0.00	£3,712.00	£3,712.00	£0.00	£0.00	£4,812	£2,640.00	£0.00	£3,712	£0.00	£0.00	£0.00	£5,500.00	£1,650.00	£0.00	£0.00	£34,812.00	£0.00	£3,712.00	£0.00	Yes	Yes
Swale Borough Council	District	£5,444	£20,143.00	£6,043.00	£12,086.00	£6,043.00	£2,014.00	£2,014.00	n/a	n/a	£7,050	n/a	n/a	£6,043	n/a	£10.00	n/a	£3,810.80	£1,633.20	£6,043.00	n/a	£2,014.00	n/a	n/a	n/a	Yes	Yes
Tandridge District Council	District	£4317	£6123	£1531	N/A	N/A	£3062 (Audit &	£0.00	£0.00	£0.00	£3062	£1021	£591	£3062 (Audit &	£1021	N/A	N/A	£3062	£1021	£3036	N/A	N/A	N/A	£3062	£0.00	No	No
Test Valley Borough Council	District	£7,390	£16,258	£10,346	£8,942	N/A	N/A	£3,326	£665	N/A	£5,543	£1,109	N/A	£7,390	£1,478	N/A	N/A	£3,326	£665	£3,326	N/A	N/A	N/A	N/A	N/A	Yes	Yes
Thanet District Council	District	£4,570	£18,082.00	£10,776.00	£7,990.00	£7,990.00	£5,204.00	£3,216.00	£805.00	£0.00	£5,204.00	£1,216.00	£0.00	£7,990.00	£3,216.00	£0.00	£0.00	£2,188.00	£1,530.00	£5,762.00	£2,862.00	£0.00	£2,862.00	£0.00	£250.00	Yes	No
Tonbridge and Malling Borough Council	District	£5,175	20,706	15,528	8,802	n/a	2,589	2,589	n/a	n/a basic allow	£1,725.00	Vice chair - 336	n/a	2,589	vice chair - £64	n/a	n/a	6,048	1,434	1,293 + 258 per	n/a	1,293 + 258 per	n/a	1,656	Unknown	Yes	No
Tunbridge Wells Borough Council	District	£5,500	£19,250	£0.00	£11,000	£0.00	£1,375	£1,375	£0.00	£0.00	£5,500	£1,320	£0.00	£1,375	£0.00	£0.00	£0.00	£0.00	£0.00	£275 per group	£0.00	£275 per group	£0.00	£1,375	£800	Yes	No
Vale of White Horse District Council	District	£5,186	20,741	14,519	10,369	N/A	1,557	2,074	N/A	N/A	£6,223	3,111	N/A	3,111	N/A	N/A	N/A	5,186	1,557	2,074	N/A	N/A	N/A	3,111 for Chair	N/A	Yes	No
Waverley Borough Council	District	£5014.05	£14,729.21	£10,196.73	£6,797.82	N/A	£3,398.57	£3,398.57	£1,700.86	N/A	£3,398.57	£1,700.86	N/A	£3,398.57	£1700.86	£0.00	N/A	£594.35	£0.00	£3,398.57	£0.00	£0.00	£0.00	£3,398.57	£0.00	Yes	No

(Those highlighted in grey did not respond to the current survey and so past figures have been used.)

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region
(West Sussex District and Borough Councils highlighted in green.)**

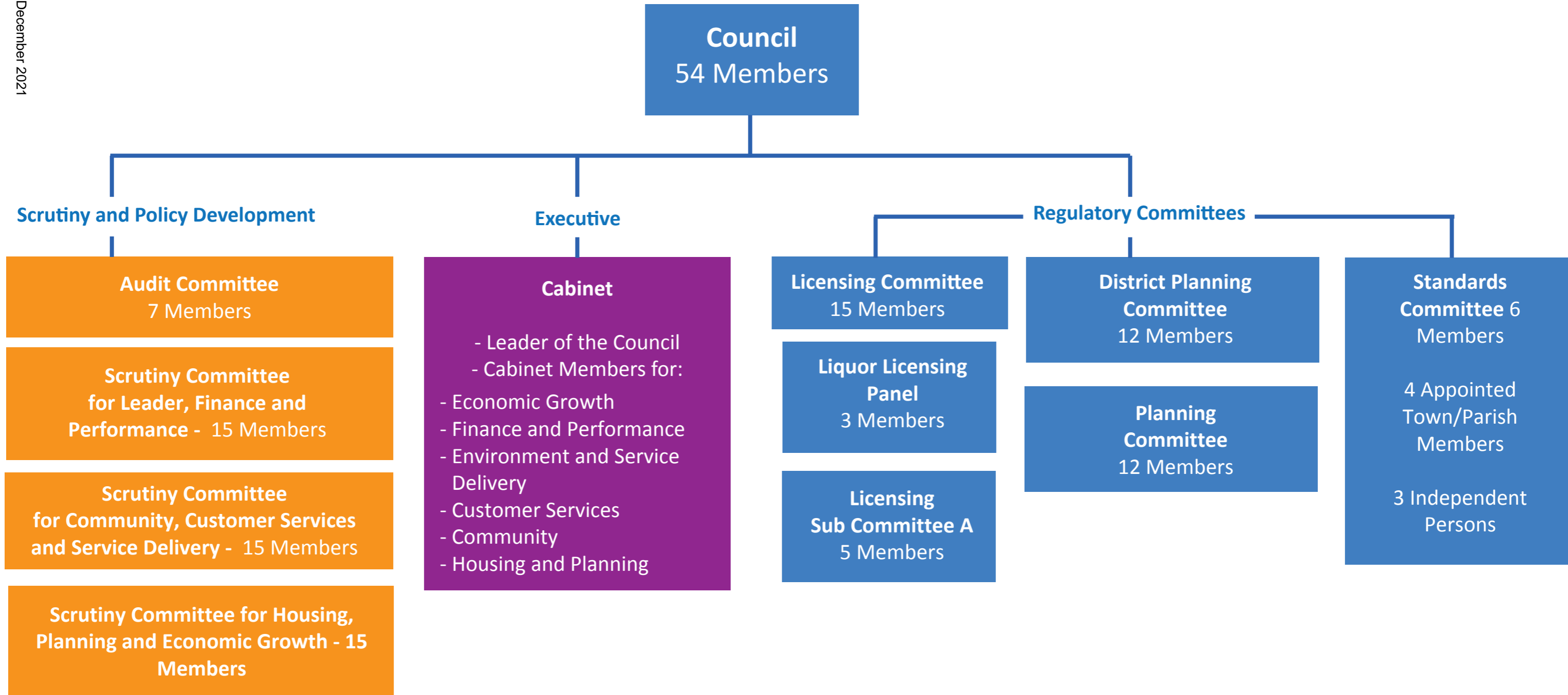
Council - 8 December 2021

Council name	Type of council	Basic Allowance for 2020/2021	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/Joint Committee	Chair/Civic Mayor	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Wealden District Council	District	£4,728	13,824	N/A	5,715	N/A	3,876	1,404	N/A	N/A	4,356	1,440	N/A	3,867	N/A	N/A	N/A	4,902	1,212	1,098 (if 5+ Me	N/A	13,824	N/A	N/A	£846.00	Yes	No
West Berkshire Council	Unitary	£7,697	£19,242.00	£11,545.00	£9,622.00	£0.00	£2,887.00	£2,887.00	£0.00	£0.00	£4,810	£0.00	£0.00	£4,810.00	£0.00	£0.00	£0.00	£5,773.00	£1,155.00	£7,697.00	£0.00	£1,902.00	£2,309.00	£0.00	£1,051.00	Yes	Yes
West Oxfordshire District Council	District	£4,932	£22,194.00	£14,796.00	£12,330.00	N/A	£1,233.00	£1,233.00	£0.00	£0.00	£6,165	£0.00	£0.00	£4,932.00	£0.00	N/A	N/A	£4,932.00	£0.00	£2,466.00	£0.00	£2,466.00	£0.00	N/A	£13 ph	No	No
West Sussex County Council	County	£12,202	£33,849	£24,371	£21,663	N/A	£9,552	N/A	N/A	N/A	£9,552	£0.00	£0.00	£9,552	£0.00	£0.00	£0.00	£20,162	£8,450	£8,500.00	£0.00	£5,000 for a gre	£0.00	£9,552	£0.00	Yes	Yes
Winchester City Council	District	£5,970	£17,892.00	£9,762.00	£8,133.00	N/A	£2,442.00	£3,255.00	N/A	N/A	£8,133	£2,442.00	N/A	£8,133.00	N/A	N/A	N/A	£2,442.00	N/A	£8,133.00	N/A	£2,442.00	N/A	N/A	£400.00	Yes	Yes
Woking Borough Council	District	£7,200	£12,000	£3,600	£2,400	£0.00	£0.00	£600	£0.00	£0.00	£2,400	£0.00	£0.00	£1,200	£0.00	£0.00	Joint Committe	£14,527	£1,458	£1,200	£0.00	£600	£0.00	£0.00	£360 (5% of the	Yes	No
Wokingham Borough Council	Unitary	£7,784	£20,000.00	N/A	£10,000.00	£2,000.00	£2,500.00	£2,500.00	N/A	N/A	£5,000.00	N/A	£1,250.00	£5,000 main Cd	N/A	N/A	N/A	£7,420.00	£1,960.00	£7,500.00	N/A	N/A	N/A	N/A	£1,000.00	Yes	No
Worthing Borough Council	District	£4,930	£14,789.16	£7,394.58	£6,162.15	£0.00	£2,464.86	£3,697.29	£1,232.43	£0.00	£4,929.72	£1,232.43	£0.00	£3,697.29	£1,232.43	£0.00	£0.00	£2,464.86	£0.00	£2,464.86	£1,232.43	£0.00	£0.00	£0.00	£0.00	No	No

(Those highlighted in grey did not respond to the current survey and so past figures have been used.)

MSDC Committee Structure

Council - 8 December 2021



Special Responsibility Allowances

The following Factors are used to determine SRA's taking the Basic Allowance as 1.

Leader	4
Deputy Leader	2*
Cabinet Member	1.6*
Chairman of the Council	1.3**
Chairman of Planning Committee	1.25 ***
Chairman of Scrutiny Committee	0.8***
Chairman of Audit Committee	0.6
Chairman of Licensing Committee	0.2
Chairman of Standards Committee	0.2

* Actual rate frozen until Basic Allowance times the factor achieves or exceeds current payment.

** Vice Chairman Allowance at 1/3 of Chairman

*** Vice Chairman Allowance at 1/4 of Chairman

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RECOMMENDATIONS FROM CABINET – 18 AND 29 NOVEMBER 2021

BUDGET MANAGEMENT 2021/22 – PROGRESS REPORT APRIL TO SEPTEMBER 2021

Summary

1. The forecast revenue outturn position for 2021/22 at the end of September is showing a projected net overspend of £311,000 against the original budget. This is an improvement on the previously reported position and is mainly due to some income recovery in a small number of services including parking. As previously reported, this latest net overspend largely relates to the cost of the pending unbudgeted pay award, the continued impact of Covid19 that has resulted in further unbudgeted Leisure centre re-opening costs (£165,000), together with reduced Town Centre rental income. However, all Leisure costs reported to date, as detailed above and including the leisure sports consultancy costs (£17,000), will be met from the Leisure Covid Support Specific Reserve created in 2020/21 which will reduce the forecast overspend to £129,000.
2. At this point in the year, the current net forecast overspend is mitigated as a result of the final claim for lost income from the Department for Levelling Up, Housing and Communities (DLUHC) Income Compensation scheme which applied to the first quarter of the year. This claim was submitted in October and we estimate to receive £377,000, which allowed for the 5% deductible rate as in previous claims for 2020/21. However, depending upon the extent of the overspend over the remainder of the year, some draw on reserves may be necessary to balance the budget by year end.

Recommendations

3. **That Council approve:**
 - (i) **That £500,000 be transferred to the JE/Redundancy Specific Reserve as detailed in paragraph 29 of the Cabinet report;**
 - (ii) **the variations to the Capital Programme contained in paragraph 42 of the Cabinet report in accordance with the Council's Financial Procedure rule B3.**

INTRODUCTION OF FLEXIBLE SEASON TICKETS AND REVIEW OF PAY AND DISPLAY PARKING CHARGES.

Summary

1. In December 2020 the Council agreed the Parking Strategy 2020 – 2030 and a five-year action plan. The development of the Strategy was overseen by a Member cross party working group. The Strategy sets a clear ambition to invest in and modernise the car park estate. This will ensure high standards of future service delivery including modernisation and investment in new technology to improve the customer experience. Establishing new pricing strategies underpins the commitment to deliver these ambitions. Year of the Action Plan the Council committed to developing a season ticket policy and to exploring differential tariff regimes.
2. Given the significant and ongoing impact of the pandemic, and continued uncertainty over the short-term outlook for the high street, it is not proposed to take the proposals around differential tariffs forward at this stage. In addition, the pandemic has had an impact on working patterns, with more people working from home either permanently or as part of a hybrid working arrangement. These changes have continued into the recovery period. Changes are therefore proposed to the season ticket offer to provide a more flexible range of options in response to customer demand.
3. The evidence base supporting the Parking Strategy highlighted that Mid Sussex charges are at the lower end of the charges spectrum when compared to similar and neighbouring Councils. Parking charges in Mid Sussex car parks have not increased for 10 years, meaning that they have not kept pace with inflation despite the increasing costs of managing and maintaining car parks. The Parking Strategy highlights the need to invest in the parking estate to support sustainable economic growth and to improve the customer experience. The report therefore also proposes an uplift, in line with inflation, to charges for all pay and display car parks in the three towns in Mid Sussex.
4. As a result of the pandemic some income streams are still reduced and some areas of the Council's work have experienced increased demand such as the need for temporary accommodation for homeless people. This leaves the Council projected to call on reserves in 2022/23 and subsequent years which is not a sustainable position for the Councils finances.

Recommendations

5. **That Council approve, subject to consultation:**
 - (i) **The introduction of flexible 3, 5 and 6 day season tickets;**
 - (ii) **The introduction of new tariffs, as outlined in Paragraph 16 of the Cabinet report.**
 - (iii) **An annual inflationary review of parking charges thereafter.**