

Review of the Members Allowances Scheme

at

**South Derbyshire District
Council**

Sixth Report of the Independent Remuneration Panel

**Richard Penn (Chairman)
Robert Neff
Mike Firbank**

April 2020

1 Introduction: The Regulatory context

- 1.1 This report is a synopsis of the deliberations and recommendations of the statutory Independent Remuneration Panel (the Panel) appointed by South Derbyshire District Council (SDDC) to provide advice on its Members' Allowances scheme.
- 1.2 The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)* (the 2003 Regulations). These regulations, arising out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to maintain an independent remuneration panel (also known as an IRP) to review and provide advice on each council's Members' Allowances. This is in the context whereby the full Council retains that powers of determination regarding Members Allowances (both the levels and the scope of remuneration) and other allowances/reimbursements.
- 1.3 Before a Council exercises its powers of determination it is required to convene its Panel and seek its advice before it makes any changes or amendments to its Members Allowances scheme. In doing so each Council must 'pay regard' to the Panel's recommendations before setting a new or amended Members Allowances scheme.
- 1.4 In particular, the Panel has been reconvened under the 2003 Regulations [10. (50)], which states:

'Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.'
- 1.5 This mechanism is the means by which a Council is required to reconvene its Independent Remuneration Panel at least once every four years to ensure a degree of periodic public accountability for its Members Allowances scheme. It is under this requirement that the Panel has undertaken this review of Members Allowances for South Derbyshire District Council.

2 Terms of Reference

2.1 A new Panel was appointed by full Council on 31 October 2019 and was given the following terms of reference for a review of the Council's Member Allowances scheme with the following terms of reference:

- to make recommendations on the amount of Basic Allowance that should be payable to members and the expenses it includes;
- to make recommendations on the categories of members who should receive a Special Responsibility Allowance and the amount of such an allowance;
- To make recommendations on the amount of co-optees allowances, where applicable;
- To make recommendations on travel and subsistence allowances;
- To make recommendations on the amount of Childcare and Dependent Carers' Allowances;
- To make recommendations on whether the allowances should continue to be adjusted in line with the average pay increases negotiated through the National Joint Committee for Local Government Employees or with reference to any other index or none;
- To make recommendations on the implementation date for the new Scheme of Allowances;
- To make recommendations on the Civic Allowances;
- To make recommendations on additional expenses received by members;
- To make recommendations on any other matters which the Panel considers necessary.

3 The Panel

3.1 The following members were appointed to the Panel to carry out the independent review:

- **Richard Penn** Chairman of the Panel and national representative

A former local authority chief executive, now an independent consultant. Between 2008 and 2016 the Chair of the Independent Remuneration Panel for Wales

- **Robert Neff** Private sector representative

A local resident and entrepreneur

- **Mike Firbank** Community representative

A local vicar, school chaplain and volunteer sector representative for South Derbyshire

3.2 The Panel was ably supported by Ardip Kaur, the Council's Legal and Democratic Services Manager and Monitoring Officer, whose role was to support the proceedings and take the organisational lead in facilitating the whole process. Additional support was provided by Donna Foster, a member of Ardip Kaur's team.

4 Process and Methodology

4.1 Evidence reviewed by the Panel

The Panel met at the Civic Offices, Swadlincote between 9 and 12 March 2020 to consider the evidence and hear representations, including factual briefings on the Council by officers. All Council members were invited to make written submissions to the Panel (several of which were received) and all members who wished to meet with the Panel were accommodated as far as practically possible (Appendix One provides details of those interviewed by the Panel). The Panel also reviewed relevant written information, such as Council and Committee meetings schedules, statutory guidance etc (Appendix Two sets out the information used by the Panel) and benchmarking data (Appendix Three). The Panel meetings were held in private session to enable it to meet with members and officers and consider the evidence in confidence.

4.2 Benchmarking - the SDDC comparator group of councils

The Panel has reviewed and evaluated the evidence and representations within a comparative context. In particular, the Panel produced and reviewed the benchmark material that provides the scope and levels of allowances paid in South Derbyshire District Council (SDDC) against those paid in the 16 comparator Councils utilised for benchmarking purposes. The benchmarking

- i. These authorities are those deemed closest to SDDC on a range of demographic, and social and economic criteria - this is done on a national basis.
- ii. adjacent district councils, or immediate neighbours

the other Derbyshire districts not otherwise included in the sub groups i. and ii. - these are county wide neighbours.¹ group of Councils is made up of 3 sub groups:

- i. SDDC's 6 nearest neighbours (2014 model) as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Panel was concerned to understand how the issues under review have been addressed elsewhere (see Appendix 3 for summary of benchmarking information utilised by the Panel). Moreover, the Panel felt that it was important to place the SDDC Allowances scheme in a comparative perspective which can inform elected members on the wider picture and in this case shows that SDDC members are currently comparatively speaking well remunerated.

¹ See Appendix 3 for more details.

5 Principles and key messages

5.1 The purpose of a Members' Allowances scheme

During meetings with members it was mentioned on more than one occasion that the allowances payable under the current SDDC Members' Allowances scheme are insufficient to encourage a wider range of people to stand for Council. The Panel accepts that this may be the case, but Allowances Schemes are not designed for this purpose as they would need to be at levels so high that would not be publically acceptable. Some interviewees were not comfortable with the concept of the Allowances Scheme having this objective, as if individuals stood for and remained on the Council for income reasons this would run contrary to the public service ethos. It is clear that the desire to serve local communities and residents continues to be the prime motive for standing for election as a councillor.

The Panel shares the concern expressed by a number of members that the profile of the Council is not fully representative of the communities that make up SDDC. However, addressing this issue is not part of the remit of the Panel.

The policy intention behind the requirement for a bespoke Members' Allowances Scheme for each Council in England is to enable and facilitate members' roles and responsibilities as far as practically possible while taking into account such factors as the nature of the Council, local economic conditions and good practice. The Panel has sought to recommend a Scheme that seeks to minimise financial barriers to public service so as to enable a wide range of people to become a councillor without incurring undue personal financial cost, and the Scheme should as far as possible recompense members for the time they devote to their role and for the additional responsibilities that they accept.

5.2 The SDDC Members' Allowances Model

SDDC currently has a quite distinctive Scheme - the comparative data shows that it pays a high Basic Allowance and in most instances the SRAs payable are also comparatively high. The Panel is satisfied that the Basic Allowance and SRAs payable in South Derbyshire District Council are not as high as initially perceived. While there is a relatively high Basic Allowance this is in the context of SDDC having fewer members than many comparator councils. SDDC only has 36 elected members and the statutory publication of allowances and expenses received by members of SDDC for 2018/19 shows that the total paid out in Basic Allowance was £232,632. The equivalent publication for North East Derbyshire Council shows that Council's Basic Allowance (£5,087) to over £1,000 less than that paid in SDDC (£6,462). But as NEDC has 53 members the total paid out via the Basic Allowance was £266,757.

The other consideration for the Panel has been that the comparatively high SRAs in SDDC are paid for fewer posts than in the comparator Councils so the total paid out in SRAs at SDDC is comparable with other Councils. SDDC also has a more transparent model of remuneration as a result of which the public can understand the remuneration received by members. This is not always the case with comparator Councils.

The total remuneration paid for functions such as the Chairman of Overview and Scrutiny Committee and Planning Committee is more comparable to that paid in peer councils than first appears. For instance, the SDDC scheme does not pay for multiple Overview and Scrutiny Chairmen, as is the case in North Kesteven which has 3 Overview and Scrutiny Panels with each Chair receiving an SRA of £3,219 giving a total of £9,657 to remunerate those members chairing O&S Committees, whereas in SDDC there is one Overview and Scrutiny Committee with the Chair being paid £9,676. Nor does SDDC pay a small SRA to all Planning Committee members which is the case in some of the comparator authorities.

The Panel further noted that the SDDC scheme restricts payment to 1 SRA which means that not all SRAs are actually paid. By maintaining this principle, whilst there are minor increases in allowances arising out of from the recommendations of the Panel, there are compensatory savings due to the 1 SRA only rule.

5.3 The economic context

While benchmarking needs to be put in context the current economic climate is complex. The Council continues to be in good financial health and the South Derbyshire area in general has experienced significant economic growth but the Council continues to need to find savings in the next few years. The Panel has to take the economic context both generally and for the Council into consideration in making its recommendations. However, the workloads and responsibilities of members of SDDC have not reduced and where they have changed the evidence suggests that they have got more onerous. At the time of the previous review in October 2016, SDDC was a high achieving Council and the evidence shows that this continues to be the case. The economic context has to be balanced against the continued demands placed upon elected members.

The Panel takes the view that it would not be appropriate at this time to significantly increase the total spend on allowances, and even the marginal increase in the current total spend if the Panel's recommendations are agreed by the Council has required strong evidence for the Panel to make any recommendation that results in this additional expenditure. This context has led the Panel to restricting itself to correcting current anomalies where they exist rather than undertake a fundamental re-setting of the whole allowances scheme. Finally, it is recognised that local government is in a state of flux, how it operates now and the roles members undertake in the quickly evolving world of local and indeed sub regional government will also undergo change.

6 The Panel's recommendations

6.1 Basic Allowance

Previously in arriving at the recommended Basic Allowance the Panel has always followed the formulaic approach as laid out in the 2003 Statutory Guidance (paragraphs 67-69) which recommends the consideration of three variables. The Panel has 'recalibrated' the Basic Allowance by repeating the formulaic approach as set out in the 2003 Statutory Guidance but has up dated the variables to take into account the most recent rate of remuneration. This gives the following values:

Time required to fulfil duties:

The Basic Allowance is primarily a time-based payment (see 2003 Statutory Guidance paragraph 10). Since the 2007 review each Panel has utilized 99 days per year as the minimum required input from a member to fulfil those duties for which the Basic Allowance is paid, including preparing for and attending meetings, - both formal and informal, addressing constituents concerns, engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with officers. The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid comes from the 2013 Councillors Census. It shows that councillors in district councils who hold no positions of responsibility report that they put in on average 14 hours per week 'on council business'. Leaving aside the issue of whether reported inputs are equivalent to time required, this is as close to the Panel's historic time assessment for SDDC members as to make no difference (assuming a working day between 7 - 7.5 hours).

The Panel sees no reason to use any new basis for calculating the appropriate Basic Allowance, although it is clear that some councillors spend more than 99 days a year on their Council work as they have chosen to be particularly active in their ward representative role, and the rapid development of the use of social media platforms has resulted in councillors being available to constituents more or less 24/7.

The Panel for the purposes of this review has retained **99 days per year** as the expected time input from members

Public Service Discount:

The Public Service Discount (PSD) recognizes the principle that not all of what a councillor does needs to be remunerated – there is an element of public service. This principle is realized by discounting an element of the expected time inputs associated with the Basic Allowance; in this case 1/3 of the 99 days per year. Thus 33 days annual workload is not remunerated. The proportion of 1/3 has been utilised as the standard PSD used by Panels in England – largely on the grounds that research shows that just over 28% of work by all councillors is dealing with ward/constituency issues and when other constituent/ward

related activities are taken into account at least one third of councillors workload is spent representing local constituents and communities² – thus deemed to be the *pro bono* element of a councillors' workload. The Panel was not presented with any evidence to suggest the current Public Service Discount of 1/3 that has been used previously required revision.

Rate of Remuneration:

The Panel has again utilised a rate of remuneration that most closely reflects the typical earnings of members' constituents in the South Derbyshire district. In late 2006 this was £90 per day, the median gross daily salary for all full time employees in the UK as published by the Office of National Statistics (ONS) in its Annual Survey of Hourly Earnings (ASHE). Panels have increasingly switched to a local authority specific rate of remuneration - largely because ASHE began to collect data on an authority by authority basis about 4 four years ago.

Therefore the Panel has reset the rate of remuneration and based it on the median gross daily earnings of all full time employees who work within the boundaries of SDDC³. The 2019 ASHE survey shows the weekly figure to be £575 which equates to £115 per day to the nearest pound.

Thus, if the Panel replicated the previous methodology with the day rate updated it produces the following recalibrated Basic Allowance:

- 99 days minus 1/3 PSD multiplied by £115 per day = £7,590

This would represent a significant uplift in the payment to each member of the Council and would require a significant increase in the provision for Members Allowances Consequently the Panel recommends a phased introduction of this increase over the next four years.

The Panel recommends that the Basic Allowance currently £6,554 payable in South Derbyshire District Council should be increased in three equal stages of £345 each year to 2022/23. The Basic Allowance for 2020/21 should be £6,900, for 2021/22 it should be £7,245 and for 2022/23 it should be £7,590.

² See Kettlewell, K. And Phillips, L. (2014), *Census of Local Authority Councillors 2013*, (LGA Research Report), Slough, NFER, Table 7 (p. 42) shows that out of an average weekly workload of 21.3 hours per week for all Councillors that they spend 6 hours per week on "engaging with constituents, surgeries, enquiries" and another 4.5 hours per week "working with community groups" (a proportion of which has been assumed to be ward/constituency related and not council related). Data is not broken down for district councils in this instance.

³ See ASHE, Table 7.1a - Weekly pay - gross - for full time employee jobs in SDDC 2019

6.3 Special Responsibility Allowances

Currently, SRAs are multiples of the Basic Allowance. The Panel has considered the significant increase in cost of continuing this link given its recommendation for phased increases in the Basic Allowance over the next three years and has concluded that to continue this link is neither necessary nor affordable at this time.

- **Leader of the Council**

The current SRA for the Leader of the Council in 2016 was set at a multiple of 3 times the BA as it reflected the differential between a BA and Leader's SRA used nationally, regardless of the type of council. The Leader's SRA and total remuneration package is at the higher end of the comparative spectrum. However, some Leaders (and other post holders) can be paid more than one SRA. Looking at the role of Leader of the Council in the South Derbyshire context, it remains the fact that whilst the Leader's overall commitment, regardless of the individual, is not quite a full time role it nevertheless requires a significant time commitment that precludes full time employment in the normal sense unless the postholder has a very supportive employer.. Many of the SRAs for Leaders in the benchmarking group have been explicitly set with a limited time commitment such as in High Peaks where the remuneration was expressly set with the model of a part time Leader in mind. The current total remuneration received (£26,207) by the SDDC Leader is still below the median annual gross full time salary for all employees in South Derbyshire, which in 2019 was £29,900 (ASHE Table 7.7a). The Panel sees no reason to revise this payment in 2020/21.

The Panel recommends that there should be no change in 2020/21 to the SRA of £19,653 paid to the Leader of the Council

Other SRAs

In arriving at the other recommended SRAs the Panel has continued with the pro rata approach as advised in the 2003 Statutory Guidance (paragraph 76). In most cases the current ratios, as expressed as a percentage of the Leader's SRA, have been maintained except where there is a compelling case to reset the original ratio.

- **Deputy Leader**

The Deputy Leader's current SRA (£10,809) is set at 55% of the Leader's SRA. Again it is at the higher end of the comparative spectrum but the Panel has recognised that the role of Deputy Leader in SDDC is an active one, more so than in many of the comparator Councils. The post holder has a greater range of discrete tasks undertaken at the behest of the Leader such as being on more outside bodies due to the pressures on the Leader's role. The Deputy Leader also is required to

deputise (within and outwith the Council) for the Leader for similar reasons.

The Panel recommends that there should be no change in 2020/21 to the SRA of £10,809 paid to the Deputy Leader

- **Chairmen of Policy Committees (3)**

Currently, the Chairmen of the 3 Policy Committees each receive an SRA (£9,815) set at 50% of the Leader's SRA. While this is at the high end of the comparative spectrum it is in a context whereby there are fewer Policy Committees (or equivalent) in the 5 out of 16 councils in the benchmarking group where such a post exists.

The Panel recommends that there should be no change in 2020/21 to the SRA of £9,815 paid to the Chairmen of the 3 Policy Committees

- **Chairman of the Planning Committee**

Similarly, the Panel is content to maintain the current 50% ratio of the Leader's SRA as the appropriate pro rata in setting the SRA for the Chairman of the Planning Committee. This leaves it the highest SRA for a Planning Chairman vis-à-vis the comparator group. Yet, once more, it must be set in context where in some authorities, all members of the Planning Committee receive additional remuneration, such as in Amber Valley (£570 for all other 13 Members on Planning) and Newark & Sherwood (£96 per site visit paid to all other 13 Members on Planning). This is not the case in SDDC.

The Planning Committee in SDDC is highly visible and attracts a lot of attention - the pressures of economic growth and development locally means the Chairman has to do a lot of background reading, including objections from residents, and has to handle meetings sensitively and fairly.

The Panel recommends that there should be no change in 2020/21 to the SRA of £9,815 paid to the Chairman of the Planning Committee

- **Chairman of the Overview and Scrutiny Committee**

Of all the posts considered for benchmarking purposes the SRA paid to the Chairman of the Overview and Scrutiny Committee is the one that is most above the mean SRA (£3,314). However, in SDDC there is only one remunerated Chairman of Overview and Scrutiny which is not the case in some of the comparator councils. For instance, the Chairmen of the 3 Overview and Scrutiny Panels in North Kesteven each receive an SRA of £3,125, with a total cost of £9,375. The Panel received no evidence to alter the current differentials of the SRA for the Chairman of

Overview and Scrutiny which is paid on a par with the Chairmen of the other main committees.

The Panel recommends that there should be no change in 2020/21 to the SRA of £9,815 paid to the Chairman of the Overview and Scrutiny Committee

- **Chairman of the Licensing and Appeals Committee**

The current SRA (£4,630) is set at 25% of the Leader's SRA. Benchmarking shows that the mean SRA paid to Chairmen of equivalent committees is £3,090. The Licensing and Appeals never meets as a full Committee and the work of the Committee is undertaken by the Licensing Appeals Sub Committees that carry out licensing appeals including liquor, housing, personnel and miscellaneous licensing. A Licensing and Appeals Sub Committee always consists of 3 members drawn from the parent committee and it is constituted and meets as and when required. Over the past 3 years sub committee meetings have taken place 10-11 times per year. The default position is that the Chairman of the full Licensing and Appeals Committee chairs the sub committees unless there may be a conflict of interest. This represents a considerable workload for the post holder who also carries the responsibility for decisions made. Given this evidence the Panel has concluded that the SRA for the Chair of Licensing and Appeals Committee should remain at 25% of the Leader's SRA.

The Panel recommends that there should be no change in 2020/21 to the SRA of £4,865 paid to the Chairman of Licensing and Appeals Committee

Vice Chairmen of the Policy, Planning, Overview & Scrutiny Committees

Currently each of the 5 Vice Chairmen of the main committees (3 Policy, 1 Planning and 1 Overview & Scrutiny Committee) receives an SRA set at 25% of the SRA for their respective Chairmen. The role of Vice Chairmen of the main Committees is important for succession planning and without remuneration it could make having competent Vice Chairmen ready to step up to a Chairman harder to plan for. While the comparative picture is mixed benchmarking shows that it is by no means unusual to pay a Committee Vice Chairmen an SRA - in the case of planning it is the more common practice.

The Panel recommends that there should be no change in 2020/21 to the SRA of £2,103 paid to the Vice Chairmen of the Policy Committees, the Planning Committee and the Overview and Scrutiny Committee

- **Chairman of the Audit Sub Committee**

The Panel received no evidence that the Audit Sub Committee does not continue to play a vital role in providing financial challenge.

The Panel recommends that there should be no change in 2020/21 to the SRA of £4,865 paid to the Chairman of the Audit Sub Committee

- **The Leader and Deputy Leader of the Opposition**

No evidence was received to indicate that the basis of the SRA for the Opposition Leader (50% of the Leader of the Council's SRA) required revising. However, the Panel did hear evidence that the role of Deputy Leader of the Opposition Group was significant and that the current basis (25% of the Leader's of the Opposition's SRA) does not reflect the demands on and the workload of the post holder. Consequently, the Panel recommends that the SRA for the Deputy Leader of the Opposition Group should be reset at 50% of the SRA for the Leader of the Opposition Group.

The Panel recommends that the SRA in 2020/21 for the Leader and Deputy Leader of the Opposition should be £9,249 and £4,630 respectively

- **The Independent Persons**

The Panel met with the two Independent Persons who each support the work of the Monitoring Officer and the Standards Committee in respect of complaints against elected members of both the District Council and the Parish Councils in the district. It is clear that these roles have a considerable workload and the Panel considers that the current remuneration of £1,224 per annum does not reflect that workload or the contribution that the postholders make to the work of the Standards Committee.

Consequently the Panel recommends that the SRA in 2020/21 for these roles should be reset at £1,750

The 1 SRA only rule

The 2003 Regulations do not prohibit the payment of multiple SRAs to elected members as the benchmarking clearly shows. In line with good practice, SDDC has adopted a 1 SRA only rule. In other words, regardless of the number of remunerated posts a member may hold they can only be paid 1 SRA. This cap on the payment of SRAs to members means that responsibility roles are not sought for purely financial reasons. Indeed, the pressure is that, if anything, such posts tend to be more spread around the member group. It also makes for a more transparent allowances scheme in that the published SRA for a post is

the total SRA paid and is not topped up through multiple SRAs. Finally, in practice the 1 SRA only rule means not all SRAs are actually paid which results in a small saving to the Council.

The Panel recommends that the Council continues to adopt a 1 SRA only rule as part of the SDDC Members' Allowances scheme

Co-optees' Allowances

Currently there are no co-optees in receipt of a Co-optees' Allowance and no evidence was received to indicate this situation should be changed.

The Panel recommends that a Co-optees' Allowance is not paid in 2020/21 to any Co-optees that the Council chooses to appoint to its committees and/or panels

Dependants' Carers' Allowance (DCA)

The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which members can claim to assist in meeting care costs for their dependants while undertaking approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on Council. It has rarely been claimed in SDDC but the Panel feels that the principal behind the DCA is a sound one. This allowance is now almost universally available in English local authorities.

The Panel recommends that the DCA and the terms and conditions under which it can be claimed are maintained for 2020/21

Travel and subsistence allowances

Subsistence allowance

There were no issues brought to the Panel's attention regarding the scope and levels payable under the Subsistence Allowance scheme. There is no subsistence allowance payable for members attending in-authority approved duties. When attending 'out of authority' Approved Duties schedule 2 of the SDDC allowances scheme states that subsistence is payable 'at the *current* rates if not pre-booked by the Authority'. In effect the '*current*' rates are the same that apply to Council officers. However, for clarification purposes and to be fully compliant with the 2003 Regulations, the actual subsistence rates are set out in the Allowances Scheme in Schedule 2 thus ensuring maximum transparency and removing any ambiguity regarding the subsistence rates payable.

The Panel does not recommend any changes in 2020/21 to the current rates and terms and conditions of the Subsistence Allowances scheme

Travel Allowance - Mileage

The current mileage rates that Members can claim for undertaking approved duties are based on the approved mileage rates as published by Her Majesty's Revenue and Customs (HMRC). These mileage rates have the advantage of not incurring any tax or national insurance liability for Members. They are now the most prevalent mileage rates for Members in British local government and the Panel received no evidence that they required revising.

The Panel recommends that mileage rates claimable by members for attending approved duties should be paid at the HMRC mileage rates

Civic Allowances

The Panel considered the current Civic Allowances payable to the Chairman (£7,260) and Vice Chairman (£2,382) of the Council. The Civic Allowances are paid under the Local Government Act 1972 (sections 3.5 and 5.4), not as remuneration (although in many authorities it has in effect become a de facto salary), but to meet the expenses of holding the office of Chairman and Vice-Chairman of the Council.

Substantial savings have been made in recent years in the support costs for the Chairman and Vice Chairman of the Council mostly arising from the discontinuation of the provision of a civic car and chauffeur. The roles have been re-defined with attendance at civic functions or to functions where the Chairman/Vice Chairman have been invited strictly limited to within the authority or authorities adjacent to SDDC. The Chairman, and where relevant the Vice Chairman, of the Council have to drive themselves to functions and events.

As a consequence, the Chairman and Deputy Chairman attend a lot less formal functions and events than previously, particularly outside SDDC. At the same time it is accepted that there is more to the role of Chairman of the Council than attending civic functions, such as being the 'champion of unsung local heroes'. However, the Panel feels that this is the right time to reflect the considerably reduced role of the Chairman and Vice Chairman in the Civic Allowances provided.

The Panel recommends that the Council Chairman's Civic Allowance be reset at £5,000 and the Civic Allowance for the Vice Chairman of the Council be reset at £1,000 in 2020/21

To ensure that they are not out of pocket the Panel also recommends that the Chairman and Vice Chairman of the Council continue to be able to claim travel and subsistence for undertaking their civic duties subject to the maximum rates and conditions that apply. It is also recommended that on those occasions when there is an expectation that the Chairman or Vice Chairman would partake of alcoholic beverage, and/or when there may be health and safety issues in respect of the civic chain, taxi fares to and from the event should be remunerated.

Confirmation of indexing

The Panel recommends continuation of the use of the following indices for Member Allowances:

- **Basic Allowance, SRAs and Civic Allowances** should be increased by the same percentage applied annually to the pay of local government staff, implemented each April (linked to spinal column point 49 of the NJC scheme).
- **Travel:** Mileage rates should be indexed to the rates approved by HMRC for cars, motor cycles, bicycles, including the passenger supplement rate where applicable. Other travel will be reimbursement of actual costs taking into account the most cost effective means of transport available and the convenience of use.
- **Subsistence (out of authority only):** should be indexed to the same rates that apply to officers of SDDC, for reimbursement of actual costs up to the maximum rate applicable as laid out in Schedule 2 of the allowances scheme.

Implementation

The Panel recommends that the recommendations contained in this report (with any amendments) be implemented from the date of the Council meeting at which the revised Allowances Scheme is adopted.

**Richard Penn
Chairman of the SDDC Independent Remuneration Panel
April 2020**

Appendix 1

SDDC Members and officers who met with the Panel

Members

Cllr M Ford	Leader of the Council
Cllr K Richards	Leader of the Opposition
Cllr J Hewlett	Chairman of Overview & Scrutiny Committee
Cllr A Roberts	Chairman of Housing and Community Services Committee
Cllr Mrs L Brown	Chairman of Planning Committee
Cllr P Watson	Chairman of Finance and Management Committee
Cllr. A MacPherson	Chairman of Environmental and Development Services Committee
Cllr N Atkin	Chairman of Audit Sub-Committee
Cllr Mrs J Patten	Chairman of Licensing & Appeals Committee
Cllr Mrs A Wheelton	Member for Seales Ward
Cllr D Corbin	Member for Aston on Trent Ward
Peter Purnell	Independent Person
Peter Smith	Independent Person

Officers

Mr. F McArdle	Chief Executive
Ms. A Kaur	Solicitor, Legal & Democratic Services Manager and Monitoring Officer

Appendix 2

Information used by the Panel

- 1 The Local Authorities (Members' Allowances) (England) Regulations
- 2 Terms of reference as agreed by the Council on 31 October 2019.
- 3 The SDDC Members Allowances Scheme (2018/19) including DCA, travel and out of authority subsistence rates and any other support Members receive
- 4 The SDDC statutory annual publication that summarizes allowances and expenses paid/claimed (2018/19) for each Member, including sub totals for each category
- 5 The Consolidated Guidance for Panels and Regulations May 2003 (Department of Communities and Local Government)
- 6 Membership of main committees, sub committees and panels, including Chair and Vice Chairmen
- 7 The remit or responsibility for functions for main committees and sub committees
- 8 The Benchmarking information summarizing allowances paid in neighbouring/comparator authorities 2018/19
- 9 The Sixth Report of the SDDC Independent Remuneration Panel (October 2016)
- 10 Member role profiles

Appendix 3: Benchmarking Allowances for South Derbyshire District Council

BM1 S. Derbyshire DC Comparator Group: BA + Policy & Scrutiny SRAs 2015/16										
Authority	Basic Allowance	Leader	Leader Total	Deputy Leader	Chairs Policy or Service Committees	Vice Chairs Policy Committees	Chair Main O&S	Vice Chair Main O&S	Chairs of Scrutiny	Vice Chairs of Scrutiny
Amber Valley	£4,027	£12,083	£16,110	£6,042	NA	NA	£1,812			
Bolsover	£9,902	£14,672	£24,574	£9,781	NA	NA			£3,260	£1,630
Chesterfield	£5,880	£27,785	£33,665	£15,285	NA	NA			£4,660	£2,327
Chorley*	£4,647	£14,023	£18,670	£4,342	NA	NA	£4,647	£1,549	£341	
Derbyshire Dales	£4,504	£11,256	£15,760	£5,628	£4,504	£1,576				
<i>East Norants</i>	£5,366	£12,000	£17,366	£7,500	£3,683	£1,228				
East Staffs	£4,818	£17,917	£22,735	£8,144	£8,144		£3,583		£1,842	
Erewash	£4,132	£13,697	£17,829	£8,218	NA	NA	£3,627	£1,207		
High Peak 13/14	£3,002	£9,905	£12,907	£5,942	NA	NA			£1,980	
Hinckley & Bosworth*	£5,280	£16,300	£21,580	£8,250	NA	NA	£4,620		£3,300	
Newark & Sherwood	£4,987	£13,796	£18,783	£2,759	£5,623	£1,037				
NE Derbyshire	£5,380	£18,496	£23,876	£13,291					£4,047	£1,346
N. Kesteven	£5,000	£13,566	£18,566	£8,675	NA	NA			£3,219	£1,062
N. Warwickshire	£5,077	£11,207	£16,284		£5,083	£1,780	£5,083			
NW Leicestershire	£4,012	£16,047	£20,059	£5,029	NA		£5,215			
Selby	£4,461	£11,154	£15,615	£5,800	NA		£3,346			
<i>S. Derbyshire</i>	£6,554	£19,653	£26,207	£10,472	£9,815	£2,418	£9,815	£2,418		
Mean	£5,054	£14,619	£19,673	£7,645	£5,408	£1,074	£3,992	£1,378	£2,831	£1,599
Highest	£9,902	£27,785	£33,665	£15,285	£8,144	£2,312	£9,249	£1,549	£4,660	£2,327
Lowest	£3,002	£8,000	£12,907	£4,342	£3,683	£1,037	£1,812	£1,207	£341	£1,062

BM2: SDDC Comparator Group: Regulatory & Related SRAs 2015/16										
Authority	Chair of Planning	V/Chair of Planning	Members Planning	Chair of Licensing	V/Chair Licensing	Chair Licensing Panel[s]	Chair of Audit &/or Governance	Vice Chair Audit &/or Governance	Chair HR or Employment	Chair Standards
Amber Valley	£2,417		£604	£1,812			£1,812			£1,812
Bolsover	£4,891	£2,445		£2,445	£1,222					
Chesterfield	£4,660			£4,660	£2,330		£2,330		£3,495	£2,330
Chorley	£3,145	£1,549		£3,145	£1,549		£1,858			£1,858
Derbyshire Dales	£4,504	£1,576		£1,351	£675					
East Norants	£3,683	£1,228		£3,683	£1,228		£3,683	£1,228	£1,228	£1,228
East Staffs	£6,841			£5,972						£1,432
Erewash	£3,627	£1,207		£3,627	£1,207	£3,627	£3,627	£1,207		£3,627
High Peak 13/14	£2,970	£1,485		£600	£300		£1,980			
Hinckley & Bosworth	£5,500			£2,500			£4,620		£2,500	
Newark & Sherwood	£5,623	£1,037	£96 site visits	£3,320	£488		£1,904			£1,795
NE Derbyshire	£8,094	£1,346								£4,047
N. Kesteven	£4,692	£1,548		£3,219	£1,062		£3,219	£1,062		£306
N. Warwickshire	£5,083	£1,780		£1,780						
NW Leicestershire	£4,914			£4,914			£4,914			
Selby	£4,461			£3,346			£2,231			
S. Derbyshire	£9,676	£2,418		£2,418			£4,865			
Mean	£4,694	£1,520		£3,090	£1,118		£2,525	£1,166	£2,408	£2,048
Highest	£8,094	£2,445		£5,972	£2,330		£4,914	£1,228	£3,495	£4,047
Lowest	£2,417	£1,037		£600	£300		£1,645	£1,062	£1,228	£306

BM3: SDDC Comparator Group Opposition & Other SRAs & Comments 2015/16				
Authority	Main Opposition Leader	Main Opposition Deputy Leader	2nd Opposition Group Leader	Other SRAs/Comments
Amber Valley	£3,021			Broadband & Printer Consumables Allowance £250; Independent Person £1,208
Bolsover	£4,891			
Chesterfield	£8,686			Telecommunications Allowance £300 per year
Chorley	£7,197	£4,342		Other minor SRAs payable, Independent Person £548
Derbyshire Dales	£1,800		£1,350	More than 1 SRA payable
East Norants	£3,683			Finance & Personnel Chairs & Vice Chairs get SRA £1,000 & £250 respectively Independent Person £1228, Reserve Independent Person £614
East Staffs	£8,144		£977	BA inclusive of Broadband & Tel, 70% attendance or 12th instalment withheld
Erewash	£5,337	£788		Chair & Vice Chair Driver's Licensing Panel £3,377 & £1,124 respectively, Vice Chair Standards £1,124, Shadow Executive members £525, Tel line rental paid + £100 costs for SRA holders, Independent Person £500
High Peak 13/14	£1,980			Broadband Allowance up to £216 per year
Hinckley & Bosworth	£4,620		£4,620	Chair Appeals Panel £2,500. Personnel Chair £2,500
Newark & Sherwood	£4,775		£817	Opposition Spokespersons £1,037
NE Derbyshire	£5,114			Vice Chair Standards £1,346, Broadband provided or reimbursed
N. Kesteven	£1,700			V/Chair Scrutiny Panels £1,002, 75% of 2nd SRA paid & £100 ICT Allowance
North Warwickshire	£1,185 + £238 per member	£1,780	£1,780	Chairs Sub Committees £1,745, Appeals Panel Members £260, Area Chairs £873
NW Leicestershire	£4,012			
Selby	£2,231			Chair Policy Review £3,346, Majority Group Leader £2,058
S. Derbyshire	£9,815	£2,303		<i>Independent Persons £1,224 pa</i>
Mean	£4,273	£2,665	£1,909	
Highest	£8,686	£4,342	£4,620	
Lowest	£1,700	£1,745	£817	