

Appendix 1 - Evidence sources and Councillors and Officers who met with the Panel

Evidence sources

Local Authorities (Members' Allowances) (England) Regulations (ODPM, 2003)

Wiltshire Council Constitution

Consultation responses

Committee meeting statistics

Report of the Independent Remuneration Panel of Wiltshire Council 2013

Members' Allowances Schemes of the following councils:

Bath and North East Somerset Council

Bristol City Council

Cornwall Council

Devon County Council

Durham County Council

East Riding Council

Gloucestershire County Council

Hampshire County Council

Herefordshire County Council

Northumberland Council

Shropshire Council

Somerset County Council

List of councillors who met with the Panel

Cllr Richard Britton

Cllr Ernie Clark

Cllr Alan Hill

Cllr Ricky Rogers

Cllr Baroness Scott of Bybrook OBE

Cllr John Thompson

Cllr Ian Thorn

Cllr Graham Wright

List of officers who met with the Panel

Robin Townsend - Associate Director (Corporate Function, Procurement and Programme Office)

Ian Gibbons - Associate Director (Legal and Governance)

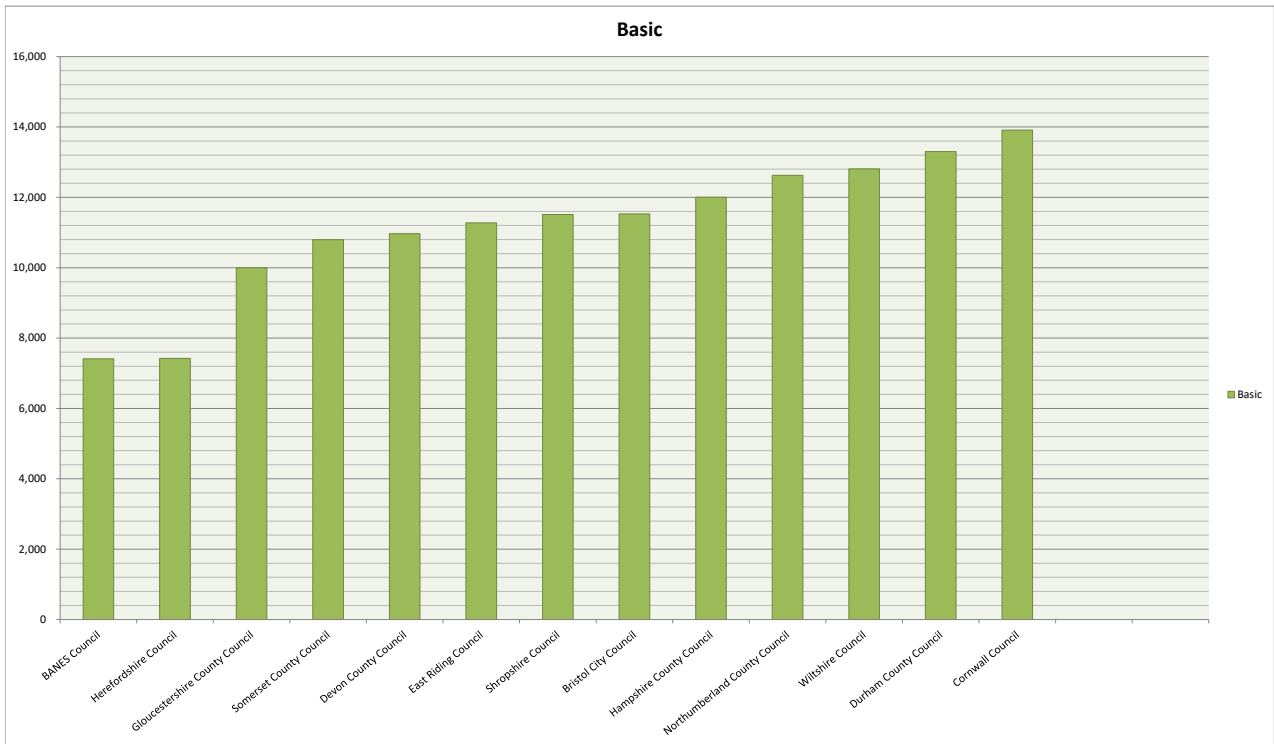
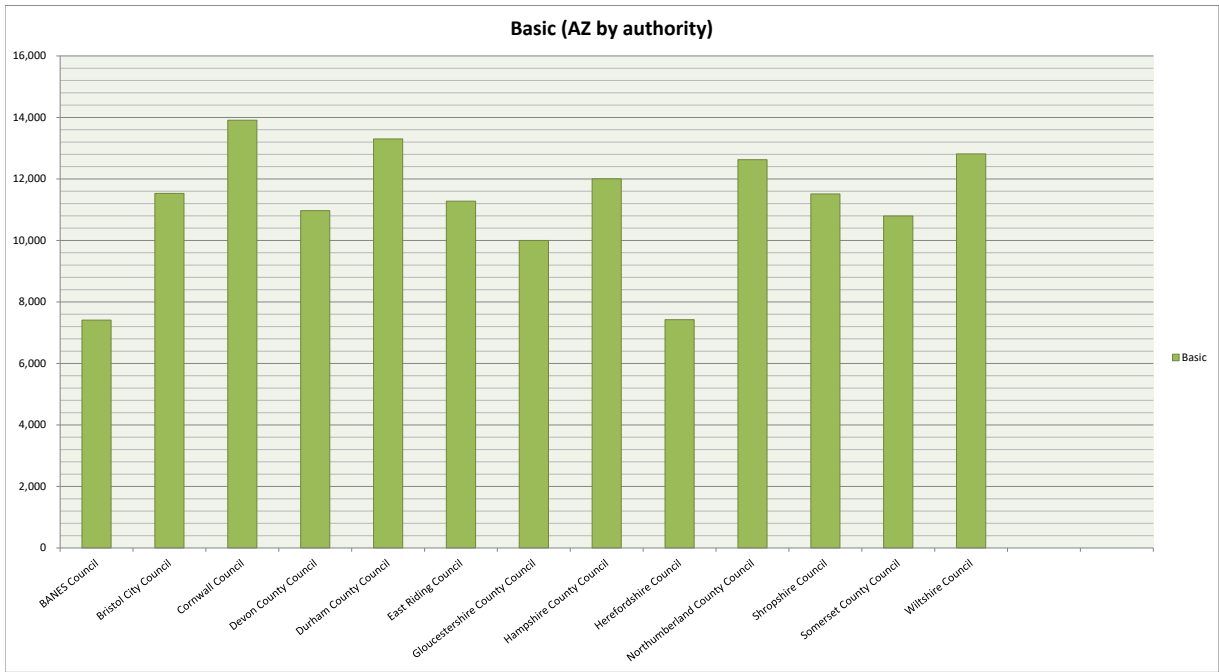
Paul Kelly - Head of Democracy and Performance

Henry Powell - Senior Scrutiny Officer

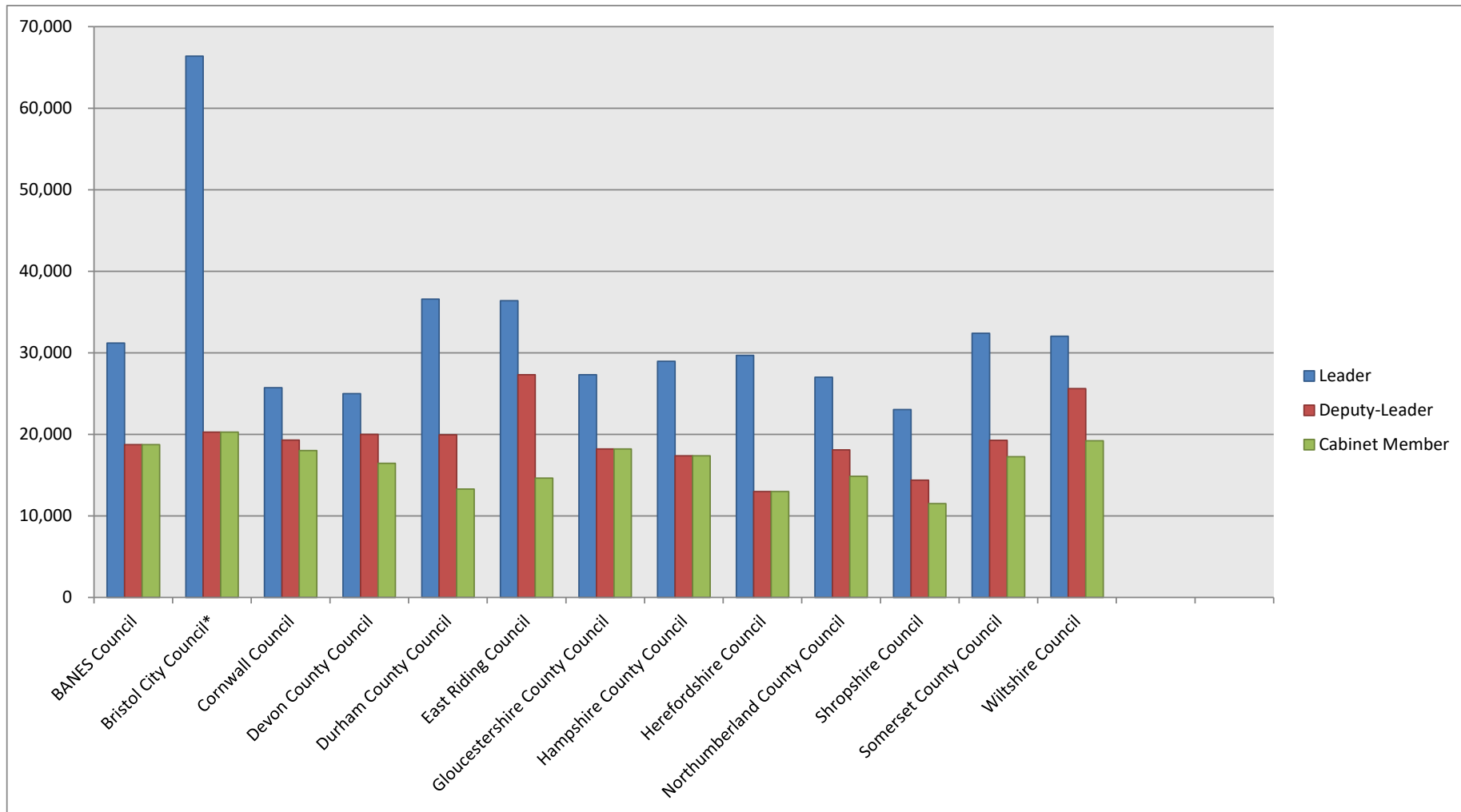
**Councillor
Allowances Review
2017**

APPENDIX 2

Authority	Basic	Leader	Deputy-Leader	Cabinet Member	Chairman of Council	Vice-Chairman of Council	Chairman of 'main' O & S Committee	Chairman of 'secondary' O&S Committees	Chairman of Pension Fund SRA	Chairman of Strategic Planning	Chairman of Area Planning Committee	Chairman of Standards Committee	Chairman of Audit Committee	Chairman of PCP	Chairman of Licensing Committee	Chairman of Staffing Policy	Area Board or Area Committee Chairs	When were the figures reviewed last?
1 BANES Council	7,411	31,186	18,728	18,728	9,173	2,325	7,645	7,645	4,856	-	13,759	-	-	4,856	-	-	-	(implemented for the 2016/17 council year and updated annually in future years in line with the pay award for local authority staff)
2 Bristol City Council	11,530	66,395	20,266	20,266	20,266	-	6,080	6,080	-	-	6,080	-	6,080	6,080	-	-	-	(2011 - stated to last until 30/04/16)
3 Cornwall Council	13,911	25,735	19,301	18,014	18,014	5,404	7,720	5,147	2,573	7,720	5,147	2,573	3,860	-	3,860	-	-	(17 May 2017)
4 Devon County Council	10,970	25,000	20,000	16,455	8,775	3,055	8,000	8,000	2,743	-	5,485	-	2,743	-	-	-	-	(2013 - SRAs set as multiplier of basic allowance, which it saws will be updated in line with APT&C Pay Awards (after approval by the council), but it does not appear that the SRAs have increased since 2013, and the basic allowance appears the same too.
5 Durham County Council	13,300	36,575	19,950	13,300	6,650	3,325	13,300	2,660	2,660	3,325	3,325	2,660	2,660	-	3,325	n/a	-	(Allowances guide updaetd 'as at 1 April 2017)
6 East Riding Council	11,277	36,402	27,300	14,631	9,618	1,214	9,753	-	3,657	9,753	3,657	-	3,657	-	3,657	3,657	-	(Allowances guide updaetd 'as at 1 April 2017)
7 Gloucestershire County Council	10,000	27,300	18,200	18,200	9,100	2,730	5,460	5,460	5,460	-	5,460	-	5,808	5,808	-	-	-	(1 April 2016)
8 Hampshire County Council	12,003	28,967	17,379	17,379	18,348	9,414	11,586	11,586 Select Committees/ 14,433 for Health Scrutiny	11,586	11,586	-	-	5,793	-	n/a	n/a	-	(Allowances guide updaetd 'as at 1 April 2017)
9 Herefordshire Council	7,423	29,692	12,990	12,990	9,279	-	9,279	9,279	-	9,279	-	-	5,567	-	5,567	-	-	(Allowances guide updaetd 'as at 19 May 2017)
10 Northumberland County Council	12,625	27,000	18,090	14,850	14,850	-	12,150	12,150	4,005	12,150	9,450	-	4,005	-	9,450	-	10,800	(May 2013 - in force thereafter until revoked or amended)
11 Shropshire Council	11,514	23,028	14,392	11,514	8,635	8,635	11,514	11,514	2,878	-	5,757	-	5,757	-	2,878	-	-	(1 April 2014 - effect unless otherwise specified in subsequent years)
12 Somerset County Council	10,795	32,385	19,272	17,272	9,716	2,160	6,477	-	2,160	-	6,477	2,160	6,477	-	6,477	-	-	(Approved for 2017/18)
13 Wiltshire Council	12,812	32,029	25,623	19,217	12,812	6,405	11,210	7,206	3,203	4,804	6,405	3,203	3,203	-	3,203	2,517	7206.05	2013



Executive



Authority	Basic
BANES Council	7,411
Herefordshire Council	7,423
Gloucestershire County Council	10,000
Somerset County Council	10,795
Devon County Council	10,970
East Riding Council	11,277
Shropshire Council	11,514
Bristol City Council	11,530
Hampshire County Council	12,003
Northumberland County Council	12,625
Wiltshire Council	12,812
Durham County Council	13,300
Cornwall Council	13,911

Authority	Leader	Deputy-Leader	Cabinet Member
BANES Council	31,186	18,728	18,728
Bristol City Council*	66,395	20,266	20,266
Cornwall Council	25,735	19,301	18,014
Devon County Council	25,000	20,000	16,455
Durham County Council	36,575	19,950	13,300
East Riding Council	36,402	27,300	14,631
Gloucestershire County Council	27,300	18,200	18,200
Hampshire County Council	28,967	17,379	17,379
Herefordshire Council	29,692	12,990	12,990
Northumberland County Council	27,000	18,090	14,850
Shropshire Council	23,028	14,392	11,514
Somerset County Council	32,385	19,272	17,272
Wiltshire Council	32,029	25,623	19,217

	Authority	Group Leaders	Other Group Allowances
1	BANES Council	428 per member to each group leader	Groups allowance (training/additional special responsibility); 100 per member out of 6500 total
2	Bristol City Council	12158 if holding 10% seats	6080 to group whips
3	Cornwall Council	None	None
4	Devon County Council	(Opposition groups only) Leader LD Group 5485, Leader Labour Group 5485, Leader Ind Group 2743	None
5	Durham County Council	opposition group leaders - If 20% of total members 6650, if less than 3325	None
6	East Riding Council	3567 for leader of main opposition group	'Group Officer Supplements' (364 per member if more than 6 members in the group)17472 for conservative group (12192 for group secretary, 3762 for chief whip, 1518 for deputy group whip), 2184 for Labour group deputy leader, 2184 for Independent group leader
7	Gloucestershire County Council	5850 if more than 5 members, proportion of 5850 if less than 5 members	1500 each for political group spokespersons
8	Hampshire County Council	(opposition only) 12201 leader of LD group	5376 each to 6 LD spokespersons
9	Herefordshire Council	1634 to all group leaders if 10% of council membership	plus 124 per group member
10	Northumberland County Council	12150 for opposition group leaders	4860 for main opposition dep leader, 2430 for other opposition deputy leaders; group secretaries receive 15 per group member (this not subject to 1 sra rule, group leaders are)
11	Shropshire Council	5757 to opposition group leaders	None
12	Somerset County Council	9716 LD opposition, 1079 group leader	1079 deputy LD leader
13	Wiltshire Council	500 + 50 per group member	100 to group leader per group member for 'group responsibilities allowance' (for remunerating group members with roles within the group eg treasurer, secretary)

Part 13

WILTSHIRE COUNCIL MEMBERS' ALLOWANCES SCHEME

The Scheme

1. This scheme may be cited as the Wiltshire Council Members' Allowances Scheme. The scheme is made in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003. It was last approved by Wiltshire Council on ~~12 November 2013~~ 17 October 2017 and shall have effect from that date. However, some allowances are backdated to the appropriate date in ~~8 May 7, 2013~~ 2017. The scheme shall continue to have effect until revoked or amended by resolution of the council.

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4.2. In this scheme:

'councillor' means an elected member of Wiltshire Council.

'co-optee' means a co-opted member of Wiltshire Council.

'year' means the period from 1 April to the following 31 March.

Basic Allowance

3. Subject to paragraphs ~~9-12-7~~, for 2016/7 a basic allowance ~~of £12,811.80~~ as detailed in appendix 1 shall be paid to each councillor. This allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meeting with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

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Special Responsibility Allowances

4. For each year Special Responsibility Allowances (SRAs) shall be paid to those councillors who hold special responsibilities in relation to the council that are specified in Appendix 1 of this scheme. SRAs recognise the significant additional time commitment and responsibility required in undertaking these roles.

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5. Subject to paragraphs ~~7-9-12~~, the amount of each such allowance shall be the amount specified against that special responsibility in Appendix 1.

6. Any councillor may hold up to two roles of special responsibility and will receive both payments in full. No third SRA will be payable.

Co-optees' Allowance

7. For each year a co-optees' allowance shall be paid to those co-opted members who hold the posts listed in Appendix 2 of this scheme. Subject to paragraphs ~~7-9-12~~, the amount of each such allowance shall be the amount specified in Appendix 2.

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Renunciation

8. A councillor or co-optee may, by notice in writing given to the corporate director, elect to forgo any part of his or her entitlement to an allowance under this scheme.

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Part-year Entitlements

9. ———The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances, and co-optees to co-optees' allowances, where, in the course of a year, this scheme is amended or that councillor or co-optee becomes, or ceases to be, a councillor or co-optee, or accepts or relinquishes a special responsibility in respect of which an SRA is payable.

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10. If the amount of basic, special responsibility or co-optees' allowance is changed, a councillor or co-optee is entitled to an amount based on the old and new rates. The number of days at the old rate runs from 1 April to the day before the day the change takes effect. The number of days at the new rate runs from the day the change takes effect to the day before the next change or 31 March, whichever occurs first.

11. If a councillor or co-optee is elected or appointed to the council or ceases to be a councillor or co-optee part way through the financial year, he or she is entitled to receive an allowance only for such period as he or she holds office.

12. The SRA will be paid only for such period as he or she holds the post to which the SRA applies.

Dependants' Carers' Allowance

13. An allowance may be claimed when a carer has been engaged to enable a councillor or co-optee to carry out an approved duty (as set out in Appendix 5), subject to the conditions set out in Appendix 4.

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Statutory Sick and Maternity Pay

14. These payments may be available for certain periods when a councillor is unable to undertake approved duties. Details are available from the corporate director.

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Senior Citizen's Railcard

15. Males and females aged 65 and over, who regularly travel by train on council business, may apply for a Senior Citizen's Railcard. Use of the card offers a reduction of one third on the ticket price on most rail journeys. The cost of the railcard will be reimbursed through the payroll on production of a receipt. The payroll section will monitor the cards to ensure that savings made using the card exceed the cost of the card.

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Travel and Subsistence Allowances

16. Travel and subsistence allowances can be claimed for approved duties as set out in Appendix 5. The rates for these allowances are set out in Appendix 3. Subsistence is not payable where a meal is provided free of charge.

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Claims and Payments

~~(1)~~17. A claim for travelling, subsistence and dependants' carers' allowances under this scheme shall be made on the appropriate claim form at the end of each month. The corporate director shall have delegated authority to consider late claims and the reason for lateness and to pay those he considers reasonable.

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~~(2)~~18. Payments of basic, special responsibility and co-optees' allowances shall, subject to ~~sub-paragraph (3) below~~19, be made automatically in instalments of one-twelfth of the amount specified in this scheme.

~~(3)~~19. Where a payment of one-twelfth of the amount specified in this Scheme in respect of a basic, special responsibility or co-optees' allowance would result in the councillor or co-optee receiving more than the amount to which, by virtue of paragraphs ~~79-12~~, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

14. Updating of Allowances

20. Full Council has agreed that the annual pay award to council staff as the index by which annual adjustments are made to the basic allowance and the special responsibility allowances payable to individual councillors for the period up to 2016/17.

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15. Withholding of Allowances

~~In the event of a councillor or co-optee being suspended, any basic, special responsibility, travel or subsistence allowance may be withheld or, if already made, may be repaid, as determined by the Standards Committee after consideration of the merits of each case.~~

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16. Queries

— If you have any queries relating to this scheme please contact ~~one of the following:~~

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21. Yamina Rhouati (Ext 18024) or Paul Kelly (Ext 13049committee@wiltshire.gov.uk) ~~for advice on what constitutes an approved duty.~~

Appendix 1

The Council adopts the annual pay award to council staff as the index by which annual adjustments are made to the basic allowance payable to individual councillors for the period up to ~~2016/17~~2020/2021. The same index will apply to SRAs, Group leaders' allowance and co-opted member allowances.

Basic and Special Responsibility Allowances (SRAs)

<u>Basic Allowance 2017/18 (to be updated in accordance with the annual pay award to the majority of council staff subject to the NJC local government services terms and conditions) and backdated to 8 May 2017</u>		<u>£12,811.80</u>
<u>Special Responsibility Allowance (SRA)</u>	<u>2017/18 (to be updated in accordance with the annual pay award to the majority of council staff subject to the NJC local government services terms and conditions) and backdated to 8 May 2017</u>	<u>% of Leader SRA</u>
<u>Leader of the Council</u>	<u>£32,028.98</u>	<u>(Band 1) 100%</u>
<u>Deputy Leader of the Council</u>	<u>£25,622.56</u>	<u>(Band 2) 80%</u>
<u>Cabinet Member (8)</u>	<u>£19,217.18</u>	<u>(Band 3) 60%</u>
<u>Chairman of the Council Chairman of Overview and Scrutiny Management Committee</u>	<u>£12,811.80</u>	<u>(Band 4) 40%</u>
<u>Chairman of the Health and Wellbeing Board</u>	<u>£9,608.07</u>	<u>(Band 5) 30%</u>
<u>Portfolio Holder (16) Chairman of Police and Crime Panel Chairman of Scrutiny Select Committee (3) Chairman of Area Board (18) Vice-Chairman of Overview and Scrutiny Management Committee</u>	<u>£7,206.05</u>	<u>(Band 6) 22.5%</u>
<u>Vice-Chairman of the Council Chairman of Strategic Planning Committee Chairman of Area Planning Committee (4)</u>	<u>£6,405.38</u>	<u>(Band 7) 20%</u>
<u>Chairman of Audit Committee Chairman of Licensing Committee Chairman of Staffing Policy Committee Chairman of Wiltshire Pension Fund Committee</u>	<u>£3,202.69</u>	<u>(Band 8) 10%</u>

<u>Chairman of Standards Committee</u> <u>Chairman of Operational Flood Working Group (3)</u>		
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Group Leaders' Allowance (Exempt from SRA limit as detailed in paragraph 6) (uplift not backdated to 8 May)

<u>Number of Seats Held by Political Group</u>	<u>Allowance Per Annum</u>
<u>30+%</u>	<u>£8000</u>
<u>20+%</u>	<u>£6000</u>
<u>10+%</u>	<u>£2000</u>
<u>Under 10%</u>	<u>A proportion of £2000 (eg 7% = £1400)</u>

Overview and Scrutiny Fund

To remunerate councillors to recognize significant additional responsibilities undertaken as part of overview and scrutiny activities.

A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee.

£15,000 per annum

Appendix 2

<u>Co-opted Members' Allowance</u>	<u>Per Annum</u>
<u>Non-voting co-opted member of the Standards Committee (Maximum of 8)</u>	<u>£1168</u>
<u>Independent co-opted member of the Police and Crime Panel</u>	<u>£2008</u>
<u>Co-opted voting member of the Children's Select Committee</u>	<u>£934</u>

<u>Other Allowances</u>	<u>2017/18</u>
<u>Independent Person of the Standards Committee (3)</u>	<u>£2336</u>

Appendix 4 – Aspects of the Scheme identified for particular attention in the next IRP Review

In addition to any standard reassessment of basic and special responsibility allowances to be undertaken for the next review of members' allowances, the Panel have identified the following areas they feel should be reviewed.

Chairman of Council SRA

Reason - Potentially out of keeping with comparative authorities.

Chairman of Health and Wellbeing Board SRA

Reason - Nature and extent of role should be reassessed to ensure SRA remains appropriate.

Overview and Scrutiny Select Committee Chairmen SRA

Reason - Nature and extent of role particularly in relation to development of scrutiny function should be reassessed to ensure SRA remains appropriate.

Area Board Chairman SRA

Reason - Representations received indicated disagreement around the appropriate level of SRA. A full review should assess the nature and extent of role.

Chairman of Licensing Committee SRA, Chairman of Audit Committee SRA, Chairman of Staffing Policy Committee SRA, Chairman of Wiltshire Pension Fund Committee SRA, Chairman of Standards Committee, Chairman of Operational Flood Working Groups SRA

Reason - Small SRA, further work required to ensure level of additional responsibility is sufficiently over that expected as part of a councillors' role to justify an SRA, and if so if all should be at the same level.

Co-opted Allowances

Reason – To determine if it were possible and reasonable to have a single set rate for both a co-opted voting member, and a non-voting co-opted member, whatever committee they are co-opted onto.