

**The 2017 Annual Review
Of
Members' Allowances
For
Stratford-on-Avon
District Council**

**The 2017 Annual Report
By the
Independent
Remuneration Panel**

Nigel Boswell
Elizabeth Dean
Jeremy Gould
Dr Declan Hall (Chairman)

November 2017

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Introduction: The Regulatory Context

1. This report is a synopsis of the deliberations and recommendations made by the Independent Remuneration Panel (the Panel) for Stratford-on-Avon District Council to advise the Council on its Members' Allowances scheme for 2018-19. The Panel was established in accordance with *The Local Authorities' (Members' Allowances) (England) Regulations 2003 (SI 1021)* ("the 2003 Regulations"). These regulations, which arise out of the relevant provisions contained in the Local Government Act 2000, require all local authorities to establish and maintain an advisory Independent [Members] Remuneration Panel to review and provide advice on Members' allowances on a periodic basis. All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their members' allowances scheme. They must 'pay regard' to their Panel's recommendations before setting a new or amended Members' Allowances Scheme.
2. On this particular occasion, the Panel has been reconvened in accordance with a decision by Council on 27th February 2017 to undertake 'light touch' annual reviews each autumn so that "any adjustments agreed to the Members' Allowances Scheme could be accommodated with the agreed budget for the following year."¹ This report is the first of those annual reviews. Full reviews will be undertaken every 4 years to coincide with the election of District Councillors.

Terms of Reference

3. Specifically in accordance with the requirements of the 2003 Members' Allowances Regulations and 2006 Statutory Guidance on Members' Allowances the Panel has been asked to make recommendations on:-
 - I. The amount of basic allowance that should be payable to its elected members and what element of expenses that should include.

¹ See Report to Council, "Independent Remuneration Panel", Phil Grafton (Lead Officer) and Councillor C. Saint (Lead Member/Portfolio Holder), 27th February 2017

- II. The responsibilities or duties which should lead to the payment of a special responsibility allowance and the amount of such an allowance.
- III. The duties for which travelling and subsistence allowances can be paid and the amount of these allowances.
- IV. Whether a Co-optees' Allowance should be paid and, if so, the amount of this allowance.
- V. Whether the authority's allowances scheme should include a Carers' Allowance for expenses incurred in the care of children and dependants and, if it does make such a recommendation, the amount of this allowance and the means by which it is determined, e.g., paid at the National Living Wage.
- VI. Whether any allowance should be backdated to the beginning of the municipal year to reflect any changes in Members' responsibilities.
- VII. Whether annual adjustments of allowance levels should be made by reference to an index, and, if so, for how long such a measure should run.

The Panel is also asked to review the implementation and effectiveness of a Stratford-on-Avon District Council specific issue namely:

- VIII. The withholding of the 12th instalment of the Basic Allowance if a Member does not meet their training objectives in a "training year" as determined by the Council.

In arriving at their recommendations the Panel should also take into account:

- a) The issues that the Panel is required to take into account as set out in the 2003 Regulations and 2006 Statutory Guidance on Members' Allowances.
- b) Any recent changes in the Council's governance arrangements and roles of post holders and Members in general.
- c) The views of Members both written and oral.
- d) Any matters that are brought to the attention of the Panel by Members in their consultation with Members and briefings from Officers.
- e) Allowances paid in comparable councils, namely
 - i. The 4 other Warwickshire Districts Councils
 - ii. SDCs 7 Nearest Neighbours (CIPFA 2014 Model)

The Panel

4. The current Panel's terms of appointment were extended until 31 March 2019 consisting of the following appointees:

<u>Nigel Boswell:</u>	A retired quantity surveyor with significant experience as a Magistrate within the County
<u>Elizabeth Dean:</u>	A qualified accountant who has extensive experience of public sector organisations
<u>Jeremy Gould:</u>	A specialist public sector consultant and non-executive director of a NHS Foundation Trust
<u>Dr Declan Hall (Chair):</u>	A former lecturer at the Institute of Local Government, University of Birmingham; currently an independent consultant specialising in members' allowances and support

5. The Panel was supported by Phil Grafton, Head of Governance and Democracy and Monitoring Officer and David Dalby, Democratic Services Manager, who supported the proceedings and took the organisational lead in facilitating the review.

Process and Methodology

6. The Panel met at Elizabeth House, Stratford-on-Avon on 13th October 2017. The meeting was held in private session to enable the Panel to meet with Members and Officers and conduct deliberations in confidence. In arriving at its recommendations the Panel took into account a wide range of evidence both oral and written. All Members were given the opportunity to meet with the Panel and make a written submission. The Panel also met with relevant Officers for factual briefings on the Council, governance structures and challenges facing the Council. For full details of whom the Panel met and full range of information reviewed see:

<u>Appendix 1:</u>	for Members and Officers who met with the Panel, including written submissions
<u>Appendix 2:</u>	for a list of the full range of evidence considered by the Panel
<u>Appendix 3:</u>	for more details on the other allowances schemes and comparative data referred to by the Panel for benchmarking purposes

The role and scope of the 1st annual review – addressing anomalies

7. As this is the first light touch review the Panel concluded that there was no need to fundamentally revise the whole allowances scheme particularly in light of the two reviews pre and post reduction in the numbers of Councillors

in 2015. The prime task of this review has been to address any patent anomalies that have arisen rather than undertake a fundamental review

Recommendations

The Basic Allowance

8. In the February 2015 review the Panel arrived at the recommended Basic Allowance in accordance with the 2006 Statutory Guidance, to which the Panel *must* pay regard, by following the methodology
 - 91 days annual expected average input – 45.5 days per year for the Public Service Discount = 45.5 remunerated days per year X £107.22 per day
= **£4,878**
9. In the Supplementary Review in November 2015 the Panel recommended (and the Council accepted) an increase to the Basic Allowance to £5,100 on the grounds that:
 - Members formal workload has increased since May 2015
 - Members now have more ward related travel for which costs are not reimbursed
 - No index was applied to allowances for 2015/16
 - It placed Members on a par with peers - midway between the mean and median Basic Allowance in the benchmarking group
10. As a result of indexation of 1% being applied for 2017/18 the Basic Allowance is now £5,151.
11. There was some representation received that argued that the reduction in Members from 53 to 36 meant there was generally more work for Members to do. However, no evidence was received to suggest that the uplift applied in the Supplementary Review was insufficient, particularly when put in the comparative context. Benchmarking² shows
 - Basic Allowance - Mean: £5,383
 - Basic Allowance - Median: £5,200
12. It was also argued that a 'public service discount' (PSD) of 50% is too high and should be in line with the more typical level of discount that applies to district councils and at the most 40%. The Panel has rejected this argument as:
 - It has always utilised 50%
 - There was limited representation to alter the current ratio

² The benchmarking group has altered slightly since the previous reviews. The two 'confederate' councils (Cherwell and South Northamptonshire) have been dropped as the 'confederate' arrangements with these two councils are no longer in place. They have been replaced by Horsham and North Somerset, as numbers 8 and 9 in SDCs CIPFA Nearest Neighbours group thus maintaining a benchmarking group of 13 district councils.

- The move to one Member wards means that a greater proportion of work undertaken by Stratford-on-Avon District Council Members relates to dealing with ward/constituent issues - the element of a Member's workload that the Panel has always deemed to be public service – as they have more constituents to represent than other Councils with a lower Member/electorate ratio.
 - While 50% is not the most common ratio it is used by other Panels in arriving at the recommended Basic Allowance, e.g., Daventry, Hart, Shepway and Bromsgrove
13. If the Basic Allowance was recalibrated to take into account the 2016 rate of remuneration, £113.74 per day (based on Stratford-on-Avon's median gross weekly earnings for all full time employees resident in the district of £568.70.³) it produces a figure of:
- 91 days annual expected average input – 45.5 days per year for the Public Service Discount = 45.5 remunerated days per year X
£113.74 per day
= **£5,175**
14. Assuming that indexation of at least 1% will be applied to the Basic Allowance for the next financial year (see below) then there is no case to recalibrate the Basic Allowance at this stage.
15. **The Panel recommends that the Basic Allowance is maintained at £5,151 for 2018/19 subject to any indexation that may be applicable.**

The Basic Allowance: inclusive of expenses

16. Representation was received arguing that the Panel needed to take into account costs such as phones, broadband, printing and other materials. The 2006 Statutory Guidance (paragraph 10) makes clear that the Basic Allowance while primarily a time based allowance "is also intended to cover incidental costs." The Panel previously clarified that the Basic Allowance includes the following Council-related costs that Members may incur in the course of carrying out their duties:
- Home broadband
 - Home landline and personal mobile telephone calls
 - A personal PC or laptop
 - Printer paper
17. The Panel did not receive evidence to change its previous view and notes that Members can avail themselves of a council provided 4G mobile phone and/or laptop/tablet for Council business if they do not want to use their personal telecommunications.
18. The Panel is not making any recommendation to change the current situation in this regard.

³ See Annual Survey of Hourly Earnings (ASHE), Table 8.1a, Office of National Statistics 2016.

Withholding 12th instalment of Basic Allowance to meeting training objectives

19. For the past 5 years since 2012 the Council has promoted Member training through imposing a financial penalty on those Members who do not meet an annual training objective. This is done by withholding the 12th instalment of the Basic Allowance.
20. Training for Members has been revamped in recent years with more training events being provided and it has become embedded in the working culture of Members. Withholding the 12th instalment of the Basic Allowance is now a blunt instrument that has in all likelihood outlived its usefulness in light of the changed environment.
21. Consequently, **the Panel recommends that provision to withhold the 12th instalment of the Basic Allowance is discontinued from 1st April 2018.** At its next annual review the Panel will take care to revisit this issue to ensure that attendance at Member training events has not slackened off and, if so, how a more positive approach may be adopted.

The anomalies arising – levels of SRAs payable

22. It was noted in the two previous reviews that the level of SRAs payable in Stratford-on-Avon District Council were with a couple of exceptions on the low side. Nonetheless, at the time the Panel concentrated on setting an appropriate Basic Allowance in light of the reduced number of Members. However, the low level of SRAs payable, particularly at the executive level has now become more anomalous when set in the comparative context. These are the anomalies that are the most pressing issue for the Panel in this review.

The Leader's SRA

23. While the Leader's SRA has remained substantially unchanged since 2010, subject only to a marginal increase of £473 arising from the Supplementary Review November 2015, it is the role that has changed the most in recent years. Under the provisions of the Local Government and Public Involvement in Health Act 2007 the Council now has a strong leader executive model – as do all councils that now have an executive Leader. This places more responsibility in the hands of the Leader, e.g., the Leader now appoints the Cabinet, determines executive delegations, portfolio holder numbers and remits – all Council functions previously.
24. More recently, the local government devolution agenda has placed greater demands on the Leader and to a lesser extent relevant Portfolio Holders when relevant. One of the biggest examples of this is the establishment of the West Midlands Combined Authority (WMCA) of which Stratford-on-Avon District Council is an associate member. The Leader attends all the WMCA meetings and is generally engaging more widely on a West Midlands wide level with

other Leaders and stakeholders, such as the NHS, that are now working with the WMCA.

25. With the decision not to proceed with the ‘confederate’ arrangements with Cherwell and South Northamptonshire district councils the Council and senior Members in particular are having to look at alternative approaches and are beginning to make decisions that they have not had to make previously. For example, in the light of continuing budgetary pressures and as local government is expected to become self-funding from 2020 onwards, there is the Strategic Review Working Group consisting of senior Members and Officers that is exploring innovative ways of generating income as 2020 approaches.
26. Benchmarking shows the average remuneration paid to Leaders in the comparator group as follows:

	Leaders SRA	Leaders Total Remuneration
Benchmarked Mean	£13,838	£19,221
Benchmarked Median	£12,336	£17,121
SDC Actual 2017/18	£10,605	£15,756
SDC Leader Recommendation 2018/19	£12,105	£17,256

27. The Panel has decided that to recognise the greater demands upon the Leader and to keep the Leader’s remuneration in line with peers that the SRA should be uplifted by £1,500. This recommendation will be specifically revisited at the next annual review.
28. **The Panel recommends that the Leader’s SRA is reset at £12,105 for 2018/19, subject to any indexation that may be applied for that year.**

Other Executive Members: Deputy Leader and Other Portfolio Holders

29. The Deputy Leader’s SRA is unusual in that it is the same as the other Portfolio Holders; £5,304 - set at 50% of the Leader’s SRA. However, no evidence was presented to the Panel that indicated the extra responsibilities of the Deputy Leader are significant enough to merit a differential SRA.
30. Benchmarking (see table below) shows that the Other Executive SRAs in SDC are also appreciably below that paid to peers. The Panel has decided that the current ratio of 50% (of the Leader’s recommended SRA) should be maintained – it puts the Other Executive Members in line with peers and while the Deputy Leader still lags behind peers that is a result of the model of Deputy Leader adopted by SDC.

31. The Panel recommends that SRAs for the other Executive Members, including the Deputy Leader, is maintained at 50% of the Leaders' recommended SRA (£12,105) which equates to £6,053.

	Deputy Leaders SRA	Other Executive Members SRA
Benchmarked Mean	£8,214	£6,572
Benchmarked Median	£8,041	£6,593
SDC Actual 2017/18	£5,304	£5,304
SDC Deputy Leader & Other Executives SRA Recommendation 2018/19	£6,053	£6,053

Other SRAs

32. Similarly, all other SRAs have been uplifted accordingly to maintain their current ratios in relation to the Leader's recommended SRA. **Therefore, the Panel recommends that the following SRAs are reset as set out below for 2018/19:**

Post	Current	Methodology	Benchmarked Mean	Benchmarked Median	Recommended SRA
Chairman of Overview & Scrutiny	£5,304	50% X Leader's SRA	£5,153	£5,190	£6,053
Chairmen of Area Planning (x2)	£3,183	30% X Leader's SRA	£5,088	£4,983	£3,632
Chairman of Regulatory	£2,652	25% X Leader's SRA	£2,882	£3,042	£3,026
Chairmen of Licensing Panels (x3)	£1,326	50% X Regulatory SRA	NA	NA	£1,513
Chairman of Audit & Standards	£2,652	25% X Leader's SRA	£2,399	£2,280	£3,026
Chairman of Council	£1,326	On par with Licensing Panels	£3,212	£2,948	£1,513
Leader Majority Opposition Group	£2,652	25% X Leader's SRA	£2,963	£2,814	£3,026

Comments on recommended SRAs with significant deviation from peers

Chairman of the Overview and Scrutiny Committee

33. The Panel has always placed the SRA for the Chairman of the Overview and Scrutiny Committee on a par with other Executive Members/Portfolio Holders.

Since the previous review it has also taken on the health scrutiny function with accompanying Task and Finish Working Groups. Unlike the majority of councils SDC only has a single committee to fulfil its statutory overview and scrutiny functions.

Chairmen of the Area Planning Committees (East and West)

34. While the SRA for the Chairmen of the Area Planning Committees remain below peers; this is in the context whereby SDC has two planning committees. Although at first glance the cost of the two SRAs in SDC is significantly higher than that paid to peers for the planning function as a whole this does not take into account
- the seven out of 13 councils in the benchmarking group that pay a SRA to their Vice Chairman of Planning
 - the two that also pay members of their planning committee an SRA
 - Test Valley pays three Chairs and three Vice Chairs of Planning.
35. Moreover, there are significant planning pressures in SDC and it receives the 2nd highest number of planning applications in England, thus to manage the workload it has two area planning committees. In this context the Panel is content with the recommended SRA for the Chairmen of the Area Planning Committees (East and West).

Chairman of the Audit and Standards Committee

36. The recommended SRA for the Chairman of the Audit and Standards Committee is above peers for similar posts as the committee has a dual remit in SDC. In the benchmarking group six councils also remunerate a Chair of a Standards Committee that is stand alone.

Chairman of the Council

37. When it comes to the civic head benchmarking is an unreliable exercise as it does not take into account the level and extent of support received by other Civic Heads. In the comparator councils it is not known whether the SRAs for Council Chairmen are instead of a Civic Allowance or in addition to, nor does it take into account other support Civic Heads can receive. The SRA for the SDC council Chairman is for chairing the Council, there is a Council budget which supports the civic function.

Chairmen of the Licensing Panels

38. SDC is unusual in that the Chairmen of the Licensing Panels receive an SRA. However in SDC the Chairmen of the Licensing Panels are appointed rather than the role being shared out as is typical elsewhere. Moreover, the Licensing Panels have powers to discharge the functions of the Regulatory Committee in respect of licensing matters including those arising under the Licensing Act 2003 and Gambling Act 2005.

Consideration of further SRAs

39. The Panel considered the case for further SRAs, particularly in respect of the representation received to pay an SRA for the Vice Chairmen of the Area Planning Committees. However, the Panel was mindful of the 2006 Statutory Guidance (paragraph 72) which states:

If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance.

40. Currently 17 SRAs are payable – to recommend further SRAs would risk the Panel acting contrary to the Statutory Guidance.
41. **The Panel recommends that no other posts except those identified in this report are to receive an SRA.**

Confirming the '1-SRA only' rule

42. It is possible in the future for more SRAs to be paid depending on how the Council chooses to organise itself and if there are any changes in political make-up of the Council. As such this provides a greater imperative to maintain the '1-SRA only' rule. **Consequently, the Panel recommends that the 1-SRA only rule is maintained.**

Other Allowances – The Independent Persons

43. Stratford-on-Avon District Council appoints three Independent Persons on its Audit and Standards Committee and pays them an Allowance of £383 per year. This Allowance should be increased on the same basis that all SRAs have been uplifted since 2015, namely 14%, which equates to £437.
44. **The Panel recommends that the Independent Persons Allowance paid to the two independent Persons appointed to the Audit and Standards Committee is reset at £437 for 2018/19.**

The Dependants' Carers' Allowance (DCA)

45. Currently, like the vast majority of councils, Stratford-on-Avon District Council makes available a Dependants' Carers' Allowance (DCA). The Panel received no evidence to change the current situation, indeed there was a general acceptance that the DCA while seldom claimed (£159 last year) was important in principle in that it helped to reduce a barrier to being a Councillor amongst underrepresented sections of the community.

46. **The Panel recommends that the DCA is maintained with no change to the current terms, conditions and rates payable.**

Subsistence Allowance

47. The only issue raised with regard to Subsistence Allowances was the fact that it can only be claimed for attending approved duties outside the District. As a discretionary allowance this is now common practice except in geographically large councils. Moreover, now that the Basic Allowance is on a par with peers the logic of having a Subsistence Allowance for attending approved duties within the District is much reduced.
48. **The Panel recommends no change to the Subsistence Allowances and the approved duties for which they are claimed.**

Travel Allowances

49. No evidence was received to revise the mileage rates claimable for attending approved duties, which are HMRC rates. Not only are these the typical mileage rates applicable in most Councils, they are also tax efficient. However, since the reduction in the number of Councillors with single member wards there has been an increase in the number of Parish and Town Council meetings that district councillors are expected to attend.
50. As such, **the Panel recommends that the approved duties for which travel allowances may be claimed are amended so that Members who attend formal meetings of Parish and Town Councils within their ward are covered.**

Issues Arising – clarification and updating of Allowances Scheme

51. It is apparent that the current scheme of allowances is in need of updating to take account the recommendations contained in this report. Furthermore, the wording of the allowances scheme would benefit from clarification by simplifying certain sections and sentences that currently replicate wording from the pre-2003 Regulations era. This would also benefit Members in that it would make more transparent what allowances are claimable and make clearer relevant terms and conditions, where applicable.
52. Consequently, a revised scheme of allowances that has been clarified and updated to make it more transparent and in line with recommendations contained in this report has been produced by the Panel and set out in Appendix Four.
53. **Subject to the approval of recommendations elsewhere in this report, the Panel recommends that the simplified and updated scheme of allowances set out in Appendix Four of this report is adopted by the Council.**

Indexation

54. **The Panel recommends that the current provision to index allowances by the relevant index continues for the municipal year 2018/19.**

Implementation

55. **The Panel recommends that the recommendations contained within this Report are implemented from the date of the annual meeting of the Council on 16 May 2018.**

Appendix One – Representations received by the Panel

Members who met with the Panel:

Cllr G. Aktinson: Chairman of the Council (Conservative)

Cllr P. Barnes: Independent Member

Cllr P. Moorese: Leader of Majority (Liberal Democrat) Opposition Group

Cllr C. Saint: Leader of Council and Portfolio Holder for Leadership & Governance and Conservative Group Leader

Written Submissions from Members:

Cllr J. Feilding: Conservative Member

Cllr M. Howse: Chairman of the Overview & Scrutiny and Audit & Standards Committees (Conservative)

Cllr A. Jefferson: Cabinet Member - Portfolio Holder for Health & Community Safety (Conservative)

Officers who briefed the Panel:

David Buckland: Executive Director and Section 151 Officer

Phil Grafton: Head of Governance & Democracy and Monitoring Officer

David Dalby: Democratic Services Manager

Appendix Two – Written information considered by the Panel

1. IRP terms of reference
2. Report to Council 27th February 2017, Independent Remuneration Panel
3. Stratford-on-Avon District Council Members' Allowances Scheme, 2017/18
4. A revised and simplified model Stratford-on-Avon District Council Members' Allowances Scheme – clarifying terms and conditions
5. Statutory publication of allowances & expenses under the scheme 2016/17
6. Supplementary Review of Members' Allowances, IRP Report November 2015, including extract from Council minutes relating to Report, 15th December 2015
7. Diagram or flow chart showing current Committee structure Stratford-on-Avon District Council
8. Terms of Reference for Council, Cabinet, Committees, Panels, etc.
9. Schedule of Council Meetings 2017/18
10. Membership of Cabinet, Committees, Panels, etc.
11. Number of Licensing Panels for past 3 years and who chaired them
12. Summary outlining main changes to the Constitution/Committees since 2015
13. Member role profile[s]
14. Consultation Stratford-on-Avon District Council Members' Allowances Scheme – feedback from Members
15. New Council Constitutions: Guidance on Regulation for Local Authority Allowances, May 2006
16. Summary of hours worked (average per week) by Councillors (2013 Census of Councillors - LGA)
17. National Joint Council for Local Government Services LGS Pay 2016-18
18. Stratford-on-Avon median and mean gross weekly pay (all full time jobs), Annual Survey of Hours and Earnings (ASHE), ONS 2016, Table 8.1a home geography
19. Benchmarking data - BM1-4 - allowances paid in comparator councils 2017/18
20. Hard copies of allowances schemes (2014/15) from the councils included in the benchmarking group
21. Statutory Instrument 2003 No. 1021, The Local Authorities (Members' Allowances) (England) Regulations 2003

Appendix Three: Allowances Paid in Comparator Group of Councils 2015/16

BM1 Stratford-on-Avon BM Group - Warwickshire & CIPFA 9 Nearest Neighbours: BA + Exec + Scrutiny SRAs (17/18)										
Comparator Council	Basic Allowance	Leader	Leader Total Package	Deputy Leader	Exec Members	Deputy Execs or Lead Members	Chair Main O&S	V/Chair Main O&S	Chairs or Lead Scrutiny	Chairs Scrutiny or Other Panels or T&F WGs
Cotswold	4,000	12,000	16,000	8,000	6,000		2,000			
East Hants	5,200	18,000	23,200	10,000	6,000	3,000			2,000	
Hambleton	6,050	24,200	30,250	12,100	9,075		4,538			
Horsham	4,870	12,245	17,115	8,340	6,810		5,190	2,365		
North Dorset	4,605	10,362	14,967	8,061	6,909		6,909			
N. Warwicks	4,942	10,987	15,929	Committee System		1,745	4,983			1,745
Nun & Bed	4,935	12,336	17,271	8,020	7,051				3,883	
Rugby	6,492	17,153	23,645	6,427	5,356				3,214	
Test Valley	6,581	12,479	19,060	8,529	7,951		6,581	1,317		
Tewkesbury	7,200	8,800	16,000	6,600	4,400	175	2,200			
Warwick	5,268	11,853	17,121	5,927	5,334				2,963	1,185
Winchester	5,580	16,734	22,314	9,129	7,605		7,605		1,521	1,521
Wychavon	4,250	12,750	17,000	7,438	6,375		6,375		1,062	
Mean	5,383	13,838	19,221	8,214	6,572		5,153		2,441	1,484
Median	5,200	12,336	17,121	8,041	6,593		5,190		2,482	1,521
<i>Stratford-on-Avon</i>	<i>5,151</i>	<i>10,605</i>	<i>15,756</i>	<i>5,304</i>	<i>5,304</i>		<i>5,304</i>			
Highest	7,200	24,200	30,250	12,100	9,075		7,605		3,883	1,745
Lowest	4,000	8,800	14,967	5,927	4,400		2,000		1,062	1,185
Mean Ratios	2.57	100%		59%	47%		37%		18%	8%

BM2 Stratford-on-Avon: Warwickshire + CIPFA 9 Nearest Neighbours: Planning & Licensing/Regulatory SRAs (2017/18)								
Comparator Council	Chair Planning	Vice Chair Planning	Members Planning	Chair Licensing &/or Regulatory	Licensing V/Chair	Chairs Licensing Panels/Subs	Members Licensing	Other or Comments
Cotswold	6,000	2,000						<i>Planning & Licensing is 1 Committee</i>
East Hants	6,000	3,000	250	2,000			250	
Hambleton	6,050			1,512				
Horsham	3,735	1,250		2,365				<i>2 Area Planning Committees</i>
N. Dorset	5,757	1,152		3,454				
N. Warwicks	4,983			N/A				<i>Chairs of Service Boards £4,983, Vice Chairs £1,745</i>
Nun & Bed	4,586			4,586				
Rugby	3,750			3,750				
Test Valley	4,949	1,001		3,961	792			<i>1 central + 2 Area DCC Committees & ea Chair & V/Chair get SRA</i>
Tewkesbury	2,200			2,200		2,200		
Warwick	4,149	1,037	250	3,556				
Winchester	7,605	2,280		3,042				
Wychavon	6,375			1,275				
Mean	5,088	1,674		2,882				
Median	4,983	1,250		3,042				
Stratford-on-Avon	3,183			2,652		1,326		<i>2 Area Planning Chairs each paid an SRA</i>
Highest	7,605	3,000		4,586				
Lowest	2,200	1,001		1,275				
Mean Ratios	37%			21%				

BM3 Stratford-on-Avon BM Group: Warwickshire & CIPFA 9 Nearest Neighbours: Group & Misc SRAs (2017/18)							
Comparator Authority	Main Opposition Group Leader	Main Opposition Group D/Leader	Minor Opposition Group Leader	Chairs Areas or Local Forums	Chair Council	Council V/Chair	Other or Comment
Cotswolds	2,000				4,000	2,000	<i>£300 ICT annual allowance</i>
E. Hants	3,000			2,000	3,000		
Hambleton	1,512		1,512		4,538		
Horsham	4,085				4,960	1,660	
N. Dorset	1,152				2,304		<i>£100 ICT annual allowance</i>
N. Warwicks	3,958	1,745	£1,162 + £233 p/mbr	873			<i>Chairs Sub Committees £1,745</i>
Nun & Bed	2,588						<i>£369 Tel Allowance</i>
Rugby	2,679		2,679		2,679		<i>Broadband Allowance</i>
Test Valley	2,948				2,948	580	
Tewkesbury	N/A				2,200	1,350	
Warwick	2,963		1,185				
Winchester	7,605		2,280	1,521	2,280		<i>Group Manager £1,521</i>
Wychavon	1,062			2,125			<i>£325 ICT Allowance</i>
Mean	2,963		1,914	1,630	3,212	1,398	
Median	2,814		1,896	1,761	2,948	1,505	
Stratford-on-Avon	2,652				1,326		
Highest	7,605		2,679	2,125	4,960	2,000	
Lowest	1,062		1,185	873	2,200	580	
Mean Ratio	21%		14%	12%	23%		

BM4 Stratford-on-Avon BM Group: Warwickshire & CIPFA Nearest Neighbours: Other Regulatory SRAs (2017/18)								
Comparator Council	Chair Standards	Chair Audit	Audit V/Chair	Chair HR or Employment	Chair Staff Appeals	Staff Appeals V/Chair	Appeals Members	Other
Cotswold		2,000						
East Hants*		2,000		2,000				Chair Development Policy £2,000
Hambleton		1,512						
Horsham	3,735	2,365						Chair Governance £2,365
N. Dorset		2,304						
N. Warwicks	293	4,983	1,745				260	
Nun & Bed	2,691	2,588						
Rugby		3,097	1,320		536			
Test Valley					2,159	421		
Tewkesbury		2,200						
Warwick	1,185			1,185				
Winchester	1,521	2,280			3,042			
Wychavon	1,062	1,062						
Mean	1,748	2,399						
Median	1,353	2,280						
Stratford-on-Avon		2,652						
Highest	3,735	4,983						
Lowest	293	1,062						
Mean Ratio	13%	17%						

Appendix Four – revised and updated Scheme of Members' Allowances

Part 6 – Members' Allowances Scheme

The Stratford-on-Avon District Council (hereinafter called "the Council") in exercise of the powers conferred by the Local Authorities' (Members' Allowances) Regulations 2003, has made the following Scheme for Members' Allowances.

1. **This Scheme** may be cited as the Stratford-on-Avon District Council Members' Allowances Scheme effective from 1st April 2008. Any revisions approved by the Council from time to time shall be incorporated.

2. **In this Scheme,**

"Councillor" or, "Member", means a member of the Council who is a Councillor, or a member of a Committee who is not a Councillor;

"year" means the 12 months ending with 31 March.

"Chairman of a Committee, Sub-Committee or Panel" shall include Vice Chairman attending for the Chairman.

3. **Indexation**

Basic Allowance, SRAs and Co-optees' Allowances:

Indexed to the annual percentage salary increase for local government staff, where an annual increase is agreed, as published by the National Joint Council for Local Government Services(at spinal column 49) to be implemented from the start of the municipal year for which year it is applicable.

Mileage Allowance:

Mileage allowances rates indexed to the HMRC rates.

Subsistence Allowances:

Subsistence Allowances paid at the same rates that are applicable to Officers.

The Dependants' Carers' Allowance:

The maximum rates claimable should be indexed as follows:

- Childcare: to the minimum wage
- Elderly/Disabled Dependants: to the hourly rate charged by Warwickshire County Council Social Services for a Home Care Assistant.

4. **Basic Allowance**

A Basic Allowance of £ £5,151 per annum is payable to each Councillor subject to paragraph 7 (Part Year Entitlement).

The Basic Allowance includes the cost of the following Council-related 'incidental' expenses that Councillors may incur in the course of carrying out their duties:

- Home broadband
- A home landline and personal mobile telephone calls
- A personal computer or laptop
- Printer paper

The Basic Allowance is intended to cover the travel costs for Ward and other duties that Members are required to undertake for which they are not otherwise specifically reimbursed. However, this does not include council resources provided to Members, ie, photocopying and IT equipment.

Note: Members are reminded that they must abide by the Code of Members' Conduct when using the Council's facilities and support.

5. **Special Responsibility Allowance**

- For each year, a Special Responsibility Allowance shall be paid to those Councillors who hold positions specified in Schedule 1 to this Scheme.
- Pro-rata payments of Special Responsibility Allowances are outlined in paragraph 7.
- Where a Councillor holds more than one position attracting a special responsibility allowance, only the highest shall be paid.

6. **Renunciation**

A Councillor may, by notice in writing given to the Executive Director and Head of Paid Service, elect to forego his/her entitlement to an allowance under this Scheme or any part of it.

7. **Part-year Entitlements**

- (a) (i) This part of the Scheme relates to changes to allowances where a Councillor relinquishes his/her entitlement in the course of a year or where the Scheme and/or allowance rates change.
- (ii) If an amendment to this Scheme changes the rate of Basic Allowance or Special Responsibility Allowance, it shall take effect from the date of the Annual Council Meeting. The exception to this is where rates are index-linked and the body setting the revised rate uses a different implementation date.
- (iii) Where the term of office of a Councillor begins or ends part-way through a Municipal Year, basic and special responsibility allowances will be paid pro-rata.
- (iv) Where rates of allowances are index-linked and the rates change mid-year, they will be paid at the old rate up to the date where the new rate comes into effect.
- (v) Where a Councillor is appointed to a position that attracts a Special Responsibility Allowance part-way through the Municipal Year, he/she will be paid that allowance from the date of the appointment on a pro-rata basis.

- (b) A link to the Planning Training Hours Definition is provided below:

<https://democracy.stratford.gov.uk/documents/s39087/Public%20Involvement%20in%20Planning%20Committees.pdf>

- (c) A link to the Licensing Training Hours Definition is provided below:

8. **Claims and Payments**

A claim for travelling and/or subsistence allowance under this Scheme shall be made using the Council Tempus system within two months of the date of the meeting to which the entitlement to the allowance arises.

The payment of Basic Allowance and Special Responsibility Allowances shall be made in instalments of one-twelfth on the 18th of each month.

The submission of claims for travelling and subsistence allowances shall be made by the 18th of each month and will be paid on or by the 18th of the following month.

Where a payment of one-twelfth of the Basic Allowance or Special Responsibility Allowance would result in the Councillor receiving more than the amount to which he/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/she is entitled.

9. **Travel and Subsistence allowances**

Travel and Subsistence allowances will be payable under the Local Government Act 1972 (Section 174). They will only be paid in respect of an 'Approved Duty' which, in relation to a Councillor shall mean any of the following duties:

- (1) All formal meetings arranged by the Council for the conduct of Council business for which a Councillor's attendance is required.
- (2) Attendance by Portfolio Holders, Chairmen and Vice-Chairmen of the Council, Committees and Sub-Committees, in execution of their duties, at meetings, conferences and other related visits.
- (3) Attendance as a Councillor appointed by the Council, Committee or Sub-Committee concerned, as a witness at any hearing or Inquiry concerning functions of the Council and any preparatory meeting to such hearing or inquiry.
- (4) Attendance as an SDC Councillor at formal meetings of Town and Parish councils within the member's District Ward.
- (5) Site-visits by Committees and Sub-Committees, provided that the visit has been previously approved by the Committee or Sub-Committee.
- (6) Seminars and training sessions arranged by the Council which are open to all Councillors, together with any induction meetings and any individual training

or development sessions approved by Member Development Working Group.

- (7) Duties where a standing order requires a Councillor to be present while tender documents are being opened.
- (8) A meeting to which all members of a particular Committee or all Members of the Council are invited when the purpose of the meeting is to discuss and explore a major or complex issue as a preliminary to future Committee consideration at which the formal decisions will be made.
- (9) Attendance at meetings with the Local Government Ombudsman.
- (10) Attendance at briefing meetings with officers by Chairmen, Vice Chairmen or Portfolio-holders or appointed representatives on outside bodies (as set out in the list of appointments to Outside Bodies) in connection with the delivery of their functions.
- (11) Attendance as the Council's approved representative, or approved substitute, on the outside bodies set out in the list of appointments to outside bodies.
- (12) Attendance at meetings called by an officer in order to consult Ward Members in respect of regulatory functions.

The Council may, by future resolution, add or delete any organisation.

Current List of Appointments to Outside Bodies made by the Council (see link below)

<https://democracy.stratford.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13526&path=0>

Travelling Allowances

Members travelling outside the District on approved duties should travel by the most cost-effective method that meets the needs of their travel requirements. In particular, Members who have to travel by train to meetings outside the District are expected to travel standard class unless exceptional circumstances require otherwise. In such a situation, such travel by first class must be given prior approval by the Executive Director and S151 Officer.

If other types of journeys need to be taken by Councillors on Council business outside the District and the rates recommended below are not practical then these modes of travel must get prior approval from the Executive Director and receipts must be provided for the reimbursement of any claims.

Where a Councillor is appointed to an outside body that has its own allowances scheme, then he/she must make any claims for travel and subsistence through that body's scheme and not via the Councils' allowances scheme.

Councillors who use public transport to travel to approved duties should claim at the standard rate on the production of receipts.

The main provisions effective from 1 July 2000 are:

- (1) The rate of travel by **public transport** shall not exceed the amount of the

ordinary fare or any available cheap fare.

- (2) Meetings within the District
For travel on approved duties for meetings within the District, the mileage rate will be based on Officer casual user rates.
- (3) The rate for travel by a Councillor's own solo **motor cycle**, or one provided for their use, shall not exceed **24.0 pence** per mile.
- (4) The rate for travel by a Councillor's own private **motor vehicle**, or one belonging to a member of his family or otherwise provided for their use, other than a solo motor cycle, shall be a flat rate of **45.0 pence** irrespective of the cylinder capacity of the car. A flat rate of **25.0 pence** per mile for each mile over 10,000 miles in the tax year will be paid.
- (5) The rates specified in sub-paragraphs (2) and (3) may be increased:
 - (a) in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would otherwise be payable, by not more than **5.0 pence** a mile for the passenger;
 - (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.
- (6) The cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.

The rate of travel by **taxi-cab** or cab shall not exceed:

- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

The rate of travel by a **hired motor vehicle** other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Councillor who hired it: Provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

The rate of **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air:

Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding;

- (a) The ordinary fare or any available cheap fare for travel by regular air service; or
- (b) Where no such service is available or in case of urgency, the fare actually paid by the Councillor.

The rate of **travel by bicycle** shall be the Inland Revenue approved rate of **20.0 pence** per mile.

Subsistence Allowance

A subsistence allowance will only be paid for attending approved duties outside the District.

Wherever possible, Councillors should organise their meals and accommodation through the Council which would pre-book and pre-pay in advance, **OR**, they must conform to the current rates payable.

The maximum rates specified for subsistence allowances are applicable where a Councillor is seeking a reimbursement of actual costs. These maximums are not applicable where the Council's staff book overnight accommodation and subsistence directly on behalf of the Councillor.

The main provisions are:-

The rate of **Subsistence allowance** shall not exceed:

- (a) in the case of an absence, not involving an absence overnight, from the usual place of residence;
 - (i) of more than 4 hours, or where the authority permits, a lesser period, before 11 am, (breakfast allowance), **£6.50**;
 - (ii) of more than 4 hours, or where the authority permits, a lesser period including the period between 12 noon and 2 pm (lunch allowance), **£9.00**;
 - (iii) of more than 4 hours, or where the authority permits, a lesser period, including the period 3 pm to 6 pm (tea allowance), **£3.50**;
 - (iv) of more than 4 hours, or where the authority permits, a lesser period, evening after 7 pm (evening meal allowance), **£11.00**.
 - (v) Tea and evening meal expenses will not both be paid in respect of the same evening.
- (b) in the case of an absence overnight from the usual place of residence **£44.00**, for such an absence overnight in Central London (London Underground Zone 1) **£120.00** and Greater London **£100.00**.

Any rate determined under paragraph (b) above shall be deemed to cover a continuous period of absence of 24 hours.

The rates specified above shall be reduced by an appropriate amount in respect of

any **meal provided free of charge** by an authority or body in respect of the meal or the period to which the allowances relates.

Dependant and Child Care Allowance

On 23 June 2004 the Council introduced a Dependant and Child Care Allowance (DCA).

Councillors can claim the DCA as a contribution to the cost of care of a Councillors' dependants (rather than being intended to fully recompense all such costs) for two categories of care while undertaking approved duties namely

- Care of dependent children
- Care of elderly/disabled dependants

- (1) Councillors can claim the DCA as a contribution to cost of care of their dependants under the Child Care element at the Governments 'national living wage'.
- (2) The maximum hourly rate that can be claimed for elderly/disabled dependants is capped at the hourly rate charged by Warwickshire County Council Social Services for a Home Care Assistant.
- (3) The approved duties for which the DCA may be claimed is defined by statute in the 2003 Members' Allowances Regulations.
- (4) In order to receive a Child Care Allowance,
 - A Councillor must register that they have a dependent child living with them under the age of 14.
 - They can claim the allowance on production of a signed statement, which declares that the childcare has been provided by a childminder or by a member of the immediate family not normally resident at the Councillor's home address.
 - It can be claimed for approved duties only.
- (5) The allowance for care of elderly/disabled dependants will only be paid on the production of a receipt for actual expenditure incurred while a Councillor is on approved duties.
- (6) A DCA will also be made available to Councillors who have an express need for such an allowance. This express need could take the form of a written declaration by the Councillor which is then lodged with the Standards Committee (and the Head of Governance and Democracy).
- (7) A Councillor cannot claim for multiple carers for multiple dependants within the same category of care.
- (8) The operation of the DCA will be reviewed to ensure that it is not being manipulated.

Schedule 1

Basic Allowance	Number	£
All members	36	5,151
Special Responsibility Allowances		
Leader	1	12,105
Deputy Leader	1	6,053
Cabinet – Portfolio Holders	7	6,053
Chairman of Overview & Scrutiny Committee	1	6,053
Chairmen of Area Planning Committees	2	3,632
Leader of Majority Opposition Group	1	3,026
Chairman of Audit & Standards Committee	1	3,026
Chairman of Regulatory Committee	1	3,026
Chairmen of Licensing Panels	3	1,513
Chairman of the Council	1	1,513
Leader of Minority Opposition Groups	0	1,326
Independent Members – Audit & Standards Committee	2	437

Note: For an SRA for a Leader of a Minority Opposition Group to be payable the group has to have at least 4 Members.

**Schedule 2
(Schedule 3 of the Regulations)**

Statutorily defined Approved Duties for which the DCA can be claimed:

- a) The attendance at a meeting of the authority or of any Committee or Sub-Committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- b) The attendance at any other meeting, the holding of which is authorised by the authority, or a Committee or Sub-Committee of the authority, or a Joint Committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:
 - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- c) The attendance at a meeting of any association of authorities of which the authority is a member;
- d) The attendance at a meeting of the executive or a meeting of any of its Committees, where the authority is operating executive arrangements;
- e) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools); and
- h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its Committees or Sub-Committees.