

**Fourth Report of the Independent Remuneration Panel
Appointed to Review the Allowances Paid to Members of
Runnymede Borough Council**

January 2010

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Fourth Report of the Independent Remuneration Panel Appointed to Review the Allowances Paid to Members of Runnymede Borough Council

1. Introduction

- 1.1 The Local Authorities (Members Allowance) (England) Regulations 2003 require all local authorities to appoint an Independent Remuneration Panel to advise on the terms and conditions of their scheme of Members' Allowances. The Regulations require the Council to "have regard" to the advice of the panel when approving a new scheme and in the past the Council have on each occasion adopted the panel's recommendations in full. This is the fourth time that the panel has considered the scheme.
- 1.2 The Council's present scheme of allowances took effect on 1 January 2007 following the review in 2006. It requires the scheme to be "reviewed in or around October 2009 with a view to any revised scheme taking effect on 1 April 2010". The panel has therefore been convened on this occasion to make recommendations on the scheme to be adopted with effect from 1 April 2010.
- 1.3 The membership of the Panel was Mark Adams (Chairman of the Runnymede Business Partnership), Arthur Birkby (Runnymede Association of Voluntary Services) and Chris Fisher (Egham Residents' Association).

2. Background Information

- 2.1 We took as our terms of reference the requirements of the 2003 Regulations and these are set out in **Annex A**. We also referred to the guidance issued by the Department of Communities and Local Government.
- 2.2 We reviewed the objectives established by the Panel in the last three reviews. These were:-
 - that the scheme must be fair, simple, justifiable and logical.
 - that the voluntary nature of the Councillors' role should not be subordinated to the principle of paying Councillors.
 - that the scheme should fairly recompense those Councillors who devote a considerable amount of time to Council business.
 - that the amount paid in allowances should not act as a disincentive to anyone considering becoming a Councillor or deter existing Councillors from fulfilling their full role.

- 2.3 The Council's Statement of Accounts provided us with details of the allowances paid to Members in the 2008/09 financial year (see **Annex B**).
- 2.4 We also looked at the allowances that are paid by the other District Councils in Surrey (summarised in **Annex C**).
- 2.5 We were keen to find out what Runnymede Councillors thought about the scheme. We had not invited comments from Members generally since 2001 so we circulated a confidential questionnaire to all 42 Members and received 24 responses. These are summarised at **Annex D**.
- 2.6 We met separately with Councillor Peter Waddell, the Deputy Leader, and Councillor John Ashmore, the Leader of the Runnymede Independent Group, to discuss our initial thoughts with them and to find out if they had any suggestions to improve the existing scheme.

3. Current Scheme

- 3.2 The present scheme retains the core features that the Council adopted in 2001 following the first report of the Panel. This attempted to strike a balance between the voluntary public service work of a Councillor and a fair reimbursement for the time and expenses incurred by Councillors in the exercise of their duties. The view of the Panel in 2001 was that two thirds of Councillors' time should be treated as voluntary public service work and one third as paid work.
- 3.2 Using this approach, the basic allowance was set at a level that equated to one third of the average hourly rate for all employment in Great Britain multiplied by the average time spent by Runnymede Councillors on Council business. We still believe this principle is sound.
- 3.3 According to the questionnaires returned by Councillors, the amount of time devoted to Council business by Runnymede Councillors has not altered much since 2001. Councillors estimate that they spend 43 hours each month working on Council business (Annex D, question 2) compared with 40 hours in 2001. Applying this time to the formula that was originally adopted to calculate the basic allowance produces the following result:-

Average hourly rate of pay in Great Britain in 2009	£13.22
	x
Average time spent on Council business per month	43
	x
Paid element	$\frac{1}{3}$
Amount per month	<u>£189.49</u>

Annual amount

£2,274

- 3.4 Using the average hourly rate paid to Runnymede employees (£13.37) rather than the average UK rate of £13.22 produces an answer of £2,300. These results are close to the amount that is actually being paid as a basic allowance in the 2009/10 financial year, namely £2,335. It is clear, therefore, that the present level of reimbursement is not out of step with the principles that the Panel originally recommended (balancing the paid and voluntary elements of the work).
- 3.5 Another feature of the present scheme is that special responsibility allowances are paid at rates that are multiples of the basic allowance. The formulae for calculating each special responsibility allowance is shown in Table 2.

Special Responsibility Allowance	Formula	Weighting
Chairmen of Policy Committees	100% of Basic	100
Vice-Chairmen of Policy Committees	50% of Chairman's rate	50
Chairman of Review Board	100% of Basic	100
Vice-Chairman of Review Board	50% of Chairman's rate	50
Chairman of Planning Committee	175% of Basic	175
Vice-Chairman of Planning Committee	2/3rds of Chairman's rate	116.67
Co-opted Chairman of Standards & Audit Committee	33% of Basic	33
Co-opted Members of Standards & Audit Committee	12.5% of Basic	12.5
Chairman of Englefield Green Committee	25% of Basic	25
Chairman of Licensing Committee	100% of Basic	100
Vice-Chairman of Licensing Committee	50% of Chairman's rate	50
Chairmen of Licensing Sub-Committees	25% of Basic	25
Vice-Chairmen of Licensing Sub-Committees	50% of Chairman's rate	12.5
Chairman of Regulatory Committee	50% of Basic	50
Vice-Chairman of Regulatory Committee	50% of Chairman's rate	25
Members of Planning Committee	50% of Vice-Chairman's rate.	58.33
Members of Corporate Management Committee not otherwise entitled to a special responsibility allowance	50% of Vice-Chairman's rate.	25
Leader of the Council	200% of Basic	200
Deputy Leader of the Council	25% of Leader's rate	50
Leaders of Minority Groups	75% of Basic	75

- 3.5 The budget for basic and special responsibility allowances in 2009/10 is £163,100 (including £1,071 for co-opted members).
- 3.6 In addition to these allowances, Councillors are entitled to claim for the reimbursement of travel and subsistence incurred on approved Council business. Car mileage is reimbursed at the maximum rate that can be paid without incurring tax (currently 40 pence per mile) but other costs are reimbursed at the rates claimable by staff.
- 3.7 All Councillors are provided with a laptop and a printer by the Council together with a broadband connection in their own homes. They receive technical support from Runnymede's IT Section and the total cost of this package in 2009/10 is £76,800.
- 3.8 The scheme also provides for the reimbursement of the costs of arranging for the care of children or dependants while on Council business. This was introduced in 2001 but we understand that no Councillor has so far claimed this allowance.
- 3.9 The current scheme is reproduced in full at **Annex E** and the overall budget for Members' costs in the 2009/10 financial year is summarised below:

	£
Members' Allowances	163,100
Member Training	6,500
Travelling and subsistence	3,900
IT facilities and training	76,800
	<u>£250,300</u>

4. **Our review**

- 4.1 We felt that the questions we asked at our last review continued to form a sound basis for conducting our present enquiries:-
- Are the amounts currently paid fair to Councillors?
 - Can the amounts paid be justified to Runnymede taxpayers?
 - Does the scheme reward effort?
 - Have the objectives that the Panel wished to achieve in the last three reviews been met by the scheme?
 - Are those objectives still sound?
 - Does the scheme have the right balance between the basic and special responsibility allowances?

- Do the Special Responsibility Allowances still reflect the relative workload in each case?
- Has there been a material change in the workload or responsibilities of Councillors since the last review?
- Is the scheme affordable in view of the Council's present financial constraints?

4.2 Out of the 24 Councillors who responded to our questionnaire, 17 thought that the amounts paid in Members' Allowances were unsatisfactory and 15 thought that the level of Basic Allowance was unfair. We noted that 18 Councillors had not responded to the questionnaire and it could be argued that this suggested that they did not feel strongly on the subject. It was clear from our subsequent discussions with Councillors Waddell and Ashmore that some Councillors are dissatisfied with the amount they receive in Basic Allowance. Several Councillors commented on their questionnaires that Runnymede's allowances were low compared with neighbouring Councils.

4.3 By contrast, the arrangements for paying special responsibility allowances do not appear to be so contentious. Nevertheless, we were keen to establish if the weightings for each of these allowances still reflected the relative workload and responsibility associated with these duties. There were five that we singled out for further investigation:-

i) Licensing : at the time of our last review the new licensing regime had not long been introduced and we wanted to establish if the initial workload had reduced over time.

ii) Planning : at our last review in 2006 we decided not to recommend a reduction in the special responsibility allowances for Planning, even though the Council intended to reduce the number of Committee meetings; we wanted to find out if Councillors' duties in relation to Planning had become less onerous.

iii) Overview and Scrutiny : the allowance for Chairman and Vice-Chairman is set at the same level as the four policy Committees and we wanted to know if this could still be justified by the workload.

iv) Deputy Leader of the Council : this attracts a special responsibility allowance that is 25% of the Leader's (equivalent to half the Basic Allowance) and this appeared to us to require further examination.

v) Leader of Minority Group : this allowance is based on 75% of the Basic Allowance; when the scheme was introduced in 2001, the opposition

groups in Runnymede were larger and we were concerned that this appeared to be a generous allowance for the amount of work involved.

4.4 We thought it would be useful to compare the current scheme with the arrangements that other Councils have adopted. **Annex D** summarises the payments of Members' Allowances paid across the eleven Surrey districts. This shows that in 2009/10 the average payment to Councillors ranged from £3,201 in Waverley to £8,069 in Reigate and Banstead, with Runnymede the second lowest at £3,800. Runnymede's basic allowance of £2,335 is the lowest of the Surrey districts. These figures can clearly mask wide variations between individuals (some will receive only the basic allowance while others will benefit from special responsibility allowances on top of their basic allowance). Another complication is that eight of the Surrey districts have executive arrangements, while Runnymede has retained a more traditional Committee structure. One authority in Surrey (Woking) pays no special responsibility allowances so all its Members receive the same amount, irrespective of their duties. We understand that this arrangement is unusual.

4.5 We received comments from two Councillors suggesting that our review ought to include the Mayoral Allowance. This has been outside the scope of the Panel's review of Members' Allowances in the past. We considered the implications of including it in our present review but decided this was straying into Council policy and was best dealt with separately from Members' Allowances.

5. **Our deliberations**

5.1 We began our deliberations by considering the current scheme and felt that this struck the right balance between a fair level of remuneration for Members and a fair cost to the Runnymede taxpayers who ultimately pay for the scheme. We also liked the way in which the special responsibility allowances are calculated by reference to the basic allowance. As far as possible we wanted to avoid changes to the scheme which would increase the overall cost but we were keen to consider any evidence that might suggest that a redistribution of the total pot was appropriate.

5.2 We should make it clear that we think that Runnymede is a well-run Council and that the Councillors do a good job on behalf of their residents. However, our overriding concern was to recommend a scheme that was affordable. We are conscious that Runnymede's financial circumstances have become even more difficult than they were in 2006. In response to budgetary pressures the Council has proposed a pay freeze for the next two years. We do not feel that the scheme we recommend to the Council can

ignore these circumstances. We remain wedded to the concept of treating the majority of Councillors' work as voluntary and ensuring that the financial burden of the scheme on taxpayers remains fair. In the present financial climate we feel unable to recommend an increase in the overall cost. We examined the Councillors' IT budget to see if there was any scope for transferring some of this budget to Members' Allowances in order to provide some flexibility for modifying allowances. We discovered that the IT budget could not be reduced without reducing the facilities and support currently provided to Members.

- 5.3 The most contentious aspect of the existing scheme is that the amounts paid are perceived by some Members to be low when compared with other Councils. We have given a great deal of thought to this issue. However, just because the majority of Councils pay more than Runnymede does not necessarily mean that an increase can be justified. It is for other Councils to justify what they are paying and not for us to justify why we are recommending less. The key questions that we considered in our last review continue to hold good today.
- 5.4 Some of the responses we received suggested that Councillors' duties have generally become more onerous. We discussed this with Councillor Waddell and Councillor Ashmore, who both agreed that Councillors' duties had become more complex. We are therefore sympathetic to an increase in the Basic Allowance. We are reluctant to recommend an increase for the next two years in the present financial climate, particularly while a pay freeze for Council employees is in force, but thereafter we would be prepared to recommend a 7% increase to £2,500. This will increase the cost of Basic Allowances in 2012/13 by £6,930. However, if the Council can find savings to pay for this increase in the meantime, we think that it should have the discretion to implement the increase earlier. Notwithstanding the comments in paragraph 5.2, we still think that a re-examination of the IT budget for Members might provide some financial flexibility.
- 5.5 We feel unable to recommend a matching 7% uplift in special responsibility allowances. In our view this would fail the affordability test. Unfortunately, this breaks the link between the Basic Allowance and the calculation of each special allowance, so the formula will have to be based on a separately defined amount. This is currently £2,335.
- 5.6 In our review of special allowances, we asked Officers to provide further information about the workload associated with the Planning Committee, the Licensing Committee, the Regulatory Committee and the Overview and Scrutiny Committee. We concluded that the Planning Committee continues to make demands on Councillors that justifies a higher allowance than other

Committees, notwithstanding the reduction in the number of meetings to 2 per month. We recommend no change to the current allowance. We were informed that the workload of the Overview and Scrutiny Committee has fluctuated, with some meetings cancelled through lack of business. However, it has recently assumed new responsibilities under the Crime and Disorder Act and so it would not be appropriate to recommend any change in the present allowance. However, in the case of the Licensing Committee and the Regulatory Committee we think that allowance is too high. At the time of the last review, the new licensing regime was being introduced and the weighting given to these allowances was influenced by the workload that this entailed. We understand that this has moderated and we propose that halving the weightings for each Committee would be a fairer reflection of the demands made by these special responsibilities. This will reduce the cost of the scheme by £2,627.

5.7 Our discussion with Councillor Waddell confirmed our earlier view that the allowance for Deputy Leader was out of step with the amount of additional work that this post entails. We recommend an immediate increase of the weighting from 50 to 100 (50% of the Leader's rate, i.e. £2,335). This will increase the cost of the allowance by £1,167.

5.8 The special responsibility allowance for the Minority Group Leader presented us with some difficulties. We are not convinced that the additional workload associated with leading a group of six Councillors merited an allowance as much as £1,751 (75% of the Basic Allowance), but we do not feel strongly enough about this to recommend that it should be reduced.

5.9 It was suggested to us that membership of a Member Working Group ought to attract a special responsibility allowance. We understand that the number of working groups has grown and now includes IT, Personnel Services, Communications Review, Local Government Act, Property and Local Development Framework. We think that working groups are a sensible way of managing an organisation but we are not persuaded that this requires another allowance.

Travel and Subsistence Allowances

5.8 We think that the rates paid under the present scheme are fair so we are recommending no changes.

Dependant's Carers' Allowance

5.9 We continue to support the payment of a dependant's carers' allowance where it assists a Councillor in the proper discharge of his or her duties.

Reimbursement should continue to be on the basis of "fair and reasonable costs".

Pensions

- 5.10 The Regulations give the Council the discretion to treat Members Allowances as pensionable. We have not changed our view that no pension provision for Councillors should be made.

Training

- 5.11 Although training for Councillors did not strictly fall within our remit, we took the opportunity of inviting Councillors to comment on their training needs when they responded to our questionnaire. We received some thoughtful responses. We have passed this information to Officers and recommend that this is followed up with a report on future training requirements.


6. **Our Recommendations**

- 6.1 Our proposals for the basic and special responsibility allowances are listed at **Annex F**. The total cost will be £158,085 (assuming no immediate increase in the basic allowance but including £1,070 for co-opted members of the Standards & Audit Committee), rising to £165,015 in April 2012 when the increase in the basic allowance is implemented. This will represent an average of £3,738 per Councillor. We recommend that these allowances should be subject to annual increases linked to the retail prices index.
- 6.2 We would be prepared to support an increase in the basic allowance before April 2012 if the Council can find a way to pay for it without increasing the overall cost of Members' expenses.
- 6.3 We recommend that special responsibility allowances should not be increased in line with the basic allowance and that the weighting formulae should in future be a percentage of £2,335 (but subject to annual increases linked to the retail prices index).
- 6.4 We recommend no change in the present scheme of travel and subsistence allowances.
- 6.5 We recommend no change in the present scheme of dependant's carers' allowance.
- 6.6 We recommend that none of the allowances should attract a pension entitlement.

6.7 Our recommendations are intended to apply from 1 April 2010 with the exception of the change in basic allowance. We recommend that the Council should allow no more than three years before it commissions a further independent review of its scheme of Members' Allowances.

7. **Conclusions**

7.1 We received strong representations arguing for an uplift in allowances, although the responses to our questionnaire suggest that Councillors' views on this matter are mixed. However, we do not believe that a convincing case for substantial increases in allowances has been made. As the economy starts to emerge from recession, the emphasis is being placed on the need for austerity in the public finances, so our concern has been to recommend a scheme that is fair and affordable for Runnymede residents while recognising the valuable work undertaken by our Councillors.


.....
Mark Adams


.....
Arthur Birkby


.....
Chris Fisher

Main Provisions of the 2003 Regulations

1. The authority must make a scheme providing for basic and other allowances, and may only pay Members' allowances in accordance with the scheme.
2. The scheme will govern allowances paid each "year", which means 1 April in one year to 31 March in the next. A scheme can be amended at any time but may only be revoked at the end of a completed year. However, an annual indexation adjustment, provided it is written into the scheme, does not count as an amendment or revocation.
3. Where a scheme is subject to annual adjustment by reference to an index, a maximum of four years is allowed before the Independent Remuneration Panel must report further on the application of the index.
4. If a scheme is amended mid year, the authority may provide for the amendment to have effect from the beginning of the year.

Basic Allowance

5. Local Authorities must include in their scheme of allowances a basic, flat rate allowance payable to all Members.

Special Responsibility Allowances

6. In addition an authority may pay a special responsibility allowance to Leaders and Deputy Leaders of political groups, Members of the authority's executive (where applicable), Members with chairing duties, Members representing the authority on other bodies, Members of Committees or Sub-Committees which meet with exceptional frequency or for exceptionally long periods, political group spokesmen on a Committee or Sub-Committee, Members of Licensing or Regulatory Committees and Sub-Committees, and Members who have responsibilities which require them to expend a comparable level of time and effort to any of the foregoing.
7. Different levels can be set for different special responsibility allowances and if there is more than one political group on the authority at least one Member of a Minority Group must receive a special responsibility allowance. Special responsibility allowances may also be allocated pro rata if a Member only exercises those responsibilities for part of a year.

Dependants' Carers' Allowance

8. The Council may pay a "dependants' carers' allowance" towards the cost of arranging for care of children or dependants in order to perform specified duties.

Travelling and Subsistence Allowances

9. The scheme may provide for travelling and subsistence allowances (including allowances for bicycle or other non-motorised forms of transport) for attendance at specified meetings and duties. The authority is free to fix the level of these allowances.

Co-Optees' Allowance

10. A co-optees' allowance may be paid to a Member of a Committee or Sub-Committee who is not an elected Member of the authority.

Pensionable Payments

11. The authority may decide that some or all Members are eligible for pensions under the Local Government Pension Scheme. The Council must define which, if any,

Members of the authority are to be entitled to pensions and whether the pension provisions will operate on the basic allowance or the special responsibility allowance or both (note: as well as entitling the Members in question to pension benefits, this would also mean that the appropriate proportion of the allowance will need to be taken as their contribution towards the pension scheme).

Option to forgo Allowances

12. Any Councillor may elect to forego some or all of his or her entitlement to allowances.

Time limits for Claims

13. The scheme must specify a time limit for claims for dependants' carers' allowance, travelling and subsistence allowance, and co-optees' allowance, although the authority will have a discretion to pay late claims. The scheme may also specify the dates on which any or all allowances are to be paid.

Sources

The statutory framework is set out in two statutory instruments:-

Statutory Instrument 2003 No. 1021: The Local Authorities (Members' Allowances) (England) Regulations 2003 which is available on-line at

<http://www.opsi.gov.uk/si/si2003/20031021.htm>

Statutory Instrument 2003 No. 1692: The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003 which is available on-line at

<http://www.opsi.gov.uk/SI/si2003/20031692.htm>

Guidance was issued by the Office of the Deputy Prime Minister and the Inland Revenue in July 2003 in a publication entitled "**New Council Constitutions – Guidance on**

Consolidated Regulations for Local Authority Allowances" which is available on-line at <http://www.communities.gov.uk/documents/localgovernment/pdf/157440.pdf>

MEMBERS' ALLOWANCES

The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003 No 1021) as amended which came into force on 1 January 2004 require the Council to report the total payments made each year to individual Councillors and Co-optees under the Members' Allowance Scheme.

ALLOWANCES PAID TO MEMBERS - Financial Year 2008/2009

Member's Name	Basic Allowance	Special Responsibility Allowance	Dependents' Carers' Allowance	Travel & Subsistence Allowance	Co-optees' Allowance	Total
	£	£	£	£	£	£
Mr A Alderson	2,334.96	1,053.24		95.76		3,483.96
Mrs FM Angell	2,334.96	1,361.04		52.80		3,748.80
Mr IO Angell	2,334.96	0.00		44.00		2,378.96
Mr JR Ashmore	2,334.96	1,577.57		123.20		4,035.73
Mrs FJ Barden	2,334.96	2,384.57		24.00		4,743.53
Mr J Broadhead	2,334.96	312.73		40.40		2,688.09
Mrs P Broadhead	2,334.96	2,262.88		0.00		4,597.84
Mr MJ Brown	2,334.96	1,167.96		61.92		3,564.84
Mr H Butterfield	2,334.96	1,023.53		33.60		3,392.09
Mr C Chapman	2,115.27	0.00		72.80		2,188.07
Mr DA Cotty	2,334.96	1,167.96		181.30		3,684.22
Mr AJ Davis	2,334.96	240.76		66.90		2,642.62
Mrs R Denby	2,115.27	1,023.53		0.40		3,139.20
Mr R Edis	2,334.96	511.82		46.40		2,893.18
Mr JM Edwards	2,334.96	1,649.77		0.00		3,984.73
Mr P Francis	2,115.27	0.00		28.80		2,144.07
Mr JR Furey	2,334.96	8,351.87		324.61		11,011.44
Mrs CE Gant	2,334.96	144.43		0.00		2,479.39
Mrs E Gill	2,334.96	2,895.55		132.00		5,362.51
Mrs L Gillham	2,334.96	584.04		106.80		3,025.80
Mr D Hamilton	2,334.96	1,023.53		0.00		3,358.49
Mrs M Harnden	2,115.27	0.00		44.00		2,159.27
Mrs R Haylor	219.69	0.00		4.80		224.49
Miss MN Heath	2,334.96	1,167.96		75.60		3,578.52
Mr RN Jones	2,334.96	0.00		54.40		2,389.36
Mr C Knight	2,334.96	1,361.04		0.00		3,696.00
Mr M Kusneraitis	2,334.96	1,361.04		142.80		3,838.80
Mrs Y Lay	2,334.96	1,361.04		114.40		3,810.40
Mr HW Meares	2,334.96	2,664.03		201.60		5,200.59
Mr A Mills	2,334.96	0.00		8.00		2,342.96
Mr AM Moore	2,334.96	0.00		52.80		2,387.76
Mr CJ Norman	2,334.96	2,334.96		252.90		4,922.82
Mrs J Norman	219.69	128.05		0.00		347.74
Mr DW Parr	2,334.96	3,888.00		35.60		6,258.56
Mr J Perschke	2,334.96	0.00		68.00		2,402.96
Mr L Pouyanne	2,115.27	0.00		19.20		2,134.47
Mrs M Roberts	2,334.96	1,361.04		100.80		3,796.80
Mr P Roberts	2,334.96	2,262.88		165.60		4,763.44
Ms CM Simmons	219.69	219.69		20.00		459.38
Mrs C Spurling	0.00	0.00		41.60	291.00	332.60
Mr N Stewart	2,334.96	1,192.74		160.80		3,688.50
Mr AP Tollett	2,334.96	0.00		33.44		2,368.40
Mr PB Tuley	2,334.96	3,696.00		207.60		6,238.56
Mr S Tully	0.00	0.00		14.40	973.71	988.11
Mr PJ Waddell	2,334.96	3,502.92		180.00		6,017.88
Mr JJ Wilson	2,115.27	0.00		60.80		2,176.07
Mr GB Woodger	2,334.96	4,086.00		0.00		6,420.96
	97,409.25	59,324.17	0.00	3,494.83	1,264.71	161,492.96

Reproduced from the Runnymede Borough Council Statement of Accounts 2008/09 (page 111)

ALLOWANCES PAID BY DISTRICT COUNCILS IN SURREY IN 2009

	Elmbridge	Epsom & Ewell	Guildford	Mole Valley	Reigate & Banstead	Runnymede	Spelthorne	Surrey Heath	Tandridge	Waverley	Woking
Basic Allowance	4,245	3,308	4,655	4,098	5,072	2,335	3,938	4,752	3,840	2,406	6,855
Executive Members											
Leader of the Council	12,000	1,654	4,896	6,500	12,590	4,670	9,037	12,948	2,789	6,156	
Deputy Leader of the Council			1,224		10,282	1,168	6,001		1,395	525	
Other Portfolio Holders / Executive Members	6,000		3,672	3,000	8,394		3,012	4,320		2,085	
Chairmen of Committees											
Service/Policy						2,335			2,789		
Planning	5,000	1,654	3,672	2,400	4,842	4,086	3,012	3,456	2,789	783	
Planning Sub	3,590						3,012			783	
Overview & Scrutiny	6,000	1,654	3,060	2,500	2,813	2,335	3,012	3,456	2,789	2,085	
Licensing	4,075	1,654	3,060	250	937	2,335	3,012	3,456	2,789	1,563	
Licensing Sub						584					
Regulatory					937	1,168					
Co-opted Chairman of Standards	3,590	827	765	500	500	779	1,000		2,789	525	
Audit (if separate)							3,012			525	
Area Forums etc		827		200		584					
Other Chairmen		827		2,400					2,789		
Vice-Chairmen of Committees											
Service/Policy						2,720			1,395		
Planning	1,140					2,720		1,728	1,395	525	
Planning Sub	800	414								525	
Overview & Scrutiny	1,365					1,168		1,380	1,395	525	
Licensing	930					1,168		1,728	1,395	783	
Licensing Sub						292					
Regulatory						584					
Standards							500			264	
Other special allowances											
Members of Planning Committee		827			715	1,361			539		
Members of Licensing Committee											
Members of Corporate Management Committee						584					
Independent co-optees of Standards		414		400	500	292		1,728			343
Shadow Leader			3,672	3,500			3,012	4,320		4,098	
Deputy Shadow Leader				500							
Other Political Group Leaders	£25 per member	827	2,839	500		1,751		4,320			
Total expenditure on Members' Allowances excluding co-optees' allowances	368,610	152,660	281,971	208,868	411,500	159,600	209,200	267,220	225,800	182,461	246,780
Number of Members	60	38	48	41	51	42	39	40	42	57	36
Average payment per Member	6,144	4,017	5,874	5,094	8,069	3,800	5,364	6,681	5,376	3,201	6,855
Population	131,000	70,900	134,400	81,200	132,300	82,600	90,900	83,300	82,500	117,800	91,400
Area (hectares)	9,634	3,407	27,093	25,832	12,913	7,804	5,116	9,509	24,819	34,517	6,360

Questionnaire from Runnymede's Independent Remuneration Panel to all Members of Runnymede Borough Council

SUMMARY				
1	Do you think that the current overall level of Members' Allowances is satisfactory?			
	YES	7		
	NO	17		
	If 'No' please give details			
2	How many hours per month do you estimate that you spend on each of the following Borough Council activities?	Minimum	Maximum	Average
	Attending Council and Committee meetings	2	44	11.6
	Preparing for the above meetings	1	23	8.7
	Serving on outside bodies	0	15	4.7
	Community work	0	20	5.8
	Dealing with individual constituents	1	26	7.0
	Group meetings related to Council business	1	10	4.0
	Other (please provide details)	0	24	4.9
	Total	7	101	43.0
	3	Do you think that the current level of Basic Allowance (i.e. £2,335 per annum) paid to all Members is fair?		
YES		8		
NO		15		
4	If you think that the present Basic Allowance is unfair, how much should it be?	Minimum	Maximum	Average
		£2,850	£10,000	£4,981
5	Do you think that the current atmosphere is conducive to any substantial increase in allowances or remuneration			
	YES	5		
	NO	19		
6	Do you hold a position that attracts a special responsibility allowance?			
	YES	14		
	NO	10		
7	How many hours per month do you estimate that you spend on Borough Council activities as a direct consequence of your position of special responsibility?	Minimum	Maximum	Average
		3	87	14.4
	Type of responsibility (Optional)			
8	Do you think that the amount you receive as a Special Responsibility Allowance is adequate?			
	YES	8		
	NO	7		
9	Are there any activities that you think ought to attract a Special Responsibility Allowance that do not do so at present?			
	YES	5		
	NO	15		
	If 'Yes' please give details			
10	Do you consider yourself to be financially disadvantaged as a result of your role as a Councillor?			
	YES	10		
	NO	14		
11	When considering whether or not to stand for re-election in the future, how significant a factor will the level of allowances be for you?			
	1	13		
	2	3		
	3	7		
	4	0		
	5	0		
12	Do you think that Councillors receive sufficient training?			
	YES	13		
	NO	11		
	If 'No' please give details of the additional training you think should be provided			
13	Are there any other matters not covered in the previous questions that you would like the Independent Remuneration Panel to consider?			

RUNNYMEDE BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme shall have effect on and after 1 April 2007. It (and the index-linked uplift provision) shall be reviewed in or around October 2009 with a view to any revised scheme taking effect on 1 April 2010. The Council may revoke or amend it before that time if it so chooses.

In this Scheme, "year" has the same meaning as in the above regulations ("the Regulations"), i.e.

- a) the period between the coming into force of the Regulations and 31 March 2004; and
- b) any period of twelve months ending on 31 March in any year after 2004, save that nothing in this scheme shall operate to increase the allowance payable to any Member in the period up to 31 December 2003.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council. The figures shown in the following tables include the inflation uplift effective from 1st April 2008.

<u>Basic Allowance</u>	£ for year
For each elected Councillor (42)	2,335

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

Where a Member is suspended or partially suspended from his or her duties as a Member of the Council in accordance with Part III of the Local Government Act 2002 ("Conduct of Local Government Members and Employees") or regulations under that Part, the Council may withhold that part of the basic allowance payable to him or her in respect of the period for which he or she is suspended or partially suspended.

<u>Special Responsibility Allowances</u> (to be paid in addition to the Basic Allowance)	£ for year
Leader of the Council	4,670
Deputy Leader of the Council	1,168
Political Group Leaders other than Leader of the Council	1,751
Chairman of Planning Committee	4,086
Chairmen of Corporate Management Committee, Economic Development Committee, Housing and Community Services Committee and Leisure and Environment Committee	2,335
Chairman of Licensing Committee	2,335
Chairman of Overview and Scrutiny Select Committee	2,335
Chairman of Regulatory Committee	1,168

Chairman of Standards and Audit Committee	779
Chairman of Englefield Green Committee	584
Vice-Chairman of Planning Committee	2,720
Vice-Chairmen of Corporate Management Committee, Economic Development Committee, Housing and Community Services Committee, and Leisure and Environment Committee:	1,168
Vice-Chairman of Licensing Committee	1,168
Vice-Chairman of Overview and Scrutiny Select Committee	1,168
Vice-Chairman of Regulatory Committee	584
Chairman of a standing Licensing Sub-Committee	584
Vice-Chairman of a standing Licensing Sub-Committee	292
Members of Planning Committee other than Chairman and Vice-Chairman	1,361
Members of Corporate Management Committee not entitled to any other special responsibility allowance:	584

Note: (1) except where otherwise stated, receipt of one category of special responsibility allowance does not prevent a Member from also receiving other categories of special responsibility allowance.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader of Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

(4) where a Member is suspended or partially suspended from his responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 ("Conduct of Local Government Members and Employees"), or regulations made under that Part, the Council may withhold the part of special responsibility allowance due to him or her for the responsibilities or duties from which he or she is suspended or partially suspended.

Dependants' Carers' Allowance

Members are entitled to claim such expenses of arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowance

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (40 pence per mile in January 2005).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Finance Department, completed with details of the duties for which an allowance is claimed.

Co-optees' Allowance

Each independent Member of the Standards and Audit Committee, and any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £291 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

Where such a person is suspended or partially suspended from his or her responsibilities or duties as a co-opted Member in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the Council may withhold any co-optees' allowance payable to him or her in respect of the responsibilities or duties from which he or she is suspended or partially suspended.

Index Linking

While this Scheme is in force, the basic allowance, special responsibility allowances and co-optees' allowance shall be increased on 1 April each year by the level of any uplift in the standard Retail Prices Index.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Director of Finance.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of the year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Director of Finance.

Amendment of Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Director of Finance in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Suspension, Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) is suspended or partially suspended from his or her responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that part; or
- b) ceases to be a Member of the Council; or
- c) is in any other way not entitled to receive the allowance in respect of that period,

the Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution for 2006 is hereby revoked with effect from the beginning of April 2007.

APPROVED BY RESOLUTION OF THE COUNCIL
6 MARCH 2007

*Reproduced from the Runnymede Borough Council Constitution October 2009 (page 447).
The figures reflect the amounts being paid in the 2009/10 financial year.*

Recommended Scheme of Allowances

	Proposed Allowances April 2010			Proposed Allowances April 2012		
	Numbers	Amount	Cost	Numbers	Amount	Cost
		£	£		£	£
Basic Allowance	42	2,335	98,070	42	2,500	105,000
Chairman of Overview and Scrutiny Committee	1	2,335	2,335	1	2,335	2,335
Vice-Chairman of Overview and Scrutiny	1	1,168	1,168	1	1,168	1,168
Chairman of Planning Committee	1	4,086	4,086	1	4,086	4,086
Vice-Chairman of Planning Committee	1	2,720	2,720	1	2,720	2,720
Chairmen of other policy committees	4	2,335	9,340	4	2,335	9,340
Vice-Chairmen of other policy committees	6	1,168	7,008	6	1,168	7,008
Co-opted Chairman of Standards & Audit Committee	1	779	779	1	779	779
Co-opted Members of Standards Committee	1	291	291	1	291	291
Chairman of Englefield Green Committee	1	584	584	1	584	584
Chairman of Licensing Committee	1	1,168	1,168	1	1,168	1,168
Vice Chairman of Licensing Committee	1	584	584	1	584	584
Chairmen of Licensing Sub-Committees	2	584	1,168	2	584	1,168
Vice Chairmen of Licensing Sub-Committees	2	292	584	2	292	584
Chairman of Regulatory Committee	1	584	584	1	584	584
Vice Chairman of Regulatory Committee	1	292	292	1	292	292
Other Members of Planning Committee	13	1,361	17,693	13	1,361	17,693
Members of Corporate Management Committee not in receipt of another Special Allowance	1	584	584	1	584	584
Leader of the Council	1	4,670	4,670	1	4,670	4,670
Deputy Leader of the Council	1	2,335	2,335	1	2,335	2,335
Leader of Minority Group	1	1,751	1,751	1	1,751	1,751
Total cost			157,794			164,724
Provision for Employer's National Insurance			1,000			1,000
Total budgetary provision			158,794			165,724