

The report of the Independent Remuneration Panel
appointed to review the allowances paid to
Councillors of Lewes District Council

May 2020

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1 INTRODUCTION AND BACKGROUND

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of Councillors' allowances.
- 1.2 Lewes District Council formally appointed the following persons to undertake this process and make recommendations on its future scheme:
- Daphne Bagshawe - MA JP Consultant on Local Government
Ian Buckingham - Management Consultant and Local Resident
Mark Palmer - Development Director, South East Employers (Chair)
- 1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:
- (a) the amount of basic allowance to be payable to all Councillors.
- (b) the level of allowances and whether allowances should be payable for:
- special responsibility allowances.
 - travelling and subsistence allowance.
 - dependants' carers' allowance.
- and the amount of such allowances.
- (c) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.
- 1.4 In addition, the Panel was invited to review the allowances payable to the Chair and Vice-Chair of the Council to meet the expenses of their respective offices under Sections 3 and 5 of the Local Government Act 1972. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of Councillors' allowances.
- 1.5 We have also made a recommendation in respect of parental leave for Councillors.

2 CURRENT SCHEME

- 2.1 The last full review of Councillors' allowances was undertaken by Lewes District Council in December 2014. The scheme of allowances was brought into effect in 2015 and have remained at the same level since 2019.
- 2.2 The Scheme currently provides that all Councillors are each entitled to a total basic allowance of **£3,260** per annum. In addition, some Councillors receive special responsibility allowances for undertaking additional duties.

- 2.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3 PRINCIPLES UNDERPINNING OUR REVIEW

The Public Service Principle

- 3.1 This is the principle that an important part of being a Councillor is the desire to serve the public and therefore, not all of what a Councillor does should be remunerated. Part of a Councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by all of the Councillors we interviewed and in the responses to the questionnaire completed by Councillors as part of our review.
- 3.2 We noted that the principle of public service had been recognised in previous IRP review in Lewes DC but was not clearly quantified. Therefore, to provide transparency and increase understanding of the Panel's work, we will recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a Councillor.
- 3.3 Further explanation of the PSD to be applied is given below in section 4.

The Fair Remuneration Principle

- 3.4 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 subscribes to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a Councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local Councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.²

- 3.5 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for Councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.6 Hence, we continue to acknowledge that:
- allowances should apply to roles within the Council, not individual Councillors.

¹ The former Office of Deputy Prime Minister – now the Ministry of Housing, Communities, and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- allowances should represent reasonable *compensation* to Councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
 - special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.
- 3.7 In making our recommendations, we have therefore sought to maintain a balance between:
- the voluntary quality of a Councillor’s role.
 - the need for appropriate financial recognition for the expenses incurred and time spent by Councillors in fulfilling their roles; and
 - the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a Councillor in Lewes.
- 3.8 The Panel will also ensure that the scheme of allowances is understandable in the way it is calculated, this includes ensuring the bandings and differentials of the allowances are as transparent as possible.
- 3.9 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual Councillor’s performance in the role.

4 CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

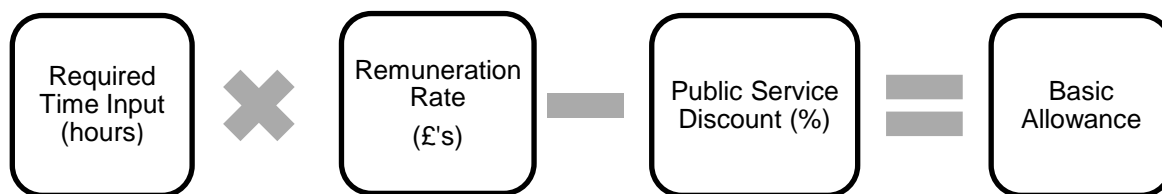
- 4.1 A Council’s scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all Councillors. The guidance on arriving at the basic allowance states,

“Having established what local Councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, Councillors ought to be remunerated.”³

- 4.2 In addition to the regular cycles of Council and committee meetings, several working groups involving Councillors may also operate. Many Councillors are also appointed by the Council to several external organisations.
- 4.3 We recognise that Councillors are responsible to their electorate as:
- Representatives of a ward.
 - Community leaders.
 - Decision makers for the whole Council area.
 - Policy makers for future activities of the Council.
 - Scrutineers and auditors of the work of the Council; and
 - Regulators of planning, licensing and other matters required by Government.

³ paragraph 67.

4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



4.5 Each of the variables is explained below.

Required Time Input

- 4.6 We ascertained the average number of hours necessary per week to undertake the role of a Councillor (with no special responsibilities) from questionnaires and interviews with Councillors and through reference to the relevant Councillor information. In addition, we considered information about the number, range, and frequency of committee meetings.⁵
- 4.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a Councillor with no special responsibilities is 9 hours per week.

Public Service Discount (PSD)

4.8 From the information analysed, we found Councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 50 per cent to the calculation of the basic allowance. This percentage sits at the top within the range of PSDs applied to basic allowances by councils in the south east.

Remuneration Rate

- 4.9 After establishing the expected time input to be remunerated, we considered a remuneration rate and came to a judgement about the rate at which the Councillors ought to be remunerated for the work they do.
- 4.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National

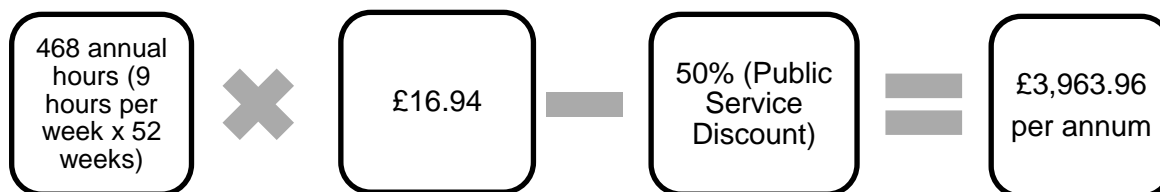
⁴ paragraphs 66-81.

⁵ Summary responses to the questionnaires are available on request.

Statistics. We selected the average (median), full-time gross⁶ wage per hour by place of residence for Lewes. The latest available figure is £16.94.⁷

Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (9 hours), the level of PSD to be applied (50%) and the hourly rate to be used (£16.94), we calculated the basic allowance as follows:



4.12 The gross Basic Allowance before the PSD is applied is **£7,927.92**. Following the application of the PSD this leads to a basic allowance of **£3,963.96** per annum. This is then rounded to **£3,964**.

4.13 This amount is intended to recognise the overall contribution made by Councillors, including their work on council bodies, and ward work and attendance on external bodies.

4.14 We did also note the levels of basic allowance currently allocated by other Sussex District and Borough Councils (see table below).

Council	Sussex District and Borough Councils: Basic Allowances (£) 2019 ⁸
Adur District Council	4,511
Arun District Council	5,481
Chichester District Council	4,725
Crawley Borough Council	6,190
Eastbourne Borough Council	2,808
Horsham District Council	5,070
Lewes District Council	3,260
Mid Sussex District Council	5,000
Rother District Council	4,475
Wealden District Council	4,611
Worthing Borough Council	4,929
Average	4,642

4.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as Councillors. The Panel was of the view that the 2020 review has *begun* to make recommendations to ensure that the recommended

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2019.

⁸ Figures drawn from the South East Employers, Members' Allowances Survey 2019 (November 2019).

basic is in accordance with the principle of fair remuneration, although the rate is still low by comparison with similar size District and Borough Councils and lower than the Sussex average.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Lewes District Council be £3,964 per annum.

Calculating Special Responsibility Allowances (SRAs)

4.16 Special Responsibility Allowances are awarded to Councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the Council's functions.

4.17 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one Councillor. They do require that an SRA be paid to at least one Councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of Councillors receive an SRA the local electorate may rightly question the justification for this.⁹

4.18 We conclude from the evidence we have considered that the following offices bear significant additional responsibilities:

- Leader of the Council
- Deputy Leader of the Council
- Members of the Cabinet with Portfolio
- The Chair of Council
- Chair of Planning Applications Committee
- Vice-Chair of Planning Applications Committee
- Other Members of the Planning Applications Committee
- Chair of the Policy and Performance Advisory Committee
- Chair of the Audit and Standards Committee
- Chair of the Licensing Committee
- Chair of a Licensing Sub-Committee
- Member of a Licensing Sub-Committee
- Chair of a Policy and Performance Advisory Panel
- Member of a Policy and Performance Advisory Panel
- Chair of Joint Staff Advisory Committee
- Leader of the Largest Opposition Group

One SRA Only Rule

4.19 To improve the transparency of the scheme of allowances, we feel that no Councillor should be entitled to receive at any time more than **one SRA**.

⁹ paragraph 72. Local Government Regulations 2003

4.20 The One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another Councillor. If two or more allowances are applicable to a Councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many Councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no Councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.

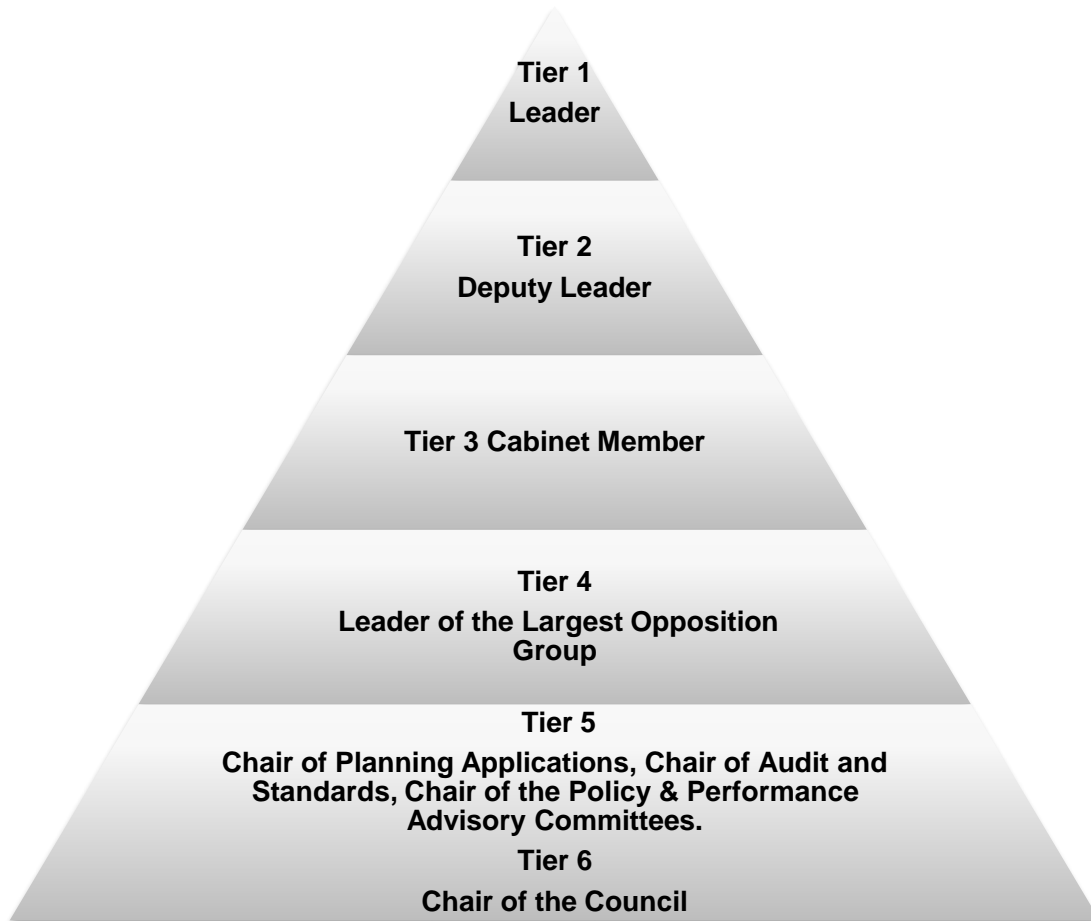
The Maximum Number of SRAs Payable

4.21 In accordance with the 2003 Statutory Guidance (paragraph 72) the Panel is of the view that no more than 50% of Council Members (21 Members) should receive an SRA at any one time. However, we recognise that this is a future aspiration rather than a recommendation.

Calculating SRAs

4.22 The Panel agreed to apply a criteria and formula for calculating the Leader of the Council's SRA. This will be based on a multiplier of the Basic Allowance. The Leader is the role that carries the most significant additional responsibilities and is also the most time consuming.

4.23 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.



4.24 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:

4.25 The rationale for these six tiers of responsibility is discussed below:

Leader (Tier One)

4.26 The Council elects a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Cabinet. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.

4.27 The multiplier we applied to calculate the Leader’s SRA is 375%, or 3.75 x the basic allowance. If the recommended option of a basic allowance with a PSD of 50% is adopted, this results in a Leader’s Allowance of £14,865.

WE RECOMMEND that the Leader of the Council receive a Special Responsibility Allowance of 375% of the basic allowance, £14,865 per annum.

Deputy Leader (Tier Two)

4.28 The Deputy Leader usually acts on the Leader’s behalf in their absence. From the information we gathered we consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy

Leader's SRA be set at 60% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £8,919.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 60% of the Leader's Special Responsibility Allowance, £8,919

Cabinet Member (Tier Three)

4.29 From the evidence gathered, including questionnaire response and face to face interviews we consider the members of the Cabinet should receive an allowance of £6,689, 45% of the Leader's Allowance.

4.30 Evidence from the from the interviews we undertook with Councillors, underlines the responsibility of the members of the Cabinet for many of the Council's functions. Members of the Cabinet hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant.

WE RECOMMEND that the Cabinet Members receive a Special Responsibility Allowance of 45% of the Leader's Special Responsibility Allowance, £6,689.

The Leader of the Largest Opposition Group (Tier Four)

4.31 The role of the Leader of the Largest Opposition Group is instrumental to ensure accountability of the leadership and requires a high level of organisation to manage a political group. The Panel therefore recommends that the Leader of the Largest Opposition Group receive a Tier-Three allowance of £5,203, 35% of the Leader's Special Responsibility Allowance

WE RECOMMEND that the Leader of the Largest Opposition Group receive a Special Responsibility Allowance of 35% of the Leader's Special Responsibility Allowance, £5,203.

The Chair of the Planning Applications Committee, Chair of the Policy and Performance Advisory Committee and Chair of the Audit and Standards Committee (Tier Five)

4.32 The Panel is of the view that the Chair of the Planning Applications Committee performs a significant role that has a high impact across the District. The frequency of meetings also mean that the role is demanding of time and resource. The Panel therefore recommend an allowance of 30% of the Leader's Allowance, £4,460.

4.33 The newly constituted Policy and Performance Advisory Committee performs the role of overview and scrutiny and therefore, does not have formal decision-making powers. The Committee should be influential and recent Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of the role of Chair and consider that it is a significant statutory function. We consider this role should also receive a Tier Four allowance of £4,460, 30% of the Leader's Allowance.

4.34 The Panel is also of the view that the Audit and Standards Committee continues to perform a key role and should receive a Tier- Four allowance of £4,460, 30% of the Leader's Allowance.

WE RECOMMEND that the allowance for the Chair of Planning Applications Committee, Chair of Policy and Performance Advisory Committee and the Chair of the Audit and Standards Committee should receive a Special Responsibility Allowance of 30% of the Leader's Special Responsibility Allowance, £4,460.

Chair of the Council (Tier Six)

4.35 The Panel was of the view that the role of the Chair of the Council continues to have a key role impact and profile in a similar capacity to a mayor in wards without a town mayor. We therefore, recommend that the role continues to be recognised at Tier Five and receive an allowance of £2,973, 20% of the Leader's Special Responsibility Allowance.

WE RECOMMEND that the allowance for the Chair of the Council should receive a Special Responsibility Allowance of 20% of the Leader's Special Responsibility Allowance, £2,973.

Other Allowances

4.36 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Deputy Chair of Planning Applications should be increased. The Panel consider that this allowance should be increased to £892, 20% of the Chair of Planning Applications' Special Responsibility Allowance.

4.37 With regard to the role of Other Members of the Planning Appointments Committee the Panel consider that they should receive an allowance of 15% of the Chair of the Planning Appointments Committee £669.

4.38 In the case of the Chair of Licensing Committee this allowance should be increased to £65 per meeting. The Chair of a Licensing Sub-Committee or Policy and Performance Advisory Panel (formally a 'Scrutiny Panel') should also be increased to £65 per meeting and a Member of a Licensing Sub-Committee or Policy and Performance Advisory Panel should receive the following allowances:

- 0-12 meetings £0 p.a.
- 13-26 meetings £575 p.a. and
- 27-40 meetings £861 p.a.

4.39 The Employment Committee is due from May 2020 to become a joint committee with Eastbourne Borough Council, the Joint Staff Advisory Committee and will have a rotating Chair. The Panel was of the view that the Chair of the Committee should receive a Special Responsibility Allowance, and this should be calculated as a percentage of the Leader's Allowance for both Councils. The Panel therefore recommends that the Chair of the Joint Staff Advisory Committee should receive an allowance of 5% of the recommended combined Leader's allowance, £7,464 and £14,865, a Special Responsibility Allowance of £1,116.

- 4.40 The Panel also recommends that the members of the Standards Panel and should receive an allowance of £33 per meeting up to a maximum of £160 per annum.
- 4.41 With regard to the Deputy Chair of Council, Cabinet Member (without Portfolio) and the Deputy Leader of the Largest Opposition Group the Panel recommends that in each case no Special Responsibility Allowance should be payable.

WE RECOMMEND that the aforementioned Special Responsibility Allowances should be payable as outlined in paragraphs 4.36 to 4.40. The Panel also recommends that no Special Responsibility Allowances should be payable to the roles of Deputy Chair of Council, Cabinet Member (without Portfolio) and Deputy Leader of the Largest Opposition Group.

Travelling and Subsistence Allowance

- 4.42 A scheme of allowances may provide for any Councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations including any other duties approved by the Council. Similarly, such an allowance may also be paid to co-opted members of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.
- 4.43 The amounts payable to Members in respect of car and motorcycle mileage payments will be at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs.

WE RECOMMEND that travelling and subsistence allowance should continue to be payable to Councillors and any co-opted members in connection with any approved duties in accordance with the current scheme of allowances.

Dependants Carers' Allowance

- 4.44 The current level of dependant carers' allowance is £10.70 per hour for Childcare and Carers' of Dependents. The dependant carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current Councillors to continue despite any change in their personal circumstances. However, the current maximum remuneration for those with caring responsibilities could leave Councillors out of pocket particularly if they are required to cover the cost of specialist care for adults or children with special needs.
- 4.45 The Panel therefore is of the view that the Dependants Carers' Allowance should be based on two criteria, general childcare and specialist care. The Panel was of the view that specialist care provision should be reimbursed for the actual cost incurred by the Councillor upon production of receipts. Medical evidence that this type of care provision is required must also be provided and approved by an appropriate officer of the Council. Childcare rates should be at market rates upon production of receipts.

WE THEREFORE RECOMMEND that the **Dependants Carers' Allowance** should be based on two criteria. Rate one for **Childcare** be at the market rate, reimbursed upon production of receipts, with no monthly maximum claim. Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required. There should also be no monthly maximum claim

WE ALSO RECOMMEND that no change should be made to the current eligibility conditions for receipt of this allowance, except that the duties for which this allowance is payable should be in accordance with the list of approved Councillor duties. The Council should also actively promote the allowance to prospective and new Councillors both before and following an election.

Approved Councillor Duties

4.46 Panel reviewed the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable and have recommended that no changes be made.

WE THEREFORE RECOMMEND that the recommended duties for which **Dependants' Carers' Allowance and Travelling and Subsistence Allowance** should be payable should be in accordance with the **Approved Councillor Duties**.

Parental Leave

4.47 There is no uniform/ national policy to support Councillors who require parental leave for maternity, paternity or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a '*lack of maternity, paternity provision or support*' is a *real barrier for women aged 18-44 to fulfil their role as a Councillor*'.

4.48 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure of another Council, the Panel is aware that the Local Government Association (LGA) has developed a model policy that has been adopted by a growing number of councils across the south east region.

4.49 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:

- All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
- Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence

- Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
- If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.

4.50 The Panel is conscious that these provisions do not replicate the LGA policy but that policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can expect.

4.51 District Councillors however may wish to further develop the above recommendations so that they reflect the LGA policy.

WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for Councillors.

Information Technology Allowance

4.52 The Council does not currently have a separate Information Technology (IT) Allowance but does provide paper and ink cartridges to Councillors when required.

4.53 The Panel is of the view that the current arrangement should be replaced with a separate IT Allowance to the value of £429 per annum subject to any future Indexation that may apply.

4.54 However, should the Council review its existing approach to IT provision for Councillors during the next four- year period then the Panel will review the recommended IT Allowance when and if required.

WE RECOMMEND that an IT Allowance for Councillors of £429 per annum be introduced, this will be subject to any future indexation that may apply. However, should the Council review its existing approach to IT provision for Councillors during the next four -year period then the Panel will review the IT Allowance if and when required.

Indexing of Allowances

4.55 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The previous scheme made provision for the basic allowance, the special responsibility allowances (SRAs) and the dependants' carers' allowance to be adjusted annually. The Panel recommends that this indexation should be in line with increases in staff salaries at Lewes District Council.

WE RECOMMEND that the basic allowance, each of the SRAs and the IT allowance be increased annually in line with the percentage increase in

staff salaries until 2024, at which time the Scheme shall be reviewed again by an Independent Remuneration Panel.

Revocation of current Scheme of Allowances / Implementation of new Scheme

4.56 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2020-21 financial year, at which time the current scheme of allowances will be revoked.

5 OUR INVESTIGATION

Background

- 5.1 As part of this review, a questionnaire was issued to all Councillors to support and inform the review. Responses were received from 30 of the 41 Councillors, which represents 73% of the Council. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed eight current Councillors, including the Leader of the Council and the Leader of the Largest Opposition Group. We are grateful to all our interviewees for their assistance.

Councillors' views on the level of allowances

- 5.3 A summary of the Councillors' responses to the questionnaire is attached as Appendix 2.

Mark Palmer (Independent Remuneration Panel, Chair)
Daphne Bagshawe (Independent Remuneration Panel)
Ian Buckingham (Independent Remuneration Panel)

May 2020

Appendix 1 – Summary of Panel Recommendations

Basic Allowance:	Current Amount for 2019-20	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
Total Basic	£3,260	41	£3,964	n/a

Special Responsibility Allowances:	Current Amount for 2019-20	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
Leader of the Council	£15,117	1	£14,865	375% of BA
Deputy Leader of the Council	£6,047	1	£8,919	60% of Leader's Allowance
Members of the Cabinet	£6,047	7	£6,689	45% of Leader's Allowance
Cabinet Member (without Portfolio)	£3,023	0	No SRA to be payable	n/a
Leader of the Largest Opposition Group	£4,535	1	£5,203	35% of the Leader's Allowance
Deputy Leader of the Largest Opposition Group	£0	1	No SRA to be payable	n/a
Chair of the Policy and Performance Advisory Committee	£3,628	1	£4,460	30% of the Leader's Allowance
Chair of Council	£2,268	1	£2,973	20% of Leader's Allowance
Deputy Chair of Council	£0	1	No SRA to be payable.	n/a
Chair of Planning Applications Committee	£4,535	1	£4,460	30% of the Leader's Allowance
Vice Chair of Planning Applications Committee	£756	1	£892	20% of the Planning Chairs Allowance
Other Members of the Planning Applications Committee	£544	9	£669	15% of the Planning Chairs Allowance
Chair of Audit and Standards Committee	£4,535	1	£4,460	30% of the Leader's Allowance
Chair of Licensing Committee	£61 per meeting	1	£65 per meeting	n/a
Chair of a Licensing Sub-Committee or a Policy and Performance Advisory Panel	£61 per meeting		£65 per meeting	n/a
Member of a Licensing Sub-Committee or a Policy and Performance Advisory Panel	£0 £544 £815		£0 £575 £861	0-12 meetings 13-26 meetings 27-40 meetings

Special Responsibility Allowances:	Current Amount for 2019-20	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
Members of a Standards Panel	£32 per meeting to a maximum of £160 per annum		£33 per meeting to a maximum of £160 per annum	n/a
Chair of the Joint Staff Advisory Committee*	£1,134 (Employment Committee)	1	£1,116	5% of the combined Leader's allowance ¹
Dependents Carers' Allowance	Childcare and Dependents Carers' allowance £10.70 per hour		Childcare and Carers of Dependents: reimbursed at cost upon production of receipts	
IT allowance	n/a	41	£429	

¹Allowance payable every other year, due to a rotating Chair with Eastbourne BC.

Appendix 2 - IRP Review of Councillor Allowances – Responses to Questionnaire 2020

Q1 In a typical week how many hours do you spend on Council business?

(Answered: 29, Skipped: 1)

The responses ranged from 2 to 60 hours per week with the mean average been 13 hours

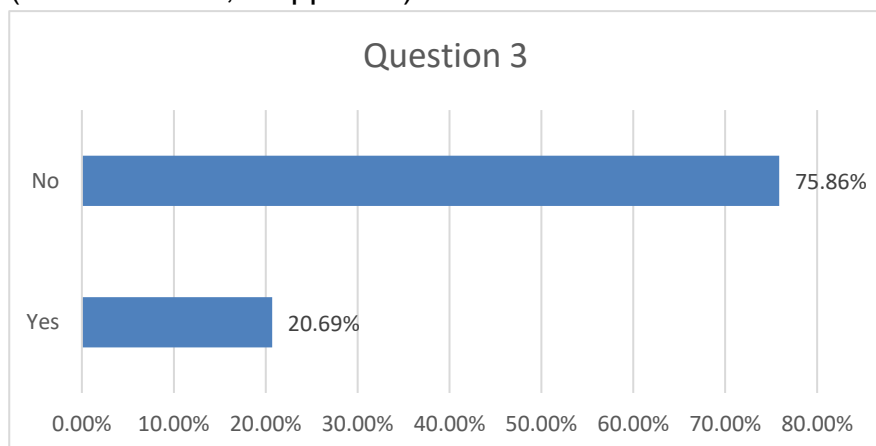
Q2 If you hold a role(s) within the Council i.e. Portfolio Holder, Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). Please provide details separately for each role if more than one additional role is held. Please specify specific roles below and hours spent on each role:

(Answered: 25, Skipped: 5)

The responses ranged from 1 hour to 28 hours per week with the mean average been 7 hours per week although several respondents found the question hard to quantify in hours.

Q3 Do you incur any significant costs which you believe are not covered by your present allowance?

(Answered: 29, Skipped: 1)



Answer Choices	% of Responses	Number of Responses
Yes	20.69%	6
No	75.86%	22

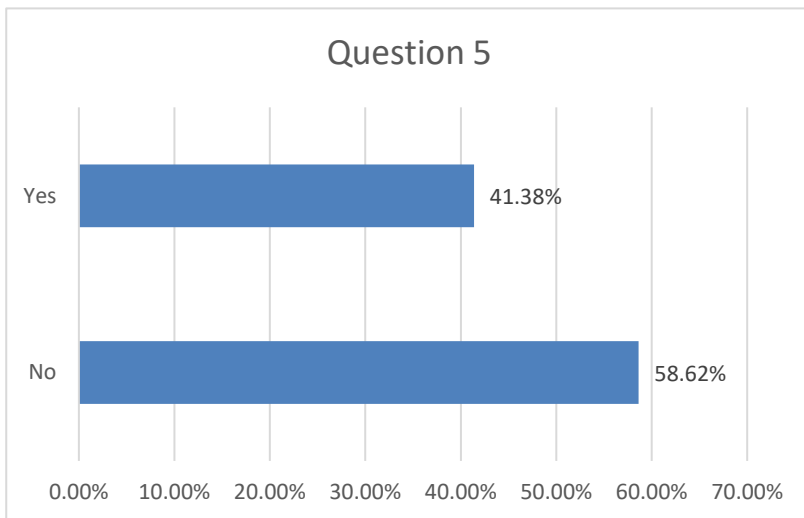
Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?

(Answered: 29, Skipped: 1)

The responses ranged from 10% to 100% although some found it hard to equate to a percentage. The average was around 32%.

Q5 The present level of Basic Allowance payable to all Councillors is £3,196. Do you think this is appropriate?

(Answered: 29, Skipped: 1)



Answer Choices	% of Responses	Number of Responses
Yes	41.38%	12
No	58.62%	17

Q6 If you can, please indicate an appropriate level £:

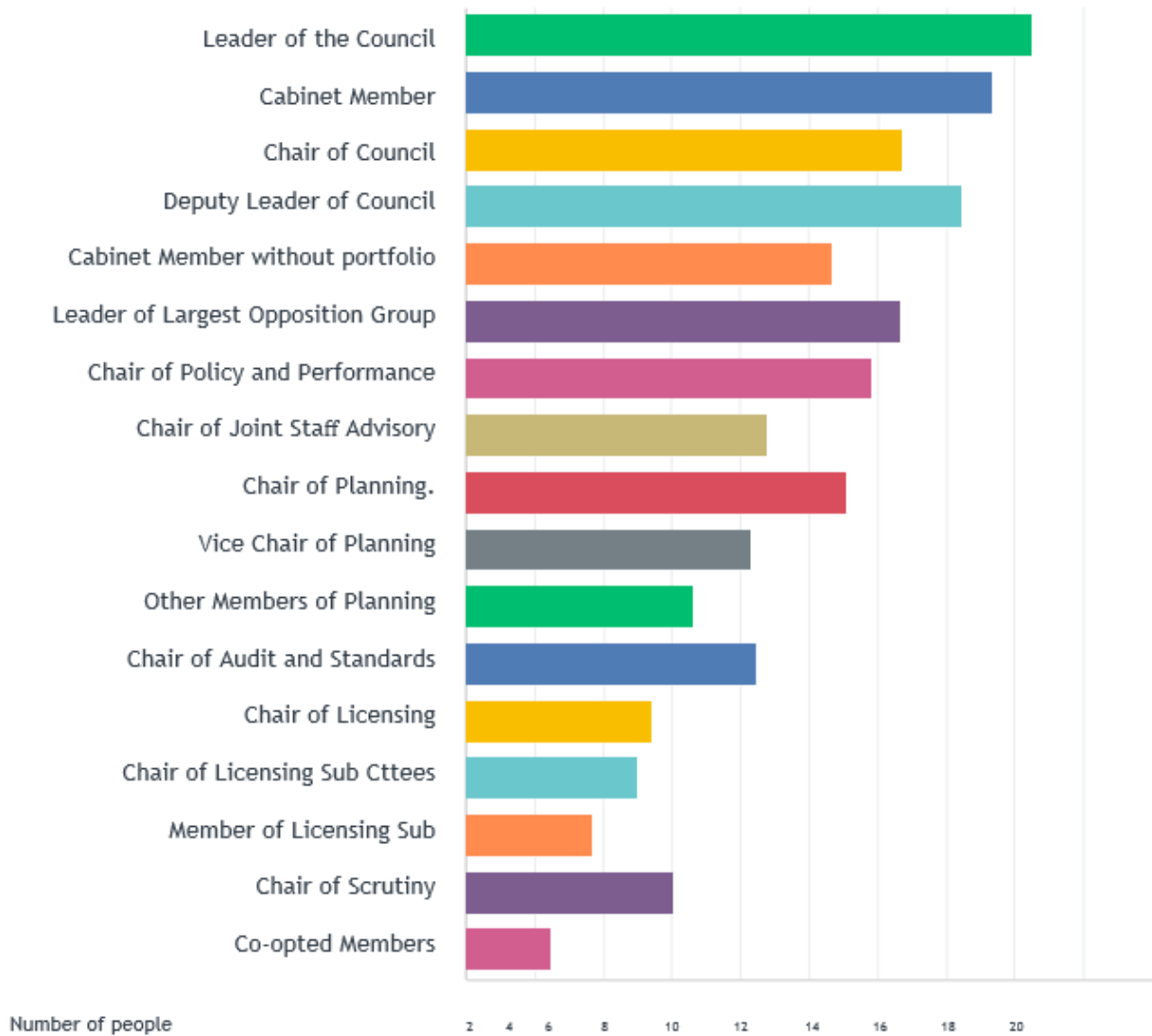
(Answered: 19, Skipped: 11)

The responses ranged from £4,000 to £9,000 per annum. Several respondents felt that the current allowance was about right.

Q7 Special Responsibility Allowances (SRAs) are currently paid as follows:

[To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in respect of importance and impact, with 1 being the most important.]

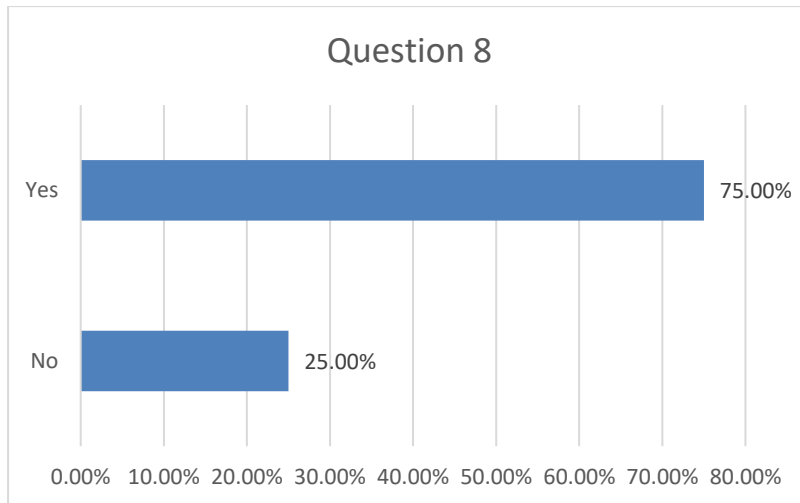
(Answered: 27, Skipped: 3)



Rank	1	2	3	4	5	6	7	8	9	10	11	12	13
Roles													
Leader of the Council	88.46% 23	3.85% 1	0.00% 0	0.00% 0	3.85% 1	0.00% 0	0.00% 0	3.85% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Cabinet Member	4.00% 1	48.00% 12	32.00% 8	12.00% 3	4.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chair of Council	0.00% 0	8.70% 2	17.39% 4	8.70% 2	26.09% 6	13.04% 3	8.70% 2	8.70% 2	0.00% 0	8.70% 2	0.00% 0	0.00% 0	0.00% 0
Deputy Leader of Council	8.33% 2	29.17% 7	29.17% 7	8.33% 2	8.33% 2	4.17% 1	4.17% 1	4.17% 1	4.17% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Cabinet Member without Portfolio	0.00% 0	0.00% 0	8.33% 2	8.33% 2	16.67% 4	29.17% 7	12.50% 3	0.00% 0	4.17% 1	0.00% 0	0.00% 0	8.33% 2	0.00% 0
Leader of Largest Opposition Group	0.00% 0	8.33% 2	8.33% 2	33.33% 8	12.50% 3	16.67% 4	4.17% 1	0.00% 0	4.17% 1	8.33% 2	4.17% 1	0.00% 0	0.00% 0
Chair of Policy and Performance Advisory Committee	0.00% 0	10.00% 2	0.00% 0	15.00% 3	15.00% 3	5.00% 1	25.00% 5	15.00% 3	15.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chair of Joint Staff Advisory Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10.53% 2	36.84% 7	21.05% 2	10.53% 2	10.53% 2	0.00% 0	10.53% 2
Chair of Planning Appointments Committee-	0.00% 0	0.00% 0	0.00% 0	15.00% 3	15.00% 3	10.00% 2	20.00% 4	10.00% 2	30.00% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Vice Chair of Planning Appointments Committee	0.00% 0	0.00% 0	0.00% 0	4.76% 1	0.00% 0	0.00% 0	4.76% 1	4.76% 1	14.29% 3	52.38% 11	14.29% 3	0.00% 0	0.00% 0
Other Members of Planning Appointments Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.00% 1	0.00% 0	5.00% 1	0.00% 0	0.00% 0	55.00% 11	20.00% 4	5.00% 1
Chair of Audit and Standards	0.00% 0	0.00% 0	4.35% 1	8.70% 2	0.00% 0	17.39% 4	0.00% 0	8.70% 2	0.00% 0	4.35% 1	8.70% 2	43.48% 10	0.00% 0
Chair of Licensing Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.56% 1	0.00% 0	5.56% 1	0.00% 0	0.00% 0	11.11% 2	55.56% 11
Chair of Licensing Sub Committee	0.00% 0	5.00% 1	0.00% 0	0.00% 0	0.00% 0	5.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10.00% 2	5.00% 1
Member of Licensing Sub Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4.76% 1	0.00% 0	4.76% 1	0.00% 0	4.76% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chair of Scrutiny Panels	4.76% 1	0.00% 0	4.76% 1	4.76% 1	4.76% 1	0.00% 0	0.00% 0	4.76% 1	0.00% 0	4.76% 1	4.76% 1	0.00% 0	19.05% 4
Co-opted Members of the Standards and Audit Committee or members of Standards Panel	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.00% 1	5.00% 1	0.00% 0	0.00% 0	0.00% 0	5.00% 1	0.00% 0	0.00% 0	0.00% 0

Q8 Would you like to see any of these changes made to these allowances?

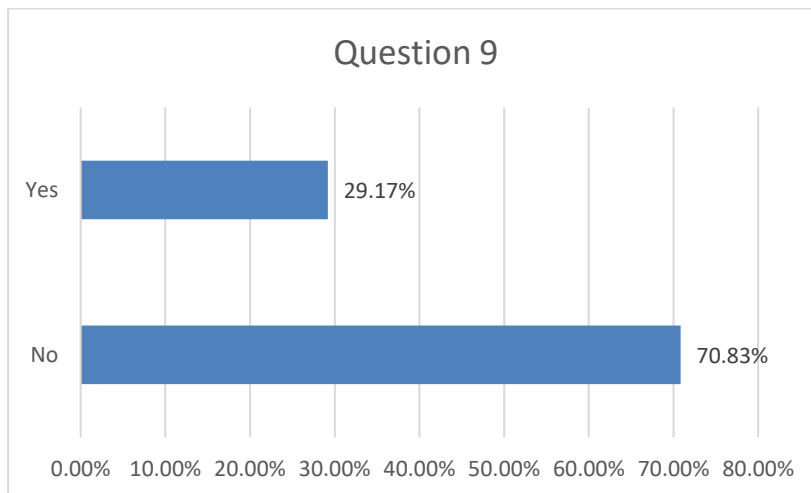
(Answered: 24, Skipped: 6)



Answer Choices	% of Responses	Number of Responses
Yes	75%	18
No	25%	6

Q9 Would you like to see any new SRAs introduced?

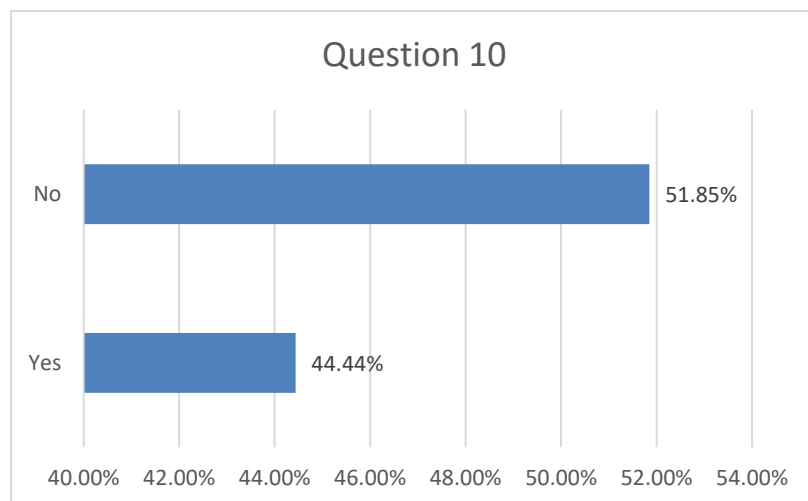
(Answered: 24, Skipped: 6)



Answer Choices	% of Responses	Number of Responses
Yes	29.17%	7
No	70.83%	17

Q10 Dependent Relative Care - up to £10.60 per hour. Do you think these rates should be increased?

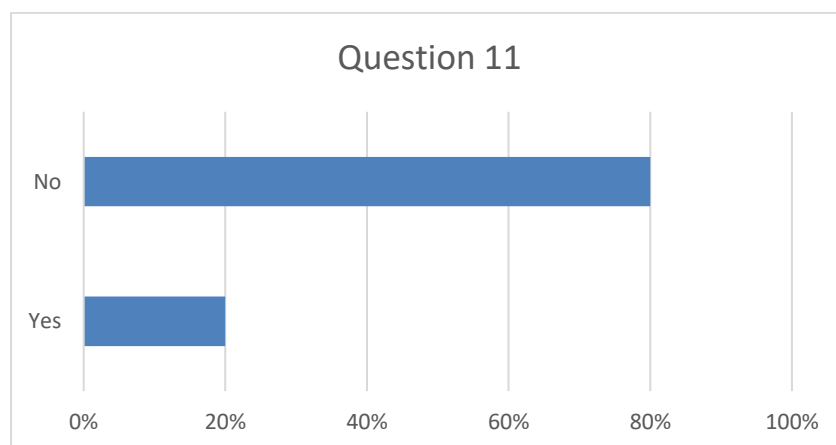
(Answered: 27, Skipped: 3)



Answer Choices	% of Responses	Number of Responses
No	51.85%	14
Yes	44.44%	12

Q11 The current scheme of travel allowances is linked to those recommended by HMRC level. Do you have any comments on the current scheme for Councillors?

(Answered: 25, Skipped: 5)



Answer Choices	% of Responses	Number of Responses
No	80%	20
Yes	20%	5

Appendix 3. Comparative data of allowances paid to Sussex District and Borough Councillors (South East Employers, Members Allowances Survey 2019)

BASIC ALLOWANCES:

Council name	Type of council	County area	Population	Basic Allowance for 2019/2020	Overall budget for Member Allowances	Total number of councillors	Budget per councillor	Percentage of Public Service Discount*, if applicable (%)	Comments on Basic Allowance
Adur District Council	District	West Sussex	70,000	£4,511.04	£208,636.00	29	£7,194.34	33.00%	
Arun District Council	District	West Sussex	230,000	£5,481.00	£434,620.00	54	£8,048.52	30.00%	Index linked to officer pay increases
Chichester District Council	District	West Sussex	113,794	£4,725.00	£332,100.00	36	£9,225.00	0.00%	
Crawley Borough Council	District	West Sussex	111,664	£6,190.00	£61,155.00	36	£1,698.75	N/A	
Eastbourne Borough Council	District	East Sussex	107,000	£2,808.00	£133,731.00	27	£4,953.00	No percentage agree but scheme states that basic allowance reflects an element of voluntary public service.	
Horsham District Council	District	West Sussex	142,217	£5,070.00	£352,800.00	48	£7,350.00	N/A	The Basic Allowance rate is increased each year in accordance with the percentage increase of the Local Government Staff pay award
Lewes District Council	District	East Sussex	102,744	£3,260.00	£223,000.00	41	£5,439.02	Not specified	
Mid Sussex District Council	District	West Sussex	141,000	£5,000.00	£425,625.00	54	£7,881.94	0.00%	Basic allowance has increased by 2.5% per annum to a total of £5,000.
Rother District Council	District	East Sussex	95,656	£4,475.00	£242,760.00	38	£6,388.42	N/A	The Council's IRP felt that the Basic Allowance should not be set at a level to attract candidates, but compensate those that devote the time and effort to the role. Indeed it was the view expressed by a number of Councillors that remuneration is not and should not be a driver at all to being a Councillor.
Wealden District Council	District	East Sussex	148,915	£4,611.00		45		N/A	
Worthing Borough Council	District	West Sussex	109,600	£4,929.72	£269,960.00	37	£7,296.22	0.00%	
		MINIMUM		£2,808.00	£61,155.00		£1,698.75		
		MAXIMUM		£6,190.00	£434,620.00		£9,225.00		
		AVERAGE		£4,641.89	£268,438.70		£6,547.52		

SPECIAL RESPONSIBILITY ALLOWANCES:

Council name	Type of council	County area	Population	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair
Adur District Council	District	West Sussex	70,000	£13,533.12	£6,766.56	£5,638.80	£0.00	£2,255.52	£3,383.28
Arun District Council	District	West Sussex	230,000	£14,196.00	£10,400.00	£8,320.00	£0.00	£3,750.00	£4,000.00
Chichester District Council	District	West Sussex	113,794	£14,500.00	£7,700.00	£7,000.00	£0.00	£4,800.00	£4,800.00
Crawley Borough Council	District	West Sussex	111,664	£14,281.00	£0.00	£7,729.00	£0.00	£2,578.00	£5,307.00
Eastbourne Borough Council	District	East Sussex	107,000	£4,212.00	£2,808.00	£2,808.00	£0.00	£0.00	£1,404.00
Horsham District Council	District	West Sussex	142,217	£13,790.00	£8,685.00	£7,090.00	£0.00	£2,465.00	£2,465.00
Lewes District Council	District	East Sussex	102,744	£15,117.00	£6,047.00	£6,047.00	£3,023	£4,535.00	£61.00
Mid Sussex District Council	District	West Sussex	141,000	£20,596.00	£11,000.00	£8,500.00	8,500	£2,000.00	£1,000.00
Rother District Council	District	East Sussex	95,656	£13,071.00	£3,685.00	£2,843.00	£0.00	£2,080.00	£2,080.00
Wealden District Council	District	East Sussex	148,915	£13,488.00	£5,577.00	£5,577.00	£0.00	£3,774.00	£1,371.00
Worthing Borough Council	District	West Sussex	109,600	£14,789.16	£7,394.58	£6,162.15	£0.00	£2,464.86	£3,697.29
		MINIMUM		£4,212.00	£0.00	£2,808.00	£0.00	£0.00	£61.00
		MAXIMUM		£20,596.00	£11,000.00	£8,500.00	£8,500.00	£4,800.00	£5,307.00
		AVERAGE		£13,779.39	£6,369.38	£6,155.90	£1,047.55	£2,791.13	£2,688.05

Council name	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/ Joint Committee	Chair/Civic Mayor
Adur District Council	£4,511.04	£1,127.76	£0.00	£3,383.28	£1,127.76	£0.00	£0.00	£2,255.52
Arun District Council	£6,000.00	£1,980.00	£750.00	£4,870.00	£1,607.00	£60.00	£0.00	£8,320.00
Chichester District Council	£6,000.00	£0.00	£0.00	£4,800.00	£0.00	£0.00	£0.00	£5,000.00
Crawley Borough Council	£6,440.00	£0.00	£0.00	£6,916.00	£0.00	£0.00	£0.00	£11,239.00
Eastbourne Borough Council	£2,106.00	£0.00	£1,404.00	£1,404.00	£0.00	£0.00	£0.00	£2,808.00
Horsham District Council	£3,890.00	£1,305.00	£0.00	£5,165.00	£1,725.00	£0.00	£0.00	£5,165.00
Lewes District Council	£4,535.00	£756.00	£544.00	£3,624.00	£0.00	£0.00	£1,134.00	£2,268.00
Mid Sussex District Council	£5,000.00	£1,250.00	£0.00	£4,000.00	£1,000.00	£0.00	£0.00	£6,572.00
Rother District Council	£2,843.00	£0.00	£0.00	£2,843.00	£0.00	£0.00	£0.00	£0.00
Wealden District Council	£4,251.00	£1,404.00	£0.00	£3,774.00	£0.00	£0.00	£0.00	£4,782.00
Worthing Borough Council	£4,929.72	£1,232.43	£0.00	£3,697.29	£1,232.43	£0.00	£0.00	£2,464.86
	£2,106.00	£0.00	£0.00	£1,404.00	£0.00	£0.00	£0.00	£0.00
	£6,440.00	£1,980.00	£1,404.00	£6,916.00	£1,725.00	£60.00	£1,134.00	£11,239.00
	£4,591.43	£823.20	£245.27	£4,043.32	£608.38	£5.45	£103.09	£4,624.94

Council name	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Adur District Council	£1,127.76	£2,255.52	£0.00	£0.00	£0.00	£0.00	£0.00	No	No
Arun District Council	£2,745.00	£3,917.00	£0.00	£0.00	£0.00	£1,000.00	£1,440.00	No	No
Chichester District Council	£0.00	£4,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	Yes	No
Crawley Borough Council	£1,752.00	£7,143.00	£0.00	£0.00	£0.00	£0.00	£750.00	Yes	No
Eastbourne Borough Council	£1,404.00	£2,106.00	£1,404.00	£0.00	£0.00	£93.00	£1,000.00	No	No
Horsham District Council	£1,730.00	£4,170.00	£0.00	£0.00	£0.00	£2,465.00	£1,305.00	No	No
Lewes District Council	£0.00	£4,535.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	Yes	No
Mid Sussex District Council	£2,251.00	£250.00	£0.00	£250.00	£0.00	£0.00	£750.00	Yes	No
Rother District Council	£0.00	£445.00	£0.00	£445.00	£0.00	£0.00	£361.00	Yes	No
Wealden District Council	£1,182.00	£381.00	£0.00	£0.00	£0.00	£0.00	£825.00	Yes	No
Worthing Borough Council	£0.00	£2,464.86	£1,232.43	£0.00	£0.00	£0.00	£0.00	No	No
	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00		
	£2,745.00	£7,143.00	£1,404.00	£445.00	£0.00	£2,465.00	£1,440.00		
	£1,108.34	£2,924.31	£239.68	£63.18	£0.00	£323.45	£675.55		

Appendix 4. Financial Implications

Basic Allowance (BA)	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Total Basic:	3,260	41	133,660	3,964	n/a	162,524
Increase £						28,864

Special Responsibility:	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Leader of the Council	15,117	1	15,117	14,865	375% of BA	14,865
Deputy Leader	6,047	1	6,047	8,919	60% of the Leader's SRA	8,919
Members of the Cabinet	6,047	7	42,329	6,689	45% of the Leader's SRA	46,823
Cabinet Member (without Portfolio)	3,024	0	0	0	No SRA to be payable	0
Leader of the Largest Opposition Group	4,535	1	4,535	5,203	35% of the Leader's SRA	5,203
Deputy Leader of the Largest Opposition Group	0	1	0	0	No SRA to be payable	0
Chair of the Policy and Performance Advisory Committee	3,628	1	3,628	4,460	30% of the Leader's SRA	4,460
Chair of Council	2,268	1	2,268	2,973	20% of the Leader's SRA	2,973
Deputy Chair of Council	0	1	0	0	No SRA to be payable	0
Chair of Planning Applications Committee	4,535	1	4,535	4,460	30% of the Leader's SRA	4,460
Vice Chair of Planning Applications Committee	756	1	756	892	20% of the Planning Chair's SRA	892
Other Members of the Planning Applications Committee	544	9	4,896	669	15% of the Planning Chair's SRA	6,021

Special Responsibility:	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Chair of Audit and Standards Committee	4,535	1	4,535	4,460	30% of the Leader's SRA	4,460
Chair of Licensing Committee	61 per meeting	1		65 per meeting		
Chair of a Licensing Sub-Committee or Policy and Performance Advisory (Scrutiny) Panel	61 per meeting			65 per meeting		
Member of a Licensing Sub-Committee or Policy and Performance Advisory (Scrutiny) Panel	0 544 815			0 575 861	0-12 meetings 13-26 meetings 27-40 meetings	
Members of a Standards Panel	32 per meeting to a maximum of 160 per annum			33 per meeting to a maximum of 160 per annum		
Chair of Joint Staff Advisory Committee	1,134 (Employment Cttee)	1	1,134	1,116	5% of the Combined Leader's SRA	1,116 ¹ (cost shared with EBC)
Total SRA'S			89,780			99,634
Increase £						9,854
IT allowance	n/a	41	n/a	429		17,589
Dependants' Carers' Allowance	Childcare and Dependents' Carers' Allowance of £10.70 per hour			Childcare and Carers of Dependents reimbursed at cost upon production of receipts		
BA + SRAs + IT allowance			223,440			280,305
Increase £						56,307

1. Allowance payable every other year, due to a rotating Chair with Eastbourne BC.