

INDEPENDENT REMUNERATION
PANEL REPORT

APPENDIX A

CONTENTS

1. INTRODUCTION AND BACKGROUND	3
2. CURRENT SCHEME	3
3. PRINCIPLES UNDERPINNING OUR REVIEW	4
3.1 THE PUBLIC SERVICE PRINCIPLE	4
3.2 THE FAIR REMUNERATION PRINCIPLE	4
4. CONSIDERATIONS AND RECOMMENDATIONS	6
4.1 BASIC ALLOWANCE.....	6
4.2 SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)	9
4.4 TRAVELLING AND SUBSISTENCE ALLOWANCE.....	130
4.5 DEPENDANTS' CARERS' ALLOWANCE	130
4.6 PARENTAL LEAVE	141
4.7 INDEXING OF ALLOWANCES	152
4.8 REVOCATION OF CURRENT SCHEME OF ALLOWANCES / IMPLEMENTATION OF NEW SCHEME	152
5. OUR INVESTIGATION	ERROR! BOOKMARK NOT DEFINED.3
5.1 BACKGROUND	ERROR! BOOKMARK NOT DEFINED.3
5.2 COUNCILLORS' VIEWS ON THE LEVEL OF ALLOWANCES.....	ERROR! BOOKMARK NOT DEFINED.
6. APPROVED COUNCILLOR DUTIES	163

1. INTRODUCTION AND BACKGROUND

1.1.1 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.

1.1.2 Mid Suffolk & Babergh District Councils formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Amanda Orchard (Chair)
John Clough
Monica Garcia Calbio
Sue Putters

1.1.3 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:
 - (i) special responsibility allowances,
 - (ii) travelling and subsistence allowance;
 - (iii) dependants' carers' allowance;
 - (iv) parental leave and.
 - (v) co-optees' allowance.

and the amount of such allowances.

- (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
- (d) 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.

1.1.4 One of the key objectives of this IRP was to align the two schemes as much as possible between the two authorities.

2. CURRENT SCHEME

2.1.1 The last review of councillors' allowances was undertaken by the IRP for both Councils in 2018

- 2.1.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £5,332 per annum, with effect from 1st April 2021. In addition, some councillors receive special responsibility allowances for undertaking additional duties.
- 2.1.3 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

3.1 The Public Service Principle

- 3.1.1 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 most of the councillors we interviewed and in the responses to the questionnaire completed by councillors as part of our review.
- 3.1.2 To provide transparency and increase an understanding of the Panel's work, we will continue to 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. Further explanation of the PSD to be applied is given below in section 4.

3.2 The Fair Remuneration Principle

- 3.2.1 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 2022 continues to subscribe 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

- 3.2.2 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.

¹ The former Office of Deputy Prime Minister – now the Department for Communities, Housing 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.

3.2.3 Hence, we continue to acknowledge that:

- (i) allowances should apply to roles within the Council, not individual councillors;
- (ii) 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
- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.

3.2.4 In making our recommendations, we have therefore sought to maintain a balance between:

- (i) the voluntary quality of a councillor's role;
- (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
- (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor.

3.2.5 The Panel wishes to 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.

3.2.6 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. OUR INVESTIGATION

4.1 Background

4.1.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 39 of the 66 current councillors (59% response). The information obtained was helpful in informing our deliberations.

4.1.2 We interviewed 8 current councillors using a structured questioning process within focus groups across both authorities. We are grateful to all our interviewees for their assistance.

4.1.3 We also gave opportunities for individual councillors to be interviewed if they wished/submit comments to the panel.

4.1.4 We reviewed the following documents: the current schemes for both authorities and highlighted differences/anomalies, comparative reviews from other similar authorities, report from previous review, Councillor role descriptions and terms of reference.

4.1.5 The panel had a meeting with the Chief Executive.

4.2 Councillors' views on the level of allowances

4.2.1 A summary of the councillors' responses to the questionnaire are attached as Appendix E.

5. CONSIDERATIONS AND RECOMMENDATIONS

5.1 Basic Allowance

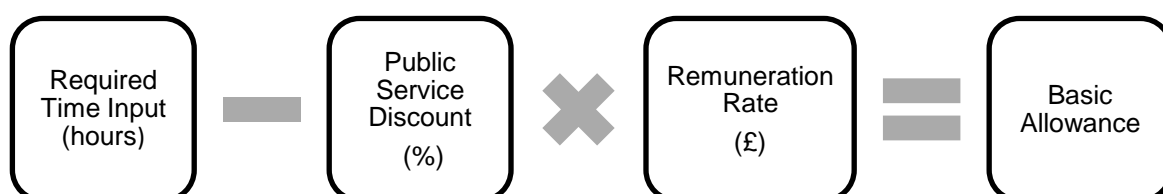
5.1.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, "Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated."³

5.1.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors may operate. Many councillors are also appointed by the Council to a number of external organisations.

5.1.3 We recognise that councillors are responsible to their electorate as:

- Representatives of a particular 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.

5.1.4 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.



5.1.5 Each of the variables is explained below.

Required Time Input

³ The former Office of Deputy Prime Minister – now the Department for Housing, Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

⁴ The former Office of Deputy Prime Minister – now the Department for Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.

5.1.6 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 Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.⁵

5.1.7 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 14 hours per week.

Public Service Discount (PSD)

5.1.8 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 40 per cent to the calculation of the basic allowance. This percentage sits within the upper range of PSDs applied to basic allowances by councils. We considered this to be a reasonable range taking into account the current economic climate.

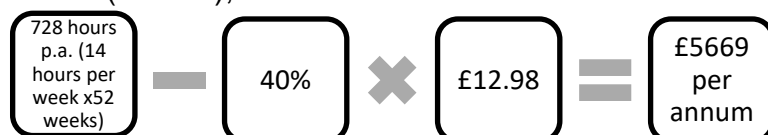
Remuneration Rate

5.1.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. We came to a judgement about the rate at which the councillors ought to be remunerated for the work they do taking into account the current cost of living crisis.

5.1.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour for the area £32.3k for Babergh and £35.5k for Mid Suffolk⁷.

Calculating the basic allowance

5.1.11 After determining the amount of time required each week to fulfil the role (14 hours), the level of PSD to be applied (40%) and the hourly rate to be used (£12.98), we calculated the basic allowance as follows:



⁵ The summary responses to the questionnaires are available on request.

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance 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.

5.1.12 The gross Basic Allowance before the PSD is applied is **£9,449**. Following the application of the PSD this leads to a basic allowance of **£5,669** per annum.

5.1.13 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.

5.1.14 We did also note the levels of basic allowance currently allocated by other councils (see table below).

#	Council	Current Basic Allowance Rate	Previous Basic Allowance Rate	+/- Difference	Last reviewed
1	East Suffolk	£7,500.00	£4,883.00	+ 2,617.00	March 2022
2	Colchester	£7,115.66	£6,976.14	+ £139.52	2020/2021
3	Norwich	£6,687.00	£6,380.00	+ £307.00	March 2021
4	Basildon	£6,408.72	£6,237.28	+ £171.44	June 2021
5	Brentwood	£6,010.31	£5,950.80	+ £59.51	December 2020
6	Tendring	£6,000.00	£6,000.00	-	July 2021
7	West Norfolk	£5,999.75	£5,750.00	+ £249.75	October 2021
8	West Suffolk	£5,992.00	£5,900.00	+ £92.00	May 2019
9	Chelmsford	£5,991.00	£5,991.00	-	December 2019
10	East Cambridgeshire	£5,665.68	£5,406.00	+ £259.68	October 2019
11	Breckland	£5,625.00	£5,569.26	+ £55.74	March 2021
12	North Norfolk	£5,578.00	£5,254.00	+ £324.00	November 2021
13	Uttlesford	£5,254.56	£5,100.00	+ £154.56	December 2021
14	Babergh	£5,240.00	£5,240.00	-	June 2018
15	Mid Suffolk	£5,240.00	£5,240.00	-	June 2018
16	Maldon	£5,065.96	£4,930.37	+ £135.59	February 2019
17	Braintree	£5,065.28	£4,827.00	+ £238.28	2020/2021
18	South Cambridgeshire	£5,010.00	£5,010.00	-	February 2020
19	Fenland	£4,957.00	£4,770.72	+ £186.28	May 2021
20	Cambridge City	£4,931.30	£4,906.00	+ £25.30	February 2022
21	South Norfolk	£4,770.00	£4,963.00	- £193.00	February 2022
22	Broadland	£4,770.00	£4,963.00	- £193.00	February 2022
23	Great Yarmouth	£4,739.00	£4,634.77	+ £104.23	2016/20217
24	Harlow	£4,575.00	£4,575.00	-	2020/2021
25	Huntingdonshire	£4,500.00	£4,500.00	-	July 2021
26	Ipswich	£4,326.00	£4,007.00	+ £319.00	September 2020
27	Castle Point	£3,500.00	£3,550.00	-	2019/2020

5.1.15 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.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members be £5,669 per annum.

5.2 Special Responsibility Allowances (SRAs)

5.2.1 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.

5.2.2 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.⁸

5.2.3 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
- Chairman of the Council
- Vice Chairman of the Council
- Cabinet Members with Portfolio
- Chair of Development Control/Planning
- Chair of Scrutiny
- Lead Member & Political Group Leader with 5 members or more
- Vice Chair of Council
- Vice Chair of Development Control/Planning
- Vice Chair of Scrutiny
- Chair of Joint Audit & Standards
- Chair of Regulator Committee
- Cabinet Member Without Portfolio
- Political Group Leader
- Vice Chair of Regulatory Committee
- Planning Committee Members

⁸ The former Office of Deputy Prime Minister – now the Department for Housing Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

One SRA Only Rule

- 5.2.4 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**. If a councillor can receive more than one SRA, then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.

Moreover, 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 research has not been able to identify any similar authorities whose schemes allow more than one SRA to be claimed.

- 5.2.5 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 SRA's Payable

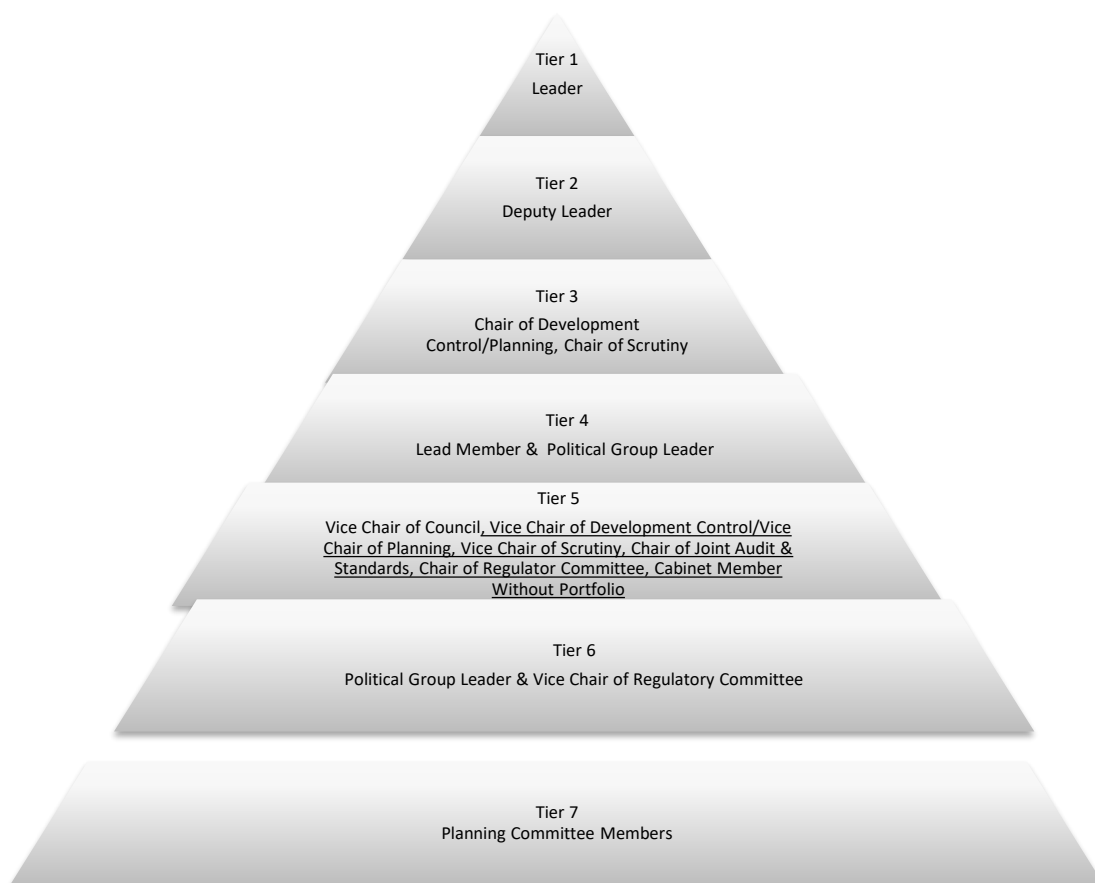
- 5.2.6 In accordance with the 2006 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should adhere to the principal that no more than 50% of Council Members should receive an SRA at any one time.

WE THEREFORE RECOMMEND that the Council should adhere to a maximum number of SRA's payable at any one time that does not exceed 50% of Council Members.

Calculating SRAs

- 5.2.7 The Panel continued to the criteria and formula for calculating the Leader of the Council allowance. Based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities and is the most time consuming.
- 5.2.8 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.

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:



The rationale for these six tiers of responsibility is discussed below.

Leader (Tier One)

5.2.9 The Council elects for a four-year term of office 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 Executive. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.

5.2.10 The multiplier we applied to calculate the Leader's SRA is 250% (2.5 x times) the basic allowance. If the recommended option of a basic allowance with a PSD of 40% is adopted, this results in a Leader's Allowance of £14,172.

WE RECOMMEND that the Leader of the Council continue to receive a Special Responsibility Allowance of 250% of the basic allowance, £14,172.

Deputy Leader & Cabinet member with Portfolio (Tier Two)

5.2.11 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's SRA be set at 50% 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 £7,086.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 50% of the Leader's Allowance, £7,086.

5.2.12 The Cabinet Members with Portfolios hold significant responsibilities. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend these member SRAs be set at 50% 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 £7,086.

WE RECOMMEND that The Cabinet Members with Portfolios receive a Special Responsibility Allowance of 50% of the Leader's Allowance, £7,086.

Chair of Council, Chair of Development Control/Chair of Planning, Chair of Scrutiny (Tier Three)

5.2.13 From the evidence gathered, including questionnaire responses, face to face interviews and the Council's Role Profiles, we consider the Chair positions of the Council, Development Control/Planning and Scrutiny should receive an allowance of £5,669, 40% of the Leader's Allowance.

5.2.14 Evidence from the interviews we undertook with councillors, underlines the responsibility of these chair functions on these committees. In addition, we found the time commitment for the role to be significant.

WE RECOMMEND that Chair of Council, Chair of Development Control/Chair of Planning, Chair of Scrutiny should receive a Special Responsibility Allowance of 40% of the Leader's Allowance, £5,669.

Lead Member & Political Group Leader with 5 members or more (Tier Four)

5.2.15 The Lead Member role continues to be a key role within a decision-making committee with high local impact across the Council area.

The panel also felt that the main political opposition had a great deal of work to do which wasn't been fairly recognised presently so suggested this fall within this tier.

WE RECOMMEND that the Lead Member and Political Group Leader should receive a Special Responsibility Allowance of 30% of the Leader's Allowance, £4,251.

Vice Chair of Council, Vice Chair of Development Control/Vice Chair of Planning, Vice Chair of Scrutiny, Chair of Joint Audit & Standards, Chair of Regulator Committee, Cabinet Member Without Portfolio (Tier Five)

5.2.16 The Panel was of the view that these roles continue to have a high impact and profile across the Council. We identified the vice chair role of planning was out of step with other vice roles so sought to address the balance here. We therefore recommend that the role continues to be recognised at Tier Five and receive an allowance of £2,834, 20% of the Leader's Allowance.

WE RECOMMEND that Vice Chair of Council, Vice Chair of Development Control/Vice Chair of Planning, Vice Chair of Scrutiny, Chair of Joint Audit & Standards, Chair of Regulator Committee, Cabinet Member Without Portfolio should receive an allowance of 20% of the Leader's allowance, £2,834.

Political Group Leader & Vice Chair of Regulatory Committee (Tier Six).

5.2.17 The Panel was of the view that these two roles were comparable with responsibilities and therefore should receive an allowance of 10% of the Leader's

WE RECOMMEND that the Political Group Leader and the Vice Chair of Regulatory Committee should receive an allowance of 10% of the Leader's Allowance £1,472.

Planning Committee Members (Tier Seven).

5.2.18 This was bought in at the last IRP and the panel felt that attending the planning meetings involved a great deal of reading and this allowance should remain.

WE RECOMMEND that members of the Planning Committee should receive an allowance of 5% of the Leader's Allowance £708.

5.3 Travelling and Subsistence Allowance

5.3.1 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 (see paragraph 5.10).

WE RECOMMEND that travelling and subsistence allowance should be payable to councillors in connection with any approved duties. The amount of travel and subsistence payable shall continue to be at the maximum levels payable to council staff in line with HM Revenue and Customs' rates. We propose no changes to the current travel and subsistence allowances.

5.4 Child and Dependant Carers' Allowance

5.4.1 The child and 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. The current scheme awards reimbursement of actual reasonable costs incurred in using childminders, babysitters or other sitters for dependants while carrying out Approved duties. The scheme also allows for specialist Dependent Relative Care to be reimbursed at the actual cost upon

production of receipts. In the case of reimbursement for specialist care, medical evidence that this type of care is required should also be provided.

- 5.4.2 The Panel therefore is of the view that the Child and Dependant Carers' Allowance should continue to be reimbursed for the actual cost incurred by the councillor upon production of receipts. In respect of specialist care provision medical evidence that this type of care provision is required should also be provided and approved by an appropriate officer of the Council.

WE THEREFORE RECOMMEND that the Child and Dependant Carers' Allowance should continue as outlined in the current Scheme of Allowances and be based at cost upon production of receipts and in the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no monthly maximum claim when undertaking Approved duties.

WE ALSO RECOMMEND that the Council should also actively promote the allowance to prospective and new councillors both before and following an election. This may assist in supporting greater diversity of councillor representation.

5.5 Parental Leave

- 5.5.1 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.
- 5.5.2 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure. The Panel is aware that the Local Government Association has developed a model policy that has been adopted by a growing number of councils across the country.
- 5.5.3 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 related 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.
- If a Councillor stands down, or an election is held during the period when a Councillor is absent to due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance any Special Responsibility Allowance will cease from the date they leave office.

5.5.4 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. 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. Should a policy on Parental Leave for Councillors be approved it should be actively promoted to prospective and current Councillors alongside the Dependants' Carers Allowance. This should form part of a wider 'Be A Councillor' (LGA led initiative) programme led by the Council and supported by political groups; to enhance and increase the diversity of councillor representation.

5.6 Indexing of Allowances

5.6.1 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance and the special responsibility allowances to be adjusted annually in line with staff salaries.

WE RECOMMEND that the basic allowance, each of the SRAs and the Co-Optees' /Independent Persons Allowance be increased annually in line with the percentage increase in staff salaries for a period of up to four years. After this period, the Scheme shall be reviewed again by an independent remuneration panel.

5.7 Revocation of current Scheme of Allowances / Implementation of new Scheme

5.7.1 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 2022 financial year, at which time the current scheme of allowances will be revoked.

6. APPROVED COUNCILLOR DUTIES

- 6.1.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

WE THEREFORE RECOMMEND: That no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.