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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Guildford Borough Council**

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November 2019

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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 Guildford Borough Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Vivienne Cameron – Local resident and former Probation Officer  
Mark Palmer – Development Director, South East Employers (Chair)  
Dennis Frost – Resident of Surrey and former Local Government Officer

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) co-optees' 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, we were again invited to review the allowances payable to the M and Deputy Mayor 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 Guildford's IRP in November 2015. The scheme of allowances was brought into effect from April 2016.

2.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £7,001 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.<sup>1</sup> Moreover, we found that a public service concept or ethos was articulated and supported by many 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 reviews in Guildford and was quantified in 2015. 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.
- 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 2019 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.<sup>2</sup>*

- 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:
- (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.

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<sup>1</sup> 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.

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

- 3.7 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 in Guildford.
- 3.8 The Panel as in 2015 continues 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.
- 3.9 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**

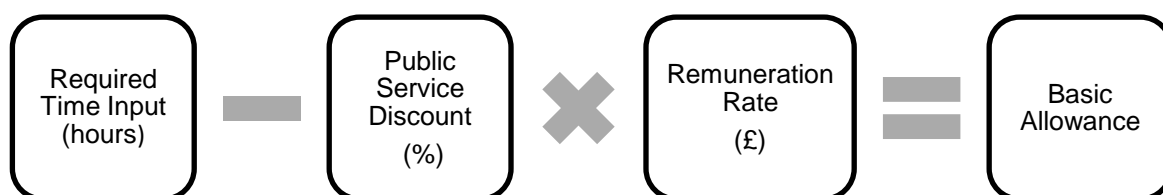
##### **Basic Allowance**

- 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."<sup>3</sup>
- 4.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors also operate. Many councillors are also appointed by the Council to a number of external organisations.
- 4.3 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.
- 4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.<sup>4</sup> 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.

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<sup>3</sup> paragraph 67.

<sup>4</sup> paragraphs 66-81.



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 Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.<sup>5</sup>

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 14 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 35 per cent to the calculation of the basic allowance. This percentage sits 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 Statistics. We selected the average (median), full-time gross<sup>6</sup> wage per hour for the South East of England. The latest available figure is £15.65.<sup>7</sup>

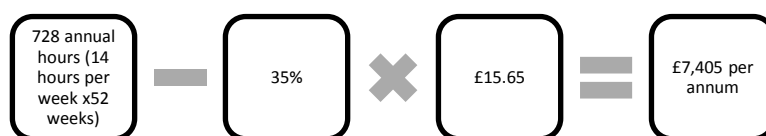
#### Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (14 hours), the level of PSD to be applied (35%) and the hourly rate to be used (£15.65), we calculated the basic allowance as follows:

<sup>5</sup> The Councillor Role Profiles and summary responses to the questionnaires are available on request.

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

<sup>7</sup> The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2018.



- 4.12 The gross Basic Allowance before the PSD is applied is **£11,393**. Following the application of the PSD this leads to a basic allowance of **£7,405** per annum.
- 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 Surrey district councils (see table below and Appendix 4).

Council	Surrey District and Borough Councils: Basic Allowances (£) 2018 <sup>8</sup>
Woking Borough Council	7,200
<b>Guildford Borough Council</b>	<b>6,864</b>
Spelthorne Borough Council	6,049
Reigate and Banstead District Council	5,599
Surrey Heath Borough Council	5,087
Elmbridge Borough Council	5,066
Waverley Borough Council	4,758
Mole Valley District Council	4,370
Tandridge District Council	4,212
Runnymede Borough Council	3,680
Epsom & Ewell Borough Council	3,341
<b>Average</b>	<b>4,507</b>

- 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 2015 review had begun to make recommendations to ensure that the current basic was in accordance with the principle of fair remuneration and the 2019 review has consolidated this approach.

**WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Guildford Borough Council be £7,405 per annum.**

#### **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.<sup>9</sup>

<sup>8</sup> Figures drawn from the South East Employers, Members' Allowances Survey 2018 (October 2018).

<sup>9</sup> paragraph 72.

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 Executive
- The Mayor and Deputy Mayor
- Chair of the Planning Committee
- Chair of the Overview and Scrutiny Committee
- Chair of Corporate Governance and Standards Committee
- Chairs of the Executive Advisory Boards
- Chair of the Licensing Committee
- Designated Licensing Sub Committee Chairs (payable on a per meeting basis)
- Chair and Vice-Chair of the Guildford Joint Committee when such roles are performed by Guildford Borough councillors
- Political Group Leaders

#### 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**.

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 recipients 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 (24 Members) should receive an SRA at any one time.

**WE THEREFORE RECOMMEND that the maximum number of recipients of SRAs at any one time does not exceed 50% of Council Members (24 Members).**

#### Calculating SRAs

4.22 The Panel continued to apply the criteria and formula for calculating the Leader of the Council's SRA. Based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities, and is 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 five tiers of responsibility is discussed below.

Leader (Tier One)

- 4.26 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 Executive and their respective areas of responsibility.

- 4.27 The multiplier we applied to calculate the Leader's SRA is 200%, or twice, the basic allowance. If the recommended option of a basic allowance with a PSD of 35% is adopted, this results in a Leader's Allowance of £14,810.

- 4.28 Currently the Leader of the Council is entitled to an allowance of £8,401; and entitled to additional SRAs as a member of the Executive (£5,601) and as a Political Group Leader (£69.83 per group member). The allowance for Political Group Leader is based on the number of councillors within the group.

- 4.29 Should the One SRA Only Rule be adopted by the Council as recommended the actual level of Special Responsibility Allowance made to the Leader of the Council will be £14,810.

**WE RECOMMEND that the Leader of the Council continues to receive a Special Responsibility Allowance of 200% of the basic allowance, £14,810 per annum.**

#### Deputy Leader (Tier Two)

- 4.30 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 £7,405.

**WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 50% of the Leader's Special Responsibility Allowance, £7,405 per annum.**

#### Members of the Executive, Chair of the Planning Committee, Chair of the Overview & Scrutiny Committee, Mayor (Tier Three)

- 4.31 From the evidence gathered, including questionnaire responses, face to face interviews and the Council's Role Profiles, we consider the members of the Executive, the Chair of the Planning Committee, Chair of Overview and Scrutiny, and the Mayor should receive an allowance of £5,924, 40% of the Leader's Allowance.
- 4.32 Evidence from the Councillor Role Profiles, and from the interviews we undertook with councillors, underlines the responsibility of the members of the Executive for many of the Council's functions. Members of the Executive hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant and growing.
- 4.33 The Overview and Scrutiny Committee does not have formal decision-making powers; but is influential and new Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of Overview and Scrutiny Committee Chair and consider that it continues to be a significant function that has a statutory legal requirement. We consider this role should also receive a Tier Three allowance of £5,924, 40% of the Leader's Allowance.
- 4.34 The Chair of a single Overview and Scrutiny Committee over the last few years has also increased the scope and responsibilities of the role.
- 4.35 The Panel is aware that the 2003 Regulations compel the Council to pay an SRA to "*at least one person who is not a member of the controlling group and has special responsibilities*". At the time of the last review of allowances in 2015, the then Panel recommended, and the Council approved, a Shadow Leader's SRA. However, since the May 2019 elections, with no political group having overall control, the role of Shadow Leader is no longer identifiable and therefore **we are of the view that the SRA for the role of Shadow Leader should be withdrawn.**
- 4.36 Political Group Leaders will continue to receive an SRA providing this adheres to the 'One SRA Only' recommendation.
- 4.37 The Panel was of the view that the role of Mayor continues to have a high impact and profile across the Borough and has a very high number of engagements and commitments. We therefore recommend that the role continues to be recognised at Tier Three and receive an allowance of £5,924, 40% of the Leader's Special Responsibility Allowance.

**WE RECOMMEND that the Members of the Executive, the Chair of the Planning Committee, the Chair of Overview and Scrutiny Committee and the Mayor each receive a Special Responsibility Allowance of 40% of the Leader's Special Responsibility Allowance, £5,924 per annum. We also recommend that the Shadow Leader's Special Responsibility Allowance be withdrawn.**

The Chairman of the Licensing Committee, the Chairman of the Corporate Governance and Standards Committee, Chairs of the Executive Advisory Boards, Deputy Mayor and Guildford Joint Committee Chair (Tier Four)

- 4.38 The allowance for the Chairman of the Licensing Committee should continue to be within Tier Four of the recommended SRAs, which is 25% of the Leader's Special Responsibility Allowance, and amounts to £3,703.
- 4.39 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Deputy Mayor should be increased. Currently the Deputy Mayor receives an SRA of £2,800. However, the Panel was informed of the increasing responsibilities and contribution of the Deputy Mayoral role. Therefore, we consider that this allowance should be increased to £3,703, 25% of the Leader's Special Responsibility Allowance.
- 4.40 From the information gathered, including the complexity of the remit, we consider the role of the chairman of Corporate Governance and Standards Committee continues to warrant a Tier Four allowance of £3,703, 25% of the Leader's Special Responsibility Allowance.
- 4.41 The role of Chair of an Executive Advisory Board had not yet been created during the last review in 2015, The Chairs however have been allocated a Tier Four allowance of 25% of the Leader's Special Responsibility allowance and the Panel was of the view that this continues to be an appropriate allowance for the Chair of an Executive Advisory Board.
- 4.42 The Joint Committee of Guildford Borough Council and Surrey County Council comprises of 10 councillors each from the Borough and the County and was established in September 2018. The roles of chair and vice chair alternate between the two councils. The Joint Committee meets on a quarterly basis but also has quarterly informal based meetings. The Joint Committee also has responsibility for two working groups. Having considered the role of the Joint Committee and its chair, the Panel is of the view that during the years that a Borough Councillor chairs the Joint Committee then a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance should be awarded. This will be a Tier Four allowance of £3,703.
- 4.43 When a Borough Councillor is acting as vice chair of the Joint Committee then a Tier Five allowance should be payable, that equates to 10% of the Leader's Special Responsibility Allowance, £1,481.

**WE RECOMMEND that the Chairman of the Licensing Committee, the Deputy Mayor, the Chairman of the Corporate Governance and Standards Committee, the Chairs of the Executive Advisory Boards and the Guildford Joint Committee Chair each receive a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance, £3,703 per annum. We also recommend that the Vice Chair of the Guildford Joint Committee receive a Special Responsibility Allowance of 10% of the Leader's Special Responsibility Allowance, £1,481 per annum.**

Licensing Sub-Committee Chairs

- 4.44 The six designated Chairs of Licensing Sub-Committees currently receive an allowance of £280 per meeting chaired.
- 4.45 Recognising the time commitment necessary to prepare for and attend each hearing, we conclude that the work and time commitment required for the hearings of the Licensing Sub-Committees can be onerous and therefore an allowance paid on a per meeting basis should continue at the current rate.

**WE THEREFORE RECOMMEND that the Chairs of the Licensing Sub-Committees continue to be eligible to receive a Special Responsibility Allowance on a per meeting basis, currently £280 per meeting.**

#### Political Group Leaders

- 4.46 The Panel is of the view that Political Group Leaders should continue to receive a Special Responsibility Allowance based on a per councillor rate equivalent to 1% of the Basic Allowance. This equates to a payment of £74 per councillor within each of the political groups. However, as the Panel has also recommended that the 'One SRA Only' rule should apply then any group leader already receiving an SRA will only receive the higher allowance and therefore this may mean that they no longer receive the Political Group Leader's Allowance.

**WE THEREFORE RECOMMEND that Political Group Leaders continue to receive a Special Responsibility Allowance of 1% of the Basic Allowance per group member (£74 per councillor per annum) subject to the application of the 'One SRA Only' rule.**

#### Deputy Lead Councillors

- 4.47 Councillors may from time to time, be designated by the Leader as Deputy Lead Councillors. The Deputy Lead Councillor will not be part of the Executive and will not participate in Executive decision-making or have delegated powers but may work closely with a Lead Councillor. The Leader has the power to appoint and discontinue the appointment of any Deputy Lead Councillor.
- 4.48 The Panel considered the role of the Deputy Lead Councillor and whether it should be awarded a Special Responsibility Allowance. The Panel was of the view that no allowance should be awarded to Deputy Lead Councillors.

**WE THEREFORE RECOMMEND that the role of Deputy Lead Councillor should not be awarded a Special Responsibility Allowance.**

#### **Co-optees' Allowance**

- 4.49 An IRP may recommend payment, and the level of an allowance for those who serve on the committees or sub-committees of a Council but are not members of the Council. We recognise that in so doing, an element of the contribution made by the co-optees should be voluntary.

**WE RECOMMEND that co-optees continue to receive an allowance of 2.5% of the Leader's Special Responsibility Allowance, £370 per annum.**

#### **Travelling and Subsistence Allowance**

- 4.50 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.

The current scheme of councillors' allowances provides for the following levels of travelling and subsistence allowance:

Motor Mileage Allowance:

Cars: 45p per mile  
Motor cycles: 24p per mile

Cycle Allowance: 22p per mile

Day Subsistence Allowance

Breakfast: £6.88  
Lunch: £9.50  
Tea: £3.76  
Evening Meal: £11.76

Overnight Subsistence Allowance

In London: £102  
Elsewhere: £89

In respect of any approved duties, Councillors and co-opted members are reimbursed the cost of second class or any available cheap rate travel using public transport on production of proof of purchase of a valid ticket.

**WE RECOMMEND that travelling and subsistence allowance should continue to be payable to councillors and co-opted members in connection with any approved duties. WE FURTHER RECOMMEND that**

- (a) **the amounts payable in respect of travelling and subsistence allowance should continue to be the amounts which are payable to officers of the Council for travelling and subsistence undertaken in the course of their duties, and**
- (b) **Councillors should also be permitted to claim for reimbursement of any reasonable parking charges incurred whilst on approved duties.**

**Dependants' Carers' Allowance**

- 4.51 The current level of dependants' carers' allowance is £10.58 per hour. The dependants' 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.
- 4.52 The Panel therefore is of the view that the Dependants' Carers Allowance should be based on two rates, general care 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.

**WE THEREFORE RECOMMEND** that the Dependants' Carers' Allowance should be based on two rates. Rate one for general care be at a rate of £10.58 per hour, 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.

**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.

**WE RECOMMEND** that the level of the Mayor's and the Deputy Mayor's allowances payable under Sections 3 and 5 respectively of the Local Government Act 1972 to meet the expenses of their offices should remain unchanged at £8,000 and £2,000 per annum respectively.

#### **Approved Councillor Duties**

- 4.53 The Panel reviewed the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable (see Appendix 3) and have recommended no changes other than the addition to the approved list of councillor ward and constituency work including attendance at ward surgeries, where applicable.

**WE THEREFORE RECOMMEND** that the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable should be amended to include councillor ward and constituency activities including attendance at ward surgeries.

#### **Parental Leave**

- 4.54 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'.
- 4.55 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.
- 4.56 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:
- (a) 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
  - (b) 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

- (c) 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
- (d) 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.

4.57 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. Borough 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.**

#### **Indexing of Allowances**

4.58 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, the special responsibility allowances, the co-optees' allowance and the dependants' carers' allowance to be adjusted annually in line with increases in staff salaries at Guildford Borough Council.

**WE RECOMMEND that the basic allowance, each of the SRAs, the Co-Optees' Allowance and the Dependants' Carers' Allowance be increased annually in line with the percentage increase in staff salaries until 2023, at which time the Scheme shall be reviewed again by an independent remuneration panel.**

#### **Revocation of current Scheme of Allowances / Implementation of new Scheme**

4.59 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 in December 2019 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 councillors, which represent just over 62% of the Council. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed ten current councillors and a further 5 attended a workshop. We also met the Council's Managing Director, James Whiteman, who expanded on some of the

key issues that were likely to affect the Council in the future. 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)**

**Vivienne Cameron (Independent Remuneration Panel)**

**Dennis Frost (Independent Remuneration Panel)**

**November 2019**



## Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2019-20	Number	Recommended Allowance (35% PSD)	Recommended Allowance Calculation
<b>Basic (BA)</b>				
<b>Total Basic:</b>	<b>£7,001</b>	<b>48</b>	<b>£7,405</b>	

<b>Special Responsibility:</b>				
Leader of the Council	£14,002	1	£14,810	200% of BA
Deputy Leader	£7,001	1	£7,405	50% of Leader's Allowance
Members of the Executive	£5,601	8 <sup>1</sup>	£5,924	40% of Leader's Allowance
Chair: Overview & Scrutiny Committee	£5,601	1	£5,924	40% of Leader's Allowance
Shadow Leader	£5,601	1	£0	Allowance Withdrawn
Chair: Planning Committee	£5,601	1	£5,924	40% of Leader's Allowance
Mayor	£5,601	1	£5,924	40% of Leader's Allowance
Chair: Licensing Committee	£3,501	1	£3,703	25% of Leader's Allowance
Chair: Corporate Governance & Standards	£3,501	1	£3,703	25% of Leader's Allowance
Chair: Executive Advisory Board	£3,501	2	£3,703	25% of the Leader's Allowance
Deputy Mayor	£2,800	1	£3,703	25% of the Leader's Allowance
Chair: Guildford Joint Committee		1	£3,703	25% of Leader's Allowance
Vice Chair: Guildford Joint Committee		1	£1,481	10% of the Leader's Allowance
Designated	£280.4	6	£280.4	

<sup>1</sup> Excludes the Leader and Deputy Leader, i.e., the Executive has a maximum of 10 members.

Licensing Sub Committee Chairs	per meeting		per meeting	
Group Leaders	£69.83 per Group member	1	£74 Per Group member	1% of the Basic Allowance

<b>Dependants' Carers' Allowance</b>	£10.58 per hour		£10.58 per hour	
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<b>Co-Optees' Allowance</b>	£351	6 <sup>2</sup>	£370	2.5% of Leader's SRA
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<b>Travelling &amp; Subsistence Allowances</b>				
<u>Motor Mileage Allowance</u>				
Cars	45p per mile		unchanged	
Motorcycles	24p per mile			
Cycle Mileage Allowance:	22p per mile			
<u>Day Subsistence Allowance:</u>				
Breakfast	£6.88			
Lunch	£9.50			
Tea	£3.76			
Evening Meal	£11.76			
<u>Overnight Subsistence Allowance:</u>				
London	£102			
Elsewhere	£89			

<sup>2</sup> The Corporate Governance and Standards Committee has provision for up to six co-opted members..

## Appendix 2: IRP Review of Councillor Allowances – Responses to Questionnaire 2019

### INDEPENDENT REMUNERATION PANEL REVIEW OF COUNCILLORS' ALLOWANCES 2019 REPORT OF BROUGH COUNCILLORS RESPONSES TO QUESTIONNAIRE 2019

#### OVERALL

Number of Executive members responding:	6 of 10	(60%)
Mayor/Deputy Mayor	2 of 2	(100%)
Number of backbench members responding:	22 of 36	(61%)
Total members responding:	30	(62%)

**Noting not all councillors answered every question**

#### QUESTION 1

Please give an approximate indication of the number of **hours you spend each month** on your various duties as a councillor:

##### Duties:

a) Ward work (including surgeries, phone calls, emails, visiting residents etc.)

Executive	22*
Mayor/Deputy Mayor	23.5*
Backbench	22*
Total	70.5*

b) Attending political group meetings

Executive	9*
Mayor/Deputy Mayor	6*
Backbench	6*
Total	21*

c) Preparation for Council/Executive/Committee/Working Group meetings

Executive	26*
Mayor/Deputy Mayor	22*
Backbench	12*
Total	60*

d) Attendance at those meetings

Executive	31*
Mayor/Deputy Mayor	17.5*
Backbench	10*
Total	58.5*

\*Noting these figures are averages for the month

**Any other activity (hours spent monthly please specify)**

##### Executive

a) Appointment to external organisations 4

b) Portfolio meetings with service leaders 16

CCG Stakeholder Meetings, Community Association Meetings

Regular meetings with Officers, Briefings, TAG Meetings

c) Joint Cttee agenda setting meetings & informal meetings 15

d) Portfolio work 24

#### Mayor/Deputy Mayor

Being Mayor 90+

#### Backbench

Appointment to external organisations 3

Portfolio meetings with service leaders 16

Portfolio work 24

Attending parish council meetings 4/12/6

Driving to the office 8

Planning site visits 2

Policy/issue research 5

Non-ward meetings on issues affecting my ward 3

Attending councillor training 5

Briefings and training 15/3/2/2

Other meetings conferences e.g. Surrey Bus expo, Real Change 4

Meetings with officers 4

Reading emails and looking at planning documents etc. 16/12

#### **Q1 Comments**

Training took a large block of time but isn't going to be so significant now the bulk is completed. Not sure how one-off time costs like that should be reflected?

Time is also spent meeting formally and informally with other individual fellow council colleagues discussing relevant matters on specific items and debrief after council meetings.

#### **QUESTION 2**

Do you consider the time you spend on Council work to be excessive?

	<u>Yes</u>	<u>No</u>
Executive	0	6
Mayor/Deputy Mayor	0	2
Backbench	4	18
Total	4	26

#### **QUESTION 3**

Do you feel the current allowances scheme adequately meets the expenses you incur in performing your duties and responsibilities as a councillor?

	<u>Yes</u>	<u>No</u>
Executive	6	0
Mayor/Deputy Mayor	1	1
Backbench	15	5
Total	22	6

#### **Q3 Comments**

- a) This is a generic 'no'. Councillors are under-paid for the work they do. ...This makes it harder to get people to come forward as councillors. Especially if they are part time or on low income.

- b) Most councillors are urban based and do not have long travel times and no parish council responsibilities.
- c) Despite official council business being scheduled during the evenings, it is very often necessary to attend additional meetings (site visits, meetings with officers, etc.) during the working day. It is also often necessary to spend time contacting officers or responding to residents during the working day. In practice this makes it difficult to sustain a full-time job in addition to being a councillor – by my calculation I typically would need half a working day free every week in order to be fully effective as a ward councillor. However, whilst the basic allowance is sufficient to meet the expenses of performing my duties as a councillor in the evenings and weekends, it is not sufficient to allow me to reduce my hours of paid employment to free up enough time in the working day to be able to fulfil my councillor duties as effectively as I would wish – despite the fact that I work in an industry with above average pay. As such I cannot see how an individual on the average wage would be able to afford to be a councillor in Guildford. This is presumably why the majority of councillors are retired or individually wealthy to the extent that they do not need to work full time.
- d) So far, the only time I have been able to do the role of being a councillor as effectively as I like has been during a brief period when I was unemployed since I was then able to act on issues during the day time. The ideal situation for being a councillor, and employed, would probably be in a part-time job – however such jobs are not readily available in many professions and industries.
- e) The time spent during the working week is equivalent to a full working week on many weeks
- f) I feel I can't answer this question at this stage as although new to the position I'm starting to see workload increasing and need to cover extra hours later in the year?
- g) GGG is a small party so there is an implied obligation to volunteer for more Committees / Working Groups / External Boards than were one a member of the larger parties and (either as full / replacement member). There is a similar implied obligation to volunteer to attend the various voluntary activities. As a 'first-time' Councillor there is a similarly implied obligation to attend as many meetings / training sessions as possible in order to 'learn the ropes'. (The above are estimates of my 3-month workload going forward as I spent at least half as much time again in the first three months of becoming a Councillor.) Thus, one almost inevitably ends up as too thinly stretched. Also, I feel that the above estimates of hours are below what I have spent to date but believe / hope the amount of time I have spent so far is down to my inexperience of the role / belief that I had to attend all the available training courses.
- h) I am retired with a good pension, so the current allowance is adequate for me as I don't need the income. However, it would not be enough for a councillor of working age who needs to earn a living and cannot afford to give up so much time to council work. I believe the allowance should be enough to enable younger working age people to undertake the role without financial worries

#### QUESTION 4

In your time as a councillor, have you incurred losses for which you have not been recompensed?

	<u>Yes/No</u>
Executive	0 6
Mayor/Deputy Mayor	2 0
Backbench	<u>8 13</u>
Total	10 19

**Please explain and quantify (approximately) the amount of any such losses incurred**

- a) Loss of income

- b) Since April 2019 I have had to purchase and supply my own printing ink cartridges and paper for which I only use for Council work. It is not easy to read all document electronically, particularly on a small lap top screen. Prior to becoming a councillor, I did not have or use a personal computer. The estimated cost I now have to expend is roughly £400 per annum.
- c) Planning mileage site visits.
- d) Travel costs to meetings and ward activities which it is not possible or practical to claim expenses for: £30
- e) My own fault
- f) Time spent travelling
- g) Difficult to quantify at this stage as I spend time often on the road in café bars catching up on the many emails and planning apps to pass
- h) Until I received this form, I had not found an explanation of what the allowance is supposed to cover. Examples of what I have spent that has not been covered by the allowances are taxi fares for meetings. I have been obliged to travel by Taxi due to conflicting pre-existing appointments. (Around £60 over three fares.) Reading Annex 1 implies that I can indeed claim these back so I will do so assuming that it is not too late.

#### **QUESTION 5**

Was the Scheme of Councillors' Allowances a relevant consideration in deciding whether to stand for election as a Borough Councillor?

Yes/No

4 25

#### **Q5 Comments**

- a) In most part, my answer is yes because I could not afford to do the role without some form of allowance. As I am a County Councillor too, I am reliant on both allowances to pay personal bills and cover some of my expenses when undertaking the roles i.e. petrol, phone calls, stationery / printer ink etc.
- b) I had to work out if I could afford the time
- c) I could have not afforded the time commitment to be a councillor without the scheme of allowances and this was a factor in deciding to stand for election. Had I been employed in a less well-paid profession than the one I am in then I do not think I would have been able to afford to stand for election to become a councillor
- d) My main expense is travel which is covered. I spend my allowance on phone, stationery and paying for cleaner and gardener to free up some time. I am fortunate my family are grown up and I have a pension. I don't know how councillors manage to have a full-time job, family, and do ward work etc. The allowance is not compensation for the time given. That is not a consideration for me but may discriminate against / discourage younger people standing.
- e) At the time I decided to stand I was not aware that there was an allowance involved and though I had an idea of the amount of my time it would take, this has turned out to be a woeful underestimate.

## QUESTION 6

Are you aware of any instances where the Scheme has influenced prospective councillors in their decision on whether to stand for election as a Borough Councillor?

Yes/No

10 18

### Q6 Comments

- a) For some people who feel they need to recoup earnings it has been a deciding factor
- b) I am aware that some of our potential candidates are put off by the 'low allowance' i.e. they think the role is worth more. It isn't just a case of attending 6 Council meetings each year; there's a lot of responsibility and work that goes on behind the scenes which members of the public are not aware of. The reality is that many people still have to work full time to pay their mortgage / bills so cannot commit to day time meetings AND are unable to rely in any way on the allowance payments.
- c) I know a good councillor who quit because they couldn't afford to stay on
- d) No, but I would be surprised if it had not done so.
- e) I am aware of a Prospective Councillors who stood at least partly, if not wholly for the allowance.
- f) I have been involved in efforts to find candidates and I am aware that financial worries can deter potential good people who must put their families first.

## QUESTION 7

Some councils' scheme of allowances set a rule that a councillor may only be in receipt of one Special Responsibility Allowance (SRA) at any one time no matter how many roles he/she has. Do you think that is right?

Yes/No

Executive

1 5

Mayor/Deputy Mayor

0 2

Backbench

9 10

Total

10 17

### Q7 Comments

- a) SRA's carry extra responsibility which should be acknowledged. But one person having several responsible positions and denying others isn't sensible.
- b) To clarify my point, there needs to be some flexibility (i.e. it should be reviewed on a case by case basis) as the SRA should be given to most experienced / appropriate candidate. Also, the decision needs to be non-political and not given to someone for the sake of a role i.e. it has to add value to the Council and its residents.
- c) if a councillor is willing and able to take on extra responsibility they should be recompensed as long as it is of benefit to the Council and the Borough
- d) If you do the work, you should be paid for it
- e) Each role comes with added responsibility and additional time to carry out the role effectively. Accordingly, there should be an adequate reward
- f) each councillor should not take on "too much"
- g) Assuming the allowances are set up for roles that require a particular amount of extra time and effort then having multiple allowances is fine to compensate for the commensurate extra work put in. Would only be right if the roles had a lot of overlap, and in which case it would be better to rework the roles and SRAs to reflect that
- h) I think that there is a risk of excessive SRAs being paid to individual councillors, however I am also aware that some leadership roles on the council are incredibly time consuming and so multiple SRAs to reflect this seems both fair and appropriate if a single councillor is holding multiple roles with time consuming responsibilities.
- i) These roles are time-consuming and may preclude someone earning a living
- j) Each role takes additional time and there should be adequate reward for each

- k) If they are doing the work associated with more than one role, then of course they should be compensated for their time.
- l) I think if a councillor has extra work then should get extra pay

### QUESTION 8

Some councils include parental/adoption leave in their scheme of allowances. Do you think that is right?

Yes/No  
17 9

### Q8 Comments

- a) I don't think the Council can cover all scenarios.
- b) Welcome to the 21st Century
- c) Minimum attendance requirements are low anyway.
- d) I would be surprised given the average age of Councillors if there were many births/adoptions. However, if that was the case parental/adoption leave seems fair.
- e) If being a Councillor is a 'job' like any other then such allowances are appropriate, regardless of whether it is (at least partly) a calling.
- f) But carers' allowances are essential.

### QUESTION 9

At **Annexe 1** of this questionnaire is a list of the current duties and activities for which councillors may claim a Travel & Subsistence and Dependants' Carers' Allowance. Do you think that this list is comprehensive enough?

Yes/No  
23 3

### Q9 Comments

- a) Travel to ward surgeries has been raised as an omission
- b) Visits to staff e.g. planners
- c) Parking costs as well as mileage and Meetings with officers
- d) I think the scheme meets the need.
- e) I suspect that the list should include attendance at any 'specialist' training courses pertaining to particular roles and Committees but cannot quote a particular example at this time.
- f) I have no intention of claiming expenses

### QUESTION 10

Do you have any other comments you would like the Independent Remuneration Panel to take into consideration during this Council's review of the Scheme of Councillors' Allowances or suggestions on how you would like to see it improved?

- a) As a student the time I have available is flexible currently but for anyone looking to go into Local politics in the 20/30s and at a reasonable proactive level would need to take a huge career break hit and financial hit (something I'm currently having to consider moving forward from next year when I graduate). If the council is to become a more diverse place in terms of age and class, the remuneration will need to be increased so that the financial hit is decreased and its more feasible to stand as a councillor at the beginning of a career.



- b) The Leader of the Main Opposition Party, who is paid an allowance, should be allocated to the Leader of the largest Opposition Party which does NOT have representation on the ruling Executive. Executive Members should also be EXCLUDED from Chairing and being Deputy Chairman of any the Council Committees including non - political committees such as Planning & Licensing
- c) I believe it would be beneficial to consider not only the direct time that councillors spend on their duties, but also the time lost elsewhere as a result. It is well established that a working week of more than 40 hours is not healthy and that human beings require 'down-time' in order to be able to function effectively and productively. However, councillors in full-time paid employment are typically expected to sacrifice that down-time in order to do their duties as councillors, which increases the risk of 'burn-out'. But at the same time, the scheme of allowances is not sufficient to allow a typical person to be able to afford reducing their hours of employment to the extent that, when combined with their councillor duties, they are not working more than 40 hours a week
- d) Many people become councillors after retirement. I feel there should be a weighting to encourage those still in employment to become councillors. Working and travelling for 8/10 hours then attending a council meeting is tough and an additional allowance should be considered.
- e) Difficult to answer yet as there has probably been an initial flurry because I am 'new', so I am probably getting things to deal with because people know who I am and believe something will get sorted – or they don't know the correct people to contact. There has also been a significant increase in the number of planning applications that have needed a 7-day response as tend to approve and everyone else is objecting, therefore considerable time spent site visiting, meeting officers, meeting Parish Councils that I hope will settle down.
- f) Some account should be taken of the fact that some committees are more onerous than others. In particular, membership of the Planning Committee takes up considerable time due to the need to keep up with planning policy and undertake site visits etc.
- g) I had no idea I would be paid to be a councillor. I consider the payment more than adequate.

Councillors who said they would like to be interviewed:

#### **Executive**

Cllr Caroline Reeves, Leader of the Council

Cllr Joss Bigmore, Lead Councillor for Finance and Asset Management

Cllr Angela Goodwin, Lead Councillor for Housing, Homelessness and Disability

Cllr Pauline Searle, Lead Councillor for Arts, Parks and Countryside

Cllr Julia McShane, Lead Councillor for Health and Wellbeing, the Voluntary Sector, Grants, Play Strategy and Project Aspire

Cllr James Steel, Lead Councillor for Leisure, Heritage and Tourism

#### **Mayoralty**

Cllr Richard Billington, the Mayor

Marsha Moseley, the Deputy Mayor and Chairman of the Planning Committee

#### **Backbench**

Cllr Chris Blow

Cllr Colin Cross

Cllr George Potter

Cllr John Redpath

Cllr Nigel Manning  
Cllr Diana Jones  
Cllr Paul Abbey  
Cllr Patrick Sheard  
Cllr Tim Anderson

**Councillors terms of office:**

4 months	18 councillors responded
4 years	3 councillors responded
8 years	2 councillors responded
12 years	1 councillor responded
13 Years	1 councillor responded
16 years	1 councillor responded
19 years	1 councillor responded
20 years	3 councillors responded

**Occupational status (where stated):**

Not working - 4  
Employed – 6  
Self-employed - 1  
Student - 1  
Retired -13

## Appendix 3

### Dependants' Carers' and Travelling and Subsistence Allowances

Approved duties for which these allowances are currently payable:

(i) attending a meeting:

- of the Council, the Executive, a committee of the Executive, an Executive Advisory Board, or a committee or sub-committee of the Council including any agenda briefing in connection with any such meeting
- of some other body (including a committee, sub-committee or working group of such body) to which the Council makes appointments or nominations including any agenda briefing in connection with any such meeting
- which has **both** been authorised by the Council, a committee, or sub-committee of the Council or a joint committee of the Council and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited
- of a local authority association of which the Council is a member

(ii) formal site visits and other meetings authorised in advance by a committee or sub-committee

(iii) Attendance at:

- training courses, seminars or presentations held for councillors by the Council or approved third parties
- meetings convened by, or on behalf of, the Managing Director, a Director, or service leader
- meetings of a local parish council, parish meeting, residents' association, local amenity group or neighbourhood meetings with police in a local ward councillor capacity
- Overview and Scrutiny work programme meetings
- Executive Advisory Board work programme meetings
- a meeting of any task group, working group, or panel of councillors established by the Council, the Executive, a committee or an Executive Advisory Board
- any task and finish group established by the Overview and Scrutiny Committee

**Appendix 4: Comparative data of allowances paid to councillors of the other Surrey district councils (South East Employers, Members Allowances Survey October 2018)**

**1. Basic Allowance.**

Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2018/19	Overall budget for Member Allowances (£)	Total number of Councillors	Percentage of Public Service Discount (%)	Average spent per Councillor	Comments on Basic Allowance
Elmbridge Borough Council	District/Borough	137,400	5,066	£341,970 (excludes travel and subsistence, conferences, employees NI, pension contributions, Member Development)	48	50%	7,124	not applicable
<b>Epsom &amp; Ewell Borough Council</b>	<b>District/Borough</b>	<b>78,950</b>	<b>3,341</b>	<b>165,000</b>	<b>38</b>	<b>Not applicable</b>	<b>4,342</b>	<b>*Information not provided so taken from last year's response</b>
Guildford Borough Council	District/Borough	145,000	6,864	442,000	48	35%	9,208	None
Mole Valley District Council	District/Borough	85,000	4,370	228,000	41	0%	5,561	0
Reigate & Banstead BC	District/Borough	147,700	5,599	416,553	51	40%	8,168	0
Runnymede Borough Council	District/Borough	80,510	3,680	244,600	42	40%	5,824	n/a
Spelthorne Borough Council	District/Borough	98,000	6,049	336,095	39	33%	8,618	No comment
Surrey Heath Borough Council	District/Borough	85,000	5,087	291,760	40	n/a	7,294	0
Tandridge District Council	District/Borough	85,400	4,212	50,400	42	0%	1,200	No comment
Waverley Borough Council	District/Borough	120,000	4,758	395,704	57	n/a	6,942	Basic allowance increases in line with pay award for staff.
Woking Borough Council	District/Borough	99,198	7,200	252,489	30	Not applicable	8,416	At Full Council on 11 February 2016, it was agreed that the Basic Allowance be set at £7,200 and future years be increased by the percentage pay award for 'cost of living' made to Council staff.

## 2. SRAs

Council Name	Type of Council (County, Unitary or District/Borough)	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	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	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person	1 SRA per cit?	50% Rule?	
Elmbridge Borough Council	District/Borough	£12,665.00	£0.00	£8,333.00	£0.00	£3,800.00	£2,533.00	£833.00	£0.00	£5,699.00	£1,425.00	£0.00	£8,333.00	£3,167.00	£0.00	£0.00	£0.00	£0.00	With membership greater than 10% of total members = £2,533	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	YES	NO
Epson & Ewell Borough Council	District/Borough	£2,338.41	£3,341.36	£0.00	£0.00	£2,338.41	£2,338.95	£0.00	£0.00	£3,341.36	£1,002.41	£334.14	£2,338.95	£0.00	Not applicable	N/A	Not currently included in scheme - separate civic budget but Mayor continues to receive allowance as ordinary member of Council	Not currently included in scheme - separate civic budget but Mayor continues to receive allowance as ordinary member of Council	200 plus 50 per group member	Not applicable	See Leader of the Council	Not applicable	2338.95	1002.41	No - with the exception of the Chairman of the Planning Committee who is not entitled to claim the allowance as an ordinary member of the Planning Committee in addition to the Chairman's allowance	No	
Guildford Borough Council	District/Borough	£8,236.00	£1,373.00	£5,491.00	£0.00	£3,432.00	£3,432.00	£0.00	£0.00	£5,491.00	£0.00	£0.00	£5,491.00	£0.00	£0.00	£0.00	£5,491.00	£2,745.00	£5,491.00	£0.00	£68.46 per group member	£0.00	£3,432.00	£0.00	No	No	
Mole Valley District Council	District/Borough	£7,500.00	£4,250.00	£4 or less Portfolio Holders - all to share £16,000 If 5 Portfolio Holders each to receive £3,200 If 6 Portfolio Holders each to receive £3,200 If 7 Portfolio Holders each to receive £3,200 If 8 or 9 Portfolio Holders - all to share £22,400  (these figures do not include the Leader of the Council who receives a separate allowance)	£0.00	£2,135.00	£535.00	£0.00	£0.00	£2,560.00	£350.00	£0.00	£2,135.00	£300.00	£0.00	£0.00	£2,560.00	£960.00	£3,735.00	£535.00	£535.00	£0.00	£0.00	£0.00	0	0	
Reigate & Banstead BC	District/Borough	£13,901.00	£11,353.00	£9,268.00	£0.00	£0.00	£433.00	£0.00	£0.00	£5,346.00	£0.00	£790.00	£3,106.00	£0.00	£0.00	£0.00	£12,954.00	£2,676.00	£144 basic allowance plus £57 for each Member of Group	£0.00	£144 basic allowance plus £57 for each Member of Group	£0.00	£0.00	£550.00	No	0	
Runnymede Borough Council	District/Borough	£7,360.00	£1,840.00	£0.00	£0.00	£1,214.00	£3,680.00	£1,840.00	£0.00	£6,440.00	£4,293.00	£2,147.00	£3,680.00	£1,840.00	£0.00	3,680 (Chair) and 1,840 (Vice-Chair)	£3,680.00	£920.00	£2,760.00	£0.00	£2,760.00	£0.00	£3,680.00	£0.00	No	No	
Spelthorne Borough Council	District/Borough	£13,911.00	£9,182.00	£8,956.00	£0.00	£3,479.00	£4,869.00	£0.00	£0.00	£5,564.00	£0.00	£0.00	£4,869.00	£0.00	£0.00	£4,877.00	£0.00	£0.00	£3,241.00	£0.00	£0.00	£0.00	£0.00	1,000 Standards Chairman, 500 Vice Chairman	Yes with the exception of the Leader who is also eligible for an SRA as Chairman/Vice Chairman of the Joint Committee	We operate a 1/3rd rule as a guide rather than a requirement	
Surrey Heath Borough Council	District/Borough	£13,964.00	£8,686.00	£4,626.00	£0.00	£3,700.00	£3,700.00	£1,849.00	£0.00	£4,263.00	£2.14	£0.00	£3,700.00	£1,478.00	£0.00	£0.00	£4,823.00	£1,849.00	£0.00	£0.00	£4,626.00	£0.00	£0.00	£0.00	£0.00	yes	no
Tandridge District Council	District/Borough	£5,947.00	£1,494.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,987.00	£747.00	£577.00	£2,987.00	£747.00	£0.00	£0.00	£2,987.00	£747.00	£1,494.00	£0.00	£0.00	£0.00	£2,987.00	£0.00	No	No	
Waverley Borough Council	District/Borough	£13,977.00	£9,676.00	£8,451.00	£0.00	£3,225.00	£3,225.00	£1,614.00	£0.00	£3,225.00	£1,614.00	£0.00	£3,225.00	£1,614.00	£0.00	£0.00	£564.00	£0.00	£3,225.00	£0.00	£0.00	£0.00	£1,893.00	£0.00	Yes	No	
Woking Borough Council	District/Borough	£12,000.00	£2,000.00	£750.00	£0.00	£0.00	£500.00	£0.00	£0.00	£750.00	£0.00	£0.00	£500.00	£0.00	£0.00	Joint Committee Chairman - £8,015.98 and Joint Committee Vice-Chairman - £1,503 (under Surrey County Council's Members Allowances Scheme)	£14,241.00	£1,430.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£360 (5% of the Basic Allowance)	Yes	No	

## Appendix 5 – Financial implications

Allowance	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (35% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
<b>Basic (BA)</b>						
<b>Total Basic:</b>	<b>7,001</b>	<b>48</b>	<b>336,048</b>	<b>7,405</b>	–	<b>355,440</b>
<b>Increase</b>						<b>19,392</b>

<b>Special Responsibility:</b>						
Leader of the Council	14,002	1	14,002	14,810	200% of BA	14,810
Deputy Leader	7,001	1	7,001	7,405	50% of Leader's SRA	7,405
Members of the Executive	5,601	8	44,808	5,924	40% of Leader's SRA	47,392
Chair: Overview & Scrutiny Cttee	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Shadow Leader	5,601	1	5,601	0	Allowance Withdrawn	0
Chair: Planning Committee	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Mayor	5,601	1	5,601	5,924	40% of Leader's SRA	5,924
Chair: Licensing Committee	3,501	1	3,501	3,703	25% of Leader's SRA	3,703
Chair: Corp Gov & Standards Cttee	3,501	1	3,501	3,703	25% of Leader's SRA	3,703
Chair: Executive Advisory Board	3,501	2	7,002	3,703	25% of the Leader's SRA	7,406
Deputy Mayor	2,800	1	2,800	3,703	25% of the Leader's SRA	3,703
Chair: Guildford Joint Committee		1		3,703	25% of the Leader's SRA	3,703
Vice Chair: Guildford Joint Cttee		1		1,481	10% of the Leader's SRA	1,481*
Designated Licensing Sub Cttee Chairs	280.40	6	2,804**	280		2,804
Group Leaders	69.83 per group member	5	3,352	74 per group member	1% of the Basic Allowance	3,552
<b>Total SRAs</b>			<b>111,175</b>			<b>117,434***</b>
<b>Increase</b>						<b>6,259</b>
<b>Co-Optees' Allowance</b>	351	6	2,106	370	2.5% of Leader's SRA	2,220
<b>BA + SRAs + Co-Optees</b>			<b>449,329</b>			<b>475,094</b>
<b>Increase</b>						<b>25,765</b>

\* As GBC will hold the chairman role of the Guildford Joint Committee in 2020-21, this SRA would not be payable in 2020-21

\*\* Based on 10 meetings per annum

\*\*\* This figure would be lower if the Council adopted the 1 SRA Only Rule

<b>Dependants' Carers' Allowance</b>	10.58 per hour			10.58 per hour		
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<b>Travelling &amp; Subsistence Allowances</b>						
<u>Motor Mileage Allowance</u>						
Cars	45p per mile					
Motorcycles	24p per mile					
Cycle Mileage Allowance:	22p per mile					
<u>Day Subsistence Allowance:</u>				unchanged		
Breakfast						
Lunch	£6.88					
Tea	£9.50					
Evening Meal	£3.76					
	£11.76					
<u>Overnight Subsistence Allowance:</u>						
London	£102					
Elsewhere	£89					