

FINAL – 18 June 2019

Independent Remuneration Panel:

A Review of Members'
Allowances for Arun District
Council

8th Report 2019

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Report Update March 2019

The Report was submitted to The Chief Executive on 5th of February 2019 and taken by the previous Audit and Governance Committee on 14th February 2019. At the request of that Committee some changes and clarifications have been made, with additional clarifications made at the suggestion of Officers. The Audit and Governance Committee on 14th February accepted 27 out of 33 Recommendations contained in the original Report.

Executive Summary

The Independent Remuneration Panel was convened according to the Local Authorities (Members' Allowances) (England) Regulations 2003 to review and advise Arun District Council on their Members' Allowances Scheme. The Panel, working to a very tight time frame, were guided by their Terms of Reference and Guiding Principles.

An evidence-based review was conducted, examining changes in the Authority since the last review, Allowances' Schemes in other Authorities and Members' opinions and insights. In the light of this the Panel were able to draw meaningful conclusions as to:

- The workload and responsibility of the Members, both for their Basic Allowance and any roles of Special Responsibility
- The workload and responsibility of Independent Persons, when needed to assist the Council
- The Allowances or expenses that enabled Members to perform their roles, without being 'out of pocket'.

These conclusions informed a series of recommendations made by the Panel, a summary of which are presented below.

- It was decided that the rate of remuneration was, in many cases, fair so the Panel recommended no changes be made. However, it was clear that the rate of remuneration for the Leader and those in Development Control was unacceptably low, so the Panel advocated increases in the rates. Conversely, the roles and responsibilities exercised by the Licensing Committee had fallen in recent years, so the Panel recommended a reduction in those Allowances. The way that the Leaders of the main opposition and minority parties are remunerated are recommended for change to allow additional minority parties with 3 or more members to claim a small allowance. Furthermore, the Panel concluded that Members who hold more than one role of Special Responsibility, may continue to claim all those allowances to which they are entitled. Additionally, the Panel recommended linking all allowances to Officers' pay.
- The Panel noted that there had been no change in the Allowances paid to Independent Persons for 10 years, so recommended an increase to better reflect the role profile.
- Several of the other Allowances remain unchanged, however, the Panel concluded, that with the introduction of a new Council-wide IT system, the IT Allowance was no longer required so recommended its withdrawal. Increases to the adult rate of Dependent Carer's Allowance

were recommended to better reflect the cost of care for dependent adults. Furthermore, the Panel recommended that Members be entitled to request maternity, paternity and adoption arrangements in line with Council Staff.

Members are of course able to renounce all or part of any Allowance to which they may be entitled. The Panel believes their Review has produced a set of recommendations that best reflect the current responsibilities and workloads of Members and works within existing budgetary constraints.

Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 require local authorities to establish and maintain an Independent Remuneration Panel (IRP) to review and provide advice on Members' Allowances at least every four years. This ensures external scrutiny. Authorities must convene their Panel and seek its advice before making changes or amendments to their Members' Allowances scheme. They must take note of their Panel's recommendations before setting a new or amended Members' Allowances Scheme.

The Panel has completed a thorough and evidence-based review of the remuneration for Members of Arun District Council (Arun DC) and presents its findings, conclusions and recommendations in this report. **Recommendations throughout are in bold type.**

The Panel

The Panel was established in accordance with The Local Authorities' (Members' Allowances) (England) Regulations 2003, with six Panel Members appointed to conduct this review, so providing diversity and breadth of expertise from the Business, Academic, Public and Voluntary sector. Members of the Panel are:

- John Thompson DMS FCMI (Chairman): Retired Company and Charity Director; Governor of Western Sussex Hospitals NHS Foundation Trust; Lay Member of WS Safeguarding Children Board; Arun DC Independent Person; Member of Independent Remuneration Panel at Chichester DC; Chairman of Governors, Davison (CofE) High School for Girls, Worthing.
- Alan Ladley: Retired Force Information Manager, Detective Superintendent, Sussex Police; Resident of Felpham for over 35 years; with his wife, owns a retail gift shop in Middleton on Sea.
- Celia Thomson-Hitchcock: Owner of Ahead To Toe Hair and Beauty Salon, Littlehampton (30 years); Co-Chair of Littlehampton Traders Partnership; Leader of Littlehampton Town Team (Mary Portas 'Save the High Street' campaign) and member of The Coastal Community Fund (Regeneration Project).

- Roger Hamson, Retired, Formally Royal Air Force Air Traffic Controller and Aircrew; Police Constable Bedfordshire and Luton Constabulary; Civilian Air Traffic Control, Airport Management. Staff representative for Management and Supervisory employees with particular responsibility for pension rights.
- Sarah Miles MBA: Business Consultant, PhD student, retired University Lecturer (Business School) and Knowledge Management Program Head; former company owner; charity co-ordinator and Management Committee member Arun Yacht Club,
- Andrew Kelly: Director/Owner of ASK HR Consulting Limited; HR career in Local Government, NHS and private sector; Chairman of Board of Trustees, Dove Lodge (Littlehampton), Volunteer driver for St Barnabas Day Hospice; former Chairman of West Worthing Tennis & Squash club and NHS Trust HR Director

Background

The Council's Audit and Governance Committee confirmed the Panel's Terms of Reference and Guiding Principles at its meeting on 22 February 2019, see **Appendix 1**. These are the same as those approved by the Audit and Governance Committee in 2013. With four new Panel Members and a very tight timetable, the Panel met more frequently than in the past, so allowing rapid progress on a steep learning curve. Thus the Review has been completed in good time for consideration by the Audit and Governance Committee and Members before it is considered by Full Council.

Our Methodology

To ensure our recommendations were rigorous and robust, we considered a wide variety of evidence, written, oral and observational.

We looked at the nature and type of role and responsibility exercised of Elected Members in Arun and the level of commitment and complexity involved. Furthermore, the numbers and length of Cabinet and Committee meetings were analysed and compared to those of previous years. Panel Members also attended public meetings of the Council to best understand the complexities of the roles in action. Relevant Officers briefed us on the Council, Governance structures and changes in roles and working practices since the last Panel Review

A full list of documents considered by the Panel is in **Appendix 2**. We also examined past IRP reports together with the current scheme and compared this with schemes operating elsewhere in authorities similar to Arun.

For this the Panel used the

- 2018 report from the South East Employers (SEEMP) to benchmark Arun's scheme of allowances against all 75 Authorities in the South East of England.
- The most recent reports from Independent Remuneration Panels (IRP) in 13 authorities, designated as being of a similar demographic makeup¹ to Arun DC. These are known as the 'family group'. In-depth analysis of the reports enabled the Panel to assess the process others used to arrive at Members' rates and to understand the differences and similarities between Authorities. To complete the picture, we looked at the seven Districts and Boroughs that comprise West Sussex.
- Additionally, we looked at the level of remuneration paid for other types of public duties and made comparisons with local earnings.

The details of the Basic and Special Responsibility Allowances referred to for benchmarking purposes are in **Appendix 3**. Although benchmarking alone cannot deliver a perfect scheme, the data plays a useful role in decision making, and informs Arun DC where their scheme stands in relation to others and helps to reassure public opinion. Benchmarking identifies where different approaches in comparable local authorities may yield lessons and reveals anomalies.

An important part of the Review was to listen to Members' views. A variety of methods were used, including:

- A questionnaire sent to all Members to complete anonymously. The response was 48% (24 out of 54 Members responded to the questionnaire), almost a threefold increase on 3 years ago. The Panel agreed this response, together with the responses to interviews was sufficient to enable it to draw meaningful conclusions from.
- The Panel met (individually and in small groups) with a wide cross section of Members from all parties, including those who were serving their first term and those with many years' experience. The Panel also met the Leader and Deputy Leader, Cabinet Members, other holders of SRAs including Committee Chairmen and Vice Chairmen. A total of 18 were interviewed, 15 face to face and three by telephone. Interview questions followed up the points of interest from the questionnaires, enabling more in-depth discussion and understanding of the issues; focusing on individuals' specific roles and drawing on their experience.

¹ Using the Local Government 'Display and Comparison Groups' of councils selected for comparison because of their overall socio economic and population similarity.

Basic Allowance

The Basic Allowance (BA) is paid to all Members irrespective of any other allowance they are entitled to. The Allowance based (rather than Attendance based) scheme was introduced in England in 2003 to better compensate Members for the time they devote to public service and to encourage wider participation in local democracy.

Currently Arun's BA is £5,481 a year. Since 2010, increases in BA have been linked to increases in Officers' pay. This includes a 2% increase paid from 1 April 2019.

Asked whether the workload on Members had changed: many interviewed referred to the increase in the volume and complexity of correspondence from constituents – emails and texts -and the need to keep up with constituent's concerns on Social Media and the increased complexity of some aspects of Council business. Looking forward, with the loosening of central controls in areas such as housing, the work load was likely to increase. Of respondents to the questionnaire half felt BA was at the right level and half too low. Interview responses were varied, with the general consensus being that the BA is about right taking into account ward and Council work and bearing in mind budgetary constraints in the public sector. Feedback from the Members interviewed indicated that financial reward was not a significant factor in their decision to stand for election.

Many interviewees drew attention to real or perceived differences in the amount of time spent by Members on their Councillor duties. The amount of ward work varies quite markedly between wards – there is more work in wards of higher social deprivation or where a planning application has been submitted. Some Members see their role very much as representing and supporting their wards. Others regard their Council duties as being of equal or greater importance. Members' attendance records show a high level of attendance at Arun meetings by a significant majority of Members. Where a Member is failing to perform their duties, it is for political Group Leaders to take action.

When the system of Members' Allowances was introduced, it included the concept that part of a Member's work should be unremunerated, something that many Members the Panel spoke to were unaware of. This is the Public Service Element (PSE). Currently in Arun DC the PSE is 30%. Only 18 of the 74 Local Authority schemes included in the SEE report refer to a PSE – for those the percentage varies from 30% to 50%. Respondents to the Questionnaire were split evenly as to whether there should be a PSE included in BA. Interviewees were more in favour – 30% was deemed acceptable to most.

The Arun DC BA is 39th highest in the SEE data set of 75, and 2nd highest among the 7 West Sussex Districts and Boroughs and 4th highest out of the 13 family Authorities.

Past Panels have attempted to link the amount of work done by Members (less the PSE) to the Living Wage as a test of the fairness of the level at which BA is set. However, attempts to get estimates of time spent by Members on their Council work have proved difficult. Various rates and methodologies are available: none are perfect. Taking a simple calculation based on the National Living Wage, £8.21 an hour outside London, means that Arun DC Members are compensated a little over 13 ½ hours a week.. Comparisons with other Public Sector roles is of limited value but, broadly, BA equates to junior posts in the Civil Service and Local Government or a newly qualified nurse or teacher. In recent years BA has risen in line with increases in Officers' Pay – a further 2% increase was added to BA on 1 April 2019 in line with the National Staff pay award taking it to £5,481.

As Arun DC's BA is slightly above the average paid by other Authorities, and roughly in line with national wages, the Panel believes that the current rate is fair.

Recommendations:

- **That the Basic Allowance remain *unchanged* at £5,481 per year after the April 2019 increase**
- **That the Basic Allowance continues to be *increased* in line with Officers' pay increases.**

Special Responsibility Allowances (SRAs)

An SRA is additionally paid to those Members who hold a position of special responsibility to recognise the extra time, responsibilities and complexities involved. Mindful of the fact that the position needs to carry significant additional responsibility to justify an SRA, we looked at the differences in responsibility and time commitment of Leading Members and any changes in these since the last review. Additionally, the SRA should be set at a level that is sufficient to encourage Members to assume roles of extra responsibility.

Leader of the Council

The Leader's responsibilities within Arun DC include Economic Policy & Research, Town Centre Management, Business Development, Economic Partnerships, Tourism, Corporate Policy, Corporate Performance, Communications/web management/marketing, National Partnerships, Local Partner Liaison Committees. Given the extent of the responsibilities of the Leader of the Council, it is clear that the SRA should reflect this.

The role of Leader has changed in recent years. Under the provisions of the Local Government and Public Involvement in Health Act 2007 the Council now has a "strong leader" executive model – as do all Councils that have an Executive Leader. This places more responsibility in the hands of the

Leader, e.g., the Leader now decides the number and content of Portfolios, and determines delegations, previously Council functions.

The Panel learnt that role of Leader is a demanding one with the number of hours worked equivalent at least to a full-time job. Many interviewees were of the opinion that Arun DC's rate for the Leader seemed low.

To set a fair rate for the role that would reflect the Leader's time and responsibilities as well as the high levels of skills and knowledge required, we looked at a number of different factors.

1. Linking it to the Basic allowance received by all Members seems logical and also ensures that any anomalies in the Leader's SRA do not impact on the rates set for all the other SRAs.
2. We looked at the hours the role demanded, (at least 40 hours per week, so precluding other employment), over and above that of a back-bench Councillor (approx. 13.5 hours per week). Taking the role as being around full time and applying the National Living Wage, (as used to test BA) the Leader's SRA should be over £16,000 a year As this is an increase of around 14%, we applied further tests to see how fair the rate for the role was.
3. Looking at SEE data for 2018, we saw that although Arun DC's Basic rate was around the average paid (40th out of 75) the Leader's SRA was 49th out of 73. Indeed, based on the 2015 data set the Leader SRA was 24th out of 75 Authorities, so the rate for the Leader of Arun DC has not kept pace with other Authorities, which is concerning. Were the Leader's SRA to be in line with the Basic it would rise to £17,000.
4. Finally, when we compared rates for the Leaders of 'family' councils, we found that the average for the Leader's role was £17,780. Although, the Arun DC's BA was 3rd out of 13, the Arun DC's Leader rate was much lower in comparison with other leaders- 9th out of 13, a significant difference. Were the Leader's SRA to be in line with the Basic paid within similar authorities, it would rise to £19,036?

It is important to adequately reward the Leader so that strong candidates are attracted to what is a high profile and demanding job. We do believe that the Leader's SRA should reflect not only the increased time but also the increased responsibilities of the role. Therefore, we feel that a rate of £17,000 to £18,000 best reflects the actual responsibilities, skills and knowledge and puts Arun DC on an average Leaders' SRA. We are mindful of the need for Members not to be discouraged from taking on significant roles, such as the Leader's, within Arun DC because of personal financial circumstances and we do feel that allowances should be broadly in line with those paid by similar Authorities.

However, we are sensitive of the need to keep Members' Allowances within budget, particularly at this time. Therefore, we have erred on the low side to reach our recommended figure, with the wish to see this rise in the future to better reflect the responsibilities of the role.

The level of SRA recommended allows for adjusts to the SRAs of the Deputy Leader and Cabinet Members if not now, then in the future.

Recommendation:

- **To *increase* the Leader's rate to £16,122**

Deputy Leader

The key roles and responsibilities of the Deputy Leader of the Council are to deputise for the Leader in their absence and undertake their duties, so far as it is permitted under the Constitution. The Deputy Leader also provides corporate support for Arun DC, which includes Information Management and support including FOI, Data Protection, Customers of Concern & official complaints, Legal advice to the Council, Finance, Procurement and Human Resources. We found that the Deputy Leader rarely deputises for the Leader at, for example, full Council meetings, and the Panel does not see a marked difference in the workload or responsibility of the Deputy Leader, when compared to other Cabinet Members. Furthermore, we note that 20% of Councils in SEE do not pay any increased allowance for the Deputy Leader. Arun DC's Deputy Leader's remuneration is currently 28th out of 74 in SEE, a markedly higher position than the Leader's. The Panel, therefore does not see any justification for a rise in the Deputy Leaders' allowance.

Recommendation:

- **The Deputy Leader's remuneration *remains the same* at £10,400**

Cabinet Members

The Cabinet comprises seven Councillors, all representing the majority party of the Council. In addition to the Leader and Deputy Leader, there are five further Cabinet Members - each with a specific portfolio of responsibilities. The responsibilities of a Cabinet Member's role are many, and include the considering and implementing the major plans, strategies and policies of the Council, as well as recommending budgetary frameworks and processes, reviewing key areas of the Council's performance through the Corporate Plan and Service Delivery Plan and so on.

The Panel could find no evidence that the work load and responsibility has changed markedly since the last review. There continues to be a lot of preparation required for meetings, as well as consulting with Officers and external bodies in order to fulfil their role. When compared to other

Authorities in the SEE, Arun DC Cabinet Members are 30th out of 75 and they are placed 8th out of 16 in the ‘family group’ which supports the view we heard from Councillors, who felt that the remuneration for Cabinet Members was ‘about right’

Recommendation:

- **Cabinet Members’ remuneration *remains the same* at £8,320**

Chairman and Vice Chairman of the Council

It is recognised that there are civic responsibilities and duties within this role and that the Chairman of the Council when called on to represent the Council at major events in the District can incur out of pocket expenses on such occasions. All allowances carry a presumption that Members may incur additional out of pocket expenses and part of the Allowance covers this.

Although busy, there has been no significant change in the role of the Chairman of the Council. There continues to be an amount of work in preparing for and chairing Full Council meetings where there are ever more contentious debates. The Panel remains of the view that the position of Chairman could be compared to having a similar responsibility to that of a Cabinet Member. The current SRA payable to the Chairman is ranked 6th highest of 46 Districts and Boroughs in the South East Employer’s group and second highest of Districts and Boroughs in West Sussex.

There has been no significant change in the role of the Vice-Chairman of the Council. The Panel noted that the Vice-Chairman is the Chairman elect, and that there is the possibility they may have to stand in for the Chairman of the Council at Full Council Meetings and major functions, where they may incur out of pocket expenses on occasions. The current SRA being paid to the Vice-Chairman is ranked 4th highest out of 46 Districts and Boroughs in the South East Employer’s group and is ranked highest amongst the Districts and Boroughs within West Sussex.

Therefore, we see no reason to change the remuneration for either role.

Recommendations:

- **The Chairman’s SRA to *remain unchanged* at £8,320**
- **The Vice Chairman’s SRA to *remain unchanged* at £2,745**

Development Control

The agreement of the Arun District Local Plan in 2018 has had, and will continue to have, a considerable impact in the complexity and volume of work of the Development Control Committee. The Plan provides for at least 20,000 homes by 2031: the highest of all West Sussex Authorities. This has already resulted in very large building projects being submitted for approval. These large projects are highly complex, involve Members of the Committee in considerable preparation and are

almost always highly controversial – generating significantly high public interest, some of which is hostile.

The Committee enjoys considerable support from Officers; however, the Panel notes that there are currently several unfilled Officer Posts in this Department which may impact on the work load of the Committee. In recent years increasingly more routine planning applications are determined by Officers under delegated powers. There have also been significant changes in planning legislation. These changes have made planning decision making more tightly defined. What is permissible development is regulated to such an extent that the reasons for planning authorities to turn down or amend planning applications are quite limited and to some extent depend on the opinions of service providers – Highways, Water and Drainage, Environment etc. This is something that the public do not always appreciate.

The Chairman of the Development Control Committee has a very responsible, demanding and high profile job. The Committee has quasi-judicial powers and all decisions can be referred to or called in by the Secretary of State Housing, Communities and Local Government. Before Members can serve on the Committee they have to undertake induction training and have regular updates, attendance at which is mandatory. Where a Member of the Committee is unable to attend, they nominate a substitute – the Substitute Members must have completed all the mandatory training: currently they do not receive an allowance.

Many respondents to our questionnaire and interviews drew attention to the complexity and workload falling to Development Control. We have received representations that the Chairman's SRA should be closer to that of a Cabinet Member.

The Committee meets in public every four weeks and meetings can last over four hours. In 2017-19 the Development Control Committee met a total of 24 times. Each meeting had on average over 180 pages of agenda and lasted on average 2 hours and 40 minutes

The public meetings are well attended and the atmosphere is tense as many of those attending are directly affected by and often opposed to the developments under consideration. Now the proceedings are webcast live. In addition, the Chairman and Vice Chairman attend briefing meetings with Officers and most Members of the Committee undertake site inspections.

Currently the Chairman of Development Control receives an SRA of £6,000; the Vice Chairman £1,980 and Members £750. These have been in place since 2013. In 2015 data set the Chairman's SRA was in 6th position in the SEE list of SRAs paid to Chairmen of Development Control Committees, but by 2018 the allowance had fallen to 25th position out of 58 Local Authorities paying the SRA. In 2018 the Vice Chairman and Members were 11th (out of 40 Authorities paying an SRA) and Members

were 6th out of 10). In West Sussex the Chairman's SRA is 4th out of the 7 Districts and Boroughs, the Vice 2nd out of the 4 Districts and Boroughs. Members of the Arun DC Development Control Committee are the only ones in West Sussex receiving an allowance. In the Panel's comparator Authorities, the Chairman is 9th out of 14, the Vice Chairman 6th. Members of the Arun DC Development Control Committee have the highest SRA when compared to 'family' authorities. Therefore, we felt it difficult to justify an increase for Members of the Committee, particularly when we took into account that the real responsibility lies with the Chairman of the Committee. However, examining the Committee's activity, we concluded that the five Named Substitute Members of the Committee (who must receive up to date training and often attend at short notice) should receive an SRA.

Recommendations:

- **The SRA of the Chairman of the Development Control Committee should be *increased* by £1,500 from £6,000 to £7,500**
- **The SRA of the Vice-Chairman of the Development Control Committee should be *increased* by £520 from £1,980 to £2,500**
- **The SRAs of the Members of the Development Control Committee should *remain* at £750**
- **In addition, Named Substitutes should be *paid* an SRA of £300 year**

Licensing

The full Committee has a policy and advisory role and performs a quasi-judicial function. It performs two roles through sub-Committees comprising three (full) Committee Members who

- Consider licencing applications from Clubs, Taxi drivers, etc.
- Determine enforcement applications where licence holders are in breach of their licence conditions.

Members do have to attend some mandatory training before joining the Committee.

The activity of the Committee and Sub-Committees over the last two years, show generally routine work. The only exception are some cases where a breach of licence conditions is defended and then the papers and meeting are more complex. The level of activity is much reduced from six years ago when the SRAs were set. With the exception of challenged enforcements, in 2018 meetings last less than an hour and agendas are rarely more than 20 pages (in 2017 it was 70 minutes and 42 pages per agenda). Some meetings last barely 30 minutes.

Currently the Chairman has an SRA of £4,000, the Vice Chairman and SRA of £1,200 and Members £250 each. In SEE data set the Chairman 12th, the Vice Chairman 6th and only four Authorities pay their Licencing Committee Members an allowance. In West Sussex the Chairman's allowance is the

highest: Arun DC's Licensing Vice Chairman and Members are the only recipients of allowances. In the Panel's comparator Authorities, the Chairman is 5th out of 14, the Vice Chairman 5th. Members of the Arun DC Licencing and Enforcement Committee are one of only two Authorities in receipt of an allowance – no one in West Sussex. Taking mandatory training, workload and that very few Authorities pay an SRA To Members of their Licencing and Enforcement Committees the Panel concludes that their no reason to Members of Licencing and Enforcement an SRA.

Therefore, in order to ensure Arun is more in line with other Authorities and to reflect the lesser workload, we make the following recommendations.

Recommendations:

- **The Chairman's SRA be *reduced* by £2,500 to £1,500**
- **The Vice Chairman's SRA be *reduced* by £600 to £600**
- **The Members' SRA be *abolished*.**

Overview Select Committee

The Overview Select Committee has wide ranging responsibilities for holding the Cabinet to account in respect of policy/performance and budget, which the Panel agrees is an important part of the democratic process. The Committee normally meets six times a year but may have special meetings for urgent issues. The meetings are open to the public unless sensitive issues need to be discussed in closed session. The Committee prepares a work programme that is approved by Full Council, which includes scrutiny of key council documents and strategies, performance management and the provision of services in the council; it also deals with "call-in" matters and any petitions from the public. As such, it should be the forum to provide a real check and balance to the Executive, with a key role to identify problems and make recommendations. The Panel notes however, that in reviewing the meeting agendas and work programme often some key areas of work² have no items for discussion. Being Member-driven and with a minimal workload, this Committee should be relatively free to determine their focus. However, in interviews and questionnaire responses some Members suggested that the Committee should concentrate more on key issues and important decisions that really do require scrutiny in order make a valuable contribution.

The Overview Select Committee Chairman's SRA is ranked 14th out of the 46 District and Boroughs in the SEE and is ranked the 4th highest in West Sussex. We noted the Chairman is therefore receiving a competitive allowance in relation to counterparts elsewhere and that the role of Vice-Chairman and Co-Opted persons to the Committee in many District and Boroughs receive no allowance. The Panel found no evidence that the workload is likely to markedly change.

² e.g. performance reviews and contract/partner performance reviews

Recommendations:

- **The SRAs for the Chairman and Vice Chairman remain *unchanged* at £4870 and £1607 respectively.**
- **The allowance for Co-Opted Witnesses, etc. be *increased* from £50 to £60 per meeting (up to half a day's duration) they are required to attend**

Audit and Governance Committee

The work of the Audit and Governance Committee carries much responsibility, particularly in relation to the Authorities' financial and accounting functions. With the increase in statutory and regulatory responsibilities the Committee is responsible for protecting the reputation of the Council by providing assurance on the adequacy of the risk management framework and associated control environment. The Committee meets three times a year and makes an annual report on its work to Full Council.

We recognise that the Chairman's work has increased significantly between meetings, with time spent, for instance, with auditors and professional bodies. Work is becoming more complex with the rules from the EU and procurement tightening and with the need for District Councils to generate more income by way of initiatives, such as setting up their own trading companies and managing their own property investment funds.

Although this may result in some greater complexity the Panel notes that the current SRA for the Chairman of the Committee is towards the top of allowances for this role (11th) within the 46 Districts and Boroughs in the South East Employers group and is the second highest in West Sussex.

Recommendations:

- **The Chairman's SRA to remain *unchanged* at £3,750**
- **The Vice Chairman's SRA to remain *unchanged* at £1,238**

Standards Committee

Currently only the Chairman of the Standards Committee receives an SRA of £1,500 a year. Over the last few years there have been several changes affecting the work of the Committee. Localism legislation has changed the way in which the Committee operates and the scope of its work.

Since the last IRP Review, the Committee has changed. Originally chaired by one of the Independent Persons, the Committee had a wide range of sanctions (including suspension) against Members who were found in breach of the Code of Conduct. The Monitoring Officer was the Council's Solicitor. The Committee is now chaired by a Member. The process for assessing complaints is simpler and the

Monitoring Officer is a senior Officer of the Council. The sanctions available to the Committee are much reduced. The Committee continues to handle complaints against Town and Parish Members as well as those against District Members.

Complaints arising from alleged breaches of the Council's Code of Conduct, adopted by almost all Arun's Town and Parish Councils, are reviewed by the Monitoring Officer and one of the Independent Persons (see below). If there is a case to answer an Assessment Panel³ will meet. Their options are to reach a decision immediately on the breach of the Code, or they may invite the complaint(s) and subject member(s) of the alleged breach to state their case before the Panel. The Panel's Decision is final, subject only to judicial review. The number of complaints and the complexity of some of them has increased and with the Local Plan now approved leading to larger, more complex and higher profile planning applications more complaints can be expected. The Committee do under take some mandatory training and must have a good practical knowledge of the Code of Conduct and Council procedures.

Compared to other Authorities, Arun DC is only one of very few that gives an SRA to the Chairman of the Standards Committee (we note that SEE do not collect data in respect SRAs paid to the Standards Committee Members). The Committee is scheduled to meet four times a year. However, one or two meeting each year are cancelled. Most meetings that do take place last little more than an hour. The Panel notes the reduced level of Committee activity and the removal of much responsibility (for deciding whether Complaints should go to Assessment)

Recommendations:

- **The Standards Committee Chairman's SRA should be *reduced* by £500 from £1,500 to £1,000.**
- **The allowance for Members sitting on Assessment Panels be *increased* from £50 to £ 60 per meeting (up to half a day's duration) they are required to attend.**

Independent Persons on the Standards Committee are appointed by the Authority after public advertisement and interview. They now perform four roles:

- Attending meetings of the Arun DC Standards Committee in a non-voting capacity
- Deciding, together with Monitoring Officer, where a complaint is made if there has been a prima facie breach of the Code of Conduct
- Preparing for and attending Assessment Panels hearings
- Providing advice to complainants and/or the Member who is the subject of the complaint, when asked to do so by Arun DC.

³ Comprising Standards Committee members and one Independent Person

Although technically not an SRA, Authorities ask their Independent Remuneration Panels to look at the remuneration of Independent Persons on Standards committees. Currently they are paid £50 per meeting as Co-opted Members. Many Councils now pay their Independent Persons an annual allowance. The amounts paid vary widely: several pay in excess of £1,000. At 1st February 2019 there were two Independent Persons appointed by Arun DC who attended meetings; pre-assessments or assessments about once a month each. To best reflect the workload and to bring Arun DC in line with common practice we recommend an annual allowance is shared equally between all the Independent Persons.

Recommendation:

- **The Meeting allowance paid to Independent Persons on the Standards Committee be replaced by an allowance of £1,440 a year shared equally between each Independent Person.**

Leader of Opposition and Minority Groups

The Panel believes that the democratic process is best served by having a strong and effective opposition – the extent of this is determined by the electorate – but as identified in the 2003 Regulations, a reasonable level of funding for the Opposition should support the democratic process. Most authorities pay their opposition parties some form of allowance – the amount and arrangements vary widely.

This part of our report presented quite a challenge as at the time the report was being prepared back in January/February 2019, the composition of the Council was that there was one minority party with five Members and the remaining opposition comprising five Members of differing groups (including Independents). The Leader of the largest opposition party is paid an SRA of £3,917. Since the 2 May 2019 District Election, the political control of the Council has changed the result being that there is now an increased Independent Group comprising seven Members meaning that the Leader of that Group can claim an allowance of £700.

Informed by our research across other authorities, the Panel proposes a scheme that is fair and will accommodate most future combinations of opposition groups. The Opposition Leader should be fully prepared, especially for Full Council Meetings, to provide an effective challenge to the Majority Group, therefore the Leader of the largest opposition group should receive an allowance similar to that which is paid now. However, where any minority group has three or more Members, the Leader of that group should also get a small allowance as they are expected to contribute to the opposition process. On this basis the Panel recommends that the Leader of the largest Opposition's group continues to be paid an SRA of £3,917 a year and that the leader of any other group with three or

more Members is paid an SRA of £100 per member of that Group. These allowances would be reviewed in consultation with the minority groups at each change of composition of the Council.

Recommendations:

- **The SRA paid to the Leader of the (largest) Opposition Group remains at £3,917**
- **An SRA of £100 per Member be *paid* to the Leader(s) of any (other) Opposition Group with three or more Members**
- **These allowances to Minority Groups to be reviewed at each change of composition of the Council**

Other Allowances

Information Technology Allowance

IT is a necessary enabler of the Councillor's role. Currently Arun DC operates two systems to provide IT support to Members. The first option is as a supplement to the Basic Allowance of £340 per year, the second involves the issue of iPads to Councillors. In interviews and questionnaire responses we found that Members engaged in many ways with IT, using it for a variety of tasks across different hardware.

The Panel have been advised that Arun DC will be introducing the ModernGov Committee Management System at the end of May 2019. This initiative has a number of advantages for Members, including the security of documents, a common platform, and an ability to link to neighbouring councils and sophisticated search and mark up facilities for documents. Apple is the most effective platform to facilitate ModernGov. Therefore, Arun DC have decided to issue Members with 4G, an iPad, printer and 3 sets of paper & ink per year. Hard copy agendas and notes of meetings will still be available from the Council Offices.

With standard equipment, training in the ModernGov system and ongoing maintenance of the hard and soft ware the IT support for Members is increased. The new system of working, once embedded, will, the Panel believe, enable Members to become even more effective in their role(s) with Arun DC.

In their consideration of the IT allowance the Panel were mindful of the risks associated with the issue of valuable iPads, particularly around security and the loss/damage of Arun DC property and HMRC rules about personal use. We also listened to the concerns expressed by Members, used to their own hardware. While the cost of the equipment package is considerably more than the IT allowance the Panel noted the considerable benefits that ModernGov and standardisation of IT equipment offered. The decision to adopt ModernGov was made at Full Council on the 18th July 2018.

Now that Members will receive all the items that the IT allowance was originally intended to cover, we are of the view that there is no reason for Arun DC to carry on paying an IT Allowance. Therefore, the current system of paying an allowance to Members to cover the costs of using their own IT equipment is redundant and we recommend its removal.

Recommendation

- **The IT Allowance be *withdrawn* from the date when ModernGov is fully available to all Members**

Co-opted Members and Witnesses Allowance

Currently an allowance is payable to Members co-opted to committees or Panels and other persons appointed as Independent Persons, witnesses and the IRP (This Panel) who act as a useful check and balance to Council work. Review of the 'family group' IRP reports and the SEE analysis do not show any consistency amongst authorities with some paying an hourly rate and others a day or annual allowance. From the interviews undertaken there was little appetite for major change to the way the allowance is calculated by the Authority, that being a per-meeting rate. The Panel believes that an hourly rate would be too complex to manage whilst an annual allowance applied across the board cannot truly reflect the differing demands of the roles that attract the Co-Opted Members Allowance.

Arun DC's allowance has been set at £50 per meeting attended and has remained unchanged since 2009. The Panel feels this no longer reflects the value of the work and we are mindful of the need to attract experienced people to sit on Panels and act as witnesses.

Recommendation:

- **The Co-opted persons allowance be *increased* from £50 to £60 per meeting.**

Carers' Allowance

The 2003 Regulations allows for reimbursement of costs for the care of Members' children or dependants when performing council duties laid out in the regulations. The Panel recognises the crucial need for such an allowance, indeed it is specifically mentioned in the Guiding Principles, set by Arun DC, for this review. Demographic changes mean that more and more adults have caring responsibilities, not only for children, but for dependent adults. Our interviews showed universal acceptance for the necessity of such an allowance so as not to discourage Members from playing a full a part as possible in the work of the Authority.

Since 2006 Arun DC has set a single carers allowance of £10 per hour, subject to a maximum of 20 hours per month, there has therefore been no increase for 13 years.

Reviewing other Authorities, it is clear that whilst the rates vary, the majority allow more for the care of dependant relatives than for children. Our research shows that this reflects actual care costs, with the rate for adult care being more than Arun DC currently pays. The current rate paid by Arun DC is believed to be appropriate for child care. However, adult dependent care is costlier. Following research across the local private sector and allowances paid by other authorities, the Panel felt an allowance up to the maximum paid by West Sussex County Council for home care was fair and that this rate be used to set the adult dependant carers rate by Arun DC. By mirroring the WSCC rate it allows for period increases in line with rises in the costs of such care.

The duties that attract a Dependants' Carers' Allowance are the same as the Travelling and Subsistence Allowance. Therefore, the Panel believes that the number of hours per month where claims can be made will be self-limiting according to the roles held by Members who need to claim. Therefore we propose that the limit of 20 hours per month be removed from the scheme and be replaced by financial limits of £4,000 and £6,000 respectively, with the Head of Paid Service having discretion to exceed these limits. We suggest the duties covered be included in the Scheme of Allowances published in the Arun DC Constitution.

In line with most other authorities, claims should be based on actual cost up to the limits proscribed, with evidence of the costs required. The allowance should not be paid to parents, spouses, partners, siblings or members of the same household as the Councillor.

Our in-depth review of the Allowance scheme revealed that the Dependent Carer's allowance was very rarely claimed. Both in interviews and questionnaire responses we noted that a significant proportion of Members were unaware of its existence. The Panel was concerned to find that in more than one instance Members were in a position where they could have claimed this allowance but did not because they were not aware of it. The Panel notes that this allowance is not mentioned on Arun DC's web page 'Councillor Allowances' nor is it shown on the expenses form, as used by Members to claim their allowances and expenses. This makes claiming the Carer's Allowance far from straight forward and complicated for Officers to implement. It seems therefore this scheme must be publicised in the same way as other allowances and working procedures changed to make claiming the allowance straight forward.

The Panel believes that this the recommendations below should ensure that those with caring responsibilities can play a full role in local democracy.

Recommendations:

- **The rate for child care *remains* at £10 per hour.**

- The rate for adult dependent care be *increased* to a maximum of the home care rate set by WSCC.
- The 20 hours per month limit be *removed* and replaced by annual limits of £4,000 pa [for Child Care] and £6,000 pa [for Adult Care] respectively with the Head of Paid Service having discretion to exceed these limits
- The list of duties specified in the Regulations be *added* to the Members Allowance Scheme at part 9 of the Constitution.
- Consideration is given as to whether any other duties should be *approved for receipt* of the Dependent Carer's allowance.
- The availability of this Allowance and the procedure for claiming it be more visible.

Maternity/Paternity/Adoption Leave

The Panel was mindful of its remit, which included 'the need to attract and retain Members representative of the demographic make-up of the District' and that 'Membership of the Council should be as inclusive as possible so as to allow all types of people to become a Councillor'. There are currently excellent flexible arrangements in place regarding Members absent for more than six months. However, we noted that there was currently no specific system in place for Maternity, Paternity or Adoption Leave, which we feel could hinder some the ability of some people to participate fully in local democracy. Since the last IRP Review, the Local Government Commission's and Fawcett Society's report 2017, asks local authorities to adopt comprehensive maternity, paternity, adoption and parental leave policy for Councillors, in line with leave available to employees, and in particular, to ensure that SRAs continue to receive their allowances.

Recommendation:

- **Councillors will be *entitled to request* maternity, paternity and adoption arrangements.**

Town and Parish Council

Town and Parish Councils may pay up to 10% of the Districts Council's Basic Allowance as allowance to their Members. As part of the Review the Panel sought the views of Town and Parish Councils on the arrangements and any changes they might wish to make. Almost half the Town and Parish Councils replied. Responses showed the overwhelming view is to leave the arrangements as they are. It should be noted that the cost of these allowances (where paid) are the responsibility of the Town or Parish Council, being met from their precept not by Arun DC. The Panel therefore recommends no change to the existing arrangements including those for claiming Travel and Subsistence in line with Arun DC arrangements.

Recommendation:

- **No change to the arrangements that allow Town and Parish Councils to pay up to 10% of the Arun DC Basic Allowance to their Members and Travel and Subsistence in line with Arun DC's arrangements.**

Special Responsibility One-Off Payments

Payments of £50 a meeting are made to Members for work on Panels, etc. for which no SRA is paid, and where there is higher level of responsibility, complexity or intense workload than is provided for in the Basic Allowance. In line with other meeting based allowances this should be increased to £60 a meeting. The decision whether payment is made should continue to be taken by the Head of Paid Service on the advice of Group Head of Council Advice and Monitoring Officer

Recommendation:

- **These payments be increased from £50 to £60 a meeting**
- **The Head of Paid Service on the advice of the Group Head of Council Advice and Monitoring Officer *continue* to be authorised to make these payments.**

Travel & Subsistence

In reviewing the travel and subsistence allowances available to Members the Panel have taken into account the specific review undertaken in 2011 into these allowances as well as the last approved IRP review in 2013.

The current rate for travel is in line with the HMRC's Approved Mileage Allowance Payments⁴ The reports from the other IRP's reviewed and the SEE report all show that the rates for Arun DC are consistent with the vast majority of other authorities. Any increase in these rates would have tax and National Insurance implication for Members. Consultation with Members showed a general satisfaction with these rates, whilst accepting it does not cover the true running costs of a vehicle.

Subsistence allowances are aligned to those for Officers of Arun DC, with a maximum rate set and within these rates, actual costs only can be claimed against receipts. Again, we found a general satisfaction with the rates, indeed, May did not claim them even if entitled and some did not seem aware of all the subsistence allowances that could be claimed.

The 2003 Regulations defines approved duties when travel and subsistence allowances may be claimed. The Panel has reviewed the list of approved duties from the 2011 Arun DC IRP report and

⁴ Motor Vehicles 45p per mile Motor cycles 24p per mile Bicycles 20p per mile

finds it still very relevant. However, the Panel suggests that for clarity and information, the rates and lists of approved duties are published.

Recommendation:

- **No change in the Travel and Subsistence rates payable to Members or to the criteria for their payment.**
- **Publish the rates and lists of approved duties in Part 9 of the Arun DC Constitution.**

Future Increases in Allowances

Since 2010 increases in the Basic Allowance have been linked to increases in Officers' pay. The Panel believe that this is an entirely reasonable way to ensure fairness and transparency and should be continued for the BA. Given that it is fair for BA, the Panel recommend that the arrangement should be extended to all SRAs from 1 April 2020. Any inconsistencies or changes to the roles and responsibilities of SRAs would be corrected by the next Review.

Recommendation:

- **All remunerations received by Members, Co-Opted Members , Independent Persons and so on to be *linked* to Officers' pay increases to take effect from 1 April 2020**

Multiple Allowances and Renunciation

There is little consistency among Authorities with regard to applying more than one SRA payment. The Panel asked Members, both in the questionnaire and in interview, whether the number of SRAs paid to an individual member should be limited to one (the most valuable). The result from the questionnaire was (marginally) that only one SRA should be paid. However, in deeper discussion in interviews the view was different, perhaps because many of the interviewees were holders of SRA posts. The Panel takes the view that if a Member is doing the work and effectively exercising the responsibility in more than one role that attracts an SRA then the SRA should be paid, as is the current arrangement. Any Councillor may relinquish part or all of their allowance should they so wish.

Recommendation:

- **Members should *continue* to be remunerated for all SRAs that they hold.**

Periods of Absence

The Panel has been made aware that on occasions a Vice Chairman of the Council or a Committee has taken the role of Chairman for two months or more without being recompensed for the additional responsibility: setting agendas, briefings with Officers and chairing meetings. We found

the practice in many Authorities is for the Vice Chairman to take over and after two meetings to be paid the Chairman's SRA until the Chairman returns or is replaced, which seems to us, not only cost neutral, but eminently fair.

Recommendation:

- **Where a Chairman of the Council or a Committee is absent for two months or more, then their allowance may *be paid* to the Vice Chairman until the Chairman returns.**

Suspension of Allowances

The Panel is aware that the Local Government Member's Allowances (England) Regulations 2003 provide for allowances to be withheld if a Member is suspended or partially suspended. At present this is omitted from the Arun DC's Scheme of Allowances. This does not seem to be just or fair.

Recommendation:

- **This (and any other provisions of these) regulation are duly *incorporated* into the Arun DC Scheme of Allowances.**

Timing of Next Review

During the course of the Review the Panel were aware of the imminence of the municipal election. Members who planned to stand for election were aware of the potentially negative impact of any increases in allowances on the electorate. Furthermore, Members who were retiring were not greatly interested in the Review. We believe that greater engagement in the Review process might be achieved by conducting the Review shortly after municipal elections or a reasonable time after any change in governance arrangements.

Recommendation:

- **Move the next review to after the municipal elections in 2023 or sooner if there is a change in municipal governance arrangements**

Financial implications on Budget

The Panel is very minded of the need to ensure that the Allowances scheme is fair, straight-forward, economic to operate, justified in terms of affordability (in the public's perception) and works within existing budgetary constraints. In reaching our conclusions, we have sought to ensure that the true exercise of responsibility, complexity and workload were taken fully into account while having regard for what is happening elsewhere.

The financial effect of our recommendations are set out in the table below. Increases in some payments are broadly offset by decreases in others, and we feel the new rates best reflect the current responsibilities and work loads of Members.

Costed Changes to Allowances

Members' Allowances Recommendations 2019 (May 2019)

	Current			Proposed			Change
	5481	54	295974	5481	54	295974	
Basic Allowance							0
SRAs							
Leader	14196	1	14196	16122	1	16122	1926
Deputy Leader	10400	1	10400	10400	1	10400	0
Cabinet	8320	5	41600	8320	5	41600	0
Chairman	8320	1	8320	8320	1	8320	0
Vice Chairman	2745	1	2745	2745	1	2745	0
Chair - DC	6000	1	6000	7500	1	7500	1500
Vice Chair - DC	1980	1	1980	2500	1	2500	520
Members DC	750	13	9750	750	13	9750	0
Substitutes DC	0	0	0	300	5	1500	1500
Chair - L&E	4000	1	4000	1500	1	1500	-2500
V Chair L&E	1200	1	1200	600	1	600	-600
Members - L&E	250	13	3250	0	12	0	-3250
Chair - Overview	4870	1	4870	4870	1	4870	0
Vice Chair - Overview	1607	1	1607	1607	1	1607	0
Chair - A&G	3750	1	3750	3750	1	3750	0
Vice Chair - A&G	1238	1	1238	1238	1	1238	0
Chair - Standards	1500	1	1500	1000	1	1000	-500
Independent Persons	0	0	0	720	2	1440	1440
Minority Groups	3917	1	3917	4617	1	4617	700
Basic Allowance & SRAs			416297			417033	736
IT Allowance	340	53	18020	0	53	0	

Effective Date

The Panel recommends that accepted Recommendations come into effect on 7th May 2019. This means in practical terms they will affect Members from their election (or re-election) as Members at District Council elections on 2nd May 2019.

Recommendations

The Panel Makes the Following recommendations:

1. The Basic Allowance remain unchanged at £5,481 per year taking into account the April 2019 increase
2. The Basic Allowance continues to be increased in line with Officers' pay increases
3. The Special Responsibility Allowance payable to the Leader of the Council be increased by £1,804 from £14,196 to £16,122 and there is no change in the Special Responsibility Allowance paid to the Deputy Leader of the Council at £10,400
4. The Special Responsibility Allowance payable to Cabinet Members (Portfolio Holders) remain unchanged at £8,320.
5. The Special Responsibility Allowance payable to the Chairman of the Council and the Vice Chairman of the Council remain unchanged at £8,320 and £2,745 respectively
6. The Special Responsibility Allowance payable to the Chairman of the Development Control Committee be increased by £1,500 from £6,000 to £7,500; that of the Vice-Chairman be increased by £520 from £1,980 to £2,500 and there be no change to the Special Responsibility Allowance £750 payable to the Members of the Development Control.
7. A Special Responsibility Allowance of £300 a year be payable to Members who are Named Substitutes for Members of the Development Control Committee.
8. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Licensing Committee be decreased by £2,500 from £4,000 to £1,500 and by £600 from £1,200 to £600 respectively.
9. The Special Responsibility Allowance payable to Members of the Licensing Committee be abolished.
10. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Overview Select Committee remain unchanged at £4,870 and £1,607 respectively.
11. The allowance for Co-Opted Witnesses, etc. be increased from £50 to £ 60 per meeting (up to half a day's duration) they are required to attend
12. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Audit and Governance Committee remain unchanged at £3,750 and £1,238.

13. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of Standards Committee be reduced by £500 from £1,500 to £1,000. Payments to Members sitting on Assessment Panels be increased from £50 to £60 a half day meeting
14. The meeting allowance paid to Independent Persons on the Standards Committee be replaced with a payment of £1,440 a year shared equally between the Independent Persons
15. The Special Responsibility Allowance payable to the Leader of the largest Opposition group be remain unchanged at £3,917
16. The leaders of smaller Minority Groups of three or more Members receive an SRA of £100 per Member.
17. The Allowance paid to minority groups be reviewed after each change in composition in the Council
18. The IT Allowance be discontinued when ModernGov and the IT strategy for Members is fully available to all Members
19. The meeting allowance paid to Co-opted Members and Witnesses to Committee and Panels should increase from £50 to £60
20. The Carers Allowance of £10 per hour up to a maximum of 20 hours a month be replaced by
 - a) a Child Care allowance of £10 an hour, limited to £4,000 a year;
 - b) a Dependent Adult allowance up to a maximum of the Home Care rate paid by West Sussex County Council, limited to a maximum of £6,000. And that the Head of Paid Service has the discretion to exceed these limits.
21. The list of duties specified in the Regulations be added to the Members Allowance Scheme at Part 9 of the Constitution.
22. Consideration is given as to whether any other duties should be approved for receipt of the Dependent Carer's allowance.
23. The availability of this Allowance and the procedure for claiming it be more visible.
24. Councillors will be *entitled to request* maternity, paternity and adoption arrangements.
25. No change in the arrangements that allow Town and Parish Councils to pay up to 10% of the Arun DC Basic Allowance to their Members.
26. Special Responsibility One-off payments be increased from £50 to £60 a half day for one-off activities, for example, intensive projects subject to the approval of the Head of Paid Service on the advice of the Group Head of Council Advice and Monitoring Officer.
27. All remunerations received by Members, Co-Opted Members, Independent Persons and so on to be linked annually to Officers' pay and allowances with effect from 1 April 2020.
28. The arrangements for Travel and Subsistence remain unchanged and the rates and list of approved duties be published in Section 9 of the Arun DC Constitution

29. The arrangements for the payment of more than one SRA remain unchanged
30. If the Chairman of the Council is absent for a continuous period of two months or more their SRA can be paid instead to the Vice-Chairman if they take on the responsibilities during that period of absence.
31. Include in Arun DC's Members' Allowance Scheme provision for the Suspension of Allowances of the Local Authority Members' Allowances (England) Regulations 2003, in that allowances be withheld if a Member is suspended or partially suspended.
32. Move the next review to after the municipal elections in 2023 or sooner if there is a change in municipal governance arrangements
33. The new Allowances Scheme is effective from 7th May 2019.

Thanks

The Panel wish to place on record its thanks to all those Members who provided evidence to the Panel; Officers who provided information and answered our many and varied questions. Finally, special thanks must go to Mrs Jane Fulton, Committee Services Manager who provided unstinting support to the Panel with great integrity, patience and energy.

Appendixes

Appendix 1 – Panels’ Terms of Reference and Guidance

Panel’s Terms of Reference are to consider and review:

- the nature and type of role and responsibility of Elected Members and the level of commitment involved
- the difference in responsibility and time commitment of Leading Members; Cabinet Members and back-bench Members and the Chairman and Vice-Chairman of the Council and other Members with specific responsibilities
- schemes operating elsewhere in authorities similar to Arun DC
- the level of remuneration paid for other types of public duties
- whether allowances should be payable to meet Members out of pocket expenses
- the need to attract and retain Members of appropriate calibre and representative of the demographic make-up of the District
- the need to ensure that the scheme is straight-forward and economic to operate and justified in terms of affordability (in the public’s perception) and working within existing budgetary constraints
- a scheme that aims to compensate for the time put into the roles and responsibilities undertaken – bearing in mind that there should be an element of public service a scheme that encourages Councillors to work flexibly and to develop themselves and their role in the community.

The following general principles should be applied:

- Membership of the Council should be as inclusive as possible so as to allow all types of people to become a Councillor
- the need to encourage people to stand as Councillors – not to see a lack of remuneration/loss of earnings as a deterrent
- Members should be able to renounce all or part of their allowances account should be taken of hidden costs of Council Membership
- account should be taken of any additional and/or onerous responsibilities undertaken by Members
- there should be an unremunerated element to service as a Member
- some recompense should be available to Councillors with care responsibilities
- the desirability of clearer public accountability for the work of Members
- allowances should be broadly in line with those paid by adjacent Authorities and those of a similar size, and
- the scheme of allowances should be equitable, transparent and simple to understand and administer while being affordable and justifiable in the perception of the public.

Appendix 2 – Documents Accessed by the Panel

The Local Authorities (Members' Allowances) (England) Regulations 2003

The Arun DC Constitution

Arun DC List of Councillors

Arun DC List of Committee Membership 2018-19

The reports of previous Arun DC Independent Remuneration Panels

The Agendas and Minutes of the Arun DC Full Council, Cabinet and Select Committees.

Attendance Figures for Full Council and Select Committee

Schedule of Payments to Councillors 2017-18

The South East Employers 2018 survey of Members' Allowances

Independent Remuneration Panels' Reports and Schemes of Allowances of other Authorities

name of DC	£ Basic	£ Leader	£ cabinet members (av if 2 tier)	£ Governance chair	£ Governance VC	£ Dev control	£ Dev Control VC	£ Dev control member	£ Licensing Chair	£ Licensing VC	£ Licensing member	£ IT	£ Carers	£ Co-opted meet up to 1/2 day	Y/N travel/subs as officers?	Y/N limited to one SRA?	Y/N linked to local wages?	Hours worked	Y/N Opp SRA linked
Lewes	3502	13937	4879	2787	0	4181	697	502	50/meeti	0	0	N/K	10.15	28.3	Y	Y	Y	9	Y
East Devon	4360	14421	4600	2010	0	6184	3098	0	3098	836	0	N/K	6.31	50	?	?	N/K	N/K	Y
Canterbury	5476	19036	2608	522	0	5737	522	0	5737	0	0	0	t Min Wa	?	Y	Y	?	??	Y
New forest	5760	19595	9994	2019	0	6858	0	250	2019	0	0	415	45 or 10.3	55.36	Y	Y	Y	14	Y
Huntingdon	4500	16000	8394	2779	695	6,311	2,104	620	6,311	2,104	0	107	7.33	N/K	Y	N/K	N	?	Y
Rother	4517	12609	2742	1989	0	2719	0	0	1989	0	0	200	10	?	Y	?	N	?	Y
Tendering	5122	18438	8669	4300	0	6268	2029	500	650x4	0	0	?	8.25	?	?	?	?	?	Y
Scarborough	4041	16165	8820	6708	0	7274	0	0	6708	0	0	?	?	25	?	?	?	?	?
ARUN	5374	14196	8320	3750	1238	6000	1980	750	4000	1200	250	340	10	50	Y	No	No	?	N
Chichester	4725	14500	7000	4800	0	6000	0	0	4800	0	300	0	NMW	50	Y	Y	n	?	Y
Worthing	4833	14499	6041	2416	1208	4833	1208	0	3624	1208	0	0	10.25 or 15	?	Y	n	n	?	n/k
Adur	4422	13268	6634	2211	1105	4422	1105	0	3317	1105	0	0	10.25 or 15	?	Y	n	n	?	N/K
Horsham	4970	13515	6950	2415	0	3810x2	1275x2	0	0	0	0	N/A	7.85	?	Y	n	n	?	n
Teignbridge	5355	48743	9371	3213	1338	7497	2677	0	4016	2142	0	?	At cost	50	Broadly	?	N	N	Not paid

Appendix 3- Other 'Family' Authorities Spreadsheet