

By: Ben Watts, General Counsel
To: County Council – 25 May 2017
Subject: Members' Allowances Scheme for the Four Year Period 8 May 2017 to May 2021

Introduction

1. At the meeting of the Council on 20 October 2016 the new independent Member Remuneration Panel comprising Mr H Khan, Mrs M Ryder and Mr S Wiggett were appointed for the period 1 November 2016 to 31 October 2020.

Preparation of a Members' Allowance Scheme for the four year period 8 May 2017 to May 2021

2. (1) The Panel started its work in earnest in November in 2016 and is working hard to prepare a recommended scheme of Members' Allowances for the new County Council. The Panel was asked specifically by the former County Council to recommend a scheme of indexation for the Members' Allowances Scheme to ensure that the amount of an elected Members Basic Allowance and Special Responsibility Allowance is automatically uplifted.

(2) At the end of the four year period the Panel will review the scheme based on all the economic factors around price and pay together with comparative data from other authorities to ensure that the starting point for a new Members' Allowance Scheme is at the appropriate level.

(3) Since November 2016, the Panel have met with a significant number of the Members of the former County Council who provided them with an excellent insight into the role of the elected Member and a number of roles of the former County Council which attracted a Special Responsibility Allowance.

(4) The Panel have reached some initial conclusions based on the structure of the former County Council but not the new County Council structure which is before the Council today in greater detail.

(5) The Panel heard early on in their interview process and agreed (having taken advice) that the Korn Ferry Hay Group could undertake a piece of work to provide additional evidence for the Panel and the Council on the relative size of the roles and quantum within the Members' Allowance Scheme. The Panel have yet to consider this evidence.

(6) The Panel met with three of the Group Leaders on Tuesday 16 May, Mr P B Carter CBE Leader of the Council; Mrs T Dean, MBE, Leader of the Liberal Democrat Group and Mr D Farrell, Leader of the Labour Group. During the individual

discussions with these Leaders the Panel explored their initial views and conclusions.

(7) Following these discussions it was clear to the Panel that it would be helpful to understand and possibly have some discussions with some of the newly elected Members. They also want to refresh the information from comparable authorities who will also be preparing their new Members' Allowance Schemes and consider the evidence from the Korn Ferry Hay Group.

(8) The Leader of the Council indicated to the Panel that he would be happy for the Members' Allowance Scheme of the former County Council to be adopted in this interim period to allow the independent Member Remuneration Panel time to prepare their report for either the July/September meeting of the Council.

(9) The Members' Allowance Scheme for the former County Council is set out in the Appendix to this report.

RECOMMENDATION

(10) The County Council be asked to agree to the adoption of the Members Allowance Scheme set out in the appendix to this report pending the receipt of the report and recommendations of the independent Member Remuneration Panel at the July/September meeting of the Council.

Paul D Wickenden
Democratic Services Manager (Members)

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Members' Allowances Scheme

For the period 1 June 2016 to 4 May 2017

Adopted by the Council on 19 May 2016

BASIC ALLOWANCE - £12,805 per annum (inclusive of an element for routine subsistence expenditure on KCC duties).

SPECIAL RESPONSIBILITY ALLOWANCES

	%	£
Executive		
Leader	100	42,109
Cabinet Members (maximum 9)	65	27,370
Deputy Cabinet Members (maximum 11)	30	12,632
Cabinet Committee Chairman (maximum 6)	17.5	7,367
Council		
Council Chairman	33	13,878
Council Vice-Chairman	17.5	7,367
Planning Applications Committee Chairman	22	9,268
Regulation Committee Chairman	22	9,268
Other Committee Chairmen (a)	17.5	7,367
Scrutiny Committee Chairman	17.5	7,367
Select Committee Chairmen (for period of review)	17.5	7,367
Opposition		
Leader of each Opposition Group (of at least five members)	15	6,316 plus £500 for each additional Group Member

Notes:

- (a) Other Committee Chairmen: Governance & Audit, Health Overview & Scrutiny and Superannuation Fund.

- (b) No Member to receive more than one Special Responsibility Allowance.
- (c) No other allowance to be payable.

TRAVEL EXPENSES

Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently, these are 45p per mile for the first 10,000 miles and 25p a mile thereafter.

Parking fees, public transport fares and any hotel expenses will be reimbursed at cost, but only on production of a valid ticket or receipt - the cheapest available fare for the time of travel should normally be purchased.

Taxi fares will only be reimbursed on production of a valid receipt and if use of public transport or the Member's own car is impracticable

Travel expenses will be reimbursed for any journey on council duties between premises as agreed for tax purposes (normally excluding journeys to constituents' homes).

VAT receipts for fuel must always be provided to accompany Members' expense claims and any instructions issued by the Director of Governance and Law in relation to the submission of expense claims complied with.

Air travel and rail travel other than to/from London or within Kent should be booked through officers to enable use of discounting arrangements.

Journeys undertaken in accordance with the following descriptions are allowed to be claimed for:

- (a) attendance at KCC premises to undertake KCC business, including attendance at Council, Cabinet and Committees, etc (including group meetings) and to undertake general Member responsibilities;
- (b) representing KCC at external meetings, including Parish and Town Councils and those of voluntary organisations where the member is there on behalf of KCC;
- (c) attendance at events organised by KCC and/or where invitations have been issued by County Officers or Members (including Chairman's events and other corporate events); and
- (d) attendance at meetings/events where the Member is an official KCC representative (as determined by the Selection and Member Services Committee) or requested by the Leader or the relevant Cabinet Member.

SUBSISTENCE EXPENSES

These are not normally reimbursed. Hotel accommodation should be booked through officers. Any other reasonably unavoidable costs related to overnight stays, excluding normal subsistence, will be reimbursed on production of a receipt.

DEPENDENTS' CARERS' ALLOWANCE

Members who incur expenses themselves in respect of care responsibilities for dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a carer while the Member is on Council duties, up to a maximum of £10 per hour for each dependent child or adult. Money paid to a member of the Members' household will not be reimbursed. In the case of an allowance for the care of a dependent relative, the relative must reside with the councillor, be dependent on the councillor and require constant care. Subject to the Childcare Voucher Scheme's standard terms and conditions*, any Member may, if they wish, sacrifice a portion of their Basic Allowance for Childcare Vouchers which are not subject to tax and national insurance deductions.

* For reference these terms and conditions include (but are not limited to):

- The childcare provider must be OFSTED registered.
- The children must be aged between 0 and 16.
- A sacrifice agreement would need to be signed.
- The amount that can be sacrificed varies depending on whether the applicant is a basic, higher or additional rate tax payer.

PENSIONS

Members are not eligible for admission to the superannuation scheme.

CO-OPTED MEMBERS

An allowance is payable to the Independent Person of £500 per annum plus a daily rate of £100 (pro rata for part of a day). An allowance is paid to the members of the Independent Remuneration Panel of £100 per day.

ELECTION TO FORGO ALLOWANCES

In accordance with Regulation 13 of the Local Authorities (Members' Allowances) (England) Regulations 2003, any Member may elect to forgo all or any part of their entitlement to allowances, by notice in writing to the Head of Democratic Services.

SUBMISSION OF CLAIMS

In accordance with Regulation 14 of the Local Authorities (Members' Allowances) (England) Regulations 2003, the time limit for the submission of claims relating to travel, subsistence, co-optees and dependent carers allowances is four months from the date the expense was incurred.

NO OTHER ALLOWANCES ARE PAYABLE