

**A REVIEW OF  
COUNCIL MEMBERS' ALLOWANCES  
FOR  
TONBRIDGE AND MALLING BOROUGH COUNCIL  
January 2017**

**Joint Independent Remuneration Panel [The Panel]  
for  
Sevenoaks District Council  
Tonbridge & Malling Borough Council  
Tonbridge Wells Borough Council**

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# **1 Introduction**

1.1 The Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to establish and maintain an Independent Remuneration Panel [The Panel] to review and make recommendations to the Council on the range and levels of remuneration for elected Members (see Terms of Reference Appendix 2).

1.2 Under the Regulations the Council is required to undertake a full review every four years. The last full review was reported to and considered by Council on 16 April 2013. This report is the result of the latest review conducted in Autumn/Winter 2016.

1.3 The purpose of this review is to carry out the quadrennial update of local councillors' allowances required by legislation, taking into account Members' workload, responsibilities and required time commitment and then to recommend a fair level of recompense for those commitments.

1.4 The Panel is mindful always of its remit to assist in broadening the diversity of councillor representation by minimising financial barriers to participation in local government.

1.5 While affordability of the Panel's recommendations is ultimately an issue for the Council to decide, the Panel fully appreciates the sensitivity of making any increase in allowances in the current financial climate and has tried to propose a scheme which is fair, simple to administer and properly reflects the significant time commitments given by individuals in this important tier of government. However, the Panel appreciates that time commitment alone is not necessarily an accurate indicator of efficiency, output and results.

1.6 The panel also has the responsibility of reviewing allowances for both Tunbridge Wells Borough and Sevenoaks District Councils. The Panel's recommendations were rejected by Tunbridge Wells Borough Council who determined that the status quo should continue.

## **2 Summary of Recommendations**

### **2.1 Basic Allowance**

A Basic Allowance for elected Members of £5,000 p.a. based on benchmarking with other district Councils in the 'Kent Family' and including a discount factor to reflect the ethos of public service inherent in the elected representative's role. The gross value of the allowance is £8,333 p.a., reduced by £3,333 p.a. for this voluntary element. This allowance is the same as the Panel's recommendation for Tunbridge Wells Borough Council.

### **2.2 Special Responsibility Allowances**

In this review the Panel has considerably simplified the structure of SRAs by using an approach which sets the level of each SRA as a percentage of the Leader's allowance. The Panel has also re-considered the allowances for Vice-Chairs. The Panel continues

to support the 2007 guidance on Members Remuneration from the Councillors Commission which recommends that members should not receive more than one SRA.

The Panel's recommendations for Special Responsibility Allowances for each role (after reduction for the voluntary/public service element) are:-

- Council Leader - £20,000 p.a.
- Deputy Leader - £15,000 p.a.
- Opposition Group Leader - £1,250 plus £250 p.a. per group member
- Cabinet Members - £8,500 p.a.
  
- Committee Chairs:

Area Planning – 3No	£1,665 p.a. each – (£5,000 divided by 3)
Overview & Scrutiny	£2,500 p.a.
Audit	£2,500 p.a.
Licensing & Appeals	£2,500 p.a.
Joint Standards	£2,500 p.a.
General Purposes	£1,600 p.a.
Advisory Board - Programmed	£1,600 p.a.
  
- Area Planning Committee Vice-Chairs - £333 p.a. each

### **2.3 Carer Allowances**

The Panel's recommendations are that the Child Care Allowance should be equivalent to the forthcoming National Living Wage payable at the actual amount charged, subject to a maximum rate of £7.20 per hour per child or and that the Dependant Carer's Allowance should be payable at the actual amount charged subject to maximum of £16.00 per hour.

### **2.4 Travel Expenses**

The Panel recommends that the current scheme for Members, based upon the HMRC approved rate should continue.

### **2.5 Number of Councillors**

Given the high proportion of total expenditure on Members' Allowances that is made up by the Basic Allowance and the high level in comparison to other Kent districts (SEE Table 1), the Panel recommends that the Council gives consideration to pursuing the reduction of the number of councillors in the Borough as a longer-term strategic option, to reduce the cost of representation. The Panel understands that a number of councils have already done this for example Canterbury City Council (from 50 to 39) and Shepway District Council (from 46 to 30). The number of councillors in Tonbridge and Malling is high in comparison to other Kent councils and therefore the total cost of basic allowances is high at £285,000, which needs to be reflected upon in an environment where councils are being forced to cut budgets for services.

## **2.6 Protection**

As some of the recommended allowance rates are below current levels, the Panel considers that the Council may wish to consider implementing Protection arrangements in the same way it would for staff.

## **2.7 Updating**

In future the allowances should be updated in line with any annual increases in pay awards to Council staff.

## **2.8 Meal Allowances**

The Panel recommends that meal and subsistence allowances should be paid to councillors at the rates agreed by HMRC, but excluding tea allowances.

### **3 Background**

3.1 The basis of the current level of members' allowances for Tonbridge and Malling Borough Council was established by the Panel in December 2001 following guidelines issued by central government [see Appendix 1]. These allowances replaced the previous system of attendance-based payments and have been revised in subsequent years to reflect cost of living increases and changes in council structure and responsibilities.

3.2 The process is that the Panel recommends a structure of allowances, after consultation with members and officers but that the final decision is the responsibility of the Council. The Panel has followed broadly the same methodology since 2008.

3.3 The 2007 Councillors Commission paper on Members Remuneration suggested a set of basic principles to govern allowance schemes:

- 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
- Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles
- The system should be transparent, simple to operate and understand
- The system should not encourage the proliferation of meetings or provoke councillors into spending more time on council business than is necessary
- The level of remuneration should relate to a commonly accepted benchmark, such as the median male non-manual salary

These principles underpin the recommendations made in this report and are reflected in our Terms of Reference [Appendix 2]

### **4 Approach and Methodology**

4.1 In line with the previous reviews, and reflecting the approach taken by many other Independent Review Panels elsewhere in the country, the Panel established a set of core principles to guide this review as follows:-

- To remove, where possible, the immediate financial barriers to becoming a councillor to assist in the diversity of the cohort of councillors, regardless of political background
- To reflect the current time commitment required to perform the role of ward councillor and the potential loss of earnings opportunities for councillors in doing so
- To recognise the increasing levels of responsibility and accountability being devolved from central government to local government and its impact on the nature of leadership and scrutiny roles within the Council
- To retain a significant element of public service, *pro bono* contribution from elected councillors
- To benchmark the comparative position of council members with those in similar roles in Kent and other South East councils
- To recommend allowances based on objective data with a simple and logical structure that can easily be updated in future

In conducting the review at the Council, the Panel held meetings with senior officers and party leaders, and offered the opportunity to all elected members to meet individually with the Panel, a number of whom took up this offer. The Panel considered meetings were a more effective way of eliciting information than a questionnaire. One member provided written information.

## **5 Allowance Calculations**

5.1 There are some important principles and constraints on the calculation of allowances which are detailed in our Terms of Reference [Appendix 2].

### **Determining the Basic Allowance**

5.2 The statutory guidance for Local Authority Allowances says that the *“basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meeting with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.”* [ODPM 2003. Para 10].

5.3 There are three core elements which determine the Basic Allowance: time spent on councillor duties, a standard financial hourly rate and the public service discount element.

### **Time Commitment**

5.4 *“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 ..... number of hours for which, councillors ought to be remunerated”* [ODPM 2003. Para 67].

5.5 The number of hours committed by individual councillors to their elected and representative duties varies widely between individuals and over time. It is recognised that, for many councillors, the role is far more than just attendance at council meetings and will include, for example, constituency duties, committee meetings, meetings with officers and training courses.

5.6 The Panel determined in 2008 that the average time taken to satisfactorily perform a ward councillor role was an average of 15 hour per week, following a survey of members and soundings at all levels of the council. This figure was used for the 2012 review. Since that time there has been a small reduction in the number of formal meetings, but this of course does not mean that the overall workload of members has declined, just that less time is spent in formal meetings.

5.7 All 54 councillors are members of one of three Area Planning Committees. This involves training and considerable preparation and increases Councillors' hours, above that if a single Committee operated. Most councils operate a single Planning Committee, with only a proportion of the councillors sitting on it. Whilst the decision to have all councillors on an Area Planning Committee is a matter for the Council, the Panel questioned whether this is an efficient use of councillor's time and should not count in the time that councillors perform their duties.

5.8 During our discussions with members their estimates of the time spent on Council business was varied and it was not possible to draw a conclusion of the average productive hours spent.

### Hourly rate

5.9 Previously, including for the last review in 2012, the Panel used the median hourly pay for all employees who live within the Tonbridge and Malling local authority area as published by the Office of National Statistics in their Annual Survey of Hours & Earnings (ASHE). In 2012 this was £14.61 per hour [Source: ASHE 2012. ONS] and this was the base hourly-rate for the Panel's recommended allowances. This resulted in a Basic Allowance of £5,836, which the Council considered to be too high, with a figure of £5,076 being adopted by the Council in April 2013.

5.10 The Panel has carried out benchmarking, which showed that the Basic Allowance for Tonbridge and Malling is higher than for comparable local authorities in Kent. See Table 1 below. The position was the same for the other two Councils that the Panel covered, which suggested that the previous methodology was not applicable. The Panel considers that the previously used hourly rate bears little relation to the actual hourly rates paid in Tonbridge and Malling, because it is distorted by the fact that many residents actually work in London.

5.11 The high level of the Basic Allowance was recognised by some members of the Council when the annual inflationary adjustment was considered for the 2016/17 financial year. The updated amount was £5,283, but 26 Councillors decided to freeze their Basic Allowance at the previous year's figure of £5,178.

**Table 1 - KENT BASIC ALLOWANCE COST COMPARISON – 2016**

Authority	Basic	No of Cllrs	Total
Sevenoaks	£5,253	54	£283,662
Tonbridge & Malling	£5,283	54	£285,282
Tunbridge Wells	£5,500 *	48	£264,000
Ashford	£4,466	43	£192,038
Canterbury	£5,303	39	£206,817
Dartford	£5,000	44	£220,000
Dover	£3,980	45	£179,100
Gravesham	£3,447	44	£151,668
Maidstone	£4,666	55	£256,630
Shepway	£3,867	30	£116,010
Swale	£4,880	47	£229,360
Thanet	£4,570	56	£255,920

\* The Panel recommended £5,000 in the latest review for Tunbridge Wells Borough Council



5.11 The Panel had felt that the three councils within its purview are so similar that it should really be recommending one rate for all three. One way of doing this would be to calculate an average figure based on the latest hourly ASHE rates for all three councils. The results for the latest available ASHE survey (2015), Table 8.6(a) give the following hourly rates for the three councils:

- Sevenoaks - £14.49
- Tonbridge and Malling - £14.08
- Tunbridge Wells - £13.10

These figures give an arithmetic mean of £13.89 per hour.

### **The Public Service/Voluntary Principle**

5.12 Central government guidance to Independent Remuneration Panels for setting the basic allowance states that *“it is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained”* [ODPM 2003. Para 68].

5.13 This idea that some work of members should remain voluntary is called the ‘public service principle’ and this is incorporated into the financial calculations as a percentage discount factor, agreed locally. The Councillors Commission report indicated that considerable variations of between 20-50% apply. The Panel’s meetings with members and Council leaders confirmed that this principle is understood and supported by elected councillors.

5.14 In the 2012 review the Panel recommended a public service discount factor of 40% based on benchmarking with allowance schemes elsewhere and consistent with the recommendations of our predecessors on this Panel since its inception in 2001. The Panel recommends that this level of discount be retained.

### **Calculating the Basic Allowance – the formula**

5.15 To bring together the separate elements of the time-based model the following formula is commonly used by other Independent Remuneration Panels:

- 1) Expected hours input x hourly rate x 48 weeks = Gross Basic Allowance p.a.
- 2) **minus** discount for voluntary public service = recommended Basic Allowance p.a.

Using the above data and formula the Panel considered an annual Basic Allowance derived as follows:-

- 1) 15 hours per week x £13.89 per hour x 48 weeks = £10,000.80 p.a.
- 2) **minus** 40% public service discount = £6,000 p.a. (rounded)

This calculation results in a Basic Allowance that is too high in relation the 'Kent Family' of district councils. The Panel carried out benchmarking of district councils in Sussex to establish if the Kent figures were low, but as shown in Appendix 3, this was not the case. The Panel concludes that the use of the hourly rate is no longer appropriate and the Basic Allowance calculated above cannot be recommended, as it is too high when compared to the level for the 'Kent Family' of district councils.

### **Basic Allowance – recommendation**

5.16 The Council had a high influx of new Councillors at the last election, including some younger members, which indicates that the Basic Allowance is not a barrier for attracting Councillors. The decision by a number of Councillors not to adopt the last increase, shows that the Basic Allowance is not considered to be low. Based on benchmarking, the Panel recommends the Basic Allowance be reduced to £5,000. Based on a 40% public service discount, this equates to £8,333 p.a. No evidence was provided to the Panel that the basic allowance has been a disincentive in recruiting new councillors.

***RECOMMENDATION: that the Basic Allowance should be reduced TO £5,000 p.a. However the Council may wish to consider protecting current allowances until the next election.***

## **6 Special Responsibility Allowances (SRAs)**

6.1 In reviewing the current system of SRAs, the Panel took into account the evolution of the governance structures within the Council and the frequency of committee meetings, including the time to research and prepare. The Panel is of the view that allowances should be kept as simple as possible and favour an approach adopted by many councils which relates allowances to that paid to the Council Leader. This approach which calculates the top figure and then bases others on percentages of that figure is in common use in the public sector for determining senior level salaries, so the principle is well-established.

### **Council Leader**

6.2 The previous approach was to recommend that the Leader's allowance should be three times the Basic Allowance. However, the Panel's perception is that this role is so critical to the successful running of the Council, and that both the expertise needed to undertake the role and the time required are so high that a multiplier of four is more appropriate. The Panel therefore recommends that the Leader's SRA should be a multiple of four times the Basic Allowance. This equates to a gross allowance of £33,332 p.a., but after the voluntary discount is a net £20,000 p.a.

***RECOMMENDATION: that the Special Responsibility Allowance for Council Leader should be £20,000 p.a.***

## **Deputy Leader**

6.3 The Panel is aware that the Deputy Leader often has to stand in for the Leader so needs to have read all relevant papers and be prepared to represent him at those meetings. He also accompanies the Leader at a number of strategic meetings. For these reasons the Panel believes this role merits a Special Responsibility Allowance and considers that this should be set at 75% of the Leader's Allowance ie £15,000 p.a.

***RECOMMENDATION: that the Special Responsibility Allowance for Deputy Council Leader should be £15,000 p.a.***

## **Opposition Group Leader**

6.4 The Panel established the principle in the previous reviews that Council Leader's Allowance reflects the full role, including those duties associated with political leadership of the majority party. However, there is an additional time commitment required of leadership of an opposition group which is not reflected in the Basic Allowance.

6.5 In line with the approach to simplify the structure of allowances the Panel recommends that the Opposition Group Leaders' allowances should be on a variable sliding scale determined by the number of elected councillors in the opposition party, at a rate of 5% of the Basic Allowance per member, being £250. When the Council considered the results of the last review, it decided that there was an additional role for the Opposition Leader, because of the Council's collaborative way of working which is unlike some other Councils. The interviews carried out as part of this review, highlighted the Opposition Leader's attendance at collaborative meetings and the Panel accepts that the current practice of an additional flat sum being paid, should continue. The Panel recommends an allowance of 25% of the Basic Allowance being £1,250 p.a.

***RECOMMENDATION: that the Special Responsibility Allowance for the Opposition Group Leader should be £1,250 p.a. plus £250 per member in the group.***

## **Cabinet Members**

6.6 Whilst acknowledging the broad portfolio responsibilities and time commitments of Cabinet Members, the Panel recognises that under the Council's Constitution, they do not have full individual decision making responsibility. The Panel therefore recommends an SRA of 42.5% of the Council Leader's allowance. This equates to an allowance after discount for the public service element of £8,500 p.a.

***RECOMMENDATION: that the Special Responsibility Allowance for Cabinet Members should be 42.5% of the Council Leader's Allowance = £8,500 p.a.***

## Chairs of Committees

6.7 The Panel has reviewed the Committee allowances using a simplified factor model which aligns Committees into groups of similar dimensions which broadly reflect the frequency of meetings and their position in the governance process. The Panel is not convinced of the appropriateness of having 3 Area Planning Committees. Whilst recognising this is a matter for the Council, the Panel recommends that the allowance for Planning is divided between the three Chairs.

6.8 The Panel recognises the importance that the Council puts on the Overview and Scrutiny function and work of the Advisory Boards. This has to be balanced against the work of the other committees and based on the current scheme and operational arrangements, the Panel makes the following recommendations for Committee Chair allowances:-

Committee	% of Leader's Allowance	Recommended Allowance
Area Planning – 3 No	25% * 0.33	£1,665 each (£5,000 divided by 3)
Overview & Scrutiny	12.5%	£2,500
Audit	12.5%	£2,500
Licensing & Appeals	12.5%	£2,500
Joint Standards	12.5%	£2,500
General Purposes	8%	£1,600
Advisory Board - Programmed	8%	£1,600

## Vice-Chairs

6.9 There has been much discussion about the role of Vice-Chairs and there seems little doubt that these vary considerably often depending on the personality of the Chair. In line with the last review, the Panel's view is that it is only for the Planning function, that this role should be recognised. The Panel takes the view that this should be reflected in an appropriate SRA and would consider that the rate for the Planning function should be equivalent to 5% of the Council Leader's Allowance, divided between the three Vice-Chairs, being £333 p.a.

***RECOMMENDATION: that the Special Responsibility Allowance for the Area Planning Committee Vice-Chairs should be at the rate of £333 p.a.***

## Updating

6.10 To keep the updating process as straightforward as possible, the Panel recommends that in future, all allowances are updated in line with any increases in the remuneration of Council staff.

***RECOMMENDATION: that in future the allowances are updated in line with any increases in the remuneration of Council staff.***

## **7 Carers' Allowances**

7.1 In earlier reviews two separate allowances were established to distinguish between the costs of standard childcare and that of professional care for dependants with special requirements. These allowances are proposed as follows:-

**Childcare Allowance:** for child-minding of the Member's dependent children. Payable at the actual amount charged, subject to a maximum rate of **£7.20** per hour per child.

**Dependant Carer's Allowance:** for professional care for elderly or disabled dependants, or other dependants with special requirements. Payable at the actual amount charged, subject to a maximum rate of **£16.00** per hour. The Panel also recommends that booking fees from professional agencies should be claimable.

7.2 In practice, these allowances have rarely been claimed by Tonbridge and Malling councillors but the Panel continues to support the need for them.

## **8 Travel Expenses**

8.1 The Council currently operates a scheme based upon the HMRC approved rate and the Panel recommends that this continues.

***RECOMMENDATION: that the current travel expenses scheme based upon the HMRC approved rate, continues.***

## **9 Meal Allowances**

9.1 The Council currently adopts the subsistence allowances agreed by HMRC and the Panel feels that this should continue, albeit given the nature and timings of the work of councillors, tea allowances should be excluded.

***RECOMMENDATION: that meal and subsistence allowances should be paid to Councillors at the rates agreed by HMRC, but excluding tea allowances.***

## **10 Number of Councillors**

10.1 Councils face considerable financial constraints. The number of councillors in Tonbridge and Malling is high in comparison to other Councils in the 'Kent Family' of district councils and therefore the total cost of basic allowances is high at £285,000 (See Table 1), especially, in an environment where councils are being forced to substantially cut budgets for services. The Panel suggests that the Council should consider reducing the number of councillors eligible to receive allowances.

10.2 The Panel is aware that this not a quick solution given the processes adopted by the Boundary Commission but this long lead time supports the view that the Council should give this serious consideration as soon as possible. The Panel is aware that a number of councils have already done this e.g. Canterbury City Council (from 50 to 39) and Shepway District Council (from 46 to 30).

## **11 Conclusions**

11.1 The Panel has attempted in this review to propose levels of allowances which would remove financial barriers that deter potential candidates from standing for election and to properly recognise the time commitments that individual members offer in support of their local community.

11.2 The Panel has also sought to propose a system that is easy to understand and update and which may be perceived as fair by all. The Panel has also tried to re-balance the allowances to reflect the fact that the degree of commitment involved for those with additional responsibilities is proportionately greater than may have been the case in the past.

## **12 Acknowledgements**

12.1 The Panel's thanks go to the officers and members who gave us their time and opinions which have helped to shape the Panel's thinking.

### **Regulations and Guidance for Independent Remuneration Panels**

- *The Local Authorities (Members' Allowances) (England) Regulations 2003*. Statutory Instrument 2003 No. 1021
- *The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003*. Statutory Instrument 2003 No. 1692
- *The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004*. Statutory Instrument 2004 No. 2596
- *New Council Constitutions: Consolidated Guidance on Regulation for Local Authority Allowances - 2003*
- *The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003*. Statutory Instrument 2003 No. 1022
- *New Council Constitutions. Guidance on Consolidated Regulations for Local Authority Allowances*. Office of the Deputy Prime Minister and Inland Revenue. July 2003
- *Members Remuneration – models, issues, incentives and barriers*. - Councillors Commission. Dept. of Communities and Local Government. December 2007
- *Representing the Future – Report of the Councillors Commission*. December 2007
- *Members' Allowances Survey 2008*. Report by the Local Government Association Research Department

# Joint Independent Review Panel for Sevenoaks District Council Tonbridge & Malling Borough Council Tonbridge and Malling Borough Council

## Terms of Reference

### Introduction

The Joint Independent Remuneration Panel (JIRP) for Tonbridge and Malling Borough Council, Tunbridge Wells Borough Council and Sevenoaks District Council was originally established in 2001 and now operates under the Local Authorities (Members' Allowances) (England) Regulations 2003. The function of the panel is to make recommendations to Council in accordance with Statutory Instruments (primarily 2003 No.1021 and No.1692).

The JIRP was established jointly by the three Councils but it considers each Council individually and makes separate recommendations for each according to the particular structures and requirements of the organisation.

Members of the Panel are appointed by the Councils but are independent members of the community with relevant professional backgrounds in remuneration and benefits.

### Membership – Joint Independent Remuneration Panel

The members of the panel are:

- Gary Allen, a resident of Lamberhurst
- Max Lewis, a resident of Tunbridge Wells
- Chris Oliver, a resident of Tonbridge & Malling Borough

JIRP meetings will normally involve all four Panel members. A quorum will be three members. One of the members will act as Chair of the Panel by agreement between the Panel members.

The Local Authorities (Members' Allowances) (England) Regulations 2003 determine that none of the Panel members may be a member of the local authority in question, or of its committees, or an employee of the council, but that this does not preclude participation by parish councillors.



## **Panel Recommendations**

The 2003 Regulations require that councils must have regard to their Independent Remuneration Panel's recommendations, which must be publicised on the authority's website and in the authority's newspaper, if it has one. The Panel must be required to make recommendations whenever the council decides to revoke or amend its members' allowances scheme. However, Panel recommendations are not binding on authorities. After considering its panel's recommendations, a council can decide for up to four years on automatic indexation of members' allowances without the need for a review by the Panel.

## **Principles for Allowances Schemes**

There is currently little central prescription of members' allowance. However, there are some important constraints:-

- Attendance allowances are prohibited
- The basic allowance must be paid equally to all members
- Where one or more groups on a council form an administration, a special responsibility allowance must be paid to a member of the opposition. This is usually paid either to the leader of the opposition, if this post exists, or to a chair of a scrutiny committee

The report of the Councillors' Commission in December 2007 highlighted a 'universal principle' that members should not suffer financial loss as a direct result of their council activities and service. They went on to suggest a more detailed set of principles to govern allowance schemes:-

- 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
- Councillors should be compensated for their work and the compensation should have regard to the full range of commitment and complexity of their roles
- The system should be transparent, simple to operate and understand
- The system should not encourage the proliferation of meetings or provoke councillors into spending more time on council business than is necessary
- The level of remuneration should relate to commonly accepted benchmark, (for example, the median male non-manual salary)

The Panel will operate within the scope of these principles. Should any departure from these be considered necessary, the reasons for the variation will be made clear in the relevant report.

The core objective of the Panel is to present informed comprehensive recommendations that are fair and equitable.

## Appendix 3

### Comparative data from Kent & Sussex Borough/District Councils

Authority	Basic	Leader	Cabinet Member	Chair Planning Cttee	Chair Overview/ Scrutiny	Chair Licensing	Last Review Date
Ashford	£4,378	£18,000	£7,200	£6,000	£5,400	£1,440	01.04.2014
Dartford	£5,000	£31,339	£8,357	£5,014	£2,090	£2,090	01.04.2016
Gravesham	£3,447	£20,260	£3,447	£3,447	£3,447	£3,447	Summer 2015
Maidstone	£4,666	£18,661	£7,464	£7,464		£3,732	2016
Sevenoaks	£5,253	£15,761	£6,567	£3,153	£525	£2,102	2014
Tonbridge & Malling	£5,283	£18,384	£8,400	£5,283	£5,283	£2,643	01.04.16
Tunbridge Wells	£5,500	£19,250	£11,000	£5,500	£1,375	£1,375	25.02.2015
Medway (U)	£8,836	£20,391	£11,123	£7,415	£9,269		01.04.2016
Bexley (U)	£9,418	£26,391	£13,197	£8,802	£4,260	£8,802	21.05.2015
Bromley (U)	£10,870	£30,600	£20,400	£8,670		£8,670	01.04.2016
Tandridge	£4,068	£2,885		£2,885	£2,885		01.04.2016
Mid Sussex	£4,501	£20,596	£8,238	£4,620	£3,862	£475	01.04.2013
Rother	£4,280	£12,500	£2,719	£2,719	£2,719	£1,989	01.04.2016
Wealden	£4,300	£4,460	£5,200	£3,925	£3,515	£1,275	01.04.2014

(U) – Unitary Authorities

*[Source: Council websites July 2016; South East Employers Survey 2016]*

N.B. The Joint Independent Review Panel works on behalf of Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council but considers each Council individually and makes separate recommendations for each according to the particular structures and requirements of the organisation. It should be noted that members' allowances are currently under review at all three councils but the figures quoted above are those in force at time of writing this report and do not reflect any changes to be proposed by the JIRP as part of this review process.

## Appendix 4

### Revised Schedule of Recommended Members' Allowances

#### Tonbridge and Malling Borough Council

	<u>2013 JIRP Recommendation</u>	<u>Current</u>	<u>2017 JIRP Recommendation</u>
<b><u>Basic Allowance</u></b>	£5,836	£5,283	£5,000
<b><u>Special Responsibility Allowances:-</u></b>			
<b><u>Opposition Group Leaders:</u></b>			
	£292 per member	£1,320 plus £264 per member	£1,250 plus £250 per member
<b><u>Cabinet</u></b>			
Leader	£17,509	£18,384	£20,000
Deputy Leader	n/a	n/a	£15,000
Cabinet Member	£8,754	£8,400	£8,500
<b><u>Committee Chairs</u></b>			
Area Planning – 3 No	£5,836	£5,283	£1,665 each
Overview & Scrutiny	£2,918	£5,283	£2,500
Audit	£2,918	£2,643	£2,500
Licensing & Appeals	£2,918	£2,643	£2,500
Joint Standards	£2,918	£2,643	£2,500
General Purposes	£1,459	£1,320	£1,600
Advisory Board - Programmed	£1,459	£1,320	£1,600
<b><u>Committee Vice-Chairs</u></b>			
Area Planning	£1,269	£1,320	£333 each
Overview & Scrutiny	£0	£1,320	£0
Audit	£0	£660	£0
Licensing & Appeals	£0	£660	£0
Joint Standards	£0	£660	£0
General Purposes	£0	£333	£0
Advisory Board - Programmed	£0	£333	£0

*N.B. All figures are per annum except where stated*