

### **Governance Committee: Report of the Independent Remuneration Panel**

#### **Background and Context**

- 1** Members of local authorities have been able to receive certain allowances and expenses for many years, as a way of acknowledging the time and responsibility they invest in serving as members.
- 2** The Member Allowances Regulations 2003 required all local authorities to have a Members' Allowance Scheme published as part of their Constitution. It also requires authorities to establish Independent Remuneration Panels (IRPs) which should review schemes from time to time and make recommendations to the local authority about its scheme. An IRP must consider the scheme around every four years.
- 3** The current County Council scheme has been in place for more than 10 years and was based on a mid-range of allowances at comparable local authorities at the time. The last review took place in 2009/10 and the recommendations of the IRP were not adopted by the County Council. Instead, it confirmed its current scheme and then froze this until 2013. In 2013, the Scheme's indexation for inflation was reintroduced and awards were made in July 2013 and April 2015. The current Members' Allowance Scheme is now frozen as it cannot have another indexation award until the Council has considered the recommendations of the IRP.
- 4** The Council's decision to split the role of a Deputy to a Cabinet Member into two levels - a Senior Adviser to Cabinet Member or an Adviser to a Cabinet Member - was a particular change in member roles that required a review by the IRP before different allowance levels could be set.

#### **Work of the West Sussex Independent Remuneration Panel**

- 5** The IRP began its work in December 2015 and met 14 times, up until October 2016. It took the previous IRP review from 2009 as a good basis for the new review. It interviewed a number of members in the course of its review, including several group leaders, deputies to cabinet members and committee chairmen.
- 6** The IRP established a number of principles on which it consulted all members in April 2016. A high response rate of 76% was achieved, with general support for the IRP's principles.
- 7** Most recently, in October 2016, the IRP shared its draft report with the County Chairman and group leaders. It considered feedback received and amended its report in light of these, on the threshold levels between different minority groups.
- 8** The IRP was asked to consider whether any differentiation should be introduced for the special responsibility allowances paid to the Chairmen of the Planning and Rights of Way Committees. Having heard evidence from several committee chairmen, including these chairmen, it concluded that a

single level of special responsibility allowance remained appropriate for the non-Executive committees and Select Committees due to a similar ultimate responsibility in the chairmanship roles. The Governance Committee therefore recommends that no further action is taken on this matter.

### Summary of Recommended Changes

- 9 The IRP set out to undertake a comprehensive evaluation of member roles, rather than simply base its review on the updating the current scheme. Its report **is attached at Appendix 1**. All of the proposals are compatible with the Regulations from 2003. For ease of reference, **Appendix 2 attached** sets out the impact of the IRP's changes on the current scheme, the key points of which are as follows:
- (a) Implement the new scheme in May 2017.
  - (b) Increase the Basic Allowance to £11,414. This represents a 1.4% increase to the current allowance, which has been the rate since April 2015. The CPI rate of inflation has risen 1.2% between April 2015 and September 2016 and it is likely rise further by the time the new rate is recommended for implementation, in May 2017.
  - (c) Adopt a new set of Special Responsibility Allowances (SRAs) based on the IRP's evaluation work of responsibility of roles, informed by data from comparator authorities.
  - (d) Introduce two rates of SRA to differentiate between Senior Advisers to Cabinet Members and Advisers to Cabinet Members. It is understood that Advisers could generally be shorter term appointments, so the SRA paid would be for the period of that appointment only.
  - (e) Introduce three rates of SRA for minority group leaders, based on the size of their groups.
  - (f) Introduce an SRA for members of the Fostering Panel, matched to that received by members of the Adoption Panel.
  - (g) Link indexation of allowances to pay rises as agreed for staff by the National Joint Council rather than the senior managers.
  - (h) Adopt a new list of approved duties that sets out claimable duties for travel expenses and also lists common exclusions, to improve clarity.
  - (i) Adopt the HMRC published mileage rate for cars (45p per mile) and for motorbikes (24p). This will mean that tax deductions will not have to be made on mileage claims, reducing the administrative process for expense claims.
  - (j) Introduce a cycling allowance of 20p per mile, based on the HMRC rate.

- (k) An explicit statement that travel expenses will be paid from a home or business address, treated as being within West Sussex.
  - (l) Allow members to claim the cost of a railcard, provided that this provides clear savings to the authority.
  - (m) Abolish the tea allowance, on the basis that it is rarely claimed.
  - (n) Provide a single rate for overnight accommodation, given that the Director of Finance, Performance and Procurement has discretion to allow a higher payment.
- 10** The IRP's recommendations anticipate a saving of around £30,000 per annum if implemented in full. This is based on an assumption of a Cabinet of nine, three Senior Advisers and three Advisers to Cabinet Members and the same number and size of minority groups. Exact numbers are unpredictable and may be subject to change after the election.

### **The Governance Committee's recommendations to Council**

- 11** The members of the IRP attended the Governance Committee's meeting to answer the Committee's questions on their proposals. They agreed to produce a short supplementary report (**set out at Appendix 3**) to give more context to their recommendations.
- 12** The Committee debated the IRP's recommendations at length, in particular the proposed three rates for minority group leaders based on the size of group. The minority group leaders on the Committee expressed serious concerns over the proposed reduction in the allowance and, in particular, the 28% reduction in the new top rate. Whilst other members of the Committee understood issues raised and acknowledged there were a number of ways in which the allowance could be calculated, they felt the IRP had done a thorough job and that the rates recommended were an improvement on the current scheme. The Committee, acknowledging the strength of feeling, therefore agreed to ask the IRP to review the scheme after a year when the outcome of the elections are known to check that the new rates are working in practice.
- 13** The Committee has therefore endorsed the IRP's recommendations in full but has made two additional recommendations in relation to the timing of the introduction of two of the changes.
- 14** Firstly, as mentioned in paragraph 4, the County Council previously approved the replacement of the role of Deputy to a Cabinet Member with two roles - Senior Adviser and Adviser. However, the introduction of the two roles has been on hold pending the recommendation of the IRP as to the level of SRA to be paid for each role. In order to allow the Leader to appoint to the two new roles now rather than wait until after the elections, it is proposed that the two levels of SRA for Senior Advisers and Advisers (£5,294 and £3,406 respectively) set out in recommendation (d) above should come into effect from the end of the Council meeting.

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- 15** Secondly, it is proposed that the payment of an SRA for members of the Fostering Panel set out in recommendation (f) should also come into effect from the end of the Council meeting. In this instance it is recommended the rate paid should match the current rate paid to members of the Adoption Panel and that both roles should move to the higher rate from the date of implementation of the other changes to the Scheme after the elections in May 2017.

### **Recommended**

That the Independent Remuneration Panel's report and recommendations be approved, subject to the earlier implementation of recommendations (d) and (f) as set out in paragraphs 14 and 15.

### **Patricia Arculus**

Chairman of the Governance Committee

**Contact:** Charles Gauntlett 033022 22524

### **Background Papers**

None

### West Sussex Independent Remuneration Panel

#### Background

Under the Local Authorities Member Allowances Regulations 2003, each Council must have a scheme of members allowances agreed by the Council, having considered the advice of an independent panel. The scheme must be published and the totals paid to each member are published annually.

The present West Sussex County Council Members' Allowance Scheme dates back to around 2005, with only cost-of-living indexation since then. The County Council has appointed an Independent Remuneration Panel formed of four residents of the county, to recommend what changes, if any, should be made to the Scheme of Allowances and expenses.

#### Methodology

The Panel met from December 2015 to July 2016 to review the current scheme. It noted the report of the previous Panel in 2009 and the work undertaken at that time by Hay Group on behalf of the Panel to provide an evaluation of member roles at the time. It found the evaluation of member roles to be helpful, but compared them with more recent information on member roles taken from current role descriptions and using information on member roles compiled as part of an electoral boundary review in early 2015.

The Panel prioritised engagement with members throughout the review process, to ensure that member's understanding of their unique role and responsibilities informed the Panel's deliberations and proposals.

The Panel had a number of interviews with political group leaders and the County Chairman, as well as other members holding certain special responsibility allowances to help the Panel to understand the different elements of these roles.

The Panel also surveyed the wider membership to obtain its views on their current role responsibilities and commitments and also to gain views on the Panel's principles and developing proposals. 52 responses were received, giving a very high response rate of 76%. The profile of responses also closely reflected the political composition of the County Council. Given these strengths, the Panel was confident in using the findings to further refine and develop its proposals.

#### Principles

The Panel adopted the following principles:

1. Any changes to the Scheme of Allowances and Expenses should take effect from the date of the Council elections in May 2017.
2. The purpose of the Basic Allowance and any Special Responsibility Allowances is to recognise Members' commitment and provide some element of reimbursement. The Scheme should try to minimise undue financial

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barriers to public service, so as to help as diverse as possible a group of people to become Councillors and to carry out relevant special responsibilities within the Council.

3. Allowances should be related to the relative level of responsibility involved in each role as well as the time commitment required, with the responsibility (or, equivalently, the level of impact of the role on the Council and on Council services) being the more important factor.
4. The following criteria are important in assessing the relative responsibility of the roles attracting Special Responsibility Allowances:
  - 4.1 The knowledge and skills – the “know-how” – required for effective performance of the role
  - 4.2 The level of problem-solving required, which will be related to the complexity of the issues involved
  - 4.3 The degree and scale of accountability that the role demands.
5. In all cases, there is a significant element of “public service” for all Members’ roles, which is more substantial for the more senior special responsibilities.
6. Members can only be in receipt of one Special Responsibility Allowance.
7. The Scheme of allowances should not attempt to include any mechanisms in support of performance management; it is for group leaders and any other appropriate members to monitor and manage how Members perform their Councillor duties.
8. Increasing elements of outsourced and public-private arrangements in the provision of Council services do not in themselves merit greater/lesser weight being put on some roles’ responsibilities. Managing internally-provided services to achieve high quality is an equally demanding responsibility.
9. There may be changes to Members’ roles in the future, especially in devolved arrangements, and the Scheme should provide a structured and logical framework that will help the Council with any future decisions on new/changed roles and the appropriate allowance.
10. The present allowed expenses seem appropriate and the Panel is minded to recommend only relatively minor adjustments and clarifications to specific expense items.

These principles were supported by 90% of members responding in the full survey.

### Member Allowances

#### Scale of Responsibility

The Panel has used the criteria noted above to set out a view of the level of relative responsibility attaching to each of the roles that attract Special Responsibility Allowances, as shown in the table below:

Level	Role
A	Leader
B	County Chairman
C	Deputy Leader
D	Cabinet Member
E	Minority Group Leader (large)
F	Minority Group Leader (medium)
G	County Vice-Chairman; Committee Chairman
H	Minority Group Leader (small); Senior Adviser
I	Adoption Panel member; Foster Panel member; Adviser
J	Backbench Member

This scale was based on the Hay Group report in 2009, with minor variations as a result of changes to roles, as evidenced in the current member job descriptions and member time recording exercise from 2015. This scale provides a fair framework for further member roles to be added in future, to make evaluation of their remuneration easier to slot into this scale rather than necessarily triggering a full review by the Panel.

Specific changes are as follows:

- A differentiation has been introduced for minority group leaders depending upon the size of the minority group. Having heard evidence from several minority groups, the Panel believes that the responsibilities of managing a larger group are more involved and are more onerous than for a smaller minority group. It was deemed that a Leader of a group of 15 members or more should receive a higher SRA than a leader of 5-14 members, and that there should be a third band for a Leader of a group of 3-4 members. It was felt that a leader of a two member minority group should not receive an SRA. The Panel consulted widely on the principle of having more than one level of allowance for leaders of groups of different sizes, and found that this was generally supported by the majority of members. The Panel checked the situation and found that a number of other County Councils also include a differentiation for group leaders depending upon the size of the majority group.
- The County Council has abolished the former role of Deputy to a Cabinet Member, replacing it with Senior Advisers and Advisers to Cabinet Members. The Panel compared the job descriptions of these roles and concluded that an Adviser should receive a smaller allowance than a Senior Adviser.
- The term 'Committee Chairman' was used to cover Non-Executive Committee Chairmen and Select Committee Chairmen, as their roles are very similar. CLC Chairmen do not receive an SRA and the Panel agreed that this

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continued to be appropriate due to the very local nature of those Committees.

- The Hay Group in 2009 recommended two levels of SRA for Cabinet Members. The Panel did not believe that two levels were now appropriate, so took a point between the two levels indicated in 2009 to provide a single SRA for Cabinet Members. There is one generic job description for cabinet members. All receive the same delegation of authority. Workloads can vary depending upon the size of portfolio, but portfolios are flexible and can be changed by the Leader at any time. It is true that some have particular statutory importance, such as a Lead member for Children's Services, but ultimately all cabinet members are the lead for their portfolio and can be held to be accountable for the success or failure of that service.
- The Panel recognized that the Deputy Leader undertook the role of a Cabinet Member, but could also be called upon to deputise for the Leader, so agreed that a higher level of responsibility was evident and should be accounted for in the scheme.
- The Panel received evidence that members appointed to the Foster Panel undertake similar duties to those appointed to the Adoption Panel. Because of this, it agreed that members on either Panel should receive a small allowance in recognition of the onerous and emotional workload and their involvement in significant decision-making about adoption and foster placements.
- The Panel also considered the current role of Champion and did not consider that it required recognition for allowance purposes beyond that given to a backbench member.

### **Analysis**

The Panel considered 17 possible options to help to produce a satisfactory method. Recognising the different factors in a member's role – responsibility, problem-solving and accountability - the Panel devised a method that compared the bands to West Sussex County Council officer salaries, given that local factors often affect remuneration, so this was felt to be the most reliable indicator. The comparator salaries were then subject to a public sector discount, in view of the public service element of the member role. Time spent on a role was also taken into account. A check was then done to broadly compare payments made to members with similar roles in comparable other councils.

The Panel received advice from the County Council's Head of Corporate Human Resources on comparing member roles to officer roles. This provided assurance that the comparisons made were valid and robust. The 'public sector' discount methodology is used by many councils in their reviews of allowances. Examples of such a discount are also found in central government.

A table is attached of the recommended allowances. The Panel recommends that the method should be adopted, although if necessary the recommendations for the levels of discounts can be adjusted by the Panel, to give greater recognition

to other factors such as budgetary constraints, without undermining the principles and the framework supporting them.

### **Travel and Subsistence Expenses**

The Panel believed that the scope of travel expenses was generally appropriate, but recommended a restructured list of approved duties, which seeks to make what is and is not claimable clearer than is currently the case.

A cycling allowance is recommended for inclusion and it is suggested that car, motorcycle and cycling rates be directly linked to the HMRC published rate, moving away from the current link to an AA guidance document.

Simplification of the subsistence scheme is proposed, removing minor elements that are rarely used in practice.

### **Overall Cost of Allowances and Expenses**

The Panel is conscious that any Scheme proposed for allowances and expenses must be appropriate for the council and affordable in relation to budget provision. The Scheme must be capable of being explained clearly to the public. Over the past six years or so, central Government contributions to West Sussex's budget have fallen significantly. And during a period when all West Sussex residents have experienced little or no growth in their income, the Council has been careful to minimise any additional financial burdens.

### **Index-linking**

The Member Allowances Regulations 2003 include provision for schemes to be index-linked and this is a common approach across many councils. The Panel recommends that the existing arrangement for uplifts in the basic and special responsibility allowances should continue – these are linked to County Council senior officer pay rises, which are themselves linked to the National Joint Committee agreements for officers at grades 1-12.

For expenses, the Panel's recommendation is that the existing indexations for carers allowance and subsistence allowance are retained.

### **Independent Remuneration Panel –**

Dr Neil Beer (Chairman)  
Mr Malcolm Consterdine  
Mr Peter Croucher  
Mr John Donaldson

### **Biographies:**

Dr Beer recently retired as a Partner in PA Consulting Group, London, a management and technology consultancy with some 2,500 consultants. He was directly involved in deciding policies including remuneration, salaries and bonuses, as well as recruiting, training and coaching around 400 consultants over a number of years.

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Mr Consterdine was a Human Resources Director with Glaxo Smith Kline at Worthing with responsibility for approximately 1,200 to 1,500 employees. Mr Consterdine retired from full-time employment at the end of 2007. Since retirement he has taken up positions as a Board Member on a Worthing based charity, is a Business Adviser on a further charity and a Trustee Director of a large pension fund of a multinational company.

Mr Croucher, an actuary by profession, now retired, worked in financial services with Sun Alliance Insurance Group in Horsham and London: a Director of Sun Alliance Insurance Overseas and later Managing Director of Sun Alliance Management Services. After retirement he held private and public sector non-executive positions, including the NHS in West Sussex and the University of Chichester.

Mr Donaldson had a career in electrical engineering and management, working for the Southern Water Authority, National Rivers Authority and finally the Environment Agency, where he worked as a Regional Change Manager. He has extensive experience of organisational change management and dealing with industrial relations and employment matters.

### Annexe

The table below of recommended Allowances is, as explained above, based on the Panel's judgment of responsibility levels, using a method which takes into account know-how, accountability, problem-solving requirements and time spent. The levels are aligned with WSCC officer roles and salaries and a public service discount adjustment made. The results have been checked against other comparable authorities.

<b>Member Role</b>	<b>Recommended allowance</b>	<b>%Change from current allowance</b>	<b>Average allowance of comparative roles in comparator authorities</b>
Leader	<b>£31,664</b>	1.0%	£35,449
Deputy Leader	<b>£22,798</b>	0.4%	£28,404
Cabinet Member	<b>£20,265</b>	3.9%	£20,731
County Chairman	<b>£18,840</b>	-33.4%	£14,231
Leader minority group (large: 15+)	<b>£12,490</b>	-13.0%	£10,291
Leader of minority group (medium: 5-14)	<b>£10,226</b>	-28.8%	£10,291
Committee Chairman	<b>£8,935</b>	0%	£8,351
County Vice-Chairman	<b>£7,826</b>	-12.4%	£6,513
Senior Adviser	<b>£5,294</b>	9.2%	£10,702*
Leader of minority group (small: 3-4)	<b>£4,072</b>	-71.6%	£5,872
Adoption/Foster Panel member	<b>£3,406</b>	6.7%	£999
Adviser	<b>£3,406</b>	N/A	N/A
Basic Allowance	<b>£11,414</b>	1.4%	£10,567

\*It is apparent from schemes in some of the comparator councils that their advisers have required to deputise for cabinet members (which is not the case in West Sussex). This probably accounts for the higher average comparator allowance.

Compared to current allowances, the expected impact of the proposed allowances would be expected to cost £1,147,316, a 2.9% reduction against the present cost of allowances. This expected cost includes the expected reduction from 71 members to 70 as part of the boundary review. The Panel recognises that the number of members receiving special responsibility allowances can vary and may be different after the election, so this expected impact is based on the current numbers of members in these posts.

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(see paragraph 9, page 350)

### Part 6

#### Members' Allowances Scheme

[additions shown in bold, italic text with deletions struck through]

The following scheme is made under the provisions of the Local Authorities (Members' Allowances) Regulations 2003 (as amended).

#### Definitions

In this scheme the following definitions apply:

'**member**' means an elected member of West Sussex County Council;

'**co-opted member**' means a non-Council member co-opted as a member of a West Sussex County Council Committee

'**year**' means the 12 months ending with 31 March.

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Schedule 1	Appointments which qualify for special responsibility allowance and the amounts payable for each such special responsibility	
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### Basic, Special Responsibility, Travelling, Subsistence and Carer's Allowances

#### 1. Basic Allowance

Every member will be entitled to a basic allowance of **£11,414** ~~£11,251~~ per annum.

#### 2. Special Responsibility Allowances

- (a) For each year a special responsibility allowance will be paid to those members who hold one of the special responsibilities specified in Schedule 1 to this scheme.
- (b) The amount of each such allowance will be the amount specified against that special responsibility in Schedule 1.
- (c) No more than one special responsibility allowance will be paid to a member and no more than 35 posts within the structure will receive a special responsibility allowance.

#### 3. Travelling

Members and co-opted members are entitled to receive travelling allowances for the duties set out in Schedule 2.

#### 4. Subsistence

Conferences and Meetings

- (a)
  - (i) Subsistence allowance for attendance at conferences, seminars and meetings shall be paid where appropriate in accordance with Schedule 3. Subsistence allowances shall also be paid to members when travelling abroad as a member of another body where its business relates to the functions of the County Council and where that body's own allowances scheme does not cover the cost of subsistence. All such attendances should be classified in advance as an 'approved duty' by the relevant Cabinet Member or committee.
  - (ii) In approving such duties, the relevant Cabinet Member or committee will carefully consider the need to limit the number of members attending a particular conference or meeting.
  - (iii) Otherwise, subsistence allowances shall not be payable for County Council duties, members being expected to meet any such expenses from their basic allowances.

Official Visits

- (b) The County Council may defray travelling and other expenses of members on official visits inside or outside the United Kingdom,

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approved in advance by the relevant Cabinet Member or committee, but where a Cabinet Member or committee does so approve an official or courtesy visit this must in the case of a Cabinet Member be published in the Members' Information Service (MIS) or, in the case of a committee, be clearly stated in its minutes.

### 5. Carer's Allowance

The County Council will pay a carer's allowance of up to £2,424 per member per annum to assist members with the care of family members as a consequence of their work as councillors. The Director of Finance, Performance and Procurement has discretion to waive the annual limit in individual cases, taking into account the level of support that a dependent needs and the number of dependents for whom a member has responsibility. Members must sign a certificate verifying that they have incurred the costs claimed. Members of the claimant's own household will not be paid.

### 6. Amendments to the Scheme

- (a) Amendments to the scheme may be made at any time in accordance with Regulation 10(3) of the Local Authorities (Members' Allowances) Regulations 2003.
- (b) The rates of basic, special responsibility and carer's allowance will be automatically increased annually for inflation on 1 April each year based on the percentage increase awarded to West Sussex County Council **staff as agreed by the National Joint Council** senior managers. ~~The rates of travelling allowance will be set at the same rate as that calculated from data supplied by the AA (minus the rate for parking and tolls), updated on 1 April each year in line with the AA rate at the time.~~ **The mileage rate for travel expenses for private motor vehicle, motorcycle or bicycle use will be the published HMRC rate.** The rates of subsistence allowance will be automatically increased annually for inflation on 1 April each year in line with the Consumer Prices Index. These indexes will be reviewed at least once in the life of each County Council, that is every four years.
- (c) The scheme will be reviewed before the start of each financial year.

### 7. Payment of Allowances

- (a) Basic and special responsibility allowances will be paid in instalments of one-twelfth of the amount specified in the scheme on the penultimate Friday of each month. Travel expenses and any subsistence allowance claims for duties in paragraph 4, will be paid at the end of the following month, subject to receipt of a claim form by the third day of that month.
- (b) Claims for travelling and any subsistence allowances, together with

receipts, shall be submitted to the Director of Finance, Performance and Procurement within two months of the duty for which the allowance has been claimed. Receipts for petrol are not mandatory but allow the Council to reclaim VAT on members' mileage.

- (c) If a member becomes or ceases to be eligible for a basic or special responsibility allowance during the course of a year, the entitlement will be adjusted by reference to the number of days for which entitlement existed relative to the number of days in that year.
- (d) If a member is suspended or partially suspended for a period of time from his or her duties as a member of the County Council ~~because of breach of the Code of Conduct~~ or is in any other way not entitled to receive an allowance, basic allowance, special responsibility allowance and travelling and subsistence allowances can be withheld and, where any payment of allowance has already been made, the County Council may require that such part of the allowance as relates to any such period be repaid. Carer's allowance may not be withheld.
- (e) If a member is also a member of another authority, that member may not receive travelling, subsistence or carer's allowance from more than one authority in respect of the same approved duty.

### **8. Renunciation**

A member may by notice in writing given to the Director of Law and Assurance elect to forego any part of his/her entitlement to an allowance under this scheme.

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### Schedule 1

Special responsibility allowances will be paid as follows:

#### Special Responsibility Allowances

Appointment member	Allowance	per
	£ per annum	
Chairman of the County Council	<b>18,840</b>	<del>28,297</del>
Leader of the Council	<b>31,664</b>	<del>31,362</del>
Vice-Chairman of the County Council	<b>7,826</b>	<del>8,935</del>
Cabinet Member for Community Wellbeing (and Deputy Leader)	<b>22,798</b>	<del>22,718</del>
Cabinet Member for Adult Social Care and Health	<b>20,265</b>	<del>19,506</del>
Cabinet Member for Children – Start of Life	<b>20,265</b>	<del>19,506</del>
Cabinet Member for Corporate Relations	<b>20,265</b>	<del>19,506</del>
Cabinet Member for Education and Skills	<b>20,265</b>	<del>19,506</del>
Cabinet Member for Finance	<b>20,265</b>	<del>19,506</del>
Cabinet Member for Highways and Transport	<b>20,265</b>	<del>19,506</del>
Cabinet Member for Residents’ Services	<b>20,265</b>	<del>19,506</del>
Leaders of Large Minority Parties <i>with at least 15 members</i>	<b>12,490</b>	<del>14,361</del>
<i>Leaders of Medium Minority Parties (five to 14 members)</i>		<b>10,226</b>
<i>Leaders of Small Minority Parties (three to four members)</i>		<b>4,072</b>
Chairman of the Performance and Finance Select Committee		8,935
Chairman of the Children and Young People’s Services Select Committee		8,935
Chairman of the Environmental and Community Services Select Committee		8,935
Chairman of the Health and Adult Social Care Select Committee		8,935
Chairman of the Planning Committee		8,935
Chairman of the Regulation, Audit and Accounts Committee		8,935
Chairman of the Rights of Way Committee		8,935
Senior Adviser to a Cabinet Member	<b>5,294</b>	<del>4,847</del>
<b>Adviser to a Cabinet Member</b>		<b>3,406</b>
Member of the Adoption Panel	<b>3,406</b>	<del>3,192</del>
<b>Member of the Fostering Panel</b>		<b>3,406</b>

**Schedule 2**

**Members are able to claim travel expenses as set out in this schedule. Common exclusions are also clarified.**

**Definition of strategic duties/meetings: Business affecting the County Council more widely than your local division.**

	<b><i>Included in the travel expenses scheme</i></b>	<b><i>Excluded from the travel expenses scheme</i></b>
<b>1</b>	<b><i>Attendance at any strategic meeting of which you are a member including:</i></b> <ul style="list-style-type: none"> <li><b><i>• County Council</i></b></li> <li><b><i>• Cabinet</i></b></li> <li><b><i>• Committees (including County Local Committees)</i></b></li> <li><b><i>• Panels, Boards and Groups</i></b></li> </ul>	<b><i>Local member duties carried out within your own Division – this is covered by the basic allowance.</i></b>
<b>2</b>	<b><i>Attendance at any of the above meetings where you are not a member of that meeting, provided that the meeting’s Chairman has agreed that you may contribute due to local knowledge or special interest in the matter (in accordance with Standing Order 54(5))</i></b>	<b><i>Watching a meeting from the public gallery for interest. This is covered by the Basic Allowance.</i></b>
<b>3</b>	<b><i>Strategic duties carried out by members in fulfilment of their special responsibilities, comprising:</i></b> <ul style="list-style-type: none"> <li><b><i>• the Chairman;</i></b></li> <li><b><i>• Vice-Chairman;</i></b></li> <li><b><i>• Leader;</i></b></li> <li><b><i>• Deputy Leader;</i></b></li> <li><b><i>• Cabinet Members;</i></b></li> <li><b><i>• Committee Chairmen (or Vice-Chairmen on their behalf);</i></b></li> <li><b><i>• Senior Advisers to Cabinet Members;</i></b></li> <li><b><i>• Advisers to Cabinet Members</i></b></li> <li><b><i>• Champions; and</i></b></li> <li><b><i>• Minority Group Leaders</i></b></li> </ul>	<b><i>Aside from the County Chairman and Vice-Chairman, who are the civic heads of the Council, members cannot claim for any events of a civic or social nature – this is covered by the Basic Allowance. Such events include fairs, dinners, ceremonies, church services and carol services.</i></b>
<b>4</b>	<b><i>Attending relevant excursions, tours or site visits in connection with your role in 1 or 3 above.</i></b>	<b><i>Local tours or site visits arranged as the local member. This is covered by the Basic Allowance.</i></b>
<b>5</b>	<b><i>Attending meetings of parish, town, district or borough councils if you are invited in your capacity as a local county councillor.</i></b>	<b><i>Any other local residents’ meeting is covered by the Basic Allowance. This includes resident’s associations and neighbourhood panels and forums.</i></b>

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	<b><i>Included in the travel expenses scheme</i></b>	<b><i>Excluded from the travel expenses scheme</i></b>
<b>6</b>	<b><i>Travelling to a major County Council hub building to avoid an officer having to travel to meet you locally, with prior agreement of the officer. This includes taking IT equipment to the nearest appropriate hub building for replacement or repair.</i></b>	
<b>7</b>	<b><i>Attending as a County Council-appointed member of an outside body listed in Schedule 4.</i></b>	<b><i>Attendance as local member at local groups not listed in Schedule 4. These are covered by the Basic Allowance.</i></b>
<b>8</b>	<p><b><i>Political group meetings held specifically for the purpose of, or in connection with, the discharge of the functions of the County Council provided that:</i></b></p> <p><b><i>(a) The approval not extending to more than two political group meetings between each successive meeting of the County Council; and</i></b></p> <p><b><i>(b) Each Group Secretary being required to certify that any such group meeting has been principally concerned with County Council business and to provide records of attendance to the Director of Law and Assurance.</i></b></p>	<b><i>Any other party political activities and any group meetings not in connection with official County Council are not covered by the scheme. This includes attendance at party political conferences.</i></b>
<b>9</b>	<b><i>Attending internal training sessions and seminars and, when approved by an appropriate Cabinet Member, committee or Group Leader, external courses and conferences.</i></b>	<b><i>Attending external courses or conferences without the prior approval of the appropriate Cabinet Member, Committee or Group Leader.</i></b>
<b>10</b>	<p><b><i>Ad hoc meetings of members which have not been authorised by a Cabinet Member or a committee, provided that it meets each of the following requirements:</i></b></p> <p><b><i>(a) the meeting has been convened by the Director of Law and Assurance after consultation with the relevant Cabinet Member or chairman or vice-chairman of the relevant committee;</i></b></p>	

	<b><i>Included in the travel expenses scheme</i></b>	<b><i>Excluded from the travel expenses scheme</i></b>
	<p><b><i>(b) the meeting involves members of more than one political party; and</i></b></p> <p><b><i>(c) the holding of the meeting is reported to the next meeting of the relevant committee or in the Members' Information Service.</i></b></p>	

Travelling allowances will be paid as follows:

- ~~(1) Attendance at all formally convened County Council, Cabinet, Select Committee, Scrutiny Task and Finish Group, Executive Task and Finish Group, non-Executive committee or panel meetings; or any such meetings held jointly with borough and district council members. Non-Cabinet Members can claim travelling allowances for attending meetings of the Cabinet provided that they sign the attendance book provided for this purpose.~~
- ~~(2) Attendance at a meeting authorised by the County Council, a Cabinet Member or a committee.~~
- ~~(3) Meetings of the Borough/District/West Sussex County Council Liaison meetings on Planning and Transportation.~~
- ~~(4) Attendance as a representative of the County Council at meetings of the outside bodies listed in Schedule 4, for as long as the County Council continues to appoint representatives to those bodies.~~
- ~~(5) Attendance, with the consent of the appropriate chairman, where the member is not a member of that committee or panel in accordance with Standing Order 54(5), provided that the Director of Law, Assurance and Strategy is notified beforehand.~~
- ~~(6) Such activities as the Chairman of the Council, the Vice-Chairman of the Council, a Cabinet Member or the chairman of a committee considers necessary for the effective performance of his/her duties.~~
- ~~(7) Official County Council business undertaken by a vice-chairman, deputising for his or her chairman; or where he or she is otherwise representing the service committee on official County Council business.~~
- ~~(8) Attendance at a previously arranged briefing with an executive director and/or briefings at County Hall on Mondays prior to Council meetings for the purpose of consulting an executive director, director or head of service.~~

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- ~~(9) Attending excursions, tours or site visits in the course of official County Council duties.~~
- ~~(10) Ad hoc meetings of members which have not been authorised by a Cabinet Member or a committee, provided that:~~
- ~~(a) the meeting has been convened by the Director of Law, Assurance and Strategy after consultation with the relevant Cabinet Member or chairman or vice-chairman of the relevant committee;~~
  - ~~(b) the meeting involves members of more than one political party;~~
  - ~~(c) the holding of the meeting is reported to the next meeting of the relevant committee or in the MIS.~~
- ~~(11) Meetings of town and parish councils.~~
- ~~(12) Attendance at political group meetings held specifically for the purpose of, or in connection with, the discharge of the functions of the County Council, subject to:~~
- ~~(a) the approval not extending to more than two political group meetings between each successive meeting of the County Council; and~~
  - ~~(b) each Group Secretary being required to certify that any such group meeting has been principally concerned with County Council business, and to provide records of attendance to the Director of Law, Assurance and Strategy.~~
- ~~(13) Travel to a hub building to allow computer equipment to be repaired or replaced.~~

***Travel expenses will be paid from home address or business to the Council building or other venue in fulfilment of approved duties listed within the scheme. Your home address or business must be treated as being within West Sussex. Members are expected to use the most economic and reasonable form of transport.***

Travelling allowances for approved duties performed away from a member's usual place of residence are payable as follows:

(1) Public Transport

The rate for travel by public transport shall be the amount of the second-class fare, **cheap fare** or such lesser amount as shall have been actually expended by the member on the journey. (Note: first class fare is payable only where the agreement of the Chief Executive, in consultation with the Cabinet Member for Finance, has been obtained in advance of the duty being undertaken. Such agreement will normally be forthcoming only where first class travel is desirable for operational purposes e.g. briefings.)

(2) Rail Supplements

The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- (a) reservation of seats and deposit or portage of luggage; and
- (b) on sleeping accommodation engaged by the member for an overnight journey, subject however to reduction by one-third of any subsistence allowance payable to him/her for that night.

***Members who regularly use rail travel for approved duties may claim back the cost of an appropriate railcard from the County Council provided that it will provide savings to the Council of at least the cost of the railcard during the year.***

(3) Air

The rate for travel by air, provided the saving in time is so substantial as to justify such means of travel, shall be an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service; or
- (b) where no such service is available, or in case of urgency, the fare actually paid by the member.

(4) Taxi

The rate for travel by taxi-cab:

- (a) in cases of urgency or where no public transport is reasonably available, shall be the actual fare and any reasonable gratuity paid; and
- (b) in any other case shall be the amount of the fare for travel by an appropriate public service vehicle.

(5) Hire Car

The rate for travel by a hired motor vehicle other than a taxi-cab shall be an amount not exceeding the actual cost of the hiring.

(6) Private Car, etc.

The rate for travel by a member's own private motor vehicle (including travel by motor cycle), or one belonging to a member of his/her family or otherwise provided for his/her use, in circumstances which involve a substantial saving in his/her time or where it is in the interests of the body, or is otherwise reasonable that he/she should so travel rather than by public transport, shall be **45p** per mile **up to 10,000 miles and 25p**

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*thereafter, or 24p for a motorcycle.*

- (7) Supplement for Passengers, Tolls, etc.

The above rate may be increased:

- (a) by 5.0p per mile for each passenger to whom a travelling allowance would otherwise be payable.
- (b) by the amount of any expenditure incurred on tolls, ferries or parking fees (including overnight garaging).

**(8) Private bicycle**

*The rate for travel by a member's own private bicycle shall be 20p per mile.*

- ~~(98)~~ The County Council reserves the right, so far as in its opinion is practicable, to make arrangements for the issue to its members of tickets, or of vouchers, warrants or similar documents for exchange by such members for tickets, to cover journeys in respect of which payments by way of travelling allowance would otherwise fail to be made.

### Schedule 3

Subsistence allowances will be paid for or towards expenditure actually incurred as follows:

- (1) For an absence, not involving an absence overnight, from the member's usual place of residence:

Breakfast allowance (more than 4 hours away from normal place of residence before 11.00 a.m.)	£6.29
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Lunch allowance (more than 4 hours away from normal place of residence including the lunch time between 12 noon and 2.00 p.m.)	£8.64
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<del>Tea allowance (more than 4 hours away from normal place of residence including the period 3.00 p.m. to 6.00 p.m.)</del>	<del>£3.41</del>
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Evening meal allowance (more than 4 hours away from normal place of residence ending after 7.00 p.m.)	£10.71
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An evening meal allowance of up to £26.58 where a meal is taken as part of an absence overnight from the usual place of residence in the performance of an approved duty.

- (2) For main meals (full breakfast, lunch or dinner) taken on trains during a period for which there is an entitlement to day subsistence:

More than 4 hours and up to 8 hours	Actual cost of one meal
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More than 8 hours and up to 12 hours	Actual cost of two meals
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More than 12 hours	Actual cost of three meals
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Where the cost of meals taken on trains is reimbursed, the period of absence for which the claim for day subsistence allowance is made should be reduced by four hours for each meal taken.

- (3) In the case of an absence overnight from the usual place of residence the rate to cover the cost of accommodation shall be £101.99.

Provided that:

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~~(a) for such an absence overnight in London, or for the purpose of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association, the Council of Local Education Authorities and the National Association of Local Councils, or such other association of bodies as the Secretary of State may for the time being approve for the purpose, the rate to cover the cost of accommodation shall be £116.31.~~

(b) the Director of Finance, Performance and Procurement may approve higher subsistence allowances for members for an absence overnight from the usual place of residence, where appropriate, provided approval is sought in advance.

The rate to cover the cost of accommodation under this paragraph shall be deemed to cover a continuous period of absence of 24 hours.

(4) An amount payable by way of subsistence allowance shall be reduced by an appropriate sum in respect of any meal provided for the claimant by an authority or body, free of charge, during the period to which the allowance relates.

### Schedule 4

Accessible Transport Forum  
Action in Rural Sussex (AiRS) Board  
Adur and Worthing Business Partnership  
Arun Leisure Centre Advisory Committee  
Aspire Sussex  
Bognor Regis Regeneration Board  
Brantridge Special School, Haywards Heath, Governing Body  
Chailey Heritage School Governing Body  
Chichester Harbour Conservancy  
Coastal West Sussex Partnership Board 21st Century  
Coast to Coast Local Enterprise Partnership Board  
County Councils Network  
Cowdray Heritage Trust  
Duke of Edinburgh's Award County Committee  
Environment Agency: Southern Regional Flood and Coastal Committee  
Gatwick Airport Consultative Committee  
Gatwick Community Trust  
Gatwick Diamond Initiative Ltd  
Gatwick Greenspace Partnership  
Goodwood Aerodrome Consultative Committee  
Goodwood Motor Circuit Consultative Committee  
Health and Wellbeing Boards/Partnerships  
High Weald Area of Outstanding Natural Beauty Joint Advisory Committee  
Inter Authority Fire and Rescue Group  
KONNECT Charitable Trust  
Littlehampton Harbour Board  
Local Government Association:  
    Aviation Special Interest Group  
    Coastal Issues Special Interest Group  
    Fire Service Forum  
    Rural Commission  
    Urban Commission  
Lodge Hill Advisory Committee  
Midhurst Partnership Committee  
Muntham House School Governing Body  
Pagham Harbour Local Nature Reserve Contract Management Committee  
Parking & Traffic Regulations Outside London Adjudication Joint Committee  
Outset Youth Action  
Queen Victoria Hospital NHS Trust Governing Body, East Grinstead  
Shoreham Airport Consultative Committee  
Shoreham Harbour Leaders Board  
South Downs National Park Authority  
South East Employers  
South East England Regional Improvement Partnership  
South East Reserve Forces and Cadet Association  
Surrey and Sussex Healthcare NHS Trust  
Sussex Arts Academy  
Sussex Community NHS Trust

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Sussex Inshore Fisheries and Conservation Authority Committee  
Sussex Partnership NHS Foundation Trust Council of Governors  
Sussex Police and Crime Panel  
Tourism South East  
University of Sussex Court  
Virtual School for Children Looked After Governing Body  
Western Sussex Hospitals NHS Foundation Trust Council of Governors  
West Sussex Alternative Provision College (The Links College) Management Committee  
West Sussex Co-operative  
West Sussex Countryside Studies Trust  
West Sussex Rural Mobile Youth Trust (Purple Bus)  
West Sussex Standing Advisory Council on Religious Education (SACRE)  
Wey and Arun Canal Trust

### **Supplementary Note from the Independent Remuneration Panel following the Governance Committee's discussion of its Report on 28 November 2016**

This note has been prepared by the Independent Remuneration Panel to clarify and respond to some issues raised during the Panel's recent meeting with the Governance Committee (which decided to recommend the Panel's main report to the full meeting of Council).

The Panel is conscious that its Report, as submitted to the Governance Committee, does not explicitly say much about the Panel's view of the existing Scheme of allowances and expenses, and this might form an important context for the Council's consideration of the recommended new Scheme. The existing Scheme was originally designed in 2005 on the basis of averages of the then-current allowances at some comparator Councils. It cannot be appropriate to base West Sussex allowances on the average of those that were in place 11 years ago in neighbouring Councils. The Scheme is also out-of-date in other ways; for example it does not include allowances for some of the Member roles recently defined.

So in contrast, the Panel has used a structured and logical approach to develop the recommended Basic Allowance and Special Responsibility Allowances.

The Panel's approach consisted of: assessment of the relative responsibility, accountability and problem-solving involved in each of the roles that attract special allowances, based on job descriptions, meetings with some representative Members in role and a 2009 report by The Hay Group; benchmarking to WSCC Officer roles and remuneration, adjusted for the time spent on the role, drawn from analysis done in 2015 for the Boundary Review; and application of a 'public service discount'. Reasonable alignment with allowances paid in comparator councils for equivalent roles is then important and the Panel has used this comparison as a 'sense-check'.

This structured approach means that any future changes – such as new roles or substantive changes to the responsibility of existing roles – can more easily be assessed and allowances be recommended that fit in appropriately with those already in place.

The Panel would like to emphasise that its approach therefore does not start from the existing allowances and then recommend changes to these. Instead, the Panel has essentially wiped the slate clean and constructed a set of recommended allowances based on the responsibilities of existing roles, rather than be constricted by the past, and now 11-year old, history.

It is important to note that the time spent on delivering a role (what has often been referred to as 'workload') has been taken into account. But this is only one factor considered along with others. In its recommendations, the Panel has given equivalent weight to the responsibility, problem-solving and accountability associated with each role.

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There has been extensive consultation throughout the Panel's evaluation. Ten Member role-holders were met individually – and these people helped the Panel clarify its understanding of particular roles. All Members were surveyed on the Panel's proposed principles and aspects of its approach, with a response rate of 76% and nearly 100 individual free-text comments which helped inform the Panel's thinking.

It has been suggested that Minority Group Leaders' special allowances could be set on a sliding scale so that they vary smoothly with the number of members of the group. The Panel did consider a mechanism such as this. However, the sliding allowance would have to be adjusted any time that there was a change in group membership (which has happened during the term of this Council). This might not be welcomed by the Group Leader herself/himself, and would certainly cause additional administrative work. This led the Panel to prefer the recommended 'banding' approach.

The Panel believes that the Council can ask for the Scheme of allowances and expenses to be reviewed at any time, and would welcome the opportunity to review the operation of the new Scheme in 12 months or so.