

**DERBYSHIRE COUNTY COUNCIL  
COUNCIL**

**6 June 2018**

**Report of the Director of Legal Services and Monitoring Officer  
INDEPENDENT REMUNERATION PANEL – ANNUAL REPORT 2017-18**

**1 Purpose of the Report**

To receive the Annual Report of the Independent Remuneration Panel for 2017-18.

**2 Information and Analysis**

It is a requirement of the Local Authorities (Members' Allowances) (England) Regulations 2003 that the Council appoint an Independent Panel on Members' Allowances to consider issues and put forward recommendations for the Council to consider in relation to the Members' Allowances Scheme. The Regulations also include a requirement for the Panel to make an Annual report to Council on its recent activities. Attached as an Appendix is the report for 2017-18.

**3 Other Considerations**

In preparing this report, the relevance of the following factors has been considered; legal, prevention of crime and disorder, equality of opportunity, environmental, financial, health, human resources, property, social value and transport considerations.

**4 Background Papers**

Files held by the Director of Legal Services.

**5 OFFICER'S RECOMMENDATION**

That the Annual Report of the Independent Remuneration Panel for 2017-18 be received.

**Janie Berry**  
**Report of the Director of Legal Services and Monitoring Officer**

**Report of the Independent Remuneration Panel**

**Derbyshire County Council**

**April 2018**

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## 1. Background

1.1 The current Derbyshire County Council Independent Remuneration Panel comprises five members, none of whom are members of the Council or any of its committees, nor an employee of the Council. The members are:

- **Mr Ian Orford (Chair)**  
Former Senior Bank Official, part-time Consultant, member of Derbyshire Dales District Council IRP. Member since September 2012.
- **Mrs Pat Boyle**  
Magistrate, Governor Royal Hospital Chesterfield, former Bank Official. Member since June 2013.
- **Mr Denis Heaney**  
Former Investigations Manager HMRC, previously an Independent Member of the Derbyshire Police Authority Standards Committee and the County Council's Standards Committee. Member since December 2014
- **Mr Andrew Sharpe**  
Clerk and Responsible Financial Officer for a number of Parish Councils in Derbyshire. Former Head of Democratic Services and Deputy Monitoring Officer with Erewash Borough Council. Member since December 2014
- **Mr Simon Westwood**  
Independent Chair of the Safeguarding Children Board for the City of Salford Council and the City of York Council. Worked for the County Council until 2000, having held the posts of Head of Planning and Projects and Head of Planning and Strategic Development. Member since December 2014

1.2 The panel met three times during the 17/18 year.

## 2. Terms of Reference

2.1 The Local Government Act 2000 and the Consolidated Members' Allowances Regulations 2003, and subsequent amendments, require Independent Remuneration Panels to offer advice and rules on what Councillors may claim as expenses and allowances. Specifically, they consider the following allowances:

- Basic allowance
- Special responsibility allowance
- Child care and dependent carer's allowance
- Pensions for members
- Travel and subsistence allowances
- Co-optee allowances
- Provision for suspension of allowances in certain circumstances
- Suitability of an index for allowances and what that index might be.

**2.2** All recommendations are to be published and considered by all Councillors and must be voted on by the full Council.

### **3. Process of the Review**

Following the change of administration in May 2017 the Council approved interim changes to the Member's Allowance Scheme. These changes were considered by the Panel, supported in our Interim Report, and formally approved by Council in September.

Subsequently we have looked at two areas:

- The Special Responsibility Allowance for the new role of Cabinet Support Member.
- The Council's Policy with regard to Travel Expenses.

We have also undertaken a comparison with other similar councils.

### **4. Results of Review and Recommendations**

#### **4.1 SRA for Cabinet Support Members**

The panel met with the Leader of the Council and with two Cabinet Support Members (CSMs) in order to more fully understand the role, the level of responsibility and accountability and the time commitment required.

The panel found that there appeared to be significant variation of workload between the seven different CSM roles. At the time of our meetings the roles were relatively new and a degree of bedding in was still evident.

Given these factors the panel recommends no change in the SRA for Cabinet Support Members but intends to review the level again during the current year.

**Recommendation: The SRA for the role of Cabinet Support Member remains at 26% of the full allowance, that is £9,180 for the year 2018/19.**

#### **4.2 Travel Policy**

The Council's policy for Member's travel arrangements and the reimbursement of expenses is set out in Schedule 4 of the Members' Allowance Scheme.

Changes in the travel market in recent years mean that the traditional "second class rail fare" is no longer the appropriate way to ensure that expenses are minimised; there may be occasions where, for example, using air travel may be more economic overall as the need for overnight accommodation is removed. The panel also acknowledges that Members may wish to use an alternative type or grade of transport, eg first class rail, and we wish to introduce the flexibility to allow this, with the additional cost being met by them personally.

The panel, working with Council Officers, have updated the policy to ensure that overall cost is the primary consideration in all cases. The revised Schedule 4 is set out as Appendix 2 to this report.

**Recommendation: The attached Travel Claims Policy / Scheduled 4 is approved.**

#### **4.3 Indexation of Basic Allowance and SRA**

The Basic Allowance and SRAs are linked to pay awards agreed by the National Joint Council for Local Government Services. An increase of 2% was applied from 1 April 2018, and a further similar increase is due to be implemented in 2019.

#### **4.4 The Basic Allowance**

Following the application of the increase detailed in 4.3, the Basic Allowance is £10,692 per annum. Our analysis of allowances paid to members of other Councils shows that the Derbyshire Basic Allowance remains in the mid-range of Basic Allowances paid by other comparable 'Shire' counties. The Panel, therefore, does not recommend any change.

#### **4.5 Special Responsibility Allowances**

Following the application of the increase detailed in 4.3, the 100% SRA payable to the Leader of the Council is £35,304. All other SRAs are paid relative to this rate as detailed in Schedule 1.

#### **4.6 Role Profiles**

The panel note that changes to some of the Role Profiles were required following the change of administration in 2017 and look forward to these being finalised.

### **5. Work Programme for 2018/19**

The panel intend to continue to keep under review all aspects of the allowances paid to Members.

We also intend to keep under review the Devolution Agenda, particularly with regard to changes in the responsibilities and workload of Cabinet Members and others in receipt of SRAs.

The panel would welcome input from any Elected Member or Officer with regard other work they should undertake in the next year.

### **6. Conclusion**

In preparing this report, and the recommendations contained herein, the Panel wishes to thank those Members and Council officers who contributed to our discussions and assisted the Panel in its work.

## Appendix 1

### Amounts Payable to Members under the Members Allowances Scheme

No Claim Required. These Allowances will be paid Automatically.		Relative Responsibility	Annual Amount 2018-19 £
<b>Special Responsibility Allowances</b>			
Council	Chairman	25%	8,826
	Vice-Chairman	12.5%	4,413
Cabinet	Leader	100%	35,304
	Deputy Leader	75%	26,478
	Cabinet Member	50%	17,652
Leader of the Main Opposition Group		45%	15,888
Leader of the Minority Opposition Group (with at least 10% of Council Members)		15%	5,292
Cabinet Support Member		26%	9,180
Scrutiny Panel	Chairman	25%	8,826
	Vice-Chairman	12.5%	4,413
Regulatory Committees	Chairman	25%	8,826
	Vice-Chairman	12.5%	4,413
Audit Committee	Chairman	15%	5,292
	Vice-Chairman	7.5%	2,646
Standards Committee	Chairman	15%	5,292
	Vice-Chairman	7.5%	2,646
Pensions & Investments	Chairman	15%	5,292
	Vice-Chairman	7.5%	2,646
Basic Allowance			10,692
Co-optees Allowance			705
Fostering Panel			1,872
Adoption Panel			936

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## **APPENDIX 2 - REPLACEMENT SCHEDULE 4**

### **Travel Claims**

The County Council will meet reasonable travel costs incurred on authorised official business.

All arrangements must be made through the Commissioning, Communities & Policy Department Central Administration Office and organised by Members Support Services. Working with their Corporate Partners, they will determine the most cost-effective way of undertaking the assignment.

In determining this they will take into account all costs including public transport, mileage, parking, accommodation and subsistence. For example:

- It may be more cost effective to use air transport if doing so removes the need for an (additional) overnight stay.
- Whilst rail travel will usually be Standard Class, there may be occasions where the cheapest option available is a first-class ticket on an earlier train.

Please note there is a cancellation fee, if a ticket is ordered but not used.

Members may request, via Member Support Services, a quote for an alternative grade/type of transport (eg first class rail). If they wish to take up this option then the incremental cost is at the members own expense and will not be reimbursed by the Council. Members must also be aware that any first-class travel paid for by the Council, even if the additional cost is met by the member from their personal funds, will be disclosed in any FOI or other such request.

In very exceptional circumstances, where there is not time to order tickets in advance then members may purchase their own ticket and claim through the expenses process, receipts must be attached.

Taxis should only be used where reasonable alternatives are not available or the following are applicable:

- there is a significant saving in official time;
  - you have to transport heavy luggage and / or equipment;
  - where Members/Officers are travelling together and it is a cheaper option;
  - some form of physical impairment prevents use of other forms of transport.
- Other exemptions may be acceptable and all should be agreed in advance with Member Support. Please attach a receipt to your claim.



