



Epping Forest District Council

MEMBER REMUNERATION PANEL Thursday 2nd November 2023

You are invited to attend the next meeting of **Member Remuneration Panel**, which will be held at:

**Virtual Meeting on MS Teams
on Thursday 2nd November 2023 at 6.30 pm**

**Georgina Blakemore
Chief Executive**

Democratic Services Officer: G Woodhall (01992 564470)
Email: democraticservices@eppingforestdc.gov.uk

Members: T Finn and S Lye

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Panel for the duration of the meeting. There is no appointed Chairman of the Panel, as the appointment of a Chairman is agreed at each meeting.

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda for the meeting, pursuant to the Council's Code of Member Conduct.

4. TERMS OF REFERENCE

To note the following terms of reference of the Remuneration Panel:

'To assess the level of allowances, special responsibility allowances and other payments for members of the Council carrying out the following functions and report to the Council for determination:

- the Chairman and Vice-Chairman of the Council;
- the Leader and Deputy Leader of the Council;
- Portfolio Holders;
- the Chairman and Vice-Chairman of the Overview and Scrutiny Committee;

- the Chairmen and Vice-Chairman of Regulatory, Area and other Committees and Working Groups; and
- other Members of Council.'

5. REPORT OF PREVIOUS MEETING (Pages 3 - 26)

To note the report outlining the Panel's recommendations arising from the previous meeting held on 3 November 2022, and presented to the Council on 20 December 2022.

6. MEMBERS' ALLOWANCES SCHEME - ANNUAL REVIEW 2024/25 (Pages 27 - 51)

To consider the attached report.

7. ANY OTHER BUSINESS

To consider any additional items of business for the meeting.

8. DATE OF NEXT MEETING

To consider arrangements (if required), for future meetings of the Panel during the municipal year.

Report to the Council

Date: 13 December 2022

Report of: The Independent Remuneration Panel

Subject: Members' Allowances Scheme 2023/24

RECOMMENDING:

Members' Allowances Scheme

Basic Allowance

(1) That, for the 2023/24 municipal year, no change be made to the level of Basic Allowance of £4,300 per member per annum, currently included in the Council's Members' Allowances Scheme;

(2) That for 2024/25 and future municipal years, the Council be encouraged to increase the Basic Allowance to bring the Council up to the level of the Basic Allowance paid by other Councils;

Special Responsibility Allowance

(3) That for the 2023/24 municipal year, no changes be made to the level of the Special Responsibility Allowances currently included in the Members' Allowances Scheme;

(4) That for the 2023/24 municipal year, the implementation level of Special Responsibility Allowance applied to the responsibilities identified in the Members' Allowances Scheme be retained at their current level;

Revised Scheme and Guidance

(5) That, subject to the above recommendations and other matters set out in this report, the Members' Allowances Scheme and Guidance for 2023/24, attached at Appendix 2 to this report, be adopted and implemented with effect from 25 May 2023; and

(6) That the Panel continue to be kept apprised of the Council's intentions regarding any future restructure or governance review proposals arising from the electoral review of the Council being undertaken by the Local Government Boundary Commission for England that directly affect the application of Special Responsibility Allowance for the specific member roles and responsibilities currently reflected in the Members' Allowances Scheme.

Report:

1. The Remuneration Panel (the Panel) undertakes a review of Epping Forest District Council's Members' Allowances Scheme each year in order that any recommendations for revision to elements of the Scheme can be considered alongside the preparation of the Council's budget for the next financial year. This annual report of the Panel sets out the findings of our recent review of the Members' Allowances Scheme and our conclusions and recommendations regarding the application of members' allowances for the 2023/24 municipal year.

2. The Remuneration Panel was established in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations, which arose from the relevant provisions of the Local Government Act 2000, require all local authorities to set up and maintain an advisory independent Remuneration Panel to review and provide advice on members' allowances. All Councils are required to convene their Panel and seek its advice before making any changes or amendments to allowances schemes and must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.

3. The Panel is required to gather information, to hear and consider evidence and to make recommendations to the Council on:

- the amount of Basic Allowance to be paid to members;
- those positions that should receive a Special Responsibility Allowance and the level of such allowance; and
- travel, subsistence and certain other allowances.

4. The current members of the Remuneration Panel are Mrs. T. Finn, Mr. D. Jackman and Mr. S. Lye. This report will be presented to the Council by Stephen Lye on behalf of the Panel.

Members' Allowances Scheme

5. The last review of the Members' Allowances Scheme was undertaken by the Panel on 2 February 2022 and our recommendations regarding members' allowances for the 2022/23 municipal year were considered by the Council at its meeting on 24 February 2022. We have recently undertaken the annual review of the Scheme for 2023/24, in order that any proposals for changes to members' allowances can be considered by the Council as part of the budget-setting process for the next financial year.

6. As in previous years, we have been keen to understand the views of Councillors in connection with the operation of the scheme in practice and specific matters that Members would like the Panel to consider. As part of our current review, we requested the Team Manager for Democratic & Electoral Services to invite Councillors to raise issues or concerns about the current scheme that they wished us to consider. However, there were no representations received from Members.

Basic Allowance

7. All local authorities must make provision for a flat-rate allowance to be payable to all Members. This 'Basic Allowance' is payable equally to all Councillors and is designed to cover activities such as constituency casework, preparation for and attendance at meetings of the Council's committees and service as a representative of the authority on outside bodies for which no separate remuneration is made.

8. In considering the recommendations of the Panel in February 2022, the Council agreed that no change be made to the payment of the full amount of Basic Allowance of £4,300 per member per annum to be included in the Members' Allowances Scheme for 2022/23. An increase in the implementation rate of the Basic Allowance was introduced from 2016/17 in line with the recommendations of the Panel over several years, that the authority should implement 100% of the amount of Basic Allowance for each member, rather than the level of 80% previously applied.

9. The Panel has undertaken a further comprehensive benchmarking exercise amongst twenty-five comparable and neighbouring local authorities as part of its review of the Members' Allowances Scheme, to assess whether an inflationary increase in the level of Basic Allowance should be considered. Included at Appendix 1 of the report is the comparator tables that we used to assess recent increases in inflation and earnings since the current level of Basic Allowance was set in 2016. Although we have noted that the Council is currently the lowest of the comparator authorities and the second lowest in Essex in terms of Basic Allowance, and serious consideration was given to proposing an increase in the Basic Allowance of 2-3% to account for inflation, the Panel do not consider it necessary to recommend any changes to the application of Basic Allowance for 2023/24.

10. We acknowledged that there were a considerable number of local businesses and residents who were suffering in the current economic climate engendered by the rise in living costs, and that this was not the time to recommend increases in the basic allowance. In addition, we also noted that there was no request for an increase from Councillors.

11. However, we are still concerned that the work undertaken by members of this Council could be perceived as being of lower value than the work undertaken by members of other Councils. This has been a concern of the Panel for a number of years now. Therefore, we consider that it is appropriate for the Panel to continue to revisit the application of Basic Allowance as part of its annual review of the Members' Allowances Scheme on an ongoing basis.

12. We are aware that the Council is currently the subject of an electoral review undertaken by the Local Government Boundary Commission for England (LGBCE), and the Panel feel that this represents an opportunity to undertake a full review of the Basic Allowance once this process is complete. We would expect the Council to give serious consideration to an increase in the Basic Allowance when we report back next year. Although we recognise that implementation of any increase would be a matter for the Council to determine and that there remains a continued need for restraint in the setting of the authority's annual budget.

Special Responsibility Allowance

13. Each local authority may make provision in its Members' Allowances Scheme for the payment of Special Responsibility Allowances (SRA), for those Councillors who have been allocated significant responsibilities. The current Scheme provides that Members may receive more than one SRA if they hold more than one relevant position. It should be noted that each Special Responsibility Allowance is calculated as a multiplier of the Basic Allowance, therefore if the Basic Allowance is not increased then neither will be the Special Responsibility Allowances. However, as previously with the Basic Allowance, the Council has traditionally decided not to implement payment of full SRA amounts for a number of positions and to restrict these to a percentage of the amount set out in the Members' Allowances Scheme.

14. This percentage application of certain SRA is reflected in a Statement of Implementation that forms part of the Members' Allowances Scheme. The Statement of

Implementation illustrates the operation of the Scheme in terms of the application of SRA as proportions of the amounts provided in the Scheme. However, we feel that this approach is not always fully understood and that members may not appreciate that the Council has decided not to implement payment of full SRA amounts recommended by the Panel, for certain positions.

15. Last year, we decided that as the majority of the SRA's had not been implemented at 100%, the recommendation of the Panel would be to increase the implementation levels of all the SRA's to 100% in 2022/23. However, this was not agreed by the Council and the implementation levels remained at their current level.

16. It should be noted that the Panel has encouraged the Council to increase the implementation level of the relevant SRA identified in the Members' Allowances Scheme, in order to achieve the full amount of each allowance as soon as possible for a number of years now. However, the Panel feel that there is an opportunity to fully review the SRAs and their implementation levels next year when the electoral review process has been completed. Again, we recognise that the implementation of any future increases would be a matter for the Council to determine and that there remains a continued need for restraint in the setting of the authority's annual budget, but we will continue to revisit the application of SRA's as part of our annual review of the Members' Allowances Scheme.

Chairman and Vice-Chairman of the Council

19. The Council agreed in December 2015 that, from the 2016/17 municipal year, consideration of the amount of SRA applied to the positions of the Chairman and Vice-Chairman of the Council be added to the responsibilities of the Panel.

20. We undertook a thorough review of the application of such SRA in 2018 and therefore make no recommendations in this regard for consideration as part of the Panel's review of the Members' Allowances Scheme for 2023/24. However, the Panel reserve the right to review this SRA in the future as we noted that the allowance paid by this Council is higher than that paid by other comparable Councils.

Recommendations

21. The draft revised Members' Allowances Scheme for the 2023/24 municipal year, incorporating the recommendations contained within this report is attached at Appendix 2. The Scheme has been subject to minor drafting amendments, to reflect the Council's current management structure arrangements.

22. The Panel has also prepared a Statement of Implementation (based on the assumption that the Council will not increase the Basic Allowance nor the level of implementation of Special Responsibility Allowances) for publication on the Council's website. The format of the statement illustrates the operation of the Members' Allowances Scheme, in terms of the implementation of Special Responsibility Allowances as proportions of the amounts provided in the Scheme. The Statement of Implementation of the Special Responsibility Allowances set out in the Members' Allowances Scheme, is attached at Appendix 3 to this report.

23. We have not considered changes to any other elements of the Members' Allowances Scheme, such as travel and subsistence allowances etc. These are generally remunerated at levels that also apply to officers of the Council and are subject to national application.

24. The Panel would like to acknowledge the support and assistance that we received in undertaking our annual review of the Members' Allowances Scheme, and we recommend as

set out at the commencement of this report.

FAMILY GROUP AUTHORITIES

ALLOWANCE	BROXBOURNE BOROUGH COUNCIL	BRENTWOOD BOROUGH COUNCIL	EAST HAMPSHIRE DISTRICT COUNCIL	EAST HERTS DISTRICT COUNCIL	EPPING FOREST DISTRICT COUNCIL	GUILDFORD BOROUGH COUNCIL	HERTSMERE BOROUGH COUNCIL	HORSHAM DISTRICT COUNCIL
Basic Allowance	£5,659.00	£6,000.00	£5,200.00	£5,428.79	£4,300.00	£7,405.00	£6,287.00	£5,470.00
Special Responsibility Allowances								
Chairman of Council	£7,074 (Mayor)	£4,500.00 (Mayor)	£3,000.00	£6,500.00	£8,600 (80% of total allowance)	£5924.00 (Mayor)	Not identifiable from Scheme	£5,310.00
Vice-Chairman of Council	£1,415 (Deputy Mayor)	£1500.00 (Deputy Mayor)	Not identifiable from Scheme	£1,450.00	£2,150 (20% of total allowance)	£3,703.00 (Deputy Mayor)	Not identifiable from Scheme	£1,780.00
Leader	£19,807.00	£13,200.00	£18,000.00	£19,767.00	£7,875.00 (73% of £10,750)	£14,810.00	£26,112.00	£15,587.00
Cabinet Members (Portfolio Holders)	£7,923.00	No equivalent in Scheme	£6,000.00	£9,780.96	£6,300.00 (98% of £6,450)	£5,924.00	£13,906.00	£7,285.00
Chairman of District Development Management Committee (or equivalent)	£7,074.00	£3,550.00	£6,000.00	£7,336.00	£2,362.00 (73% of £3,225)	£5,924.00	£5,756.00	No equivalent in Scheme
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,362.00 (73% of £3,225)	No equivalent in Scheme	No equivalent in Scheme	£4,000.00
Chairman of Overview and Scrutiny Committee (or equivalent)	£7,074.00	£3,550.00	£2,000.00	£6,464.04	£3,150.00 (73% of £4,300)	£5,924.00	£4,849.00	£5,310.00
Chairmen of Licensing Committee (or equivalent)	Combined with Planning Committee	Combined with Planning Committee	£2,000.00	£6,051.00	£500.00	£3,703.00	£1,838.00	£2,535.00
Chairmen of Licensing Sub-Committee (or equivalent)	Not identifiable from Scheme	Not identifiable from Scheme	No equivalent in Scheme	No equivalent in Scheme	£1,862.00 (divided by number of meetings) (73% of £2,725)	£280.00 per meeting	No equivalent in Scheme	No equivalent in Scheme
Chairman of Audit and Governance Committee (or equivalent)	£3,961.00	Combined with Scrutiny Committee	£2,000.00	£6,464.04	£2,150.00	£3,703.00	£1,838.00	£2,535.00
Chairmen of Select Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,150.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	Combined with Audit Committee	Not identifiable from Scheme	£2,000.00	£2,421.00	£110 per meeting	Combined with Corporate Governance Committee (Audit)	£1,560.00	£2,535.00
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Independent Persons affiliated to the Standards Committee	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£370.00	£300.00	£1,369.00
Independent Members of the Remuneration and Parish Remuneration Panels	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£250.00	£370.00	No equivalent in Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£370.00	No equivalent in Scheme	Not identifiable from Scheme
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£370.00	No equivalent in Scheme	Not identifiable from Scheme
Group Leaders	£3,961 (Leader of the Opposition)	£5,350 (Main Opposition) £2,650 (Minority Opposition)	£3,000.00 (Minority Group Leader)	0.1 of BA multiplied by each group member	£0.00	£74 per Group Member	£3,675 (Main Opposition), £1,242 (Minority Opposition)	£3,856.50 (Minority Group Leader)

FAMILY GROUP AUTHORITIES (CONT)

ALLOWANCE	MID-SUSSEX DISTRICT COUNCIL	REIGATE & BANSTEAD BOROUGH COUNCIL	SEVENOAKS DISTRICT COUNCIL	SPELTHORNE BOROUGH COUNCIL	ST. ALBANS CITY & DISTRICT COUNCIL	TANDRIDGE DISTRICT COUNCIL	THREE RIVERS DISTRICT COUNCIL	WAVERLY BOROUGH COUNCIL
Basic Allowance	£5,200.00	£5,783.00	£5,715.00	£6,403.00	£5,770.00	£4,317.00	£4,627.00	£5,164.47
Special Responsibility Allowances								
Chairman of Council	£6,760.00	£5,700 (Mayor)	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£3,062.00	Not identifiable from Scheme	£612.18
Vice-Chairman of Council	£2,253.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£1,021.00	Not identifiable from Scheme	Not identifiable from Scheme
Leader	£20,800.00	£14,151.00	£20,910.00	£11,000.00	£13,670.00	£6,123.00	Not identifiable from Scheme	£15,171.09
Cabinet Members (Portfolio Holders)	£8,500.00	£9,434.00	£7,319.00	£7,700.00	£9,551.00	Not identifiable from Scheme	Not identifiable from Scheme	£7,001.75
Chairman of District Development Management Committee (or equivalent)	No equivalent in Scheme	£5,442.00	£5,228.00	£6,600.00	No equivalent in Scheme	£3,062.00	Not identifiable from Scheme	No equivalent in Scheme
Chairmen of Area Plans Sub-Committees (or equivalent)	£6,500.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,333.00	No equivalent in Scheme	No equivalent in Scheme	£3,500.53
Chairman of Overview and Scrutiny Committee (or equivalent)	£4,160.00	£3,162.00	£2,614.00	£2,200.00	£2,820.00	£3,062.00	Not identifiable from Scheme	Not identifiable from Scheme
Chairmen of Licensing Committee (or equivalent)	£1,040.00	£441.00	£2,614.00	£5,500.00	£2,820.00	Not identifiable from Scheme	Not identifiable from Scheme	£3,500.53
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	£308.00	No equivalent in Scheme	No equivalent in Scheme	£121.00 per meeting	No equivalent in Scheme	No equivalent in Scheme	Not identifiable from Scheme
Chairman of Audit and Governance Committee (or equivalent)	£3,120.00	£3,162.00	£2,614.00	£4,400.00	£2,820.00	£3,062.00	Not identifiable from Scheme	£3,500.53
Chairmen of Select Committees (or equivalent)	£4,160.00	£441.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,062.00	No equivalent in Scheme	£3,500.53
Chairman of Standards Committee	£1,040.00	No equivalent in Scheme	£1,673.00	£1,500.00	No equivalent in Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£3,500.53
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Independent Persons affiliated to the Standards Committee	£750.00	Not identifiable from Scheme	£502.00	£750.00	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Group Leaders	£250.00 per Group Member	£147 & £58 per Group Member	£282 per Group Member	Not identifiable from Scheme	£108 per member of group	£3,062.00	Not identifiable from Scheme	£3,500.53 (main opposition leader)

ESSEX AUTHORITIES

ALLOWANCE	BASILDON DISTRICT COUNCIL	BRAINTREE DISTRICT COUNCIL	CASTLE POINT BOROUGH COUNCIL	CHELMSFORD CITY COUNCIL	COLCHESTER BOROUGH COUNCIL	HARLOW DISTRICT COUNCIL	MALDON DISTRICT COUNCIL	ROCHFORD DISTRICT COUNCIL
Basic Allowance	£6,520.87	£5,154.00	£3,550.00	£6,234.00	£7,293.55	£4,575.00	£5,285.96 (includes £220 pa Broadband allowance)	£5,000.00
Special Responsibility Allowances								
Chairman of Council	£9,781.31 (Mayor)	£5,154.00	£6,137.00 (Mayor)	£13,521.00 (Mayor)	Not identifiable from Scheme	£2,601.00	Not identifiable from Scheme	£5,000.00
Vice-Chairman of Council	£1,630.22 (Deputy Mayor)	£2,577.00	£2,888 (Deputy Mayor)	£4,506.00 (Deputy Mayor)	Not identifiable from Scheme	£520	Not identifiable from Scheme	£2,500.00
Leader	£19,562.61	£15,462.00	£14,200.00	£25,074.00	£21,880.46	£7,117.00	£12,664.90	£10,000.00
Cabinet Members (Portfolio Holders)	£11,411.52	£10,308.00	£7,100.00	£12,534.00	£13,128.43	£2,965.00	Not identifiable from Scheme	£5,000.00
Chairman of District Development Management Committee (or equivalent)	£11,411.52	£9,021.00	£3,550.00	£8,274.00	£7,658.24	£1,561.00	£5,065.96	£2,500.00
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£1,899.74	£500.00
Chairman of Overview and Scrutiny Committee (or equivalent)	£8,151.09	£7,731.00	£1,775.00	£8,274.00	£7,658.24	£1,561.00	£3,799.47	£3,500.00
Chairmen of Licensing Committee (or equivalent)	£9,781.31	£5,154.00	£1,775.00	£6,267.00	£6,564.31	£1,561.00	No equivalent in Scheme	£2,500.00
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00
Chairman of Audit and Governance Committee (or equivalent)	£4,890.65	£5,154.00	£1,775.00	£1,257.00	£4,376.14	£1,561.00	£5,065.96	£2,500.00
Chairmen of Select Committees (or equivalent)	£4,890.65	£5,154.00	£1,775.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00
Chairman of Standards Committee	£2,608.35	Not identifiable from Scheme	Not identifiable from Scheme	£1,257.00	£4,376.14	Not identifiable from Scheme	£5,065.96	£500.00
Independent Persons affiliated to the Standards Committee	£1,304.17	Not identifiable from Scheme	£355.00	£623.40	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Independent Members of the Remuneration and Parish Remuneration Panels	£1,304.17	Not identifiable from Scheme	£355.00	£623.40	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	£1,304.17	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Group Leaders	£9,781.31 - split per number of members per group	£5,154.00 (Main Opposition Group) £1,290.00 (other Groups > 5 mbrs)	£3,550 (Leader of the Minority Group)	£8,274.00 (Main Opposition Group) £1,257.00 (Other Opposition Groups)	£2,186.47 plus £240.47 per member	£208 per group member (max £2,080)	£5,065.96 (Leader of Opposition)	£2,500.00

ESSEX AUTHORITIES (CONT)

ALLOWANCE	TENDRING DISTRICT COUNCIL	UTTLESFORD DISTRICT COUNCIL						
Basic Allowance	£6,000.00	£5,346.49						
Special Responsibility Allowances								
Chairman of Council	£6,840.00	£4,277.19 + civic expenses						
Vice-Chairman of Council	£1,800.00	£2,138.60						
Leader	£20,400.00	£13,098.91						
Cabinet Members (Portfolio Holders)	£9,780.00	£6,415.80						
Chairman of District Development Management Committee (or equivalent)	£7,140.00	£4,009.88						
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Overview and Scrutiny Committee (or equivalent)	No equivalent in Scheme	£3,742.55						
Chairmen of Licensing Committee (or equivalent)	£3,000.00	£4,009.88						
Chairmen of Licensing Sub-Committee (or equivalent)	£780.00	No equivalent in Scheme						
Chairman of Audit and Governance Committee (or equivalent)	£4,200.00	£3,742.55						
Chairmen of Select Committees(or equivalent)	£4,200.00	No equivalent in Scheme						
Chairman of Standards Committee	No equivalent in Scheme	£2,138.60						
Independent Persons affiliated to the Standards Committee	Not identifiable from Scheme	£534.64						
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£534.64						
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	Not identifiable from Scheme						
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Not identifiable from Scheme						
Group Leaders	£900 & £96 per group member	£3,742.55 (main opposition leader), £2,138.60 (others)						

MEMBERS' ALLOWANCES SCHEME

EPPING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. Scheme

- 1.1 This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period from 26 May 2023 to 23 May 2024.

2. Definition

- 2.1 In this scheme:

"business mileage" means mileage incurred for journeys by Councillors between their homes and business venues or between the Civic Offices, Epping and business venues;

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"home to office mileage" means mileage incurred for journey by Councillors between their homes and the Civic Offices in Epping;

"independent person" means: (a) a member of the Standards Committee or the Remuneration Panel who is not an elected councillor; or (b) a co-opted member of an Overview and Scrutiny Committee or the Audit and Governance Committee who is not an elected councillor; and

"year" means the period ending with 23 May 2024.

3. Basic Allowance

- 3.1 Subject to Paragraph 7, £4,300 shall be paid to each Councillor. Payments are subject to deductions for tax and national insurance dependant on the circumstances of individual councillors.

4. Special Responsibility Allowances

- 4.1 For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.
- 4.2 Subject to Paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.
- 4.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance as set out in an annual statement of implementation.

5. Travelling and Subsistence (including Cycle Allowance)

- 5.1 These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.
- 5.2 Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).
- 5.3 Payment of home to office car mileage will be subject to deduction of tax and national insurance contributions, dependant on the circumstances of individual councillors. Business mileage incurred by councillors will not be subject to such deductions if the mileage rate claimed does not exceed 45 pence per mile.
- 5.4 Claims for the payment of business and/or home to office mileage may be made by members that have been driven to the approved duty giving rise to the claim, other than by way of taxi or other form of public transport, subject to the Council's usual checks and controls and the provision of appropriate VAT receipts.

6. Child Care and Dependant Carers' Allowances

- 6.1 The maximum rate for this allowance shall be set at a rate equivalent to the current National Living Wage.
- 6.2 A member of the Council or an independent person shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.
- 6.3 The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the National Living Wage.
- 6.4 The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.
- 6.5 All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

- 7.1 A councillor or independent person may by notice in writing given to the Team Manager for Democratic & Electoral Services elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-year Entitlements

- 8.1 The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

- 8.2 If an amendment to this scheme changes and the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year; and
 - (c) the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- 8.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- 8.4 Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- 8.5 Where a councillor has during part of, but not throughout a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.
- 8.6 Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9. Claims and Payments

- 9.1 Payments shall be made in respect of basic and special responsibility allowances, subject to sub-paragraph (2), in instalments of one quarter of the amount specified in this scheme.
- 9.2 Where a payment of one-quarter of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which by virtue of paragraph 8(1), he or she is

entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

- 9.3 Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

- 10.1 There will be no inflationary adjustment to the allowances set out in this scheme, except those relating to travel and subsistence.

11. Co-optees' Allowance

- 11.1 Co-optees' allowance will be payable to independent persons as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

- 12.1 Where any councillor or independent member has already received a payment in respect of any period during which they have been:

- (a) ceased to be a member of the Authority; or
- (b) not entitled in any other way to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

- 13.1 Remuneration payable to councillors of Epping Forest District Council under this scheme shall only be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if the member opted into the Essex Superannuation Scheme before 1 April 2014.

- 13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.

- 13.3 The Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014 removed access to the LGPS for Councillors from 1 April 2014, with the exception of those who were members of the Scheme on 31 March 2014, who retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier).

14. Further Guidance

- 14.1 Further guidance on this scheme can be found in Appendix 1.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL TOTAL AMOUNT OF SRA
Chairman of the Council	£10,750.00
Vice-Chairman of the Council	
Leader of the Council	£10,750.00
Cabinet Members	£6,450.00 (each)
Chairman of the District Development Management Committee	£3,225.00
Chairmen of the Area Plans Sub-Committees	£3,225.00 (each)
Chairman of the Overview and Scrutiny Committee	£4,300.00
Chairman of the Licensing Committee	£500.00
Chairmen of the Licensing Sub-Committees	£2,225.00 (allocated according to the number of meetings chaired each year)
Chairman of the Audit and Governance Committee	£2,150.00
Chairmen of the Overview and Scrutiny Select Committees	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 per meeting held each year
Chairman of the Constitution Working Group	£500.00

SCHEDULE 2

APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
 - (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the authority provided that:
 - where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;

- (c) duties relating to the supervision of tender opening as required by the Council's Procurement Rules;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, the Strategic Directors or a Service Director, including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a councillor at the invitation of the Local Government Ombudsman for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;
 - (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
 - (k) attendance at seminars and training courses arranged by the authority;
 - (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;
 - (m) site visits arranged by Area Plans Sub-Committees or the District Development Management Committee;
 - (n) informal site visits by individual councillors in respect of their duties as members of an Area Plans Sub-Committee;
 - (o) attendance at a meeting concerning joint working or partnership arrangements to represent the Council's interests; and
 - (p) attendance at any civic event to which the Chairman or Vice-Chairman is attending in that capacity (or representative) for which Council funded transport is not provided.
2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.
 3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3

CONFERENCE AND MEETINGS

Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillor's normal place of residence.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rates whichever is the less if travel outside the Epping Forest District is required).
Conferences and meetings organised by any person or body who is not doing so by way of trade, nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the councillor's normal place of residence of one or more nights.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travelling outside the Epping Forest District is required).

SCHEDULE 4

OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

SCHEDULE 5

CO-OPTEES' ALLOWANCE

Independent Persons affiliated to the Standards Committee	£500.00 per annum
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00 per annum
Co-opted members of the Audit and Governance Committee	£500.00 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500.00 per annum

MEMBER REMUNERATION SCHEME

**EPPING FOREST DISTRICT COUNCIL
GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS**

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out in the Constitution. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount. The full amount of the Basic Allowance is £4,300.00 per member, per annum.
- 2.2 The Council requires each of its elected councillors to be registered as a data controller in accordance with the provisions of the Data Protection Act 2018. Although members are responsible for their individual compliance with the data protection principles of the General Data Protection Regulation, the Council coordinates the registration (and annual renewal) process on behalf of members and an amount of £40.00 is therefore withheld from the Basic Allowance each year to meet the registration fee imposed by the Information Commissioner.

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.
- 3.2 The Special Responsibility Allowance applicable to the chairmen of the Standards Committee and the Licensing Sub-Committees is applied on a 'per-meeting' basis and is paid in a single instalment at year-end.
- 3.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance set out in the Scheme.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties as defined in the scheme (Schedule 2).

Car Travel

- 4.2 The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the claim form and are reviewed annually.

Shortest Distance

- 4.3 Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

Travel Direct from Place of Employment etc

- 4.4 For claims involving direct travel from a Councillor's place of employment (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

Travel outside the District – Limit on Amount Claimable

- 4.5 For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:
- (a) second class return rail fare plus underground and other fares from station to destination at each end of the journey; or
 - (b) the appropriate car mileage.
- 4.6 This is subject to consideration of any special circumstances as set out in 4.7 below.

Travel over Long Distances – Special Circumstances

- 4.7 If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Service Manager (Governance) in advance for advice on what would constitute a reasonable claim in the circumstances.

Use of Public Transport within Epping Forest District

- 4.8 The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

Cycle Allowance

- 4.9 This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

Child and Dependant Carer's Allowance

- 4.10 This allowance may be claimed at a rate equivalent to the current rate for the National Living Wage. Certain conditions are set out in the Scheme.

5. SUBSISTENCE EXPENSES

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.
- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at conferences and the payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases. **Attendance at conferences and the payment of allowances and expenses may also be subject to prior approval by the chairman of the appropriate committee.**
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving an Absence from Home)

(a) Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

(b) Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Service Manager (Governance) with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available through Democratic Services. In such matters, members are advised to seek advice from their tax office in the event of any concerns.

7.2 Supplementary Note Regarding Treatment of Claims for Travel Expenses by Car for Tax and National Insurance Purposes.

(a) Travel by Car – Councillors’ Homes to Civic Offices Expenses (“Home to Office Mileage”)

7.3 Her Majesty’s Revenue and Customs (HMRC) deems a councillor’s workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping. From April 2016, ‘Home to Office Mileage’ is no longer subject to tax and national insurance deductions, provided that the distance between a councillor’s home and the Civic Offices is no more than 20 miles.

7.4 If the upper rate of mileage is also claimed (any amount above 45p per mile) this part of the payment will be treated as a taxable benefit and national insurance will be deducted. A petrol/diesel VAT receipt will be required to be submitted with all claims before payment can be made, which must predate the first date of mileage on the submitted claim. The receipt must also be dated within a reasonable timeframe of the first journey for which a claim is made.

(b) Travel by Car – Councillors’ Homes to Other Venues or Civic Offices to Other Venues for the Purposes of Council Business (“Business Mileage”)

7.5 HMRC has determined that such travel shall not be subject to tax or national insurance deductions except where the rate of reimbursement exceeds 45 pence per mile. Travel to any meetings of the Council or its subordinate bodies which are held at a location other than the Civic Offices is deemed to be business mileage.

(c) Second Journeys

7.6 Second journeys will be subject to taxation and National Insurance deductions depending on whether the journey constitutes home to office or business mileage.

8. ALTERATION OF CLAIMS

8.1 All claim forms submitted by members are checked for accuracy. The Team Manager for Democratic & Electoral Services is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members’ claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

- 9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

10. DOCUMENT HISTORY

Prepared/Revised	Written by	Agreed/Authorised	Details of Change(s)
November 2015	S. Tautz (Democratic Services Manager)	Remuneration Panel (17/11/15) Council (15/12/15)	Review of Scheme for 2016/17 municipal year
October 2016	S. Tautz (Democratic Services Manager)	Remuneration Panel (28/9/16) Council (20/12/16)	Review of Scheme for 2017/18 municipal year
November 2017	S. Tautz (Democratic Services Manager)	Remuneration Panel (30/10/17) Council (21/12/17)	Review of Scheme for 2018/19 municipal year
November 2018	S. Tautz (Democratic Services Manager)	Remuneration Panel (29/11/18) Council (20/12/18)	Review of Scheme for 2019/20 municipal year
November 2019	S. Tautz (Democratic Services Manager)	Remuneration Panel (31/10/19) Council (17/12/19)	Review of Scheme for 2020/21 municipal year
January 2021	G. Woodhall (Team Manager – Democratic & Electoral Services)	Remuneration Panel (27-Jan-21) Council (25-Feb-21)	Review of Scheme for 2021/22 municipal year
February 2022	G. Woodhall (Team Manager – Democratic & Electoral Services)	Remuneration Panel (2-Feb-22) Council (24-Feb-22)	Review of Scheme for 2022/23 municipal year
December 2022	G. Woodhall (Team Manager – Democratic & Electoral Services)	Remuneration Panel (Nov-22) Council (20-Dec-22)	Review of Scheme for 2023/24 municipal year

Report to the Member Remuneration Panel

Date of meeting: 2 November 2023

Subject: Members' Allowances Scheme – Annual Review 2024/25

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the Panel consider the issues set out in this report and agree any recommendations to be made to the Council in connection with its review of the Members' Allowances Scheme for 2024/25; and

(2) That the Panel agree arrangements for the presentation of its report and recommendations regarding the review of the Members' Allowances Scheme to the Council, at its meeting to be held on 19 December 2023.

Report:

1. The Panel undertakes a review of Epping Forest District Council's Members' Allowances Scheme each year, to ensure that any recommendations for revision to elements of the Scheme can be considered alongside the preparation of the authority's budget for the following financial year. The current Members' Allowances Scheme, for the 2023/24 municipal year, was adopted by the Council at its meeting on 20 December 2022 and is attached at Appendix 1 to this report.

Members' Allowances Scheme

2. In considering the recommendations of the Panel in December 2022, the Council agreed that no change be made to the payment of the full amount of Basic Allowance of £4,300 per member per annum to be included in the Members' Allowances Scheme for 2023/24. An increase in Basic Allowance was introduced from 2016/17 in line with the recommendations of the Panel over several years, that the authority should implement 100% of the amount of Basic Allowance for each member, rather than the level of 80% previously applied.

3. The Council also agreed in December 2015 that, from the 2016/17 municipal year, consideration of the amount of Special Responsibility Allowance (SRA) applied to the positions of the Chairman and Vice-Chairman of the Council be added to the responsibilities of the Remuneration Panel. Whilst no recommendations to increase this allowance were made for 2023/24, the level of such SRA should be considered as part of the Panel's review of the Members' Allowances Scheme for 2024/25.

4. As part of the review process for 2024/25, a general invitation was extended to all members of the Council on behalf of the Panel, to express any suggestions or concerns about the current operation of the Members' Allowances Scheme. At the time of the preparation of this report, no representations arising from this invitation have been received from members. Any representations received after the publication of the agenda for this meeting will be reported to the Panel at the meeting.

Overview & Scrutiny Committee – Restructure

5. Following the Panel's review of the Member Allowance Scheme for 2023/24, the Council reviewed the current structure of its Overview & Scrutiny Function. The Council had

had a main Overview & Scrutiny Committee and three Scrutiny Select Committees corresponding to the three themes within the Council's Corporate Plan of Stronger Communities, Stronger Place and Stronger Council. However, it was felt that there was a significant degree of overlap between the main Overview & Scrutiny Committee and the Stronger Council Select Committee.

6. At its meeting on 4 April 2023, the Council resolved to amalgamate the Stronger Council Select Committee with the main Overview & Scrutiny Committee, and to rename the remaining two Select Committees as the Communities Scrutiny Committee and the Place Scrutiny Committee. This has resulted in an overall reduction in the number of Scrutiny Committees from 4 to 3.

7. The current Members' Allowances Scheme provides that an annual SRA of £2,150.00 be applied to the positions of the chairmen of the select committees. The reduction of the Overview and Scrutiny framework from three Select Committees to two Scrutiny Committees did generate a small saving to the previous budget provision for Members' Allowances.

Other Matters

8. The Council has been subject to an Electoral Review, which has resulted in the total number of District Councillors reducing from the current 58 to 54. This will generate a small saving of £17,200 in the budget provision for Members' Allowances, based on the current Basic Allowance of £4,200 per member.

Benchmarking

9. At its meeting on 29 November 2018, the Panel requested that a comprehensive benchmarking exercise amongst comparable local authorities be undertaken as part of future reviews by the Panel of the Members' Allowances Scheme. This enables the Panel to assess whether an inflationary increase in the level of Basic Allowance should be considered. The results of the benchmarking exercise have been prepared and are attached at Appendix 2 of this report.

10. In addition, the Panel requested information regarding certain indices such as the rate of growth of earnings, and the current rate of inflation amongst others. This information has again been provided for the Panel and is attached at Appendix 3 of this report.

Recommendations

11. The Panel is requested to consider the issues set out in this report and to agree the general matters to be subject of its recommendations to the Council in connection with the review of the Members' Allowances Scheme for 2024/25.

12. It is intended that the report of the Panel will be made to the Council at its meeting on 19 December 2023. The Panel is also therefore requested to agree which of its membership will present the report to the Council.

MEMBERS' ALLOWANCES SCHEME

EPPING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. Scheme

- 1.1 This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period from 26 May 2022 to 25 May 2023.

2. Definition

- 2.1 In this scheme:

"business mileage" means mileage incurred for journeys by Councillors between their homes and business venues or between the Civic Offices, Epping and business venues;

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"home to office mileage" means mileage incurred for journey by Councillors between their homes and the Civic Offices in Epping;

"independent person" means: (a) a member of the Standards Committee or the Remuneration Panel who is not an elected councillor; or (b) a co-opted member of an Overview and Scrutiny Committee or the Audit and Governance Committee who is not an elected councillor; and

"year" means the period ending with 25 May 2023.

3. Basic Allowance

- 3.1 Subject to Paragraph 7, £4,300 shall be paid to each Councillor. Payments are subject to deductions for tax and national insurance dependant on the circumstances of individual councillors.

4. Special Responsibility Allowances

- 4.1 For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.
- 4.2 Subject to Paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.
- 4.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance as set out in an annual statement of implementation.

5. Travelling and Subsistence (including Cycle Allowance)

- 5.1 These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.
- 5.2 Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).
- 5.3 Payment of home to office car mileage will be subject to deduction of tax and national insurance contributions, dependant on the circumstances of individual councillors. Business mileage incurred by councillors will not be subject to such deductions if the mileage rate claimed does not exceed 45 pence per mile.
- 5.4 Claims for the payment of business and/or home to office mileage may be made by members that have been driven to the approved duty giving rise to the claim, other than by way of taxi or other form of public transport, subject to the Council's usual checks and controls and the provision of appropriate VAT receipts.

6. Child Care and Dependant Carers' Allowances

- 6.1 The maximum rate for this allowance shall be set at a rate equivalent to the current National Living Wage.
- 6.2 A member of the Council or an independent person shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.
- 6.3 The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the National Living Wage.
- 6.4 The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.
- 6.5 All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

- 7.1 A councillor or independent person may by notice in writing given to the Team Manager for Democratic & Electoral Services elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-year Entitlements

- 8.1 The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

- 8.2 If an amendment to this scheme changes and the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year; and
 - (c) the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- 8.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- 8.4 Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- 8.5 Where a councillor has during part of, but not throughout a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.
- 8.6 Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9. Claims and Payments

- 9.1 Payments shall be made in respect of basic and special responsibility allowances, subject to sub-paragraph (2), in instalments of one quarter of the amount specified in this scheme.
- 9.2 Where a payment of one-quarter of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which by virtue of paragraph 8(1), he or she is

entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

- 9.3 Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

- 10.1 There will be no inflationary adjustment to the allowances set out in this scheme, except those relating to travel and subsistence.

11. Co-optees' Allowance

- 11.1 Co-optees' allowance will be payable to independent persons as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

- 12.1 Where any councillor or independent member has already received a payment in respect of any period during which they have been:

- (a) ceased to be a member of the Authority; or
- (b) not entitled in any other way to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

- 13.1 Remuneration payable to councillors of Epping Forest District Council under this scheme shall only be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if the member opted into the Essex Superannuation Scheme before 1 April 2014.

- 13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.

- 13.3 The Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014 removed access to the LGPS for Councillors from 1 April 2014, with the exception of those who were members of the Scheme on 31 March 2014, who retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier).

14. Further Guidance

- 14.1 Further guidance on this scheme can be found in Appendix 1.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL TOTAL AMOUNT OF SRA
Chairman of the Council	£10,750.00
Vice-Chairman of the Council	
Leader of the Council	£10,750.00
Cabinet Members	£6,450.00 (each)
Chairman of the District Development Management Committee	£3,225.00
Chairmen of the Area Plans Sub-Committees	£3,225.00 (each)
Chairman of the Overview and Scrutiny Committee	£4,300.00
Chairman of the Licensing Committee	£500.00
Chairmen of the Licensing Sub-Committees	£2,225.00 (allocated according to the number of meetings chaired each year)
Chairman of the Audit and Governance Committee	£2,150.00
Chairmen of the Overview and Scrutiny Select Committees	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 per meeting held each year
Chairman of the Constitution Working Group	£500.00

SCHEDULE 2

APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
 - (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the authority provided that:
 - where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;

- (c) duties relating to the supervision of tender opening as required by the Council's Procurement Rules;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, the Strategic Directors or a Service Director, including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a councillor at the invitation of the Local Government Ombudsman for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;
 - (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
 - (k) attendance at seminars and training courses arranged by the authority;
 - (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;
 - (m) site visits arranged by Area Plans Sub-Committees or the District Development Management Committee;
 - (n) informal site visits by individual councillors in respect of their duties as members of an Area Plans Sub-Committee;
 - (o) attendance at a meeting concerning joint working or partnership arrangements to represent the Council's interests; and
 - (p) attendance at any civic event to which the Chairman or Vice-Chairman is attending in that capacity (or representative) for which Council funded transport is not provided.
2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.
 3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3

CONFERENCE AND MEETINGS

Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillor's normal place of residence.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rates whichever is the less if travel outside the Epping Forest District is required).
Conferences and meetings organised by any person or body who is not doing so by way of trade, nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the councillor's normal place of residence of one or more nights.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travelling outside the Epping Forest District is required).

SCHEDULE 4

OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

SCHEDULE 5

CO-OPTEE'S ALLOWANCE

Independent Persons affiliated to the Standards Committee	£500.00 per annum
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00 per annum
Co-opted members of the Audit and Governance Committee	£500.00 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500.00 per annum

MEMBER REMUNERATION SCHEME

**EPPING FOREST DISTRICT COUNCIL
GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS**

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out in the Constitution. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount. The full amount of the Basic Allowance is £4,300.00 per member, per annum.
- 2.2 The Council requires each of its elected councillors to be registered as a data controller in accordance with the provisions of the Data Protection Act 2018. Although members are responsible for their individual compliance with the data protection principles of the General Data Protection Regulation, the Council coordinates the registration (and annual renewal) process on behalf of members and an amount of £40.00 is therefore withheld from the Basic Allowance each year to meet the registration fee imposed by the Information Commissioner.

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.
- 3.2 The Special Responsibility Allowance applicable to the chairmen of the Standards Committee and the Licensing Sub-Committees is applied on a 'per-meeting' basis and is paid in a single instalment at year-end.
- 3.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance set out in the Scheme.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties as defined in the scheme (Schedule 2).

Car Travel

- 4.2 The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the claim form and are reviewed annually.

Shortest Distance

- 4.3 Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

Travel Direct from Place of Employment etc

- 4.4 For claims involving direct travel from a Councillor's place of employment (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

Travel outside the District – Limit on Amount Claimable

- 4.5 For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:
- (a) second class return rail fare plus underground and other fares from station to destination at each end of the journey; or
 - (b) the appropriate car mileage.
- 4.6 This is subject to consideration of any special circumstances as set out in 4.7 below.

Travel over Long Distances – Special Circumstances

- 4.7 If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Service Manager (Governance) in advance for advice on what would constitute a reasonable claim in the circumstances.

Use of Public Transport within Epping Forest District

- 4.8 The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

Cycle Allowance

- 4.9 This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

Child and Dependant Carer's Allowance

- 4.10 This allowance may be claimed at a rate equivalent to the current rate for the National Living Wage. Certain conditions are set out in the Scheme.

5. SUBSISTENCE EXPENSES

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.
- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at conferences and the payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases. **Attendance at conferences and the payment of allowances and expenses may also be subject to prior approval by the chairman of the appropriate committee.**
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving an Absence from Home)

(a) Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

(b) Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Service Manager (Governance) with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available through Democratic Services. In such matters, members are advised to seek advice from their tax office in the event of any concerns.

7.2 Supplementary Note Regarding Treatment of Claims for Travel Expenses by Car for Tax and National Insurance Purposes.

(a) Travel by Car – Councillors’ Homes to Civic Offices Expenses (“Home to Office Mileage”)

7.3 Her Majesty’s Revenue and Customs (HMRC) deems a councillor’s workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping. From April 2016, ‘Home to Office Mileage’ is no longer subject to tax and national insurance deductions, provided that the distance between a councillor’s home and the Civic Offices is no more than 20 miles.

7.4 If the upper rate of mileage is also claimed (any amount above 45p per mile) this part of the payment will be treated as a taxable benefit and national insurance will be deducted. A petrol/diesel VAT receipt will be required to be submitted with all claims before payment can be made, which must predate the first date of mileage on the submitted claim. The receipt must also be dated within a reasonable timeframe of the first journey for which a claim is made.

(b) Travel by Car – Councillors’ Homes to Other Venues or Civic Offices to Other Venues for the Purposes of Council Business (“Business Mileage”)

7.5 HMRC has determined that such travel shall not be subject to tax or national insurance deductions except where the rate of reimbursement exceeds 45 pence per mile. Travel to any meetings of the Council or its subordinate bodies which are held at a location other than the Civic Offices is deemed to be business mileage.

(c) Second Journeys

7.6 Second journeys will be subject to taxation and National Insurance deductions depending on whether the journey constitutes home to office or business mileage.

8. ALTERATION OF CLAIMS

8.1 All claim forms submitted by members are checked for accuracy. The Team Manager for Democratic & Electoral Services is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members' claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

- 9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

10. DOCUMENT HISTORY

Prepared/Revised	Written by	Agreed/Authorised	Details of Change(s)
November 2015	S. Tautz (Democratic Services Manager)	Remuneration Panel (17/11/15) Council (15/12/15)	Review of Scheme for 2016/17 municipal year
October 2016	S. Tautz (Democratic Services Manager)	Remuneration Panel (28/9/16) Council (20/12/16)	Review of Scheme for 2017/18 municipal year
November 2017	S. Tautz (Democratic Services Manager)	Remuneration Panel (30/10/17) Council (21/12/17)	Review of Scheme for 2018/19 municipal year
November 2018	S. Tautz (Democratic Services Manager)	Remuneration Panel (29/11/18) Council (20/12/18)	Review of Scheme for 2019/20 municipal year
November 2019	S. Tautz (Democratic Services Manager)	Remuneration Panel (31/10/19) Council (17/12/19)	Review of Scheme for 2020/21 municipal year
January 2021	G. Woodhall (Team Manager – Democratic & Electoral Services)	Remuneration Panel (27-Jan-21) Council (25-Feb-21)	Review of Scheme for 2021/22 municipal year
February 2022	G. Woodhall (Team Manager – Democratic & Electoral Services)	Remuneration Panel (2-Feb-22) Council (24-Feb-22)	Review of Scheme for 2022/23 municipal year

SCHEME OF MEMBERS' ALLOWANCES - STATEMENT CONCERNING IMPLEMENTATION 2023/24

**The following scheme has been agreed for the period
from 25 May 2023 to 23 May 2024**

**The Council decided at its meeting on 20 December 2022 to implement the amount of
Basic, Special Responsibility and Co-optees Allowances provided in the scheme as
set out below:**

BASIC ALLOWANCE	ANNUAL BASIC ALLOWANCE	IMPLEMENTATION OF BASIC ALLOWANCE
All Councillors	£4,300	£4,300 (100%)

**The amounts set out below show the amounts of Special Responsibility Allowance
(SRA) payable during the year:**

DUTY	ANNUAL SPECIAL RESPONSIBILITY ALLOWANCE	IMPLEMENTATION OF SPECIAL RESPONSIBILITY ALLOWANCE
Chairman of the Council	£10,750 (total)	£8,600 (80%)
Vice-Chairman of the Council		£2,150 (20%)
Leader of the Council	£10,750	£7,875 (73%)
Cabinet members	£6,450 (each)	£6,300 (98%)
Chairman of the District Development Management Committee	£3,225	£2,362 (73%)
Chairmen of the Area Plans Sub-Committees	£3,225	£2,362 (73%)
Chairman of the Overview and Scrutiny Committee	£4,300	£3,150 (73%)

Chairman of the Licensing Committee	£500	£500
Chairmen of the Licensing Sub-Committees	£2,725 (allocated according to the number of meetings each year)	£1,862 (allocated according to the number of meetings each year) (73%)
Chairman of the Audit and Governance Committee	£2,150	£2,150
Chairmen of the Overview and Scrutiny Select Committees	£2,150	£2,150 (each)
Chairman of the Standards Committee	£110 (per meeting)	£110 (per meeting)
Chairman of the Constitution Working Group	£500	£500

The amounts payable during the year for independent and co-opted members are:

Independent Persons affiliated to the Standards Committee	£500
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250
Co-opted members of the Audit and Governance Committee	£500
Co-opted independent members of an Overview and Scrutiny Committee	£500

A copy of the full scheme is available on request from Democratic Services, Civic Offices, High Street, Epping, CM16 4BZ.

FAMILY GROUP AUTHORITIES

ALLOWANCE	BROXBORNE BOROUGH COUNCIL	BRENTWOOD BOROUGH COUNCIL	EAST HAMPSHIRE DISTRICT COUNCIL	EAST HERTS DISTRICT COUNCIL	EPPING FOREST DISTRICT COUNCIL	GUILDFORD BOROUGH COUNCIL	HERTSMERE BOROUGH COUNCIL	HORSHAM DISTRICT COUNCIL
Basic Allowance	£5,585.00	£6,000.00	£5,200.00	5678.79 (only change from last year)	£4,300.00	£7,405.00	£6,601.00	£5,738.55
Special Responsibility Allowances								
Chairman of Council	£7,357 (Mayor)	£4,500.00 (Mayor)	£3,000.00	£6,500.00	£8,600 (80% of total allowance)	£5924.00 (Mayor)	Not identifiable from Scheme	£5,570.20
Vice-Chairman of Council	£1,472 (Deputy Mayor)	£1500.00 (Deputy Mayor)	Not identifiable from Scheme	£1,450.00	£2,150 (20% of total allowance)	£3,703.00 (Deputy Mayor)	Not identifiable from Scheme	£1,867.20
Leader	£20,599.00	£13,200.00	£18,000.00	£19,767.00	£7,875.00 (73% of £10,750)	£14,810.00	£27,418.00	£16,350.80
Cabinet Members (Portfolio Holders)	£8,240.00	No equivalent in Scheme	£6,000.00	£9,780.96	£6,300.00 (98% of £6,450)	£5,924.00	£14,601.00	£7,642.00
Chairman of District Development Management Committee (or equivalent)	£7,357.00	£3,550.00	£6,000.00	£7,336.00	£2,362.00 (73% of £3,225)	£5,924.00	£6,044.00	No equivalent in Scheme
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,362.00 (73% of £3,225)	No equivalent in Scheme	No equivalent in Scheme	£4,196.00
Chairman of Overview and Scrutiny Committee (or equivalent)	£7,357.00	£3,550.00	£2,000.00	£6,464.04	£3,150.00 (73% of £4,300)	£5,924.00	£5,091.00	£5,570.20
Chairmen of Licensing Committee (or equivalent)	Combined with Planning Committee	Combined with Planning Committee	£2,000.00	£6,051.00	£500.00	£3,703.00	£1,930.00	£2,659.20
Chairmen of Licensing Sub-Committee (or equivalent)	£54 per member	Not identifiable from Scheme	£250 per member	No equivalent in Scheme	£1,862.00 (divided by number of meetings) (73% of £2,725)	£280.00 per meeting	No equivalent in Scheme	No equivalent in Scheme
Chairman of Audit and Governance Committee (or equivalent)	£4,119.00	Combined with Scrutiny Committee	£2,000.00	£6,464.04	£2,150.00	£3,703.00	£1,930.00	£2,659.20
Chairmen of Select Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,150.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	Combined with Audit Committee	Not identifiable from Scheme	£2,000.00	£2,421.00	£110 per meeting	Combined with Corporate Governance Committee (Audit)	£1,638.00	£2,659.20
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Independent Persons affiliated to the Standards Committee	Not identifiable from Scheme	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£370.00	£300.00	£1,436.00
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£250.00	£370.00	£300.00	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£370.00	£300.00	Not identifiable from Scheme
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£370.00	£300.00	Not identifiable from Scheme
Group Leaders	£4,119 (Leader of the Opposition)	£5,350 (Main Opposition)	£3,000.00 (Minority Group Leader)	0.1 of BA multiplied by each group member	£0.00	£74 per Group Member	£3,859 (Main Opposition), £1,304 (Minority Opposition)	£4,045.50 (Minority Group Leader)

FAMILY GROUP AUTHORITIES (CONT)

ALLOWANCE	MID-SUSSEX DISTRICT COUNCIL	REIGATE & BANSTEAD BOROUGH COUNCIL	SEVENOAKS DISTRICT COUNCIL	SPELTHORNE BOROUGH COUNCIL	ST. ALBANS CITY & DISTRICT COUNCIL	TANDRIDGE DISTRICT COUNCIL	THREE RIVERS DISTRICT COUNCIL	WAVERLY BOROUGH COUNCIL
Basic Allowance	£5,700.00	£5,956 (only change from last year)	£6,044.00	£6,531 (only change from last year)	£6,236.00	£4,317.00	£4,627.00	£5,609.00
Special Responsibility Allowances								
Chairman of Council	£7,410.00	£5,700 (Mayor)	£11,588.00	Not identifiable from Scheme	Not identifiable from Scheme	£3,062.00	Not identifiable from Scheme	£664.83
Vice-Chairman of Council	£2,470.00	Not identifiable from Scheme	£5,033.00	Not identifiable from Scheme	Not identifiable from Scheme	£1,021.00	Not identifiable from Scheme	Not identifiable from Scheme
Leader	£22,800.00	£14,151.00	£22,114.00	£11,000.00	£11,737.00	£6,123.00	Not identifiable from Scheme	£16,475.80
Cabinet Members (Portfolio Holders)	£9,120.00	£9,434.00	£7,741.00	£7,700.00	£7,452.00	Not identifiable from Scheme	Not identifiable from Scheme	£7,603.91
Chairman of District Development Management Committee (or equivalent)	No equivalent in Scheme	£5,442.00	£5,529.00	£6,600.00	£3,468.00	£3,062.00	Not identifiable from Scheme	£3,801.57
Chairmen of Area Plans Sub-Committees (or equivalent)	£7,125.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Overview and Scrutiny Committee (or equivalent)	£4,560.00	£3,162.00	£2,765.00	£2,200.00	No equivalent in Scheme	£3,062.00	Not identifiable from Scheme	Not identifiable from Scheme
Chairmen of Licensing Committee (or equivalent)	£1,140.00	£441.00	£2,765.00	£5,500.00	£2,934.00	Not identifiable from Scheme	Not identifiable from Scheme	£3,801.57
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	£308.00	£149 per member	No equivalent in Scheme	£126.00 per meeting	No equivalent in Scheme	No equivalent in Scheme	Not identifiable from Scheme
Chairman of Audit and Governance Committee (or equivalent)	£3,420.00	£3,162.00	£2,765.00	£4,400.00	No equivalent in Scheme	£3,062.00	Not identifiable from Scheme	£3,801.57
Chairmen of Select Committees (or equivalent)	£4,560.00	£441.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,062.00	No equivalent in Scheme	£3,801.57
Chairman of Standards Committee	£1,140.00	No equivalent in Scheme	£1,769.00	£1,500.00	No equivalent in Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£3,801.57
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Independent Persons affiliated to the Standards Committee	£750.00	Not identifiable from Scheme	£531.00	£750.00	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£0.00	Reimbursed for reasonable expenses	Not identifiable from Scheme	Not identifiable from Scheme
Group Leaders	£250.00 per Group Member	£147 & £58 per Group Member	£298 per Group Member	Not identifiable from Scheme	£112 per member of group	£3,062.00	Not identifiable from Scheme	£3,801.57 (main opposition leader)

ESSEX AUTHORITIES

ALLOWANCE	BASILDON DISTRICT COUNCIL	BRAINTREE DISTRICT COUNCIL	CASTLE POINT BOROUGH COUNCIL	CHELMSFORD CITY COUNCIL	COLCHESTER BOROUGH COUNCIL	HARLOW DISTRICT COUNCIL	MALDON DISTRICT COUNCIL	ROCHFORD DISTRICT COUNCIL
Basic Allowance	£6,781.70	£5,154.00	£3,550.00	£6,645.00	£7,293.55	£4,575.00	£5,425.23 (includes £220 pa Broadband allowance)	£5,000.00
Special Responsibility Allowances								
Chairman of Council	£10,172.55 (Mayor)	£5,154.00	£6,154.00 (Mayor)	£14,061.00 (Mayor)	Not identifiable from Scheme	£2,601.00	£5,425.23	£5,000.00
Vice-Chairman of Council	£1,695.43 (Deputy Mayor)	£2,577.00	£2,896 (Deputy Mayor)	£4,686.00 (Deputy Mayor)	Not identifiable from Scheme	£520	£542.52	£2,500.00
Leader	£20,345.10	£15,462.00	£14,200.00	£26,076.00	£21,880.46	£7,117.00	£13,563.08	£10,000.00
Cabinet Members (Portfolio Holders)	£11,867.98	£10,308.00	£7,100.00	£13,035.00	£13,128.43	£2,965.00	Not identifiable from Scheme	£5,000.00
Chairman of District Development Management Committee (or equivalent)	£11,867.98	£9,021.00	£3,550.00	£8,604.00	£7,658.24	£1,561.00	No equivalent in Scheme	£2,500.00
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£2,034.46	£500.00
Chairman of Overview and Scrutiny Committee (or equivalent)	£8,477.13	£7,731.00	£1,775.00	£6,519.00	£7,658.24	£1,561.00	£4,068.92	£3,500.00
Chairmen of Licensing Committee (or equivalent)	£10,172.55	£5,154.00	£1,775.00	£6,519.00	£6,564.31	£1,561.00	£5,425.23	£2,500.00
Chairman of Constitution Working Group	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00
Chairmen of Licensing Sub-Committee (or equivalent)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00
Chairman of Audit and Governance Committee (or equivalent)	£6,781.70	£5,154.00	£1,775.00	£1,308.00	£4,376.14	£1,561.00	£5,425.23	£2,500.00
Chairmen of Select Committees (or equivalent)	£5,086.28	£5,154.00	£1,775.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£500.00
Chairman of Standards Committee	£2,712.68	Not identifiable from Scheme	Not identifiable from Scheme	£1,308.00	£4,376.14	£1,561.00	£5,425.23	£500.00
Independent Persons affiliated to the Standards Committee	£1,356.34	Not identifiable from Scheme	£355.00	£664.50	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Independent Members of the Remuneration and Parish Remuneration Panels	£1,356.34	Not identifiable from Scheme	£355.00	£664.50	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Co-opted Members of the Audit & Governance Committee	£1,356.34	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Not identifiable from Scheme	£355.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Group Leaders	£10,172.55 - split per number of members per group	£5,154.00 (Main Opposition Group) £1,290.00 (other Groups > 5 mbrs)	£3,550 (Leader of the Minority Group)	£8,604.00 (Main Opposition Group) £1,308.00 (Other Opposition Groups)	£2,186.47 plus £240.47 per member	£208 per group member (max £2,080)	£5,425.23 (Leader of Opposition)	£2,500.00

ESSEX AUTHORITIES (CONT)

ALLOWANCE	TENDRING DISTRICT COUNCIL	UTTLESFORD DISTRICT COUNCIL						
Basic Allowance	£6,532.00	£5,506.88						
Special Responsibility Allowances								
Chairman of Council	£7,447.00	£4,405.51 + civic expenses						
Vice-Chairman of Council	£1,959.00	£2,202.76						
Leader	£22,209.00	£13,491.88						
Cabinet Members (Portfolio Holders)	£10,647.00	£6,608.27						
Chairman of District Development Management Committee (or equivalent)	£7,500.00	£4,130.18						
Chairmen of Area Plans Sub-Committees (or equivalent)	No equivalent in Scheme	No equivalent in Scheme						
Chairman of Overview and Scrutiny Committee (or equivalent)	No equivalent in Scheme	£3,854.83						
Chairmen of Licensing Committee (or equivalent)	£1,500.00	£4,130.18						
Chairmen of Licensing Sub-Committee (or equivalent)	£750.00	No equivalent in Scheme						
Chairman of Audit and Governance Committee (or equivalent)	£4,572.00	£3,854.83						
Chairmen of Select Committees(or equivalent)	£4,572.00	No equivalent in Scheme						
Chairman of Standards Committee	No equivalent in Scheme	£3,854.83						
Independent Persons affiliated to the Standards Committee	Not identifiable from Scheme	£550.68						
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£550.68						
Co-opted Members of the Audit & Governance Committee	Not identifiable from Scheme	£550.68						
Co-opted Members of an Overview & Scrutiny Committee	Not identifiable from Scheme	Not identifiable from Scheme						
Group Leaders	£1017 & £105 per group member	£3,854.83 (main opposition leader), £2,202.76 (others)						

Further Information for Member Remuneration Panel – October 2022

- The Basic Allowance was set to its current level of £4,300 for the 2016/17 municipal Year, which began in May.

- **CPI Increases**

<u>Month</u>	<u>Rate of CPI</u>	<u>Adjusted BA</u>
May 2016	Year Zero	£4,300.00
May 2017	2.7%	£4,416.10
May 2018	2.3%	£4,517.67
May 2019	1.9%	£4,603.51
May 2020	0.7%	£4,635.73
May 2021	2.1%	£4,733.08
May 2022	7.9%	£5,106.99
May 2023	8.7%	£5,551.30

Current CPI = 6.7% (September 2023) (Office of National Statistics (ONS))

- **RPI Increases**

<u>Month</u>	<u>Rate of RPI</u>	<u>Adjusted BA</u>
May 2016	Year Zero	£4,300.00
May 2017	1.4%	£4,360.20
May 2018	3.3%	£4,504.09
May 2019	3.0%	£4,639.21
May 2020	1.0%	£4,685.60
May 2021	3.3%	£4,840.22
May 2022	11.7%	£5,406.53
May 2023	11.3%	£6,017.47

Current RPI = 8.9% (September 2023) (ONS)

- **Earnings**

<u>Month</u>	<u>Rate of Earnings</u>	<u>Adjusted BA</u>
May 2016	Year Zero	£4,300.00
May 2017	2.0%	£4,386.00
May 2018	2.8%	£4,508.81
May 2019	3.6%	£4,671.13
May 2020	0.7%	£4,703.82
May 2021	6.6%	£5,014.27
May 2022	4.4%	£5,234.90
May 2023	7.5%	£5,627.52

Current rate of Earnings = 7.8% (July 2023) (ONS – Whole economy year on year three month average growth: seasonally adjusted regular pay excluding arrears)

- **Minimum/Living Wage**

<u>Month</u>	<u>Natl Min Wage</u>	<u>% Increase</u>
April 2016	£7.20	Year Zero
April 2017	£7.50	4.2%
April 2018	£7.83	4.4%
April 2019	£8.21	4.9%
April 2020	£8.72	6.2%
April 2021	£8.91	2.2%
April 2022	£9.50	6.6%
April 2023	£10.42	9.7%

(Gov.UK)

- **Local Government Earnings**

<u>Month</u>	<u>Rate of Earnings</u>	<u>Adjusted BA</u>
April 2016	Year Zero	£4,300.00
April 2017	1.0%	£4,343.00
April 2018	2.0%	£4,429.86
April 2019	2.0%	£4,518.46
April 2020	2.75%	£4,642.71
April 2021	1.75%	£4,723.96
April 2022	(£1,925)	£5,026.29 ¹
April 2023	(£1,925)	£5,222.32 ²

April 2022 increase currently under negotiation (UNISON).

¹Flat pay rise of £1,925 agreed for all grades, this equates to 6.4% for an average employee on SCP25 and has been used to calculate the adjusted BA.

²Flat pay rise of £1,925 agreed for all grades, this equates to 3.9% for an average employee on SCP25 and has been used to calculate the adjusted BA.