



# Epping Forest District Council

## ***MEMBER REMUNERATION PANEL Wednesday, 2nd February, 2022***

**Place:** Virtual Meeting on Zoom

**Time:** 6.30 pm

**Democratic Services Officer:** Gary Woodhall Tel: 01992-564243  
Email: democraticservices@eppingforestdc.gov.uk

**Members:**

T Finn, D Jackman and S Lye

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### **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 reported 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 - 8)**

To note the report outlining the Panel's recommendations arising from the previous meeting held on 27 January 2021, and presented to the Council on 25 February 2021.

**6. MEMBERS' ALLOWANCES SCHEME - ANNUAL REVIEW 2022/23 (Pages 9 - 34)**

To consider the attached report and appendices.

**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.

To provisionally agree a date for the Panel to meet during the next municipal year.

## ***Report to the Council***

***Date: 25 February 2021***

**Report of: The Independent Remuneration Panel**

**Subject: Members' Allowances Scheme 2021/22**

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### **RECOMMENDING:**

#### **Members' Allowances Scheme**

##### **Basic Allowance**

(1) That, for the 2021/22 municipal year, no change be made to the level of Basic Allowance of £4,300.00 per member per annum, currently included in the Council's Members' Allowances Scheme;

(2) That for 2022/23 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 2021/22 municipal year, no changes be made to the application or implementation of the Special Responsibility Allowances currently included in the Members' Allowances Scheme;

(4) That for 2022/23 and future municipal years, the Council be encouraged to increase the implementation level of Special Responsibility Allowance applied to the responsibilities identified in the Members' Allowances Scheme, in order to achieve the full amount of each allowance;

##### **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 2021/22, attached as Appendix 1 to this report, be adopted and implemented with effect from 25 May 2021;

(6) That the Statement of Implementation of the Special Responsibility Allowances set out in the Members' Allowances Scheme for 2021/22, attached as Appendix 2 to this report, be agreed; and

(7) That the Panel continue to be kept apprised of the Council's intentions regarding any future restructure proposals 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 2021/22 municipal year.

2. The Remuneration Panel was established in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations, which arose from 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 in the autumn of 2019 and our recommendations regarding members' allowances for the 2020/21 municipal year were considered by the Council at its meeting on 17 December 2019. We have recently undertaken the annual review of the Scheme for 2021/22, 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.

7. Two representations were received from Members:

- (i) that no increases be made to the allowances within the Scheme; and
- (ii) that consideration be given to a Special Responsibility Allowance for Group Leaders, due to the amount of work it engenders; a suggestion of £200 per Group Member for the Leader of any Group with more than two Members.

## Basic Allowance

8. 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 etc. and service as a representative of the authority on outside bodies for which no separate remuneration is made.

9. In considering the recommendations of the Panel in December 2019, the Council agreed that no change be made to the payment of the full amount of Basic Allowance of £4,300.00 per member per annum to be included in the Members' Allowances Scheme for 2020/21. 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.

10. 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. Although we have noted that the Council is currently almost the lowest of the comparator authorities in terms of Basic Allowance, the Panel do not consider it necessary to recommend any changes to the application of Basic Allowance for 2021/22. We acknowledged that there were a considerable number of local businesses and residents who were suffering in the current economic climate engendered by the pandemic, and that this was not the time to recommend increases in the basic allowance.

11. However, we are 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. 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, and we 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

12. Each local authority may make provision in its Members' Allowances Scheme for the payment of Special Responsibility Allowance (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. 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, which are calculated as multipliers of the Basic Allowance.

13. 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.

14. We do not consider that it is necessary to make any changes to the SRA applied to

the various Member positions for 2021/22, as we understand that there has been no change in such responsibilities since our review of the Members' Allowances Scheme for the current year. However, in formulating its budget for future years, we would encourage 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.

15. We will continue to revisit the application of SRA as part of our annual review of the Members' Allowances Scheme, on an ongoing basis.

#### Chairman and Vice-Chairman of the Council

16. 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.

17. 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 2021/22. 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.

#### Group Leaders

18. A suggestion about the current operation of the Members' Allowances Scheme was received from a Member for consideration by the Panel. This being that Group Leaders should receive a SRA in recognition of the additional duties that they perform, the suggestion being that they should receive an allowance of £200 per Group Member for those Groups with more than two members.

19. We have considered this in the past in 2018 and noted that a number of Councils do operate such an allowance for their Group Leaders. However, we felt that this was not a Council requirement in the same manner as the other SRAs as the Group Leaders were appointed by the constituted political groups – not the Council – and had no formal role or responsibility within the authority. And whilst we were advised that there had been a number of additional Group Leaders meetings in respect of the Covid-19 pandemic, we felt that there should not be a SRA instigated for Group Leaders at the current time.

20. The Panel would be willing to give further consideration to this issue, as part of future reviews of the Members' Allowances Scheme, on the submission of additional evidence to highlight the role of Group Leaders in the formal operation of the business of the Council.

#### Councillor Members of the Qualis Board

21. The Panel had been asked to consider the payment of an allowance to the two Councillors who had been appointed to the Qualis board as representatives of the Council. The Cabinet agreed at its meeting in September 2020 that two members of the Qualis Board should be members of the Council. and felt that the Council members nominated to the Board would need to be remunerated in accordance with the recommendation of the independent Members' Remuneration Panel, to reflect their elected status. As an interim measure, a Special Responsibility Allowance equivalent to that of a Cabinet Member has been paid by Qualis in recognition of the additional time and responsibility associated with this role.

22. We had some reservations about this request, particularly as Qualis is a private company – albeit wholly owned by the Council – and the Board meetings of Qualis are held

in private with little public visibility. Therefore, there was little evidence available of the work involved with these roles, which we did not necessarily consider to be 'Council business'. We also noted that Qualis had its own Remuneration Committee. Consequently, we felt that no recommendations should be made at the current time by the Panel, and that this issue should initially be considered, determined and paid for by Qualis.

23. However, the Panel might be willing to re-consider this issue, as part of future reviews of the Members' Allowances Scheme, at the request of the Qualis Board and on the submission by them of sufficient evidence to highlight the role of the Councillor members on the Qualis Board and their part in the formal operation of the business of the Council.

### Recommendations

24. The draft revised Members' Allowances Scheme for the 2021/22 municipal year, incorporating the recommendations contained within this report is attached as Appendix 1. The Scheme has been subject to minor drafting amendments, to reflect the Council's current management structure arrangements.

25. The Panel has also prepared a Statement of Implementation (based on the assumption that the Council will not increase the Basic Allowance or the implementation of any Special Responsibility Allowance) 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 2 to this report.

26. 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.

27. 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.

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## **Report to Remuneration Panel**

**Date of meeting: 2 February 2022**

**Subject: Members' Allowances Scheme – Annual Review 2022/23**

**Democratic Services: Gary Woodhall (01992 564470).**

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### **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 2022/23; 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 24 February 2022.**

### **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 2021/22 municipal year, was adopted by the Council at its meeting on 18 February 2021 and is attached at Appendix 1 to this report.

### **Members' Allowances Scheme**

2. In considering the recommendations of the Panel in February 2021, 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 2021/22. 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 2020/21, the level of such SRA should therefore be considered as part of the Panel's review of the Members' Allowances Scheme for 2020/21.

4. As part of the review process for 2020/21, 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 such 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. The Panel was advised that, with effect from the commencement of the 2019/20 municipal year, the Council had adopted a structure of three new overview and scrutiny

select committees, replacing the former structure of four select committees. These revised select committees are:

- Stronger Communities Select Committee;
- Stronger Council Select Committee; and
- Stronger Place Select Committee.

6. 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 to the three select committees did generate a saving to the previous budget provision for members' allowances.

### **Other Matters**

7. As previously stated, no suggestions or concerns about the current operation of the Members' Allowances Scheme have been received from members. If any are received following the publication of the agenda then they will be reported to the Panel.

### **Benchmarking**

8. 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;

9. The results of the benchmarking exercise has been prepared and is attached at Appendix 2 of this report.

10. In addition, the Panel requested last year for 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 2022/23.

12. It is intended that the report of the Panel will be made to the Council at its meeting on 24 February 2022. 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 25 May 2021 to 24 May 2022.

### **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 2020.

### **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 Service Manager (Governance), 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 in to 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-OPTEEES' 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 Democratic Services Manager 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

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## SCHEME OF MEMBERS' ALLOWANCES - STATEMENT CONCERNING IMPLEMENTATION 2021/22

**The following scheme has been agreed for the period  
from 25 May 2021 to 24 May 2022**

The Council decided at its meeting on 25 February 2021 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	£4,300.00	£4,300.00 (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	£10,750.00 (total)	£8,600.00 (80%)
Vice-Chairman of the Council		£2,150.00 (20%)
Leader of the Council	£10,750.00	£7,875.00 (73%)
Cabinet members	£6,450.00 (each)	£6,300.00 (98%)
Chairman of the District Development Management Committee	£3,225.00	£2,362.00 (73%)
Chairmen of the Area Plans Sub-Committees	£3,225.00	£2,362.00 (73%)
Chairman of the Overview and Scrutiny Committee	£4,300.00	£3,150.00 (73%)

Chairman of the Licensing Committee	£500.00	£500.00
Chairmen of the Licensing Sub-Committees	£2,725.00 (allocated according to the number of meetings each year)	£1,862.00 (allocated according to the number of meetings each year) (73%)
Chairman of the Audit and Governance Committee	£2,150.00	£2,150.00
Chairmen of the Overview and Scrutiny Select Committees	£2,150.00	£2,150.00 (each)
Chairman of the Standards Committee	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Constitution Working Group	£500.00	£500.00

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

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

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

**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	£5,107.00	£6,000.00	£5,200.00	£5,375.00	£4,300.00	£7,405.00	£6,045.00	£5,210.00
<b>Special Responsibility Allowances</b>								
Chairman of Council	£6,384 (Mayor)	£4,535.00 (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	£1,277 (Deputy Mayor)	£1510.00 (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	£17,876.00	£13,200.00	£18,000.00	£19,767.00	£7,875.00 (73% of £10,750)	£14,810.00	£25,107.00	£14,170.00
Cabinet Members (Portfolio Holders)	£6,384.00	No equivalent in Scheme	£6,000.00	£9,781.00	£6,300.00 (98% of £6,450)	£5,924.00	£13,371.00	£7,285.00
Chairman of District Development Management Committee (or equivalent)	£6,384.00	£3,550.00	£6,000.00	£7,336.00	£2,362.00 (73% of £3,225)	£5,924.00	£5,534.00	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)	£6,384.00	£3,550.00	£2,000.00	£6,464.00	£3,150.00 (73% of £4,300)	£5,924.00	£3,533.00	£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	£1,767.00	£2,535.00
Chairmen of Licensing Sub-Committee (or equivalent)	£2,554.00	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)	£6,384.00	Combined with Scrutiny Committee	£2,000.00	£6,464.00	£2,150.00	£3,703.00	£1,767.00	£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	Not identifiable from Scheme	£110 per meeting	Combined with Corporate Governance Committee (Audit)	£1,500.00	£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	£1,345.00
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	£3,575 (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	£3,533 (Main Opposition), £1,194 (Minority Opposition)	£4,285 (Minority Group Leader)

**FAMILY GROUP AUTHORITIES (CONT)**

<b>ALLOWANCE</b>	<b>MID-SUSSEX DISTRICT COUNCIL</b>	<b>REIGATE &amp; BANSTEAD BOROUGH COUNCIL</b>	<b>SEVENOAKS DISTRICT COUNCIL</b>	<b>SPELTHORNE BOROUGH COUNCIL</b>	<b>ST. ALBANS CITY &amp; DISTRICT COUNCIL</b>	<b>TANDRIDGE DISTRICT COUNCIL</b>	<b>THREE RIVERS DISTRICT COUNCIL</b>	<b>WAVERLY BOROUGH COUNCIL</b>
Basic Allowance	£5,100.00	£5,670.00	£5,617.00	£6,403.00	£5,770.00	£4,317.00	£4,627.00	£5,014.05
<b>Special Responsibility Allowances</b>								
Chairman of Council	£6,750.00	£5,700.00	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£3,062.00	Not identifiable from Scheme	£594.35
Vice-Chairman of Council	£2,250.00	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	£20,596.00	£14,151.00	£20,550.00	£11,000.00	£13,670.00	£6,123.00	Not identifiable from Scheme	£14,729.21
Cabinet Members (Portfolio Holders)	£8,500.00	£9,434.00	£7,193.00	£7,700.00	£9,551.00	Not identifiable from Scheme	Not identifiable from Scheme	£6,797.82
Chairman of District Development Management Committee (or equivalent)	£6,375.00	£5,442.00	£5,138.00	£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)	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,333.00	No equivalent in Scheme	No equivalent in Scheme	£3,398.57
Chairman of Overview and Scrutiny Committee (or equivalent)	£4,080.00	£3,162.00	£2,569.00	£2,200.00	£2,820.00	£3,062.00	Not identifiable from Scheme	Not identifiable from Scheme
Chairman of Licensing Committee (or equivalent)	£1,020.00	£441.00	£2,569.00	£5,500.00	£2,820.00	Not identifiable from Scheme	Not identifiable from Scheme	£3,398.57
Chairman 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)	£3,060.00	£3,162.00	£2,569.00	£4,400.00	£2,820.00	£3,062.00	Not identifiable from Scheme	£3,398.57
Chairmen of Select Committees (or equivalent)	No equivalent in Scheme	£441.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	£3,062.00	No equivalent in Scheme	£3,398.57
Chairman of Standards Committee	£1,020.00	No equivalent in Scheme	£1,644.00	£1,500.00	No equivalent in Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£3,398.57
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	£493.00	£750.00	£0.00	Not identifiable from Scheme	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	Not identifiable from Scheme	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	£277 per Group Member	Not identifiable from Scheme	£108 per member of group	£3,062.00	Not identifiable from Scheme	£3,398.57 (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	£6,408.81	£5,065.28	£3,550.00	£6,111.00	<b>£7,115.66</b>	£4,575.00	£5,285.96 (includes £220 pa Broadband allowance)	£5,000.00
<b>Special Responsibility Allowances</b>								
Chairman of Council	£9,613.22	£5,064.00	£6,137.00 (Mayor)	£12,933.00 (Mayor)	Not identifiable from Scheme	£2,601.00	Not identifiable from Scheme	£5,000.00
Vice-Chairman of Council	£1,602.20	£2,532.00	£2,888 (Deputy Mayor)	£4,308.00 (Deputy Mayor)	Not identifiable from Scheme	£520	Not identifiable from Scheme	£2,500.00
Leader	£17,624.23	£15,192.00	£14,200.00	£23,982.00	<b>£21,346.79</b>	£7,117.00	£12,664.90	£10,000.00
Cabinet Members (Portfolio Holders)	Not identifiable from Scheme	£10,128.00	£7,100.00	£11,989.00	<b>£12,808.22</b>	£2,965.00	Not identifiable from Scheme	£5,000.00
Chairman of District Development Management Committee (or equivalent)	£11,215.42	£8,862.00	£3,550.00	£7,914.00	<b>£7,471.45</b>	£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)	No equivalent in Scheme	Not identifiable from Scheme	£1,775.00	£7,914.00	<b>£7,471.45</b>	£1,561.00	£3,799.47	£3,500.00
Chairmen of Licensing Committee (or equivalent)	£9,613.22	£5,064.00	£1,775.00	£5,994.00	<b>£6,404.21</b>	£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	No equivalent in Scheme
Chairman 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	No equivalent in Scheme
Chairman of Audit and Governance Committee (or equivalent)	£4,806.61	£5,064.00	£1,775.00	£1,203.00	£4,269.40	£1,561.00	£5,065.96	£2,500.00
Chairmen of Select Committees (or equivalent)	£4,806.61	£5,064.00	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme	No equivalent in Scheme
Chairman of Standards Committee	£2,563.52	Not identifiable from Scheme	Not identifiable from Scheme	£1,203.00	Not identifiable from Scheme	Not identifiable from Scheme	£5,065.96	£500.00
Independent Persons affiliated to the Standards Committee	£1,281.76	Not identifiable from Scheme	£355.00	£611.10	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	£500.00
Independent Members of the Remuneration and Parish Remuneration Panels	£1,281.76	£633.00	£355.00	£611.10	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme	Not identifiable from Scheme
Co-opted Members of the Audit & Governance 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
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	£9,613.22 - split per number of members per group	£5,064.00 (Main Opposition Group) £1,266.00 (other Groups > 5 mbrs)	£3,550 (Leader of the Minority Group)	£7,914.00 (Main Opposition Group) £1,203.00 (Other Opposition Groups)	£2,133.14 plus £234.60 per member	£208 per group member (max £2,080)	£5,065.96 (Leader of Opposition)	£2,500.00

Page 13

**ESSEX AUTHORITIES (CONT)**

ALLOWANCE	TENDRING DISTRICT COUNCIL	UTTLESFORD DISTRICT COUNCIL						
Basic Allowance	£6,000.00	£5,254.54						
<b>Special Responsibility Allowances</b>								
Chairman of Council	£6,840.00	£4,203.63 + civic expenses						
Vice-Chairman of Council	£1,800.00	£2,101.81						
Leader	£20,400.00	£12,873.62						
Cabinet Members (Portfolio Holders)	£9,780.00	£6,305.45						
Chairman of District Development Management Committee (or equivalent)	£7,140.00	£3,940.91						
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	£3,678.18						
Chairman of Licensing Committee (or equivalent)	£3,000.00	£3,940.91						
Chairman of Licensing Sub-Committee (or equivalent)	£780.00	No equivalent in Scheme						
Chairman of Audit and Governance Committee (or equivalent)	£4,200.00	Not identifiable from Scheme						
Chairmen of Select Committees(or equivalent)	£4,200.00	No equivalent in Scheme						
Chairman of Standards Committee	No equivalent in Scheme	£2,101.82						
Independent Persons affiliated to the Standards Committee	Not identifiable from Scheme	£525.45						
Independent Members of the Remuneration and Parish Remuneration Panels	Not identifiable from Scheme	£525.45						
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	£3,678.18 (main opposition leader), £2,101.82 (others)						



## **Further Information for Member Remuneration Panel – January 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

Current CPI = 4.8% (December 2021) (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

Current RPI = 7.5% (December 2021) (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

Current rate of Earnings = 3.8% (November 2021) (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%

(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 increase currently under negotiation (UNISON).