



# Epping Forest District Council

## **MEMBER REMUNERATION PANEL** **Wednesday, 30th September, 2015**

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

**Committee Room 1, Civic Offices, High Street, Epping**  
on **Wednesday, 30th September, 2015**  
at **6.30 pm** .

**Glen Chipp**  
Chief Executive

**Democratic Services  
Officer**

S. Tautz, Democratic Services Manager  
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Tel: (01992) 564243

### **Members:**

Mr. D. Jackman, Ms. R. Kelly and Mr. S. A. Lye

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#### **1. CHAIRMAN**

(Director of Governance) To elect a Chairman for the meeting of the Panel.

#### **2. APOLOGIES FOR ABSENCE**

#### **3. MINUTES OF PREVIOUS MEETING (Pages 3 - 6)**

(Director of Governance) To confirm the minutes of the meeting of the Panel held on 9 March 2015.

#### **4. MEMBER REMUNERATION SCHEME - ANNUAL REVIEW (Pages 7 - 24)**

(Director of Governance) The annual review of the Council's Member Allowances Scheme has traditionally commenced in September each year, to ensure that any changes to the Scheme are considered by the time that the Council's budget is approved for the following financial year (usually in February/March).

To commence the process for 2016/17, a general invitation has been extended to all members on behalf of the Panel, to express any suggestions or concerns with regard to the current remuneration scheme. Representations received from Councillor K. Angold-Stephens are attached as appendix to this report and the Democratic Services Manager will report to the meeting in connection with any other matters submitted for consideration by the Panel subsequent to the publication of this agenda.

As part of its review of the Member Allowances Scheme for 2015/16, the Panel recommended that a Special Responsibility Allowance (SRA) be applied to the position of the Chairman of the Constitution Working Group, to reflect the importance and complexity of the ongoing review of the Council's constitution being undertaken by the Working Group. The allocation of this SRA was agreed by the Council in April 2015 on the recommendation of the Panel. It is still anticipated that the Working Group will complete its review of the constitution in March 2016 and will then only need to meet as occasionally necessary to consider specific constitutional issues, as a further full review of the constitution will not be required for several years.

As the Panel will be aware, the Council has agreed (28 July 2015) that the Member Allowances Scheme be amended to include provision for the payment of mileage and public transport costs for approved civic duties carried out by the Chairman and Vice-Chairman of the Council, in relation to their attendance at civic events for which funded transport is not provided by the authority. The payment of such claims is to be met from the existing members allowances budget and, although not a matter within the terms of reference of the Remuneration Panel, the Panel is advised that the existing budget provision for the Chairman and Vice Chairman of the Council is to be reviewed by the Governance Select Committee this year.

The current Members' Allowances Scheme is also attached as an appendix to this report, together with an updated benchmarking exercise in respect of basic and special responsibility allowances, that was originally undertaken amongst the Council's 'family group' of local authorities earlier in 2015.

**5. DATE OF NEXT MEETING**

To consider arrangements for future meetings of the Panel, if required.