

MEMBER REMUNERATION PANEL

**REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCE –
CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19**

QUESTIONNAIRE

FROM: Councillor Brian Rolfe Chairman 2012-2013.....

1. Please give an approximate indication of the number of hours you spend/spent each month on the following duties of the Chairman of the Council:

(a) attendance at civic and community events and functions etc.:

62

(b) attending diary meetings and briefings with the Chairman's Secretary;

10

(c) preparation and chairing of Council meetings (including pre-briefing);

6

(d) other activities (please specify)

Occasional meetings/receptions at Council Offices for groups or individuals for the purpose of presentations, hand bell ringing, in the Olympics, discussions with charities, editor of guardian etc

3/4

2. Please give an approximate indication of the number of hours you spend/spent each month on your 'normal' member role and casework activities, in addition to your duties as Chairman of the Council:

40/50

40/50

DEMOCRATIC SERVICES

04 SEP 2017

EFDC

3. How do you feel that the duties of the Chairman of the Council compare with those of other positions that you may have held (e.g. Portfolio Holder, chairman of committees and sub-committees etc.), specifically in terms of responsibility and time commitment?

Having...been...a...Portfolio...Holder...and...Chairman...of...various...committees
I...speak...from...experience...when...I...say...that...the...role...of...Chairman...
of...Council...was...far...more...time...consuming...and...carried...more...
responsibility...than...any...other...duties.....
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4. How do you feel that the responsibilities of the Chairman of the Council 'rank' with other positions such as Portfolio Holders or the chairmen of committees and sub-committees?

Portfolio...Holder.../...Committee...Chairman...normally...have...a...pattern...to...
...follow...and...officers...on...hand...to...give...advice....As...Chairman...of.....
...Council,...when...attending...an...event...(which...is...most...of...the...time)...
...you...are...the...Council....You...have...to...react...to...questions...and.....
...situations...immediately....You...cannot...say..."I...will...refer...back...and.....
...let...you...know"...You...are...on...your...own.....
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5. Do you feel the current application of Special Responsibility Allowance adequately meets/met the expenses you incur/incurred in undertaking your duties as

Chairman of the Council:

YES

NO

6. If you answered 'No' to Question 5, please explain why you feel that the current level of Special Responsibility Allowance is/was inadequate to meet the expenses incurred in performing your duties as Chairman of the Council:

Money... was... not... the... driving... force... in... undertaking... these... duties.....
... and... it... would... not... have... stopped... me... carrying... out... the... role.....
... However... I... was... £506... in... deficit... based... on... known... expenditure.....
... from... records... kept.... The... true... figure... was... greater... due... to... incidentals
... such... as... collections,... donations,... raffle... tickets,... parking... etc.... This... was
... all... before... mileage... allowances... were... payable... so... the... 3606... miles... I
... drove... to... events... throughout... the... year... would... not... now... come... out...
... of... the... allowance... Wear... and... tear... on... clothes... is... difficult... to.....
... quantify,... but... the... chain... does... an... awful... lot... of... damage... to... lapels...
... for... example... my... 2year... old... DJ... had... to... be... replaced... after... my.....
... year... of... office.....
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.....

7. During your time as Chairman of the Council, have/did you incurred/incur personal financial expenditure for which you have not been/were not recompensed by the authority (even if you did not seek such recompense)?

YES

NO

8. If you answered 'Yes' to Question 7, please quantify (approximately) the amount and nature of any such personal expenditure that you incurred:

..... I... believe... I... have... covered... this... in... my... answer... to... question... 6....
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9. Are there any other comments that you would like the Remuneration Panel to take into consideration with regard to its review the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council for 2018/19?

I... consider... it... a... great... honour... to... have... been... elected... Chairman... and... I.....
would... have... done... it... with... or... without... remuneration.... However,... I... was.....
... fortunate... that... I... did... not... have... to... worry... about... the... money... but... not.....
... everyone... is... in... the... same... position... and... my... answers... to... the... questions...
... are... intended... to... help... not... criticize.....
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Please return your completed questionnaire by no later than 30 August 2017, to:

S. Tautz
Democratic Services Manager,
Epping Forest District Council,
Civic Offices,
Epping,
Essex, CM16 4BZ.

MEMBER REMUNERATION PANEL

REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCE –
CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19

QUESTIONNAIRE

FROM: Councillor Caroline Pond

1. Please give an approximate indication of the number of hours you spend/spent each month on the following duties of the Chairman of the Council:

(a) attendance at civic and community events and functions etc.:

35

includes travel time

(b) attending diary meetings and briefings with the Chairman's Secretary;

8

(c) preparation and chairing of Council meetings (including pre-briefing);

5

(d) other activities (please specify)

..... Charity Training

2

..... Arrangements for EFAC civic events

1

2. Please give an approximate indication of the number of hours you spend/spent each month on your 'normal' member role and casework activities, in addition to your duties as Chairman of the Council:

~~15~~

50

3. How do you feel that the duties of the Chairman of the Council compare with those of other positions that you may have held (e.g. Portfolio Holder, chairman of committees and sub-committees etc.), specifically in terms of responsibility and time commitment?

More hours than a PFH but not as much as Leader.
As responsible as a PFH as the CM has to represent the council as the face of the council.
(2011-12-15)

4. How do you feel that the responsibilities of the Chairman of the Council 'rank' with other positions such as Portfolio Holders or the chairmen of committees and sub-committees?

As above as a PFH but not Leader.

5. Do you feel the current application of Special Responsibility Allowance adequately meets/met the expenses you incur/incurred in undertaking your duties as Chairman of the Council:

YES NO
in my time 2007-8

6. If you answered 'No' to Question 5, please explain why you feel that the current level of Special Responsibility Allowance is/was inadequate to meet the expenses incurred in performing your duties as Chairman of the Council:

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.....

7. During your time as Chairman of the Council, have/did you incurred/incur personal financial expenditure for which you have not been/were not recompensed by the authority (even if you did not seek such recompense)?

YES

NO

8. If you answered 'Yes' to Question 7, please quantify (approximately) the amount and nature of any such personal expenditure that you incurred:

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9. Are there any other comments that you would like the Remuneration Panel to take into consideration with regard to its review the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council for 2018/19?

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Please return your completed questionnaire by no later than 30 August 2017, to:

S. Tautz
Democratic Services Manager,
Epping Forest District Council,
Civic Offices,
Epping,
Essex, CM16 4BZ.

MEMBER REMUNERATION PANEL
QUESTIONNAIRE

From Councillor Liz Webster.

Question 1. Time Spent.

- a. This is impossible to answer on a monthly basis. The time spent comes in waves, or tranches. In Spring, from May to the end of June the calendar can be extremely busy, sometimes on a daily basis. July seemed to level out. Throughout August and September again steady. From September onwards there was a steady progress running up to the Christmas period which was very busy with Carol services and Christmas celebrations. January onwards to March was also busy with Civic ceremonies etc.
- b. At least once a week, but extra meetings were arranged with the secretary for organising our own Civic functions, plus civic duties at the Offices ie flag raising, plus speech preparation.
- c. Around 1-2 hours inc pre-briefing every time we have a Council meeting.
- d. Please note that on many occasions the Chairman has to "Go shopping" for raffle prizes, tombola prizes, collecting items for events etc etc.

Question 2. Member Role

I did not attend many meetings whilst Chairman, however, I spent the normal amount of time on casework activities probably around 30 – 35 hours every week.

Question 3 and 4.

In my opinion there is no comparison between the roles on the Cabinet v Chairman. I have played both roles. On the Cabinet side you have mainly set meetings, briefings, Officer meetings etc.....and you have some idea of the Council calendar.

As Chairman, every week is different bringing with it a new challenge. Many of the Civic duties are held on a week-end or Bank holiday. Secondly you have to prepare yourself for readiness, including speeches, depending upon the function, plus drive yourself there and back.

I found the responsibility as Chairman far exceeds any other role at EFDC. The commitment needs to be 100%.

Your home life is also disrupted because you must be fully committed to your duties. I had the privilege of playing a part in this role twice, way back when my husband Don Spinks was Chairman, and of course my own Chairmanship more recently.

Question 5 and 6.

This is difficult to answer. On one hand the position is an honour, but in all honesty I feel the current SRA does not reflect the responsibility involved.

I would add at this stage it was helpful to receive a petrol allowance.

Question 7 and 8.

One tends to forget all the small incidentals incurred such as raffle tickets, Church donations, clothes, general wear and tear including vehicle expenses due to long journeys etc. I would say that I gave out around £500.00 in Church donations and the such like.

Question 9.

I feel that as every individual person has a different income level and way of life they may feel they were unable to fulfil the role of Chairman. This should not be the case. Also please remember that an incoming Chairman is unaware of the challenges the role brings.

I would like you to consider somehow, that an incoming Chairman is given a briefing of the onerous but rewarding position they are taking on. This would give them some understanding about their 12 months in that role. That said I must applaud the Officers involved in supporting the Chairman, nothing was too much trouble for them.

**MEMBER REMUNERATION PANEL
 REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCE --
 CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19**

QUESTIONNAIRE

FROM: Councillor.....*Mary Sartin*.....

1. Please give an approximate indication of the number of hours you spend/spent each month on the following duties of the Chairman of the Council:

(a) attendance at civic and community events and functions etc.:
Impossible to put into ~~month~~ hours pr month but would have appeared to have attended an average of 15 events/functions pr month

(b) attending diary meetings and briefings with the Chairman's Secretary; *Usually once a week - average minimum of 2hrs pr. meeting*

(c) preparation and chairing of Council meetings (including pre-briefing); *Time spent reading and annotating Council agenda plus Chairman's own briefing and pre-council briefing with group leaders, etc. Also responsibility for chairing Local Councils' liaison meetings*
 (d) other activities (please specify)

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2. Please give an approximate indication of the number of hours you spend/spent each month on your 'normal' member role and casework activities, in addition to your duties as Chairman of the Council:

Attendance at four weekly Area Planning Committee plus Safer, Cleaner, Greener Scrutiny Panel and Constitution and Members' Services Scrutiny Panel. I could not quantify time spent on local issues four years ago - the amount of work varies from year to year



3. How do you feel that the duties of the Chairman of the Council compare with those of other positions that you may have held (e.g. Portfolio Holder, chairman of committees and sub-committees etc.), specifically in terms of responsibility and time commitment?

I would see the role of Chairman of Council as being the public face. As a portfolio holder there is a high level of responsibility for decisions taken and areas to have knowledge of. In terms of time commitment regular meetings with officers were necessary as were the attendance of regular outside meetings.

4. How do you feel that the responsibilities of the Chairman of the Council 'rank' with other positions such as Portfolio Holders or the chairmen of committees and sub-committees?

See above

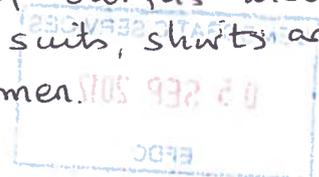
5. Do you feel the current application of Special Responsibility Allowance adequately meets/met the expenses you incur/incurred in undertaking your duties as Chairman of the Council:

YES

NO

6. If you answered 'No' to Question 5, please explain why you feel that the current level of Special Responsibility Allowance is/was inadequate to meet the expenses incurred in performing your duties as Chairman of the Council:

Not sure whether mileage is now able to be claimed as a separate expense but this was not the case when I was Chairman which took the amount paid out over the allowance. Purchase of outfits also add to the overall² figure, be it suits, shirts and ties for men or dresses, etc for women.



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7. During your time as Chairman of the Council, have/did you incurred/incur personal financial expenditure for which you have not been/were not recompensed by the authority (even if you did not seek such recompense)?

YES

NO

8. If you answered 'Yes' to Question 7, please quantify (approximately) the amount and nature of any such personal expenditure that you incurred:

With costs of travel coming out of the allowance and covering approximately 5000 miles during the year this could be costed at £2250 on a 45p pr mile figure or £3250 at 65p pr mile

9. Are there any other comments that you would like the Remuneration Panel to take into consideration with regard to its review the application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council for 2018/19?

It should be remembered that most chairmen will be paying tax at around 20% on the allowance so reducing the amount available to spend by that percentage

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Please return your completed questionnaire by no later than 30 August 2017, to:

S. Tautz
Democratic Services Manager,
Epping Forest District Council,
Civic Offices,
Epping,
Essex, CM16 4BZ.

Stephen Tautz

From: Richard Bassett <richard.d.bassett@gmail.com>
Sent: 11 September 2017 15:22
To: Stephen Tautz
Subject: RE: Chairman & Vice-Chairman of Council - Special Responsibility Allowance

Hi Stephen

I cannot add any more than was discussed at the meeting. It was useful to position things and acknowledge the importance of the role.

Regards
Richard

From: Stephen Tautz [mailto:STautz@eppingforestdc.gov.uk]
Sent: 04 September 2017 09:53
To: 'Councillor David Stallan' <dave.stallan@tesco.net>; 'Councillor Richard Bassett' <richard.d.bassett@ntlworld.com>; 'Councillor Jeane Lea' <cllrjeanelea@gmail.com>; 'Councillor Brian Sandler' <bpsandler@aol.com>; 'Councillor Mary Sartin' <marysartin@yahoo.com>
Cc: 'Councillor Anne Grigg' <annegrigg@live.co.uk>; 'Councillor Elizabeth Webster' <cllr.liz.webster@gmail.com>; 'Councillor Richard Morgan' <richardmorgan26@outlook.com>; 'Councillor John Knapman' <jknapman@msn.com>
Subject: Chairman & Vice-Chairman of Council - Special Responsibility Allowance

Dear Councillor,

Unfortunately I have received only a very limited response to the request of the Remuneration Panel for your completion of the attached questionnaire in relation to the current application of Special Responsibility Allowance for the Chairman and Vice-Chairman of the Council.

The Panel wishes to ensure that it captures the views of members in a consistent manner. If you would like to discuss this matter, please do not hesitate to contact me. Thanks.

Steve

Stephen Tautz
Democratic Services Manager

Epping Forest District Council,
Civic Offices,
High Street,
Epping,
Essex, CM16 4BZ.

☎ (01992) 564180

✉ democraticservices@eppingforestdc.gov.uk

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 **Epping Forest
District Council**
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