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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of West Berkshire Council**

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September 2020

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## **1. INTRODUCTION AND BACKGROUND**

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.

1.2 West Berkshire Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Michelle Smith – Chief Executive, Education Business Partnership and resident  
David Danielli- Resident of West Berkshire  
Mr Mark Palmer – Development Director, South East Employers (Chair)

1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

- (a) the amount of basic allowance to be payable to all councillors;
- (b) the level of allowances and whether allowances should be payable for:
  - (i) special responsibility allowances;
  - (ii) travelling and subsistence allowance;
  - (iii) dependants' carers' allowance;
  - (iv) parental leave and.
  - (v) co-optees' allowance.

and the amount of such allowances.

- (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
- (d) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

1.4 In addition, we were again invited to review the Chairman and Vice Chairman allowances. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of councillors' allowances.

## **2. CURRENT SCHEME**

2.1 The last review of councillors' allowances was undertaken by West Berkshire IRP in November 2017, a light touch review that followed an extensive review in February 2015. The scheme of allowances was brought into effect from May 2018.

2.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £7,909 per annum, with effect from April 2020. In addition, some councillors receive special responsibility allowances for undertaking additional duties.

- 2.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties. The Council has also recently adopted a Parental Leave Policy for Councillors

### 3. PRINCIPLES UNDERPINNING OUR REVIEW

#### The Public Service Principle

- 3.1 This is the principle that an important part of being a councillor is the desire to serve the public and therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.<sup>1</sup> Moreover, we found that a public service concept or ethos was articulated and supported by many of the councillors we interviewed and in the responses to the questionnaire completed by councillors as part of our review.
- 3.2 We noted that the principle of public service had been recognised in previous IRP reviews in West Berkshire and was quantified in 2015. To provide transparency and increase an understanding of the Panel's work, we will continue to recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor.
- 3.3 Further explanation of the PSD to be applied is given below in section 4.

#### The Fair Remuneration Principle

- 3.4 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 continues to subscribe to the view promoted by the independent Councillors' Commission:

*Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.<sup>2</sup>*

- 3.5 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.6 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors;
  - (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and

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<sup>1</sup> The former Office of Deputy Prime Minister – now the Department for Communities, Housing and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

<sup>2</sup> Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.
- 3.7 In making our recommendations, we have therefore sought to maintain a balance between:
- (i) the voluntary quality of a councillor's role;
  - (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
  - (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor in West Berkshire.
- 3.8 The Panel as in 2015 and 2017 continues to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings and differentials of the allowances are as transparent as possible.

In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor's performance in the role.

#### **4. CONSIDERATIONS AND RECOMMENDATIONS**

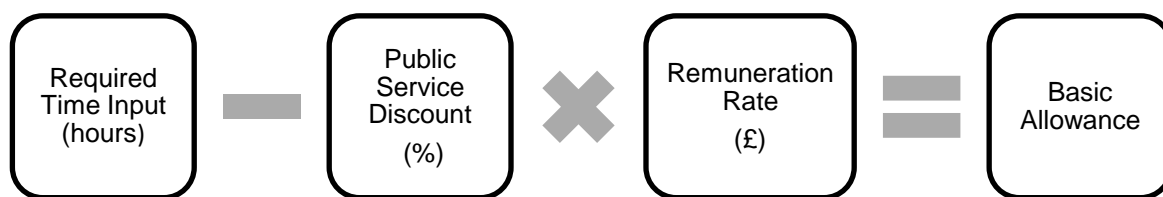
##### **Basic Allowance**

- 4.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, "Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated."<sup>3</sup>
- 4.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors also operate. Many councillors are also appointed by the Council to a number of external organisations.
- 4.3 We recognise that councillors are responsible to their electorate as:
- Representatives of a particular ward;
  - Community leaders;
  - Decision makers for the whole Council area;
  - Policy makers for future activities of the Council;
  - Scrutineers and auditors of the work of the Council; and
  - Regulators of planning, licensing and other matters required by Government.
- 4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.<sup>4</sup> For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.

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<sup>3</sup> The former Office of Deputy Prime Minister – now the Department for Housing, Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

<sup>4</sup> The former Office of Deputy Prime Minister – now the Department for Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.



4.5 Each of the variables is explained below.

Required Time Input

4.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant Councillor Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.<sup>5</sup>

4.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is 16 hours per week.

Public Service Discount (PSD)

4.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 45 per cent to the calculation of the basic allowance. This percentage sits within the upper range of PSDs applied to basic allowances by councils in the south east.

Remuneration Rate

4.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. That is to say, we came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.

4.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross<sup>6</sup> wage per hour for West Berkshire. The latest available figure is £17.82.<sup>7</sup>

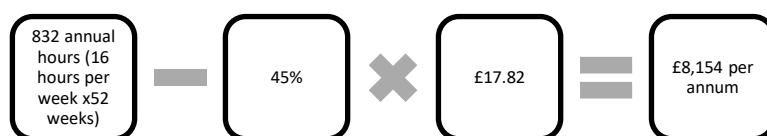
Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (16 hours), the level of PSD to be applied (45%) and the hourly rate to be used (£17.82), we calculated the basic allowance as follows:

<sup>5</sup> The summary responses to the questionnaires are available on request.

<sup>6</sup> The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

<sup>7</sup> The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2019.



- 4.12 The gross Basic Allowance before the PSD is applied is **£14,826**. Following the application of the PSD this leads to a basic allowance of **£8,154** per annum.
- 4.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, and ward work and attendance on external bodies.
- 4.14 We did also note the levels of basic allowance currently allocated by other Berkshire unitary councils (see table below and Appendix 3).

Council	Berkshire Unitary Councils: Basic Allowances (£) 2020 <sup>8</sup>
Bracknell Forest Council	8,687
Reading Borough Council	8,220
Royal Borough of Windsor and Maidenhead	8,143
Slough Borough Council	7,779
<b>West Berkshire Council</b>	<b>7,909</b>
Wokingham District Council	7,784
<b>Average</b>	<b>8,087</b>

- 4.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as councillors. The Panel was of the view that the 2015 review had begun to make recommendations to ensure that the current basic was in accordance with the principle of fair remuneration and the 2020 review has consolidated this approach.

**WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of West Berkshire Council be £8,154 per annum.**

### Special Responsibility Allowances (SRAs)

- 4.16 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.
- 4.20 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive an SRA the local electorate may rightly question the justification for this.<sup>9</sup>
- 4.21 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

<sup>8</sup> Figures drawn from the South East Employers, Members' Allowances Survey 2018 (October 2018).

<sup>9</sup> The former Office of Deputy Prime Minister – now the Department for Housing Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

- Leader of the Council
- Deputy Leader of the Council
- Members of the Executive
- The Chairman and Vice Chairman
- Chairman of the Overview and Scrutiny Management Commission
- Chairman of the Planning Committee
- Chairman of the Governance and Ethics Committee
- Chairman of the Licensing Committee
- Chairman of the Personnel Committee
- Opposition Spokespersons
- Leader of the Opposition
- Leaders of the Minority Groups

#### One SRA Only Rule

- 4.22 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor is able to receive more than one SRA then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.
- 4.23 Moreover, the One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

**WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.**

#### The Maximum Number of SRA's Payable

- 4.24 In accordance with the 2006 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should work towards no more than 50% of Council Members (22) should receive an SRA at any one time.

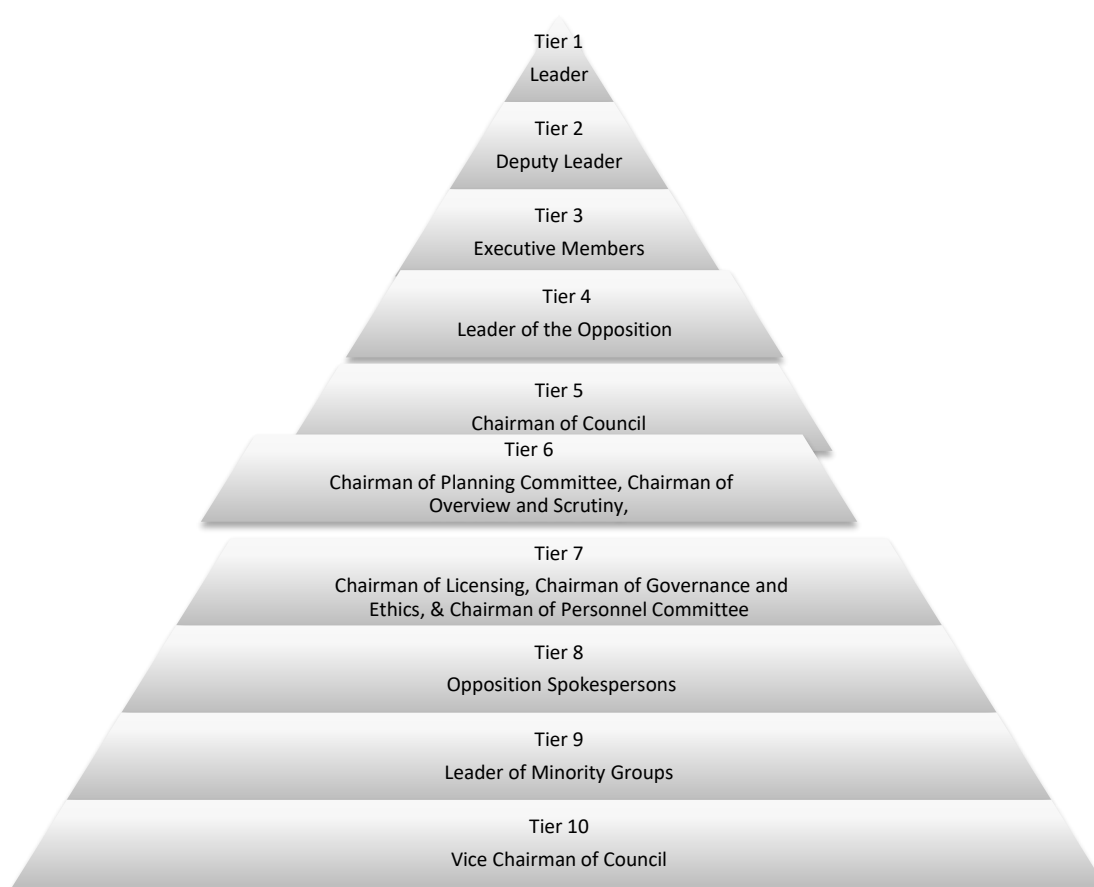
**WE THEREFORE RECOMMEND that the Council work towards a maximum number of SRA's payable at any one time does not exceed 50% of Council Members (22 Members).**

#### Calculating SRAs

- 4.26 The Panel continued to the criteria and formula for calculating the Leader of the Council allowance. Based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities, and is the most time consuming.
- 4.27 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.



4.28 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



4.29 The rationale for these ten tiers of responsibility is discussed below.

#### Leader (Tier One)

4.30 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Executive. The Leader is also responsible for the appointment (and dismissal) of members of the Executive and their respective areas of responsibility.

4.31 The multiplier we applied to calculate the Leader's SRA is 250% (2.5 times) the basic allowance. If the recommended option of a basic allowance with a PSD of 45% is adopted, this results in a Leader's Allowance of £20,385.

**WE RECOMMEND that the Leader of the Council continue to receive a Special Responsibility Allowance of 250% of the basic allowance, £20,385.**

#### Deputy Leader (Tier Two)

4.32 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's

SRA be set at 60% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £12,231.

**WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 60% of the Leader's Allowance, £12,231.**

#### Members of the Executive (Tier Three)

- 4.33 From the evidence gathered, including questionnaire responses, face to face interviews and the Council's Role Profiles, we consider the members of the Executive should receive an allowance of £10,193, 50% of the Leader's Allowance.
- 4.34 Evidence from the Councillor Role Profiles, and from the interviews we undertook with councillors, underlines the responsibility of the members of the Executive for many of the Council's functions. Members of the Executive hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant and growing.

**WE RECOMMEND that the Executive Members receive a Special Responsibility Allowance of 50% of the Leader, £10,193.**

#### Leader of the Opposition (Tier Four)

- 4.35 The role of Leader of the Opposition continues to be a key role in ensuring accountability and in holding to account the executive decisions. The Leader of the Opposition also has to manage the group.

**WE RECOMMEND that the Leader of the Opposition should continue to receive an allowance of 40% of the Leader, £8,154.**

#### Chairman of the Council (Tier Five)

- 4.36 The Panel was of the view that the role of Chairman of the Council continues to have a high impact and profile across the area and has a high number of engagements and commitments. We therefore recommend that the role continues to be recognised at Tier Five and receive an allowance of £6,116, 30% of the Leader's Allowance

#### Chairman of the Overview and Scrutiny Management Commission and Chairman of the Planning Committee (Tier Six)

- 4.37 The Overview and Scrutiny Management Committee does not have formal decision-making powers but is influential and new Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of the Overview and Scrutiny Management Commission Chair and consider that it continues to be a significant function that has a statutory legal requirement. We also are aware that the allowance was reduced from 30% to 25% of the Leader's Allowance by the IRP in 2017. We consider this role should receive a Tier Six allowance of £5,096, 25% of the Leader's Allowance.
- 4.40 Should the role of the Commission and Chair of the Overview and Scrutiny Management Commission increase its impact and scope in response to the Government Statutory Guidance then the IRP will be happy to further review the allowance to respond to the increased revised scope and responsibilities of the role.
- 4.41 The Chairman of Planning Committee continues to be a demanding role with a high number of meetings. We therefore recommend that the role also receive a Tier Six allowance, 25% of the Leader's Allowance, £5,096

**WE RECOMMEND that the Chairman of the Planning Committee, the Chairman of the Overview and Scrutiny Management Commission receive a Special Responsibility Allowance of 25% of the Leader's Allowance, £5,096.**

The Chairman of the Licensing Committee, the Chairman of the Governance and Ethics Committee, Chairman of the Personnel Committee (Tier Seven)

- 4.42 The allowance for the Chairman of the Licensing Committee should continue to be within Tier Seven of the recommended SRAs, which is 15% of the Leader's Allowance, and amounts to £3,058.
- 4.43 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Chairman of the Personnel Committee and Chairman of the Governance and Ethics Committee should receive an allowance of be increased to £3,058, 15% of the Leader's Allowance.

**WE RECOMMEND that the Chairman of the Licensing Committee, the Chairman of the Governance and Ethics Committee, the Chairman of the Personnel Committee receive a Special Responsibility Allowance of 15% of the Leader's Allowance, £3,058.**

Opposition Spokespersons (Tier Eight)

- 4.44 The Panel is of the view that the Opposition Group Spokespersons should continue to receive a Special Responsibility Allowance of 30% of the Leader of the Opposition's Allowance, £2,446

**WE THEREFORE RECOMMEND that the Opposition Groups Spokespersons receive a Special Responsibility Allowance of 30% of the Leader of the Opposition's Allowance, £2,446**

Leaders of Minority Groups (Tier Nine)

- 4.45 The Leaders of a Minority Group are currently required to have at least 5 Members in order to receive a Special Responsibility Allowance. The Panel was of the view that there was no rationale for the requirement for five and a political group was legally recognised at two in respect of Council Committee nominations. The Panel was therefore of the view that the Special Responsibility Allowance for Minority Group Leaders should continue to be 10% of the Leader's Allowance, £2,039 and that the criteria to receive this allowance should be two or more Group Members.

**WE RECOMMEND that the Leaders of Minority Groups should continue to receive a Special Responsibility Allowance of 10% of the Leader's Allowance, £2,039. We also recommend that the criteria for receiving the allowance should be two or more Group Members.**

Vice Chairman of the Council (Tier Ten)

- 4.46 The Vice Chairman of Council plays an active role in supporting the Chairman of the Council and therefore the Panel continue to recognise the role as one requiring a Special Responsibility Allowance. The Panel recommends that the Vice Chairman of the Council receive an allowance of 20% of the Chairman of the Council's Allowance, £1,223.

**WE THEREFORE RECOMMEND that the Vice Chairman of the Council receive a Special Responsibility Allowance of 20% of the Chairman of the Council's Allowance, £1,223.**

#### **Co-optees'/ Independent Persons Allowance**

- 4.47 An IRP may recommend payment, and the level of an allowance for those who serve on the committees or sub-committees of a Council but are not members of the Council. We recognise that in so doing, an element of the contribution made by the co-optees/Independent Persons should be voluntary.

**WE RECOMMEND that co-optees/Independent Persons continue to receive an allowance of £1,080.**

#### **Travelling and Subsistence Allowance**

- 4.48 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be paid to co-opted/Independent Persons of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

The current scheme of councillors' allowances provides for the following levels of travelling and subsistence allowance:

##### Motor Mileage Allowance:

Cars: 45p per mile  
Motor Cycles: 24p per mile

Cycle Allowance: 20p per mile

##### Day Subsistence Allowance

Breakfast: £5.00  
Lunch: £7.00  
Tea: £3.00  
Evening Meal: £12.00

In respect of any approved duties, Councillor's and co-opted members are reimbursed the cost upon production of receipts or evidence of expenditure.

**WE RECOMMEND that travelling and subsistence allowance should be payable to councillors and co-opted/Independent Persons in connection with any approved duties. WE FURTHER RECOMMEND that the 5 pence per mile for every passenger a Councillor carry in their vehicle should be withdrawn**

## **Dependants' Carers' Allowance**

- 4.49 The current level of dependants' carers' allowance is linked to the UK Living Wage Rate up to a maximum of 40 hours per month. The dependants' carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current councillors to continue despite any change in their personal circumstances. However, the current maximum remuneration for those with caring responsibilities could leave councillors out of pocket particularly if they are required to cover the cost of specialist care for adults or children with special needs.
- 4.50 The Panel therefore is of the view that the Dependants' Carers Allowance should be based on two rates, general care and specialist care. The Panel was of the view that specialist care provision should be reimbursed for the actual cost incurred by the councillor upon production of receipts. Medical evidence that this type of care provision is required must also be provided and approved by an appropriate officer of the Council.

**WE THEREFORE RECOMMEND that the Dependants' Carers' Allowance should be based on two rates. Rate one for general care be linked to the Real Living Wage as recommended by the Living Wage Foundation, currently £9.30 per hour, with no monthly maximum claim. This rate is reviewed by the Living Wage Foundation every November.**

**Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required, with no monthly maximum claim when undertaking Approved Duties.**

**WE ALSO RECOMMEND that the current eligibility conditions for receipt of this allowance is payable when undertaking the list of Approved Councillor duties. The Council should also actively promote the allowance to prospective and new councillors both before and following an election. This may assist in supporting greater diversity of councillor representation.**

## **Parental Leave**

- 4.51 There is no uniform/ national policy to support councillors who require parental leave for maternity, paternity or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a '*lack of maternity, paternity provision or support*' is a real barrier for women aged 18-44 to fulfil their role as a councillor.
- 4.52 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions within the West Berkshire Council Parental Leave Policy for Members (January 2020):
- 4.53 The Panel congratulates and supports the provisions within the West Berkshire Council Parental Leave Policy for Members. The Panel is of the view that the Policy should be promoted actively to potential and prospective councillors. That the Policy alongside the Dependants' Carer's Allowance should be promoted as part of a wider 'Be A Councillor' (LGA led initiative) programme led by the Council and supported by political groups; to increase the diversity of councillor representation

**WE RECOMMEND that the West Berkshire Council Parental Leave Policy is adopted within the Members Allowance Scheme. WE ALSO RECOMMEND that the Council support an active ‘Be A Councillor’ programme to encourage and support a greater diversity of future councillor representation.**

#### **Indexing of Allowances**

- 4.54 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance, the special responsibility allowances, Independent Persons and the dependants’ carers’ allowance to be adjusted annually in line with staff salaries at West Berkshire Council.

**WE RECOMMEND that the basic allowance, each of the SRAs, the Co-Optees’ /Independent Persons Allowance and the Dependants’ Carers’ Allowance be increased annually in line with the percentage increase in staff salaries from May 2021 for a period of up to four years. After this period the Scheme shall be reviewed again by an independent remuneration panel.**

**WE ALSO RECOMMEND that the political groups should not renunciate any indexation of allowances on a group basis and renunciation should be at the discretion of individual Councillors. The procedure for renunciation is outlined in the current scheme.**

#### **Revocation of current Scheme of Allowances / Implementation of new Scheme**

- 4.55 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

**WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2021-22 financial year, at which time the current scheme of allowances will be revoked.**

## **5. OUR INVESTIGATION**

### **Background**

- 5.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 17 councillors, which represents 40% of Councillors. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed eleven current councillors using a structured questioning process. We are grateful to all our interviewees for their assistance.

### **Councillors’ views on the level of allowances**

- 5.3 A summary of the councillors’ responses to the questionnaire is attached as Appendix 2.

## **6. APPROVED COUNCILLOR DUTIES**

- 6.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

**WE THEREFORE RECOMMEND: That no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.**

**Mark Palmer (Chair of the Independent Remuneration Panel)  
Development Director, South East Employers  
October 2020**

## Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2019-20	Number	Recommended Allowance (45% PSD)	Recommended Allowance Calculation
<b>Basic (BA)</b>				
<b>Total Basic:</b>	<b>£7,546</b>	<b>43</b>	<b>£8,154</b>	

Special Responsibility:				
Leader of the Council	£19,242	1	£20,385	250% of BA
Deputy Leader	£11,545	1	£12,231	60% of Leader's Allowance
Executive Members	£9,622	8 <sup>1</sup>	£10,193	50% of Leader's Allowance
Leader of the Opposition	£7,697	1	£8,154	40% of Leader's Allowance
Chairman of Council	£5,773	1	£6,116	30% of Leaders Allowance
Chairman of Planning Committee	£4,810	1	£5,096	25% of Leader's Allowance
Chairman of OSMC	£4,810	1	£5,096	25% of Leader's Allowance

<sup>1</sup> Excludes the Leader and Deputy Leader, i.e., the Executive has 10 members.



Chairman of Licensing Committee	£2,887	1	£3,058	15% of Leader's Allowance
Chairman of Governance & Ethics Committee	£2,887	1	£3,058	15% of Leader's Allowance
Chairman of Personnel Committee	£2,887	1	£3,058	15% of the Leader's Allowance
Opposition Spokespersons	£2,309	4	£2,446	30% of Leader of the Opposition Allowance
Leaders of Minority Groups	£1,902	1	£2,039	10% of Leader's Allowance
Vice Chairman of Council	£1,155	1	£1,223	20% of the Chairman's Allowance
Independent Persons	£1,051		£1,051	Indexation to apply

