

**COUNCIL MEETING – 21ST JUNE 2018**

**AGENDA ITEM NO. 5**

**REVIEW OF MEMBERS' ALLOWANCES SCHEME**

**1. INTRODUCTION**

- 1.1 Under Regulations relating to the preparation and review of members' allowances schemes, Rushmoor's Independent Remuneration Panel reviewed Rushmoor's scheme on 23rd/24th April, 2018. The remit of the Panel was to undertake a review as a result of the changes in governance structure which have been agreed by the Council and now introduced. In addition, the Remuneration Panel was asked to complete a general review of the scheme to ensure it is still fit for purpose.
- 1.2 A copy of the Remuneration Panel's report is attached and set out below is a summary of the outcomes. The Council is being asked to adopt the recommendations of the Remuneration Panel in full.

**2. INDEPENDENT REMUNERATION PANEL – PROPOSALS**

**(1) Background and Context**

- 2.1 Rushmoor's Remuneration Panel has examined all parts of the current scheme and benchmarked the provisions against similar authorities regionally, locally and nationally through a range of indices. As in previous reviews, the Remuneration Panel recognised the importance of obtaining views of Members and an essential part of this review was to receive this evidence.
- 2.2 In carrying out the review, the Remuneration Panel was also very conscious of the need to take account of the current economic climate, especially the pressures on public finances and the need for the Council to achieve financial sustainability.
- 2.3 At the April meeting of the Council, the new governance structure was agreed and the Remuneration Panel was asked to examine the implications for the Members' Allowances Scheme particularly the new posts which had been established of Chairmen and Vice-Chairmen and Cabinet Champions. The Remuneration Panel was also asked to consider whether the cost of registrations with the Information Commissioner under the General Data Protection Regulations (GDPR) should be included within the scheme.

## **(2) Review of Main Elements of the Allowances**

2.4 Taking account of the evidence provided, the Remuneration Panel is proposing:

- the overall basic allowance be set at £5,140 for 2018/19 with the ICT allowance set at £369 and accounted for separately.
- the special responsibility allowance for the Leader be set at £15,850 for 2018/19 and the allowances for the Deputy Leader at £9,129. Other Cabinet Members remain at existing levels except for the application of indexation
- the special responsibility allowance for the Chairmen of the Development Management and Licensing and General Purposes Committees be set at £5,316 for 2018/19 with the provision for an additional payment for Members attending four or more licensing sub-committee meetings in one municipal year being £425 in 2018/19
- the allowance for opposition group leaders be retained at its existing level, subject to the application of indexation and groups having a minimum of four Members
- the Mayor to receive a special responsibility allowance of £1,484 for 2018/19
- the Council will meet the cost of Member registrations with the Information Commissioner

## **(3) New Roles Under the Governance Structure**

2.5 The Remuneration Panel spent a considerable amount of its time looking at the posts established under the new governance arrangement, which included the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board and the new roles of Cabinet Champions. Whilst the Remuneration Panel agreed allocations on the basis of a proportion of other allowances, the Report stresses that these would need to be re-visited in the light of experience of the roles operating. The following payments are proposed for 2018/19:

- Chairmen - £3,963
- Vice-Chairmen - £1,189
- Cabinet Champions - £1,574

## **(4) Travel and Subsistence**

2.6 The Remuneration Panel also reviewed the arrangements for the other allowances in the scheme and recommended:

- travel and subsistence allowances for approved meetings outside the Borough should relate to actual costs using the most cost effective means of transport and/or available accommodation
- mileage rates should be paid at business mileage rates (including passenger supplement rate) recommended by HMRC
- the dependant carers' allowance be paid in respect of childcare at the National Living Wage or, for other care, capped at the hourly wage charged by Hampshire County Council Social Services for a carer

**(5) Indexation**

- 2.7 The current arrangements where members allowances are reviewed each year using indices applied nationally or through the local government system are to be retained for the four year period until the end of March 2022.

**3. FINANCIAL IMPLICATIONS**

- 3.1 If the Council accepts the recommendations set out in the Remuneration Panel's Report, there will be a small increase in the overall costs. Part of the increase is as a result of the contribution towards the registration costs of GDPR. The Remuneration Panel is of the view that the new arrangements should be backdated to the Annual Meeting on 22nd May, 2018 and any future uplifts will be implemented from the Annual Meeting date.

**4. CONCLUSIONS**

- 4.1 Rushmoor's Independent Remuneration Panel's review of the Members' Allowances Scheme has involved a fundamental examination of each element of the scheme. The new scheme reflects the Remuneration Panel's view in light of the information provided, the representations made by Members and the benchmarking data from other authorities. Although the next full review does not need to take place until 2022, the Remuneration Panel was of the view that the new scheme might need to be re-examined because there was no operational experience of the new governance arrangements. In the circumstances, the Remuneration Panel felt the proposals were fair and equitable.

**5. RECOMMENDATIONS**

- 5.1 The recommendation in the Remuneration Panel's Sixth Report is for the Council to adopt the proposals set out in the Report.

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# **A Review of Members' Allowances**

**For**

**Rushmoor Borough Council**

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**The Sixth Report by the Independent  
Remuneration Panel**

**Dr Declan Hall (Chair)  
John Mitchell  
Sam Parkin**

June 2018

## Executive Summary: Recommendations 2018/19

The Panel, following a request from the Council has carried out a review of Rushmoor Borough Council Members' Allowances scheme in accordance with the requirements of the 2003 Members' Allowances Regulations. This review has been undertaken before the normal four year period but was necessary as the Council has made changes in its governance structures and roles for elected Members, including responsibilities to support the delivery of the Council Plan. As such, the Council considered it was timely for a review taking into account the evolving political management arrangements within the Council.

The Panel, having carefully considered the evidence and representations made has concluded that the new executive and scrutiny posts merit an SRA. However, in the absence of actual experience of how the roles will operate in practice the Panel has made recommendations that will have to be revisited for further examination as part of the next review.

<b>Rushmoor BC Review June 2018</b>	<b>Basic Allowance and SRAs: Recommended Maximum Payable 2018/19</b>				
<b>POSITION</b>	<b>Nos. Paid</b>	<b>Basic Allowance</b>	<b>Method to arrive at BA</b>	<b>Total P/Member (BA+SRA)</b>	<b>Sub Total Per Category</b>
<b>BASIC ALLOWANCE</b>	39	£5,140	2018/19 rate + £35 GDPR		£200,460
<b>Special Responsibility Allowances</b>		<b>SRAs 2018/19</b>	<b>Method to arrive at SRA</b>		
Leader of Council	1	£15,850	BMG Median	£20,990	£15,850
Deputy Leader of Council	1	£9,129	BMG Median	£14,269	£9,129
Cabinet Members	5	£7,870	2018/19 rate	£13,010	£39,350
Chairman Development Management Committee	1	£5,316	2018/19 rate	£10,456	£5,316
Chairman Licensing & General Purposes Committee	1	£5,316	2018/19 rate	£10,456	£5,316
Chairman Overview & Scrutiny	1	£3,963	25% X Leader's SRA	£9,103	£3,963
Vice-Chairmen Overview & Scrutiny	2	£1,189	30% X Chair's SRA	£6,329	£2,378
Chairman Policy & Project Advisory Board	1	£3,963	25% X Leader's SRA	£9,103	£3,963

Vice-Chairmen Policy & Project Advisory Board	2	£1,189	30% X Chair's SRA	£6,505	£2,378
Cabinet Champions	3	£1,574	20% X Cabinet SRA	£6,714	£4,722
Chairman of Council (Mayor)	1	£1,484	2018/19 rate	£6,624	£1,484
Opposition Group Leader	1	£3,194	2018/19 rate	£8,334	£3,194
Licensing Members serving > 4 Sub-Committees per year	Variable	£425	2018/19 rate	NA	Variable
<b>Sub Total - Basic Allowance</b>	<b>39</b>				<b>£200,460</b>
<b>Sub Total - Standing SRAs</b>	<b>20</b>				<b>£97,043</b>
<b>ITT Allowance</b>	<b>39</b>	<b>£369</b>	2018/19 rate	<b>£369</b>	<b>£14,391</b>
<b>Total (BA + SRAs + ITT)</b>					<b>£311,894</b>

**Other Recommendations:** The Panel also recommends that:

**Other SRAs considered – Opposition Group Secretary**

The Opposition Group Secretary is not paid an SRA.

**Maintaining the 1-SRA only rule**

The Council maintains the 1-SRA only rule within the Rushmoor Borough Council Members' Allowances Scheme so that a Member cannot receive more than one SRA.

**Co-optees' Allowances**

The Co-optees Allowance is maintained at £490 for 2018/19.

**Travel and Subsistence Allowances**

The conditions and rates for Travel and Subsistence Allowances are maintained.

**The Dependants' Carers' Allowance (DCA)**

The rate for which for the childcare element of the DCA may be claimed should be specified as the National Living Wage and that all other rates and terms and conditions by which the DCA is claimed are maintained.

**Confirmation of Indexing**

The following allowances are indexed for 4 years from 2018/19 to 2022/23, the maximum period permitted by legislation, without reference to the Panel, as follows:

- **Basic Allowance, SRAs, Co-optees and ICT Allowances:**
  - Updated annually in line with the annual percentage pay increase given to Rushmoor Borough Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff.
  
- **Out of Council Area Mileage Allowance:**
  - Indexed to the Her Majesty's Revenue and Customs (HMRC) Approved Mileage Allowance Payments (AMAP) mileage rates.
  
- **Out of Council Area Other Travel and Subsistence:**
  - Reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.
  
- **Dependants' Carers' Allowance (DCA):**
  - The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Hampshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

### **Implementation**

The new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting of the Council on 22<sup>nd</sup> May 2018 except for the Cabinet Champions; their SRA should be paid from the date of appointment on 29<sup>th</sup> May 2018.

**Independent Remuneration Panel:  
The Sixth Report of Members' Allowances  
For  
Rushmoor Borough Council  
June 2018**

**Introduction: The Regulatory Context**

1. This report contains the recommendations arising out of the independent review, April – May 2018, of Members' Allowances for Rushmoor Borough Council by the Council's statutory Independent Remuneration Panel ('IRP' or 'Panel'). It also lays out the deliberations of the Panel so as to show elected Members, Officers and the public the rationale for the Panel's recommendations.
2. The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby the Council retains powers to determine the scope and levels of Members' Allowances.
3. All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their members' allowances schemes and they must 'pay regard' to the Panel's recommendations before setting a new or amended members' allowances scheme. As the Council is making changes to its' governance arrangements, from the date of the Annual Meeting in May 2018, it must therefore amend its' allowances scheme to reflect those changes and before it can establish a new scheme it must first seek advice from its Panel.
4. In particular, the Panel has been reconvened under the 2003 Regulations [20. (1) (b)], which states that:

Before an authority referred to in regulation 3(1) (a), (b), or (c) makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel.



5. This mechanism is the means by which all Councils are required to reconvene their Panel thus ensuring a degree of public scrutiny and accountability vis-à-vis their Members' Allowances schemes. It is under this requirement that the Panel has undertaken this review of Members' Allowances for Rushmoor Borough Council.

### **Terms of Reference**

6. In accordance with the requirements of 2003 Members' Allowances Regulations Rushmoor Borough Council has reconvened its statutory Independent Remuneration Panel (Panel) to review the Council Members' Allowances scheme. Specifically the Panel has been asked to make recommendations to the Council on the following:
  - a) The amount of the Basic Allowance that should be payable to elected Members;
  - b) The responsibilities or duties for which should lead to the payment of a Special Responsibility Allowance (SRA) and as to the amount of such an allowance;
  - c) The responsibilities or duties for which a travelling and subsistence allowances can be paid and as to the amount of such allowances;
  - d) whether a Co-optees' Allowance should be paid and as to the amount of such an allowance;
  - e) Whether Dependants' Carers' Allowance should be payable to elected Members, and as to the amount of such an allowance;
  - f) Whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
  - g) 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;
7. In addition the Panel has been asked to consider a number of Rushmoor Borough Council Specific requirements, namely:
  - a) To consider the level of allowances within the Scheme in the context of:
    - The Council's medium term financial strategy and budgetary issues
    - The changing local authority/public service environment

- The emerging Rushmoor 2020 modernisation and improvement plan
- b) To review the scope and structure of special responsibility allowances in light of the review of the Governance structure of the Council.
- c) To benchmark the existing allowances scheme including special responsibility allowances.
- d) To review the allowance provision for IT and telecommunications and to consider any implications of introducing a scheme where Members can purchase IT equipment through the Council (using their allowances) and the introduction of the modern.gov system for accessing agenda.
- e) To consider any implications of the introduction of the General Data Protection Regulations on 25th May, 2018 and the likely requirement for Members to register with the Information Commissioner.

## **The Panel**

8. Rushmoor Borough Council reconvened its Panel and the following Members were appointed to carry out the independent review of allowances, namely:
  - Dr Declan Hall (Chair): A former academic at the Institute of Local Government, The University of Birmingham, now an independent consultant specialising in Members' Allowances and support with experience of reviews across the United Kingdom
  - John Mitchell: Chief Executive Officer, Enterprise First (Aldershot), a not-for-profit company that provides business support and a Director of eight companies, mostly locally based.
  - Sam Parkin: Former Royal Air Force Officer and International Civil Servant with EUROCONTROL, Brussels.
9. Logistical and practical support to the Panel was provided by Jill Shuttleworth, Democratic Services Manager at Rushmoor Borough Council.

## **Process and Methodology - Evidence Reviewed by the Panel**

10. The Panel met at the Council Offices, Farnborough on 23<sup>rd</sup> and 24<sup>th</sup> April 2018. The meetings were in private session to enable the Panel to meet with Members and Officers and conduct deliberations in confidence. In accordance with the terms of reference, in arriving at its recommendations, the Panel took into account a wide range of evidence both oral and written. All Members who wished to meet with the Panel were accommodated as far as practically possible. In addition all Members

were sent a short questionnaire so that no Member was denied a voice in the course of review. Six replies to the questionnaire were received. The questionnaire was also used as the template for Member interviews to ensure as common set of questions were being asked.

11. The Panel met with relevant Officers for factual briefings on the Council, governance structures and challenges facing the Council.
12. The Panel also reviewed relevant written information, such as council and committee meetings schedules, relevant reports and information on the new governance arrangements, the 2006 Statutory Guidance on Members' Allowances, etc.
13. For full details of whom the Panel met and full range of information reviewed see:
  - Appendix 1: for Members and Officers who met with the Panel
  - Appendix 2: for a list of the full range of evidence considered by the Panel
  - Appendix 3: for more details on the Basic and Special Responsibility Allowances (2017/18) paid in the 11 Hampshire District Councils and the three District Councils adjacent to Rushmoor BC referred to by the Panel for benchmarking purposes, referred to as the benchmarking group.<sup>1</sup>
14. The Panel has not been driven by Allowances paid across the comparator authorities but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common and good practice. Moreover, it was important to place the Rushmoor Borough Council Allowances Scheme and tentative recommendations in a comparative perspective.

### **Key Messages and Observations – No experience of new roles and structures**

15. During the course of the review it quickly became clear to the Panel that it had a dilemma – namely it was being asked to assess the worth of a number of new posts without having the benefit of experience of how these new posts will operate in practice. It is clear that the intent is for executive Members to be more active in setting the agendas and for policies to be driven more by Members. Similarly with the new overview and scrutiny arrangements the intent is clearly to have a more pro-active model that separates scrutiny and policy development that involves Members to a greater degree than previously. However, what this will mean in practice is hard to assess at this stage.

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<sup>1</sup> The Panel has maintained its benchmarking group consisting of the 11 Hampshire District Councils and three District Councils adjacent to Rushmoor BC as the most relevant comparator group or peer councils. The South East Employers annual survey of allowances was not utilised for this review, partly as it no longer produces mean values and partly due to the unreliability of some of the data, which in turn arises out of the survey being filled in by the districts with no cross referencing for veracity.

16. Consequently, this ambiguity has led the Panel at this juncture to make recommendations that are relatively guarded. It is difficult to do any other without experience of how the new roles and structures will operate in practice. The Panel will revisit its recommendations regarding the new SRAs at the next review to test the veracity of the assessments it has made during this review.

### **Being cognisant of the financial impact of the recommendations**

17. The Panel received a number of conflicting messages regarding the budgetary impacts of its recommendations. On the one hand there was a view that the Panel should recommend what it felt all the posts and roles under consideration were worth and not worry about the budgetary impacts as that was a political consideration. On the other hand, a somewhat stronger message was that the recommendations should broadly be cost neutral. The Panel has in the main leaned towards the latter view on the grounds that
- It was the stronger of the 2 conflicting messages made in the Member representations
  - It is the prudent approach to take in context of lack of experience of new roles
  - If the Panel has erred on the side of caution it will be easier to rectify the situation by revising upwards than revising downwards during the next review
  - The Panel has been asked to take into account the Council's budgetary position in its terms of reference
18. This is not to say that the Panel has been driven by budgetary considerations, as it has increased some of the current SRAs and the current Basic Allowance beyond the normal increase that would arise from application of the index for 2018/19. Despite some reservations in the representation received, the Panel has also recommended that all the new posts to be established from the date of the Annual Meeting on 22<sup>nd</sup> May 2018 should be paid an SRA. The overall impact of the recommendations even when indexation and unique factors such as the expectation that all Members will be required to pay the Data Registration fee in accordance with the General Data Protection Regulation (GDPR) 2018 are taken into account will lead to an increase in the annual Members' Allowances spend of approximately £2,500<sup>2</sup>. However, the Panel has received enough evidence to indicate this marginal increase is more than justified once the reduced level of Officer Support is factored in.

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<sup>2</sup> It is difficult to assess the impact of the recommendation that the data registration fee is paid on behalf of Members as some will already be registered, e.g., as they are County Councillors. The quoted impact of an additional £2,500 approximate spend on allowances assumes at least three RBC Members will have the bulk of the data registration fee paid for them by the County Council.

19. Moreover the recommendations in the view of the Panel underpin a Members' Allowances scheme that is fair and equitable which in turn was another key message emerging from the representations received.
20. Regardless, there was also a minority view that Rushmoor Borough Council Members' Allowances scheme remains broadly fit for purpose - although the Panel has not wholly accepted this regarding the Leader's and Deputy Leader's SRA. Nonetheless, while accepting there should be some increase in these allowances the Panel recognises that they should still represent value for money, particularly in light of the Council's requirement to find further savings and the broader economic context generally.
21. Moreover, the Panel is the means by which periodic public scrutiny is brought to bear on Members' allowances and support. It is incumbent upon the Panel to ensure that its recommendations represent value for money.

### **Recommendations – recalibrating the Basic Allowance**

22. To test the robustness of the 2018/19 Basic Allowance (£5,105) the Panel has recalibrated the Basic Allowance by replicating the original methodology that forms the basis of the current Basic Allowance. This methodology is laid out in the 2006 Statutory Guidance (paragraph 67) which 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.

23. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables for Panels to consider in arriving at a recommended Basic Allowance, namely time, public service and a rate of remuneration. The Panel has recalibrated the Basic Allowance by bringing the three operative variables up to date as set out below.

### **Time required in carrying out duties associated with the Basic Allowance**

24. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). Obviously Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members in the first instance so the time assessment is typically taken that which is deemed necessary at a minimum to carry out all those duties for which the Basic Allowance is paid, including preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and

other associated work including telephone calls, emails and meetings with Officers.

25. In the last review (May 2016) for the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance the Panel adopted 12.5 hours per week, or 650 hours per year, as the expected time input from Members in return for the Basic Allowance. This was a marginal increase from the historical assessment of 11 hours per week, mostly in response to the representations received. No evidence was received to alter the time assessment of 12.5 hours per week as the expected input per week on average for a Member to fulfil all duties associated with the Basic Allowance.

### **The Public Service Discount (PSD)**

26. The 2006 Statutory Guidance advises that not all the time expected from Members should be remunerated to recognise there is a public service element to being an elected Member. To recognise the public service principle an element should be unpaid, known as the Public Service Discount (PSD). The normal range for this public service discount is between 35% - 40%, largely on the basis this is broadly in line with the proportion of time backbenchers spend dealing with constituents and ward issues and local and community matters. The historical PSD that has been applied in Rushmoor Borough Council is 40%. The Panel received no evidence to revise this historical figure.
27. Thus, of the expected time input of 650 hours per year 40% of that time, or 260 hours per year, are deemed to be public service and not paid, leaving 390 remunerated hours per year.

### **The rate for remuneration**

28. This variable refers to the worth of a Councillor's time. The Panel has historically based the rate for remuneration on the average earnings of the full time employed residents of the Borough as the figure that is the most robust and readily defensible. The most recent data available shows that in 2017 the median hourly earnings (excluding overtime) of Borough residents who are in full time employment is £13.52.<sup>3</sup>
29. Following the methodology as set out in the 2006 Statutory Guidance with the updated variables produces the following recalibrated Basic Allowance:

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<sup>3</sup> This is based on median weekly earnings of £540.60 which equates to £13.51 per hour when divided by 40 working hours in a week. See Annual Survey of Hours and Earnings (ASHE), Table 8.2a, Weekly pay – excluding overtime – for full time employee jobs (home geography), Office of National Statistics, provisional results 26 October 2017. The ONS advises that the median rather than the mean figure is a better measure of the average due handful of very high earners which skews the statistical mean.

- 650 annual hours minus 40% PSD (260 hours)
- = 390 remunerated hours multiplied by £13.52 per hour
- = £5,273

### **Benchmarking the Basic Allowance**

30. The Panel in its Fifth Report (May 2016) highlighted that the Rushmoor Basic Allowance was falling behind peers when benchmarked. Benchmarking for this review shows that this is still the case with a mean Basic Allowance in the benchmarking group of £5,792 and a median Basic Allowance of £5,826 (2017/18).<sup>4</sup>
31. A Basic Allowance below that paid to peers is not necessarily a compelling reason to recommend an increase to the Basic Allowance but the case is reinforced by recalibration. It is also noted that the Basic Allowance has not been fundamentally revisited for a number of years and with three fewer Members since May 2012 and extra costs imposed on eligible Members through closure of the Local Government Pension Scheme (LGPS) in 2014 then the case for revision becomes more persuasive. Nonetheless, the representations made to the Panel made clear that there is no appetite to increase the Basic Allowance at this juncture and the Panel has taken heed of this representation. Moreover, the recommendations on SRAs will lead to more SRAs being paid which lessens the logic to increase the Basic Allowance. Therefore the Panel is not recommending the recalibrated Basic Allowance as the main requirements of this review lie with the new roles.

### **The General Data Protection Regulation and the data registration fee**

32. Under the General Data Protection Regulation (GDPR) elected Members will be deemed 'data controllers' from 25<sup>th</sup> May 2018. All Members will need to be registered as data controllers with Information Commissioner. There will be a registration fee for being controllers, which is currently £35.
33. As it was in the Panel's terms of reference it considered whether this fee should be borne by Members as an incidental expense and therefore deemed to be covered by the 2018/19 Basic Allowance (£5,105) or whether the Basic Allowance should be adjusted to reflect the additional cost.
34. As the data controllers, there is a requirement that Members pay the annual fee and, as a cost arising out of being an elected Member, then it is reasonable for the Council to pay it on behalf of Members. The most administratively efficient way of doing this is to uplift the current Basic Allowance by the cost of the fee (£35) and

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<sup>4</sup> For benchmarking purposes the allowances schemes for 2017/18 have been used as the latest figures available when the Panel met. However, the allowances quoted for Rushmoor refer to 2018/19 figures as they were the operative rates during the writing of the report.

the Council to simply deduct the fee each year. As such, the 2018/19 Basic Allowance of £5,105 should be uplifted to cover the annual fee under the GDPR, which equates to £5,140 (this equates to a figure of £35).

35. **The recommended Basic Allowance for 2018/19 is £5,140.**

### **Special Responsibility Allowances - Leader of the Council**

36. There was a consensus in the representations to the Panel that there has been a change in the style of leadership at the Council during the last couple of years.
37. The benchmarking shows that the 2018/19 SRA (£14,848) remains behind peers with a mean SRA of £16,583 for Leaders across all Hampshire District Councils and those adjacent to Rushmoor and a mean total remuneration of £22,374 against £19,562 for the Rushmoor Leader (2017/18 figures). The median Leaders' SRA (2017/18) is £15,850.
38. As there is clear consensus that the Leader is now more involved in taking the Council in a new direction and being more pro-active, the Panel has taken this into account. For example, the Leader and Deputy Leader along with the Senior Management Team now sit on a Steering Group that focuses on the five priorities as outlined in Rushmoor 2020. As such, there is a strong case to marginally increase the Leader's SRA and the Panel feels it should at least be equal to the median SRA (£15,850 2017/18) paid to Leaders in the benchmarking group.<sup>5</sup> Nonetheless, there is no way of knowing what that impact may be except retrospectively and at this juncture the figure of £15,850 is utilised to recognise at least in principle the changing nature of the Leader's role rather being an accurate reflection of that change.
39. **The recommended Leader's SRA for 2018/19 is £15,850.**

### **Deputy Leader of the Council**

40. Similarly, there was a general consensus that the role of Deputy Leader has also become more active since the last review. In particular as part of the governance review the Deputy Leader will have a greater focus on corporate planning and projects.
41. Again benchmarking shows that the Deputy Leader's SRA it is one of the two SRAs currently payable (the other being the Leader's) that is behind peers. The Deputy Leader's SRA is currently £8,932 (2018/19) whereas the benchmarked

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<sup>5</sup> It is recognised that when councils in the benchmarking group apply any relevant indexation for 2018/19 then the median Leader's SRA will increase marginally but due to when the review has been conducted this is an unknown variable so the 2018/19 figures as a fixed reference point have been utilised.



mean SRA for Deputy Leaders is £9,494 and median SRA is £9,129. As with the Leader, the Panel takes the view that the SRA for the Deputy Leader should at least be on a par with the median SRA in the 2017/18 benchmarking group, which equates to £9,129.

42. **The recommended Deputy Leader's SRA for 2018/19 is £9,129.**

### **Other Cabinet Members (five)**

43. The Panel received some evidence to suggest that the role of the Other Cabinet Members is undergoing similar enhancements that is apparent with the Leader and Deputy Leader. For instance, portfolios have been realigned with the briefs of the Senior Management Team to enable more effective working relationships and the expectation is that they now present their own reports at Cabinet. However, benchmarking shows that the 2018/19 SRA (£7,870) for the five other Cabinet Members is in line with peers, with a mean SRA in the benchmarking group of £7,783 and median SRA of £7,716. Moreover, the Panel is making separate recommendations for Cabinet Champions so until the implications of these new roles is known there is not a strong case to revise the SRA for the Other Cabinet Member.

44. **The Panel recommends that the SRA for the five other Cabinet Members remains at £7,870 for 2018/19.**

### **Cabinet Champions (three)**

45. In December 2017 the Council was subject to a Peer Challenge Review which highlighted the importance of revising scrutiny arrangements (see below) and changes in cabinet working arrangements to better meet the objectives of the Council. Alongside the Peer Review recommendations the Cabinet was also keen that there are development opportunities for Members not on Cabinet. As a result, three Cabinet Champions were appointed at a Cabinet Meeting on 29<sup>th</sup> May 2018.

46. It is recognised that the overall workload of the Cabinet has not changed in total, but the remit of the Cabinet Champions will reflect particular priorities within the annual Council Plan and will be able to take up work that might previously have been given to Officers. There will be a maximum of three in any one year and their remit will be reviewed annually by the Cabinet.

47. The Panel is content the role is above and beyond what is required from an ordinary Member and merits an SRA. Although the current unremunerated role of the Armed Forces Member who is charged with delivering the Council's Military Covenant was quoted as a template the reality is that what being a Cabinet Champion will mean in practice is less clear. Benchmarking of is no assistance in providing a guide to an appropriate SRA as the only other Council in

benchmarking group that remunerates a similar post is East Hampshire that pays Assistant Portfolio Holders an SRA of £3,000. Thus, in arriving at the SRA the Panel has been cognisant of the development aspect to the role and budgetary impacts in recommending Member Champions an SRA and set it, in line with the pro rata approach set out in paragraph 76 of the 2006 Statutory Guidance, at 20% of the Cabinet Members' SRA, which equates to £1,574. The Panel acknowledges that there is no basis for adopting a 20% ratio beyond it feels 'fit and fair' in the absence of hard evidence and it will review this recommendation both in terms of paying an SRA at all and if so the appropriate rate, at the time of the next review.

48. **The recommended SRA for the three Cabinet Champions for 2018/19 is £1,574.**

### **Chairman of the Development Management Committee**

49. The Panel received no evidence to suggest this SRA requires revising. Moreover, benchmarking shows that the 2018/19 SRA (£5,316) to be on a par with peers, with a benchmarked mean SRA of £5,515 and median SRA of £5,212.
50. **The recommended SRA for the Chairman of the Development Management Committee for 2018/19 is £5,316.**

### **Chairman of Licensing and General Purposes Committee**

51. The Panel received no evidence to suggest the SRA (£5,316 2018/19) for the Chairman of the Licensing and General Purposes Committee requires revising. There was general consensus in the representation received that an SRA on par with the Chairman of the Development Management Committee is appropriate.
52. Benchmarking shows 2018/19 SRA of £5,316 to be comparatively high with a benchmarking group mean SRA of £3,701 and median SRA of £3,365 for similar posts. However, in the benchmarking group the SRA being compared is either for Chairs of Licensing Committees only such as Basingstoke and Deane or Chairs of Licensing and Regulatory such as in Fareham. The Rushmoor Borough Council Licensing and General Purposes Committee also has the audit function (a separately paid SRA in 11 out of the 14 councils in the benchmarking group), the staff appeals function which is also a separately paid SRA in seven councils in the benchmarking group as well as the Standards function, which is a separately paid SRA in five of the benchmarking group councils. In this context the 2018/19 SRA for the Chairman of the Licensing and General Purposes Committee represents good value.
53. **The Panel recommends SRA for the Chairman of the Licensing and General Purposes Committee for 2018/19 remains at £5,316.**

### **Members on four or more Licensing Sub-Committees (Alcohol & Entertainments)**

54. Currently there is provision for a SRA of £425 (2018/19) paid to any Member serving on four or more Licensing Sub-Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of Licensing and General Purposes. This SRA was introduced after responsibility for liquor and gambling licenses was transferred from Magistrates to local authorities. In the initial period after the transfer the Licensing Sub-Committees met frequently and the workload tended to fall disproportionately on those Members of the parent committee who were available during the day. However, since the last review there has been no Member eligible for this SRA. This is a common pattern and the main reason why Licensing Sub-Committee Members are no longer typically remunerated elsewhere. In the benchmarking group only one other council, East Hampshire, pays such an SRA (£250 per Member).
55. Nevertheless, there was widespread support for this SRA as the current situation changed. Consequently, **the Panel recommends that the SRA for Members serving on four or more Licensing Sub Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of the amalgamated Licensing and General Purposes and Standards and Audit Committees, is maintained at £425 for 2018/19.**

### **Chairman of the Overview and Scrutiny Committee**

56. The big change in the governance structures and one of the main drivers for this review relate to the overview and scrutiny function. As of the Annual Meeting on 22<sup>nd</sup> May 2018 the five Policy and Review Panels have been replaced by
- An Overview and Scrutiny Committee, with two Vice-Chairmen who will chair task and finish groups
  - A Policy and Project Advisory Board looking at a range of priorities, policy and project areas that in the main will report to the Cabinet. There are also two Vice Chairmen who are expected to lead on specific projects and chair task and finish groups working in a similar way to the Vice-Chairmen of the Overview and Scrutiny Committee.
57. These changes have arisen out of the Peer Review which found that the then system of five Policy and Review Panels was not working effectively as it should; largely as a function of there being too many of them, leading to some replicating of work and no clear delineation between scrutiny and policy development.
58. Consequently in line with the Peer Review recommendations and practice in seven of the benchmarking group of councils the Overview and Scrutiny Committee has been established to co-ordinate all the Council's work on scrutiny. Broadly it is charged with driving the scrutiny process, concentrating on the performance of the

Council plus other services in the Borough together with pre-decision scrutiny of items on Cabinet Work Programme. It has seven scheduled meetings per year.

59. The Chairman clearly merits an SRA but at the time of concluding this report the Overview and Scrutiny Committee has yet to meet and the reality of the role cannot be tested against experience.
60. Yet, logic suggests that the role will be larger than that of the Chairmen of the old Policy Review Panels who were each paid an SRA of £3,131 (2017/18) but not as large as the Chairmen of two Regulatory Committees which can make decisions of a quasi-judicial nature, each of whom are being recommended an SR of £5,316 for 2018/19. The Panel considered whether it was appropriate to simply opt for the mid-point between these two SRAs but bearing in mind the Panel is also recommending an SRA for the two Vice-Chairmen (see below) it has gone for a slightly lower figure by setting it at 25% of the Leader's recommended SRA (£15,850) which equates to £3,963. In the absence of clear evidence the Panel felt that it was unable to recommend a higher figure.
61. **The recommended SRA for the Chairman of the Overview and Scrutiny Committee for 2018/19 is £3,963.**

### **The Vice-Chairmen of the Overview and Scrutiny Committee (two)**

62. Historically, the Panel has not recommended SRAs for the Vice-Chairmen of committees and boards on the basis that the role has largely been a traditional one. In particular, vice-chairmen's duties have largely been limited to standing in for their respective chairman when required, attending agenda setting meetings with their respective chairman and relevant Officer[s] and generally supporting chairs. At Rushmoor, Committee Vice-Chairmen have not been assigned specific additional discrete responsibilities for which an SRA may be paid.
63. The new governance model for Overview and Scrutiny has changed the traditional role of Vice-Chairmen in this instance. The Overview and Scrutiny Committee will establish task and finish groups to carry out specific areas of scrutiny identified by the committee and will consist of Members drawn from across the whole Council. As already noted the two Vice-Chairmen will chair the task and finish groups and be responsible along with the Chairman in co-ordinating the Overview and Scrutiny work programme. They will be required (as will the Chairman) to undergo training for chairing meetings and managing the scrutiny process. The Vice-Chairmen of the Overview and Scrutiny Committee also have role descriptions set out in Article 2 of the Rushmoor Borough Council Constitution which also specifies that the Vice-Chairmen will *inter alia* present reports of their task and finish groups to the Overview and Scrutiny Committee and support the Chairman in preparing and presenting reports from the Committee to Council and Cabinet. Each Vice-Chairman would have a particular focus, for instance one concentrating on internal council services/processes and the other on external/place issues.

64. The responsibilities of the Overview and Scrutiny Vice Chairmen clearly provide sufficient basis to recommend paying them an SRA. However, the central dilemma remains – without experience of the roles it is difficult to assess their workload and responsibility. It is not known whether the Vice-Chairmen will be chairing one, two or three task and finish groups per year or for how long and how intense that work will be. In addition it is not clear at this stage how their work will relate to that of the Member Champions. Benchmarking provides limited guidance as the Overview and Scrutiny model varies so much across councils.
65. In the absence of experience and bearing in mind there are two Vice-Chairmen the Panel has once again erred on the side of caution and has arrived at the recommended SRA for the two Vice-Chairmen of the Overview and Scrutiny Committee by setting it at 30% of the Chairman’s recommended SRA (£3,963), which equates to £1,189.
66. **The recommended SRA for the two Vice-Chairmen of the Overview and Scrutiny Committee for 2018/19 is £1,189.**

### **Chairman of the Policy and Project Advisory Board**

67. The third main governance change has been the setting up of a Policy and Project Advisory Board. The Peer Review identified responsibility for policy development as not being clearly delineated with responsibility shared by the Policy and Review Panels and their sub-groups and the Cabinet. The Policy and Project Advisory Board is designed to bring a sharper focus to policy development through advising the Cabinet about the formulation and development of policies and projects. It has six scheduled meetings per year.
68. In particular, the Board is
- to assist and advise the Cabinet in the development of the Council’s Policy Framework
  - to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups)
  - to advise the Cabinet at an early stage in respect of the formulation and development of policies and projects that will help to deliver Council Plan priorities
  - to assist and advise the Cabinet on budget issues
69. The Panel is clear that the Chairman merits an SRA, a view underpinned by a role description in Part 2 of the Constitution. But again without experience of the Policy and Project Advisory Board’s work and role of Chairman it is problematic for remuneration purposes to make an accurate assessment.

70. At this juncture the Panel has arrived at a recommended SRA on the same basis it arrived at the recommended SRA for the Chairman of Overview and Scrutiny in that it will be a larger role than chairing the old Policy and Review Panels but not on a par with the Chairmen of the two regulatory committees. As such the SRA for the Chairman of the Policy and Project Board should be on par with the recommended SRA for the Chairman of the Overview and Scrutiny Committee by setting it at 25% of the Leader's recommended SRA (£15,850) which equates to £3,963.
71. **The recommended SRA for the Chairman of the Policy and Project Board for 2018/19 is £3,963.**

#### **Vice-Chairman of the Policy and Project Advisory Board (two)**

72. As with the Overview and Scrutiny Committee the Policy and Project Advisory Board has two Vice-Chairmen who will undertake a similar set of duties. In the absence of experience it is only logical to recommend an SRA for the Vice-Chairmen of the Policy and Project Advisory Board is on a par with the recommended SRA for the Vice-Chairmen of the Overview and Scrutiny Committee, which is £1,189.
73. **The recommended SRA for the two Vice-Chairman of the Policy and Project Board for 2018/19 is £1,189.**

#### **Mayor/Chairman of the Council**

74. The Panel received no evidence to revise the 2018/19 SRA paid to the Mayor (Chairman of the Council) - £1,484. This SRA is paid specifically for chairing Council meetings and the Mayor also receives a Civic Allowance paid under the Local Government Act 1972 (sections 3.5 and 5.4) to meet the expenses of holding the office. As such, the SRA for the Mayor/Chairman is to recognise the role of chairing the council and not the other (primarily civic) duties undertaken by the Mayor.
75. **The Panel recommends that the SRA for the Chairmen of the Council for 2018/19 remains at £1,484.**

#### **Leaders of Opposition Groups**

76. Currently any Leader of an Opposition Group with at least four group members or where there is a single Opposition Group receives an SRA of £3,194. At present this SRA only applies the Labour Group Leader. Benchmarking would suggest that the Rushmoor Opposition Leaders' SRA is somewhat low comparatively, with a mean SRA of £4,645 and median SRA of £4,118. However, elsewhere the

Opposition Group Leaders' SRA can often bear a relationship to Opposition group size and particular political circumstances. No evidence was received to suggest this SRA required revising at Rushmoor Borough Council.

77. **The Panel recommends that the SRA for Opposition Group Leaders with at least four Members or as the sole Opposition Group remains at £3,194 for 2018/19.**

#### **Other SRAs considered – Opposition Group Secretary**

78. Through the representations received, the Panel was asked to consider recommending an SRA for the Opposition Group Secretary – a role which also includes being the Group Whip in the Opposition Group. The logic behind this submission was that in the House of Commons the only three remunerated posts in the Shadow Cabinet are the Leader of the Opposition and the Opposition Chief and Deputy Chief Whip.

79. The Panel accepts that the Group Secretaries/Whips of both main groups on Council have a role in Council management, in assisting with the allocation of places on committees to ensure political balance. However, the Panel is not making a recommendation in this regard for the following reasons:

- Historically the Panel has eschewed making recommendations for posts that may be deemed primarily political in nature
- The analogy with paid Opposition posts in the House of Commons is not strictly applicable as they are career politicians being paid salaries

80. **The Panel is not recommending that an SRA is paid to the Opposition Group Secretary.**

#### **Maintaining the 1-SRA only rule**

81. The 2003 Regulations do not prohibit the payment of multiple SRAs to Members. However, since SRAs are significant, Councils typically have adopted the '1-SRA only' rule. In other words, regardless of the number of remunerated posts individual Members may hold they can only be paid one SRA.

82. Rushmoor Borough Council has adopted a 1-SRA only rule and no evidence was received to change this position. **The Panel recommends that the Council maintains the 1-SRA only rule within the Rushmoor Borough Council Members' Allowances Scheme so that a Member cannot receive more than one SRA.**

## **The Information Technology & Telecommunications (ITT) Allowance**

83. Currently all Members receive an annual Information Technology & Telecommunications (ITT) Allowance of £369 as a contribution to cover such council related costs incurred by Members such as
- Use of personal landline and mobile telephones
  - Broadband
  - IT hardware, peripherals and consumables
  - Other ICT related costs
84. This approach allows freedom of choice and gives Members independence. It also reduces the resource implications for the Council. However, it can now be questioned whether this level of support in an era when it is commonplace to have mobile phones, PCs and broadband can be still be justified.
85. Since the last review the Council has started to use modern.gov software which allows Members to receive and annotate/manipulate agenda through an app on an iPad/tablet, some laptops and certain smartphones. Not all Members have up to date or compatible equipment which prevents them from accessing the new system. Over the last year the Council has piloted a scheme whereby Members can be provided with their own equipment through the Council, which makes their use of modern.gov easier and helps them undertake their councillor duties more effectively. The Council is now seeking to make this offer available to all Members on the basis that a deduction will be made from their ITT allowance to pay for the equipment over their period of office. To help facilitate this transition it is still appropriate to maintain the ITT Allowance at the current level.
86. **The Panel recommends that the Information Technology & Telecommunications (ITT) Allowance of £369 is maintained for 2018/19.**

## **Co-optees' Allowances**

87. Currently there are no Co-optees appointed under the Local Government Act 2000. However, there is provision in the Rushmoor BC Constitution to appoint co-opted Members onto a number of Committees. Thus, to future proof the scheme the Panel has decided to maintain provision for a Co-optees' Allowance at its current (£490) level lest the Council appoints Co-optees in the future.
88. **The Panel recommends that the Co-optees Allowance is maintained at £490 for 2018/19.**

## **The Allowances for expenses: Travel and Subsistence Allowances**



89. The Panel received no evidence that the current scope, terms and conditions and maximum rates that are reimbursed under the Travel and Substance Allowances require revision.
90. **The Panel recommends that the conditions and maximum rates under the Travel and Subsistence Allowances are maintained for 2018/19.**

### **The Dependants' Carers' Allowance (DCA)**

91. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on the Council. The Panel notes that the vast majority of councils now pay a DCA. The Panel supports the continuation of the DCA; it helps to reduce barriers to public service for traditionally underrepresented groups.
92. However, for clarification purposes the rate at which the Child Care element should be changed from an actual rate (currently £7.20 per hour) to the National Living Wage, which from 1<sup>st</sup> April 2018 is £7.83 per hour.
93. **The Panel recommends that the rate for which for the childcare element of the DCA may be claimed should be specified as the National Living Wage and that all other rates and terms and conditions by which the DCA is claimed are maintained for 2018/19.**

### **Confirmation of Indexing**

94. **The Panel confirms and recommends that the following allowances are indexed for 4 years from 2018/19 to 2022/23, the maximum period permitted by legislation, without reference to the Panel as follows:**
- **Basic Allowance, SRAs, Co-optees and ICT Allowances:**
    - Updated annually in line with the annual percentage pay increase given to Rushmoor Borough Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff.
  - **Out of Council Area Mileage Allowance:**
    - Indexed to the Her Majesty's Revenue and Customs (HMRC) Approved Mileage Allowance Payments (AMAP) mileage rates.
  - **Out of Council Area Other Travel and Subsistence:**
    - Reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the

convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.

- **Dependants' Carers' Allowance (DCA):**
  - The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Hampshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

## **Implementation**

95. **The Panel recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting on 22<sup>nd</sup> May 2018 except for the Cabinet Champions: their SRA should be paid from the date of appointment on 29<sup>th</sup> May 2018.**

## **Appendix One: Members and Officers who met with the Panel**

### **Members who met with the Panel**

Cllr D. Bell:	Independent – Farnborough Residents First
Cllr S. Carter:	Conservative Member
Cllr D. Clifford:	Leader of Council and Conservative Group
Cllr A. Crawford JP:	Leader of Labour (Main) Opposition Group
Cllr B. Hurst:	Cabinet Portfolio Holder for Health & Housing
Cllr A. Jackman:	Chairman Licensing & General Purposes Committee
Cllr B. Jones:	Deputy Leader of Labour (Main) Opposition Group
Cllr J. Marsh:	Vice-Chairman Development Management Committee
Cllr P. Taylor:	Cabinet Portfolio Holder for Corporate Services

### **Written Submissions - Elected Members**

The Panel received six written submissions

### **Officers who briefed the Panel**

Paul Shackley:	Chief Executive
Andrew Colver:	Head of Democratic & Customer Services
Jill Shuttleworth:	Democratic Services Manager

## **Appendix Two: Information Pack Index**

The Panel received an Information Pack containing the following information and data that was referred to in its considerations and deliberations:

1. Panel Terms of Reference
2. Rushmoor Borough Council Members' Allowances Scheme 2017/18
3. Rushmoor Borough Council, statutory publication of allowances and expenses paid to Members, including sub-totals for each category 2016/17
4. "A Review of Members' Allowances for Rushmoor Borough Council" the fifth report by the Independent Remuneration Panel, May 2016, including minutes of RBC meeting 28<sup>th</sup> July 2016 where report was considered and accepted by Council
5. Rushmoor Borough Council Plan 2018/19
6. Rushmoor In Numbers paper
7. Head of Democratic Services, Report No. DEM1803 to Licensing & General Purposes Committee, "Review of Governance Structure", 9<sup>th</sup> April 2018
8. Summary of Proposed new amendments to the Constitution, Governance Structure Report (Constitution amendments)
9. Flow Diagram of Rushmoor Borough Council Committee Structure and decision making process
10. Provisional Calendar of Meetings 2018/19
11. Membership of Cabinet, Committees and Panels 2017/18
12. 2018 Panel Briefing Paper summarising main governance changes and issues for Panel to consider
13. Local Government Association (LGA), Corporate Peer Challenge, Rushmoor Borough Council, Feedback Report, 5<sup>th</sup> to 7<sup>th</sup> December 2018, V3
14. Hard copies of written submissions from Members to the Panel (X 6)
15. South East Employers (SEE), Annual Survey of Members' Allowances 2018, containing raw data on
  - a) Basic Allowances

- b) SRAs
  - c) Other Allowances
  - d) Extra information
16. Power point presentation by Panel Chair (Dr Declan Hall), "Reviewing Members' Allowances: Patterns, Approaches and Issues to Consider"
  17. National Census of Local Authority Councillors 2013 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 1 October 2014.
  18. National Joint Council for Local Government Services, Agreed payscales and allowances for 2018/19 and 2019/20, 10 April 2018
  19. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government
  20. The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)
  21. Hard copies of allowances schemes from 13 other district councils included in the benchmarking group - Other Hampshire and adjacent District Councils, 2017-18
  22. Annual Survey of Hours and Earnings (ASHE), Table 8.2a, Weekly pay – excluding overtime – for full time employee jobs (home geography), Office of National Statistics, provisional results 26 October 2017
  23. Rushmoor Borough Council Constitution, Article 2 – Councillors and Role Descriptions for all Members and post holders, April 2018

### Appendix Three: Rushmoor BC Benchmarking 2017/18

<b>BM1 Rushmoor - Other Hants/adjacent DCs: Basic Allowance + Executive &amp; Scrutiny SRAs (17/18)</b>										
<b>Comparator Council</b>	<b>Basic Allowance</b>	<b>Leader</b>	<b>Leader Total Package</b>	<b>Deputy Leader</b>	<b>Cabinet Members</b>	<b>Deputy Execs or Lead Members</b>	<b>Chair Main O&amp;S</b>	<b>V/Chair Main O&amp;S</b>	<b>Chairs or Lead Scrutiny</b>	<b>Vice Chairs Scrutiny</b>
<b>Basingstoke &amp; Deane</b>	6,876	22,908	29,784	15,264	11,460				5,724	576
<b>East Hants</b>	5,200	18,000	23,200	10,000	6,000	3,000			2,000	
<b>Eastleigh</b>	6,240	19,959	26,199	9,230	7,910				2,636	660
<b>Fareham*</b>	6,674	20,099	26,773	11,124	11,124		7,787	834	6,953	834
<b>Gosport</b>	6,280	13,894	20,174		committee system				4,450	
<b>Guildford**</b>	6,729	15,735	22,464	6,729	5,383		5,383			
<b>Hart</b>	4,561	15,965	20,526	7,982	7,184		3,193			
<b>Havant</b>	5,891	14,800	20,691	8,800	8,140		5,920		2,500	
<b>New Forest</b>	5,760	19,595	25,355	9,798	9,798				4,900	
<b>Surrey Heath</b>	5,040	13,727	18,767	8,600	4,580		3,663	1,463	3,663	1,463
<b>Test Valley</b>	6,581	12,479	19,060	8,529	7,951		6,581	1,317		
<b>Waverley</b>	4,665	13,703	18,368	9,486	6,325				3,162	1,582
<b>Winchester</b>	5,580	16,734	22,314	9,129	7,605		7,605		1,521	
<b>Rushmoor</b>	<b>5,005</b>	<b>14,557</b>	<b>19,562</b>	<b>8,757</b>	<b>7,716</b>				<b>3,131</b>	
<b>Mean</b>	<b>5,792</b>	<b>16,583</b>	<b>22,374</b>	<b>9,494</b>	<b>7,783</b>		<b>5,733</b>		<b>3,695</b>	<b>1,023</b>
<b>Median</b>	<b>5,826</b>	<b>15,850</b>	<b>21,503</b>	<b>9,129</b>	<b>7,716</b>		<b>5,920</b>		<b>3,162</b>	<b>834</b>
<b>Highest</b>	<b>6,876</b>	<b>22,908</b>	<b>29,784</b>	<b>15,264</b>	<b>11,460</b>		<b>7,787</b>		<b>6,953</b>	<b>1,582</b>
<b>Lowest</b>	<b>4,561</b>	<b>12,479</b>	<b>18,368</b>	<b>6,729</b>	<b>4,580</b>		<b>3,193</b>		<b>1,521</b>	<b>576</b>
<i>* Fareham publishes points against SRAs - assumed @ £55.62 per point</i>					<i>** Guildford Leader's SRA includes group leader variable SRA estimation</i>					

<b>BM2 Rushmoor - Other Hants/adjacent DCs: Planning &amp; Licensing/Regulatory SRAs (2017/18)</b>										
<b>Comparator Council</b>	<b>Chair Planning</b>	<b>Vice Chair Planning</b>	<b>Planning Members</b>	<b>Chair Licensing &amp;/or Regulatory</b>	<b>Licensing V/Chair</b>	<b>Chair Audit</b>	<b>Vice Chair Audit</b>	<b>Chair HR or Employment</b>	<b>V/Chair HR or Employment</b>	<b>Chair Standards</b>
<b>Basingstoke &amp; Deane</b>	6,876	684		5,724	576	5,724	576	5,724	576	5,724
<b>East Hants</b>	6,000	3,000	250	2,000		2,000		2,000		
<b>Eastleigh</b>	Area Based					2,636	660			
<b>Fareham</b>	10,012	834		6,953	834	4,172		834	167	
<b>Gosport</b>	4,450			4,450		4,450				
<b>Guildford</b>	5,383			3,365						3,335
<b>Hart</b>	4,790	1,595		1,597		2,395		1,597		1,597
<b>Havant</b>	3,577			2,960		1,480		1,973		
<b>New Forest</b>	5,437			2,019		2,019				
<b>Surrey Heath</b>	4,241	2,120		3,663	1,831	3,663	1,463			
<b>Test Valley</b>	4,949	1,001		3,961	792			2,159	421	
<b>Waverley</b>	3,162	1,582		3,162	1,582	3,162	1,582			1,856
<b>Winchester</b>	7,605	2,280		3,042		2,280		3,042		1,521
<b>Rushmoor</b>	5,212			5,212						
<b>Mean</b>	<b>5,515</b>	<b>1,637</b>		<b>3,701</b>	<b>1,123</b>	<b>3,089</b>	<b>1,070</b>	<b>2,476</b>		<b>2,807</b>
<b>Median</b>	<b>5,212</b>	<b>1,589</b>		<b>3,365</b>	<b>834</b>	<b>2,636</b>	<b>1,062</b>	<b>2,000</b>		<b>1,856</b>
<b>Highest</b>	<b>10,012</b>	<b>3,000</b>		<b>6,953</b>	<b>1,831</b>	<b>5,724</b>	<b>1,582</b>	<b>5,724</b>		<b>5,724</b>
<b>Lowest</b>	<b>3,162</b>	<b>684</b>		<b>1,597</b>	<b>576</b>	<b>1,480</b>	<b>576</b>	<b>834</b>		<b>1,521</b>

<b>BM3 v1 Rushmoor - Other Hants/adjacent DCs: Group &amp; Miscellaneous SRAs (2017/18)</b>						
<b>Comparator Authority</b>	<b>Main Opposition Group Leader</b>	<b>Minor Opposition Group Leader</b>	<b>Chairs Areas or Local Forums</b>	<b>Chair Council</b>	<b>Council V/Chair</b>	<b>Other or Comment</b>
<b>Basingstoke &amp; Deane</b>	6,876	3,432		4,572	1,320	<i>Administration Group Leader £3,432, Vice Chair Standards £384</i>
<b>E. Hants</b>	3,000		2,000	3,000		<i>Chair Development Policy £2,000, Licensing Members £250 each, BA Inc. IT allowance</i>
<b>Eastleigh</b>	5,274		3,297			<i>Area Vice Chairs £823, Admin Committee Chair £1,660, ICT provided direct</i>
<b>Fareham</b>	6,674	3,337				<i>Chairs Housing Board £6,953 + Community Action Team £4,172, Vice Chair Housing Board £834, Opposition Spokespersons £278</i>
<b>Gosport</b>	3,655	1,624				
<b>Guildford</b>	5,986	£67 p/group Member		5,383	2,691	<i>All Group Leaders get £67 p/group Mbr &amp; Shadow Leaders' SRA estimate with 9 Mbrs + £5,383 Standing SRA, Chairs Executive Advisory Groups £3,365, Licensing Sub Chairs £270 p/meeting</i>
<b>Hart</b>	2,395	800		3,991		
<b>Havant</b>	2,400	600-1,800				<i>BA Inc. IT Allowance uplift</i>
<b>New Forest</b>	7,349	1,042				<i>Main Opposition Group Deputy Leader £1,042, Automatic ICT Allowance £390</i>
<b>Surrey Heath</b>	4,580	4,580		4,775	1,591	
<b>Test Valley</b>	2,948			2,948	580	<i>Additional 2 Area DCC Committees ea. Chair £4,949 &amp; V/Chair £1,001, BA Inc. ICT &amp; Tel costs</i>
<b>Waverley</b>	3,162			553		<i>Additional 2 Area DCC Committees ea. Chair £3,162 &amp; V/Chairs £1,582</i>
<b>Winchester</b>	7,605	2,280	1,521	2,280		<i>Group Manager £1,521, Chairs T&amp;F £1,521</i>
<b>Rushmoor</b>	<b>3,131</b>			<b>1,455</b>		<i>If Chair &gt;4 Licensing Panels £417, ICT Allowance £362, If Other Opposition Group has ≥4 Members Leader gets SRA of £3,131</i>
<b>Mean</b>	<b>4,645</b>	<b>2,442</b>		<b>3,217</b>	<b>1,546</b>	
<b>Median</b>	<b>4,118</b>	<b>2,280</b>		<b>3,000</b>	<b>1,456</b>	
<b>Highest</b>	<b>7,605</b>	<b>4,580</b>		<b>5,383</b>	<b>2,691</b>	
<b>Lowest</b>	<b>2,395</b>	<b>800</b>		<b>553</b>	<b>580</b>	