



South Tyneside Council

item 5

Council

17 May 2022

Report of the Independent Remuneration Panel

Report of the Director of Governance & Corporate Affairs (Monitoring Officer) – Nicola Robason

Cabinet Portfolio/Lead Member: Leader of the Council - Councillor Tracey Dixon

Purpose of Report

1. To advise Council of the outcome of the review of the Members' Allowances Scheme by the Independent Remuneration Panel (IRP) and to ask Council to agree a scheme of allowances for 2021/22, taking into account the views of the Panel.
2. The attached IRP Report at Appendix 1 sets out the details of the review undertaken by the IRP of the Member's Allowances Scheme and their recommendations on allowances and expenses to be paid to Elected Members in accordance with legal requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003.

The Local Government Act 2000 requires local authorities to make a Scheme of Allowances over which they can exercise local discretion as to the amounts being paid. Under the Local Authorities (Members Allowances) (England) Regulations 2003, Councils must have an IRP to make recommendations on Councillors' allowances.

Contact Officer: Nicola Robason, Director of Governance & Corporate Affairs (Monitoring Officer)

Background

3. The Council is required to have a scheme which makes provision for the payment of allowances and expenses to elected members, and Council is requested to consider the scheme, the current version of which is attached at Appendix 2.
4. The Local Government Act 2000 provides that before any new scheme of allowances is agreed, the Council is required to take into account the advice of its duly appointed IRP on the levels and types of allowances to be paid under that scheme. Therefore, when approving any changes to the scheme Council must have regard to any recommendations of the IRP.
5. The Local Authorities (Members' Allowances) (England) Regulations 2003 require Councils to appoint an IRP and to have regard to its recommendations prior to amending their scheme of allowances. Under Regulation 10 (5) of the Local Authorities (Members' Allowances) (England) Regulations 2003, Local Authorities cannot rely on Councillor allowances for more than 4 years' before they invite the IRP to make recommendations on the application and relevance of the scheme.
6. At its meeting on 18 May 2021, Council received a report setting out the intentions of the IRP for their review and agreed that the report be noted and referred to the Constitution Committee to allow for further consideration of the review process to facilitate a detailed review of the scheme in readiness for the Annual Meeting of Council in May 2022.
7. South Tyneside Council's IRP has been in place since March 2021. This detailed review brings forward the work that commenced in May 2021 together with more detailed work held over the course of the past few months.
8. The Panel is made up of three local people, details of whom are provided below, who are appointed to ensure that the setting of members' allowances is open to robust, independent, and local scrutiny and is accountable and transparent to local people.
 - **Ms. Samantha Tague** – Funding Manager at National Lottery Community Fund and highly experienced in the review of detailed information about the remit of roles, salaries, and financial policies.
 - **Ms. Jane Cuthbertson** – Chief Finance Officer at Tyne Coast College and Tyne Coast Academy Trust and an elected member of CIPFA Council and is the Vice Chair of the Remuneration Committee.

- **Mr Stephen Elliot** – Managing Director of HVR International Ltd, Jarrow and a member of the region’s Advanced Manufacturing Forum.

IRP Recommendations

9. A summary of the recommendations of the Independent Remuneration Panel for the Members’ Allowances Scheme for 2022/23 are as follows:

RECOMMENDATION 1: The Basic Allowance should:

- Be set at £8,167 in 2022/23
- Be subject to additional annual increases thereafter
- Consideration be given as to whether the Basic Allowance be updated annually on the basis of any headline percentage increase agreed by the National Joint Council (NJC) for Local Government as the pay award for staff on the national pay scale (Green Book).

RECOMMENDATION 2: Special Responsibility Allowances should:

- Be that the maximum number of SRAs payable at one time does not exceed 50% of Council Members (27 Members).
- Be that the current SRAs payable to the Leader, Deputy Leader, Cabinet Members, Leader of the Main Opposition Group, Police and Crime Panel Member, JTC Tyne and Wear Sub Committee Member and all Committee Chair Allowances should remain as they are for 2022/23 but suggest that they are kept under review.
- Be that the Vice Chair SRAs where payable should amount to no more than 50% of the SRA payable to the Chair for that Council Committee. It is recommended that the SRAs payable to Vice Chairs of Overview and Scrutiny Committee, Place Select Committee, People Select Committee, Pensions Committee, Planning Committee and Licencing Committee are reduced according to the table below:

Committee	Vice Chair SRA 22/22 (£)	Vice Chair SRA 22/23 (£)
Overview and Scrutiny Committee	7,668	5,112
Place Select Committee	7,668	5,112
People Select	7,668	5,112

Committee		
Pensions Committee	7,668	5,112
Planning Committee	5,112	3,834
Licencing Committee	5,112	3,834

- iv. Consideration be given as to whether Special Responsibility Allowances be updated annually on the basis of any headline percentage increase agreed by the National Joint Council (NJC) for Local Government as the pay award for staff on the national pay scale (Green Book).

RECOMMENDATION 3: Independent Membership:

- i. Be set at £816.70 in 2022/23 being 10% of the recommended Basic Allowance for 22/23 and that it continues to be set in line with any increases to the Basic Allowance.

RECOMMENDATION 4: Travel, Subsistence, Telephone and Overnight Accommodation Allowances:

- i. That the amount of subsistence allowance be increased with a maximum amount payable as follows:

Subsistence	Current Allowance 21/22	Recommended Allowance 22/23
Breakfast Allowance	£6.59	Not exceeding £15
Lunch Allowance	£9.08	Not exceeding £15
Tea Allowance	£3.37	Not exceeding £15
Evening Meal Allowance	£11.22	Not exceeding £30

- ii. That the gap in between 'tea' (between 3pm and 6pm) and 'dinner' (after 7pm) be closed to allow Councillors to have an early dinner from 6.00pm.
- iii. That First-Class travel by rail (or indeed by air) should never be an automatic right and should never be appropriate for a short journey and that there must be real justification as to why a Councillor believes they should travel First Class.
- iv. Rates of travelling allowances for Private Car to include electric and hybrid vehicles.
- v. As many hotels do not adhere to the 'star' rating system consideration be given as to a limit provided on the monetary spend for overnight accommodation for Councillors.
- vi. That consideration be given to the Telephone Allowance being subsumed into a properly reflective Basic Allowance. If not, that Councillors should have the freedom of choice between a landline

or a mobile telephone, but that both are not required and only one allowance in respect of telephone and cost of calls be payable.

RECOMMENDATION 5: Hospitality and Civic Dignitaries Allowance:

- i. That there be no change to the Civic Dignitaries Allowance.
- ii. That a hospitality budget for each financial year is agreed for the Council, which may be accessed for civic and other hospitality spend, and that a policy and procedure be created to ensure adequate boundaries are in place.
- iii. That an annual report on hospitality spend is presented to Full Council.

RECOMMENDATION 6:

- i. That a new Member's Allowances Scheme as recommended in this report be considered by the Council at its Annual Meeting on 17 May 2022 and be implemented retrospectively from 1 April 2022.
- ii. That the Panel be supported to review the Member's Allowances Scheme on a regular basis with at least an annual 'health check'.

Financial and Value for Money Implications

10. There are 54 members, and each receives a basic allowance. There are also special responsibility allowances for members taking on additional responsibility for example, cabinet or charring roles. The IRP report raises a number of value for money implications for consideration by Council.
11. Based on the IRP recommendations and if they are agreed by Council, an increase to support the Member's Allowances Scheme of £14,420 would be required with additional costs throughout the year because of the subsistence rate increase. This is because of a £27,000 pressure on the basic allowance and a deduction £12,780 savings from Vice Chair special responsibility allowances.
12. Tying uplifts in with pay awards would help to keep rates competitive along with subsequent reviews.
13. The Independent Remuneration Panel members are not remunerated for providing this role.

Equality and Diversity Implications

14. There are no identified equality and diversity implications arising from this report.

Environmental and Sustainability Implications

15. There are no identified environment and sustainability implications arising from this report.

Legal Implications

16. The Council must comply with the legal requirements under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended), which requires the Council to review members allowances at least once every four years.

17. The Council's legal obligation is to have regard to the Panel's recommendations. Whilst the Council does not have a duty to follow the recommendations it must have good, justifiable reasons for departing from them.

Risk and Opportunities Implications

18. There is a risk that without seeking and considering the views of an Independent Remuneration Panel the setting of members' allowances would not be agreed in compliance with the law and would not be open to robust, independent, local scrutiny.

19. Some Members were invited to submit representations for consideration by the IRP.

Recommendation

20. Council is asked to consider and agree a scheme of allowances for 2022/23 taking into account the views of the Independent Remuneration Panel. The current scheme of allowances is appended to the report at Appendix 2. If the Council was to agree with the recommendations of the Panel, then the allowance scheme document would be updated accordingly for inclusion in the Council's Constitution at Part F.

21. Council is recommended to have regard and carefully consider the Report of the Independent Remuneration Panel appended to the report at Appendix 1 and the recommendations contained therein before proceeding to consider the revised Scheme of Allowances for 22/23.

22. The Council's obligation is to have regard to the Panel's recommendations. Whilst the Council does not have a duty to follow the recommendations it must have good, justifiable reasons for departing from them.

**Independent Remuneration Panel
Review of Member's Allowances
Report 2022**

Independent Remuneration Panel

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1. Introduction

- 1.1 The Local Government Act 2000 requires local authorities to make a Scheme of Allowances over which they can exercise local discretion as to the amounts being paid. Under the Local Authorities (Members Allowances) (England) Regulations 2003, Councils must have an Independent Remuneration Panel to make recommendations on Councillors' allowances.
- 1.2 The Council appointed the following Panel in March 2021:
 - **Ms. Samantha Tague** – Funding Manager at National Lottery Community Fund and highly experienced in the review of detailed information about the remit of roles, salaries, and financial policies.
 - **Ms. Jane Cuthbertson** – Chief Finance Officer at Tyne Coast College and Tyne Coast Academy Trust and an elected member of CIPFA Council and is the Vice Chair of the Remuneration Committee.
 - **Mr Stephen Elliot** – Managing Director of HVR International Ltd, Jarrow and a member of the region's Advanced Manufacturing Forum.
- 1.3 The Panel was convened in advance of the Annual Meeting of Borough Council 2022 to advise South Tyneside Council on its Member's Scheme of Allowances. The Panel was supported by Angela Coutts, Governance and Corporate Affairs Officer, Aisling Crane, Strategy and Policy Officer, Brogan Turner, Graduate Trainee and Nicola Robason, Director of Governance and Corporate Affairs.
- 1.4 The Panel had initially planned to undertake and complete their review in time for the Council meeting in May 2021. As a result of the pandemic the Panel provided some observations but agreed to complete its review in time for the Annual Meeting of Borough Council on 17 May 2022.
- 1.5 Members of the Panel take their responsibilities very seriously and have held a number of virtual meetings in addition to discussions with the Director of Governance and Corporate Affairs and carrying out a survey and questionnaire process with some Elected Member including the Leader of the Council, the Leader of the Main Opposition Group, a Cabinet Member, and a significant number of other Councillors in order to explore issues in more depth. As part of their research the Panel requested considerable information in forming their recommendations.
- 1.6 The Panel's terms of reference are to make recommendations to Full Council on:
 - the amount of Basic Allowance that should be payable to its Elected Members paying regard to regional/national salary rates or average allowances paid in similar authorities, etc.

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- the responsibilities or duties which should lead to the payment of a Special Responsibility Allowance and as to the amount of such an allowance.
- the duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance.
- the amount of co-optees' allowance.
- whether the Council's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined.
- whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended.
- whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run.
- any other allowances payable by the Council to Elected Members.

1.7 The Panel has based its review on a number of core principles as follows:

- The level of allowances within the Scheme should not discriminate or create barriers for those who may wish to stand for office. Making recommendations that provide fair recompense for councillors in all their roles and do not of themselves create barriers to standing or returning as a councillor.
- The level and availability of travel allowances should not act as an obstacle to appropriate travel outside the Borough to promote the Council's interests.
- Making recommendations that are supported by evidence offered in the review and which would withstand robust scrutiny.
- Making recommendations on SRAs that clearly distinguish those Member roles that qualify for such allowances from those that are adequately recognised through an appropriate Basic Allowance.

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- The Scheme should be easily understood by Councillors and members of the public and should be easy to administer.

Context

- 1.8 As background information, the Panel looked at the latest National Census of Local Authority Councillors carried out in 2018 by the Local Government Association (LGA). This census provides the most comprehensive, timely overview of local government representation and, with previous years' data, how that has changed over time. The Census asked Councillors about; their work as Councillors; their views on a range of issues; and their personal background. The nation census findings are as follows:

Work as a Councillor

- On average, councillors had served for 9.2 years in their current authority.
- 47 per cent had served for up to 5 years while 11 per cent had done so for more than 20 years.
- 54 per cent of councillors held a position of responsibility, most commonly membership of the cabinet/executive
- Councillors spent, on average, 22 hours per week on council business, the largest chunk of which was on council meetings (8 hours).
- 39 per cent of councillors were also members of another public body.

Issues and views of Councillors

- 85 per cent of councillors became councillors in order to serve their community.
- 60 per cent thought that representing local residents was among the most important role of councillors, and 51 per cent thought the same of supporting local communities.
- 34 per cent of councillors thought they were very effective in their role, and 57 per cent fairly effective.
- 85 per cent would recommend the role of councillor to others.
- 68 per cent intended to stand for re-election.

Personal background of Councillors

- 45 per cent of councillors were retired and 26 per cent were in full- or part-time employment.
- 64 per cent of councillors held other voluntary or unpaid positions, such as school governorships.

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- 68 per cent of councillors held a degree or equivalent qualification; only 3 per cent did not hold any qualification.
- 63 per cent of councillors were male, and 36 per cent female.
- The average age of councillors in 2018 was 59 years; 15 per cent were aged under-45 and 43 per cent were aged 65 or over.
- 96 per cent described their ethnic background as white.
- 88 per cent described their sexual orientation as heterosexual or straight.
- 16 per cent had a long-term health problem or disability which limited their daily activities.
- 36 per cent of councillors had a responsibility as a career, most commonly looking after a child.

- 1.9 Within South Tyneside Council, the Councillor cohort is currently 52% female and 48% male; 98% White and 2% are from diverse heritages. The Council does not collect age data, but the vast majority of Councillors are believed to be between 50 and 70. The latest information available tells us that the 151,100 population of South Tyneside is 49% male and 51% female, with 96% identifying as white and nearly 4% as Asian, British Asian, or Bangladeshi. 20.4% of South Tyneside residents are over 65 years of age and 61.7% of the population are of working age (between 18 and 64).
- 1.10 From those Councillors surveyed, councillors on South Tyneside appear to spend between 18 – 35 hours per week on council business, the average being 25 hours per week, above the LGA national findings. The Panel are convinced that councillors across South Tyneside are committed to spending many hours working on constituency work, including outside what may be considered 'normal' working hours. This is in addition the Council meetings they attend.
- 1.11 In terms of setting the context for the review, the Panel noted ongoing budget challenges for the Council and increasing demand for services. The financial position has been challenging through the pandemic as the Council has worked incredibly hard to support its communities and businesses whilst it has also seen income sources affected. The pandemic impacts go very much wider than just financial, and the Panel has been impressed by the work of both Councillors and Officers as they have stepped up to deliver in extremely challenging circumstances.

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- 1.12 The Panel has carefully considered the current Scheme of Allowances (2021/2022), which the Panel notes is much improved when compared to previous Schemes.

Methodology

- 1.13 As noted above, key information was provided by Councillors through a survey. There were some councillors whom the Panel wished to hear from direct because of their positions of influence or the particular Member role they carried out. Equally, the Panel wanted to hear from 'back-bench' Members on general matters. In all cases, the Panel was extremely grateful for the time that councillors have been able to devote to helping the Panel in this way.
- 1.14 In addition, the Panel reviewed benchmarking information that they considered formed an appropriate comparator group including councils in the North East Region and Statistical Neighbours including Tameside, St. Helens, Liverpool, Salford, Wirral, Walsall, Rotherham, Wolverhampton, and Barnsley.
- 1.15 The Panel also received background briefings on the work of the Council and information about structures, Councillor role descriptions and approved duties information. The Panel understands there has been an increase in the level of responsibility attached to the role of Councillors, particularly Cabinet Members and Committee Chairs. The frequency of Council meetings has continued to increase. The nature of the role of a Councillor has always been public facing. Elected Members are the spokespersons for their communities, and this has not changed. The ever-growing presence of social media and electronic communication has led to a significant increase in the level of engagement between Councillors and their residents and Councillors and officers. It was also noted that there has been an increase in the range of issues that are being reported through Councillors and the day-to-day activities of the role are perhaps increasingly time-consuming and complex.
- 1.16 The Panel also notes the increased level of expertise and knowledge expected of Councillors and the need for this knowledge to be current and maintained through Elected Member training and development. The complexity of issues being presented in committees will have no doubt required an increased number of briefings and a more detailed understanding of legislation and policy.

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2. Basic Allowance

- 2.1 The Basic Allowance is the allowance that every Councillor of South Tyneside Council is entitled to receive and includes recognition of the time and effort involved in performing ward duties. The present level of Basic Allowance is £7,667.
- 2.2 All Councillors, irrespective of particular roles and responsibilities held, are entitled to receive the Basic Allowance. Basic Allowances are intended to recognise the expected time commitment of all Councillors. This includes, but is not limited to:
- attendance at Council meetings and committees
 - meetings with residents and Council officers
 - responding to and dealing with casework and enquiries
- 2.3 The Basic Allowance is not intended to totally compensate for all the hours spent by Councillors on Council related duties. Indeed, the Government anticipates that Independent Remuneration Panels will apply a discount to the assessed total hours spent to reflect what they see as the voluntary element of a Councillor's role. The Panel noted that the % reduction applied by Panels varies considerably with some authorities applying a 50% reduction and others 20%. A mid-range reduction of 30% was used by several authorities. The Panel concluded that 30% was appropriate as a public service discount for South Tyneside Council.
- 2.4 There appears to have been very little movement in the level of the Basic Allowance for Councillors. Members' Basic Allowances have remained relatively unchanged over a significant period of many years. Consequently, the real value of the Basic Allowances has fell well below that of comparative authorities and is the lowest of all but one (Middlesbrough - £7,608) payable in the North East region.
- 2.5 In considering the Basic Allowance the Panel considered several pieces of evidence. The Panel regarded it as important context to record that being a Councillor is not a salaried position. Whilst it is still technically a voluntary role for which certain allowances and expenses are payable, Councillors and the Council are subject to rigorous public scrutiny. There is a high, and possibly unrealistic, expectations of what a Councillor should do and possibly little or no recognition and understanding of how the role might impact on career or family life. All of this requires a robust and realistic level of support for councillors.

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- 2.6 The Survey provided evidence that the Basic Allowance was currently seen as insufficient to reflect the work required of each Councillor. 100% of respondents said 'No' the Basic Allowance was not sufficient. Feedback suggested that the Basic Allowances was insufficient as it fails to reflect the amount of work involved and is insufficient to attract a range of members including new and younger members making the Council unrepresentative of the local population. It was recognised by some respondents that whilst the Basic Allowance was fine for them as they had other incomes (a salary, an SRA, or a pension) they recognised it would be more difficult for others to undertake the role at this level of remuneration.
- 2.7 The benchmarking information showed an average basic allowance from the benchmark group of £10,240 (median £9,964). All but one of the other 21 councils in the benchmarking group have a higher Basic Allowance. The highest paying authority is Northumberland at £14,379, Durham is second at £13,300, Tameside is £12,623, Walsall £11,938 and the lowest Middlesbrough at £7,608.
- 2.8 The Panel considered all the evidence and concluded that the current Basic Allowance for South Tyneside was low and that it did not meet the guiding principles that the Panel had set, notably to ensure the Basic Allowance provided fair recompense and did not act as a barrier for engagement. The Panel believes that all Councillors have an important role to play in supporting their communities and shaping the future of the area and the remuneration should be more reflective of this work.
- 2.9 The panel understands that there is an increasing workload and demand on the time of a Councillor and that the ever-growing presence of social media and electronic communication will have no doubt led to a significant increase in the level of engagement between Councillors and their residents.
- 2.10 The Panel are concerned that the Basic Allowance may not be comparative in South Tyneside and should be increased. All councillors surveyed also reported to the Panel that the Basic Allowance was too low and not reflective of the enormous amount of work required to be a good and effective councillor.
- 2.11 The Panel was not of the view that benchmarking data should be the driver of the Basic Allowance but only a guide and that a better approach. The Panel took the gross weekly pay in the Borough of £518, which equates to £14 hourly wage. The Panel applied the 30% discount and

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used the 22-hour week (the average from the national LGA survey referenced above)

$$£14.00 - 30\% = £9.80 \times 22 \times 52 = £11,211.20$$

- 2.12 Therefore, having reflected on the evidence available, the Panel believe an allowance of £11,211 would be a more appropriate level in reflecting the responsibilities of a Councillor and that it supported the principle of having an allowance that would encourage wider participation, particularly amongst working age members of the community.
- 2.13 The Panel recognises that this would be a substantial increase and would place South Tyneside above the average of the benchmark group. The Panel recognises the difficult economic climate for residents and business and therefore recommends that a Basic Allowance of £11,211 should be an aspiration and that it should be achieved through a staged approach by introducing incremental steps. The Panel suggests an increase of £500 initially as a starting point, that would increase the Basic Allowance to £8,167.
- 2.14 There is no automatic increase in the Basic Allowance in line with staff pay awards or otherwise and perhaps this should be considered to prevent the real value of the Basic Allowances to continue to fall.
- 2.15 The Panel recognises the difficulty of Councillors voting directly on their own remuneration. The Panel hopes the staged approach will be supported as it is importance that the level of Basic Allowance is sufficient to recognise the roles and responsibilities of Councillors, and to leave it unchanged would represent a potential barrier to attracting a broad range of candidates for election to public office.

RECOMMENDATION 1: The Basic Allowance should:

- i. Be set at £8,167 in 2022/23**
- ii. Be subject to additional annual increases thereafter**
- iii. Consideration be given as to whether the Basic Allowance be updated annually on the basis of any headline percentage increase agreed by the National Joint Council (NJC) for Local Government as the pay award for staff on the national pay scale (Green Book).**

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3. Special Responsibility Allowances (SRAs)

- 3.1 These are discretionary payments within the Scheme of Allowances. They are intended to recognise the responsibility, accountability, time, and effort required from those Members of the Council who perform duties significantly over and above what might reasonably be expected of them through a Basic Allowance.
- 3.2 The Panel noted the guidance of the Government that no more than 50% of Councillors in an authority should receive an SRA. This 50% rule is an expectation that no more than 50% of Members of any individual Council should receive an SRA. Government guidance state that “If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified”.
- 3.3 Therefore, in accordance with the Statutory Guidance the Panel is of the view that no more than 50% of Council Members (27 Members) should receive an SRA at any one time. The Panel understands that currently 36 SRAs are recognised by that the Council currently have only 24 SRA’s in payment (by virtue of only one SRA being paid – see 4.4 below).
- 3.4 The Panel is of the view that SRAs are by their very nature ‘special’. As such, the Panel fully supports the principle that no Councillor should receive more than one SRA and if any Councillor holding two or more posts eligible for an SRA that they be paid only the highest of the SRA’s payable. For the purpose of this rule, any allowance paid by an outside or partnership organisation on which s/he represents the Council is not included in the calculation of a Member's entitlement.
- 3.5 The Panel has not attempted in this review to rationalise the number or span of SRA bandings within the Scheme. However, the Panel does note that roles which currently attract an SRA do appear to have a significant time and effort requirement, a specific skills requirement, a degree of accountability and responsibility, have a degree of importance in terms of decision making or constitutional relevance to the role. From the survey results it is clear that some councillors believe some Council Committees are undervalued in terms of responsibility and have queried why certain Committee Chairs receive less than others, for example why the Chair of Audit Committee receives less than the Chairs of Scrutiny Committees.

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- 3.6 The Panel believes that SRA's should be calculated carefully against the Basic Allowance and notes that many local authorities set SRA's as a percentage of the largest SRA, which is paid to the Leader of the Council, for example – Deputy Leader SRA being 60% of the Leader's SRA, Cabinet Member SRA being 50% of the Leaders SRA as so on.
- 3.7 The Panel notes from the benchmarking information that SRAs payable in South Tyneside are much more in line with the average of SRAs payable.
- 3.8 Currently the Leader of the Council receives an allowance of £28,121. In the survey, some councillors suggested the SRA was not reflective of the amount of work undertaken by the Leader of the Council. However, some responses were silent on the matter. Using the comparable data available, an allowance at this level compares favourably with that awarded to Leaders in the benchmark group. The average is £28,389 (NB excludes directly elected Mayor's allowance). A total of 7 councils within the benchmarking group pay higher with Sunderland at £37,667 and Tameside at £39,588 being the highest two.
- 3.9 The Panel recognises that the Leadership role in a Council is a significant one. In addition to managing the ongoing local issues facing all local authorities and in particular, the significant remit on the regional, sub-regional and national stages. The community leadership role of the Leader with much of the responsibility for addressing issues such as focus on priorities, resources, and community planning falls on the Council Leader. Having considered the range of evidence; whilst the Panel was clear the Leader had a difficult and challenging role, they did not believe there was strong evidence of the need to enhance the allowance when set against comparators. On balance they concluded the current allowance was appropriately set but they would wish to keep it under review.
- 3.10 Currently Executive Members i.e., member so the Cabinet, of which there are seven (the Leader and Deputy Leader have separate SRAs) each receive an allowance of £12,241. Using the comparable data available, an allowance at this level compares favourably with that awarded to Cabinet Members in the benchmark group. The average is £13,556. A total of 13 councils within the benchmarking group pay higher with Tameside at £22,081 being the highest. Sunderland pays £20,716 being the second highest.
- 3.11 The Panel recognises that the role of Cabinet Members is a significant one. In addition to managing their own portfolios and ongoing local issues relating to those portfolios, some Cabinet Members hold specific statutory responsibilities, such as the Lead Member for Children, Young People and

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Families, is required by law to hold direct accountability for the effectiveness, availability, and value for money of the local authority children's services. The Panel also considered the SRA payable to Cabinet Members against the SRA payable to the Leader of the Council – noting that if the Cabinet Member SRA was 50% of the Leaders SRA, the amount payable would be £14,060. As it stands the amount of £12,241 is 44% of the Leaders SRA.

- 3.12 Having considered the range of evidence and whilst the Panel acknowledges the difficult and challenging roles of Cabinet Members, they did not believe there was strong evidence of the need to enhance the allowance when set against comparators. On balance they concluded the current allowance was appropriately set but they would wish to keep it under review.
- 3.13 This same rationale has been applied to the SRAs payable to Committee Chairs and the Panel have concluded the current allowance are appropriately set but they would wish to keep it under review.
- 3.14 The only exception to this is with regards to the SRAs payable to Vice Chairs which are largely set at 50% of the SRA payable to each Committee Chair. However, SRAs payable to Vice Chairs of Overview and Scrutiny Committee, Place Select Committee, People Select Committee and Pensions Committee are paid at 75% of the Chairs SRA for those Committees, and Planning Committee and Licencing Committee at 67%.
- 3.15 The Panel have worked to better understand the role of Vice Chairs over and above simply standing in for the Chairperson in his or her absence. The Panel has not received any evidence to suggest that Vice Chairs regularly take on additional responsibilities to support the Chair by accepting any delegated tasks or by helping with difficult decisions between meetings. However, the Panel recognises that a Vice Chair brings added skills, experience and perspective as well as helping to share the leadership role. On balance the Panel have concluded that Vice Chair SRAs are not appropriate in every case and recommend that each Vice Chair SRA (where payable) should amount to no more than 50% of the SRA payable to the Chair for each Council Committee.

RECOMMENDATION 2: Special Responsibility Allowances should:

- i. **Be that the maximum number of SRAs payable at one time does not exceed 50% of Council Members (27 Members).**

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- ii. Be that the current SRAs payable to the Leader, Deputy Leader, Cabinet Members, Leader of the Main Opposition Group, Police and Crime Panel Member, JTC Tyne and Wear Sub Committee Member and all Committee Chair Allowances should remain as they are for 2022/23 but suggest that they are kept under review.
- iii. Be that the Vice Chair SRAs where payable should amount to no more than 50% of the SRA payable to the Chair for that particular Council Committee. It is recommended that the SRAs payable to Vice Chairs of Overview and Scrutiny Committee, Place Select Committee, People Select Committee, Pensions Committee, Planning Committee and Licencing Committee are reduced according to the table below:

Committee	Vice Chair SRA 21/22 (£)	Vice Chair SRA 22/23 (£)
Overview and Scrutiny Committee	7,668	5,112
Place Select Committee	7,668	5,112
People Select Committee	7,668	5,112
Pensions Committee	7,668	5,112
Planning Committee	5,112	3,834
Licencing Committee	5,112	3,834

- iv. Consideration be given as to whether Special Responsibility Allowances be updated annually on the basis of any headline percentage increase agreed by the National Joint Council (NJC) for Local Government as the pay award for staff on the national pay scale (Green Book).

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4. Independent Membership

- 4.1 The Panel is encouraged by the use of independent membership on committees such as Audit Committee and Standards Committee and believes it is very important that this continues.
- 4.2 The Panel notes however that the amounts payable to independent representatives (£766 per annum) may not make these positions attractive and may be a barrier for those who may otherwise wish to apply for the role.
- 4.3 Many local authorities pay their independent members 10% of Members' Basic Allowance, as is the case for South Tyneside.
- 4.4 The Panel wish it to be noted that members of the Panel receive no allowance. The Panel also note that the Independent Chair of Standards Committee receives an allowance of £5112, in line with Member Chairs, and that this is reasonable and proportionate.

RECOMMENDATION 3: Independent Membership:

- i. **Be set at £816.70 in 2022/23 being 10% of the recommended Basic Allowance for 22/23 and that it continues to be set in line with any increases to the Basic Allowance.**

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5. Travel, Subsistence, Telephone and Overnight Accommodation Allowances

5.1 The scheme provides for Members to be able to claim for travel and subsistence. Claims can be made when on an “Approved Duty”. Approved Duties are provided for in Schedule 3 of the Scheme and the Panel have agreed that they are appropriate to use for travel and subsistence.

5.2 The Panel were surprised by the very low levels of Subsistence Allowance payable to Councillors working on approved Council duties in respect of Breakfast, Lunch, Tea and Evening Meal and find the current amounts payable unreasonable. The Panel recommend that the amounts are increased to a more realistic sum with an absolute maximum amount payable for each included within the Scheme to provide some flexibility to Councillors, depending on location, for example:

Breakfast Allowance	Not exceeding £15
Lunch Allowance	Not exceeding £15
Tea Allowance	Not exceeding £15
Evening Meal Allowance	Not exceeding £30

5.3 The Panel also recommend that the gap in between ‘tea’ (between 3pm and 6pm) and ‘dinner’ (after 7pm) be closed to allow Councillors to have an early dinner from 6.00pm, if considered more appropriate.

5.4 The Panel is concerned to note that as a matter of course, most Councillors would usually travel by business-class rail (or First Class, as Business Class does not exist as far as the Panel are aware). Whilst the Panel recognise that it may be difficult to prepare for meetings whilst travelling by standard class train, the Panel believes there must be real justification as to why a Councillor believes they should travel First Class. The Panel recommend that First Class travel by rail (or indeed by air) should never be an automatic right and should never be appropriate for a short journey. The Panel are concerned that reputationally, automatic First-Class travel may be damaging for the Council and Councillors.

5.5 The Panel believes Note 1 in relation to Clause 7.3C (Private Car) should include reference to electric and hybrid vehicles also.

5.6 With regards to overnight accommodation, the Panel believes that many hotels do not adhere to the ‘star’ rating system and therefore, the Panel recommend that there is a limit provided on the monetary spend for overnight accommodation for Councillors rather than relying on a 3 star or 4-star rating method.

5.7 The Panel is confused as to the inclusion of a landline telephone allowance. The Panel notes that this is not an automatic allowance payable to all Councillors but is surprised it is required on the basis that all

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Councillors receive a Council mobile telephone, which will have answering machine facilities. The Panel acknowledge that a landline may be required for broadband facilities but do not believe it is necessary to have an active home phone as a consequence. However, the Panel understands that some residents, particularly the elderly or more vulnerable may prefer to use a landline telephone to landline telephone as their method of communication. Nevertheless, the Panel believe Councillors should have the freedom of choice between a landline or a mobile telephone, but that both are not required.

- 5.8 The Panel is also aware of the strong sense of feeling across councillors surveyed that a telephone is such an essential piece of equipment and a core part of the councillor role. The Panel suggests that consideration be given to the Telephone Allowance being subsumed into a properly reflective Basic Allowance.

RECOMMENDATION 4: Travel, Subsistence, Telephone and Overnight Accommodation Allowances:

- i. **That the amount of subsistence allowance be increased with a maximum amount payable as follows:**

Subsistence	Current Allowance 21/22	Recommended Allowance 22/23
Breakfast Allowance	£6.59	Not exceeding £15
Lunch Allowance	£9.08	Not exceeding £15
Tea Allowance	£3.37	Not exceeding £15
Evening Meal Allowance	£11.22	Not exceeding £30

- ii. **That the gap in between ‘tea’ (between 3pm and 6pm) and ‘dinner’ (after 7pm) be closed to allow Councillors to have an early dinner from 6.00pm.**
- iii. **That First-Class travel by rail (or indeed by air) should never be an automatic right and should never be appropriate for a short journey and that there must be real justification as to why a Councillor believes they should travel First Class.**
- iv. **Rates of travelling allowances for Private Car to include electric and hybrid vehicles.**
- v. **As many hotels do not adhere to the ‘star’ rating system consideration be given as to a limit provided on the monetary spend for overnight accommodation for Councillors.**
- vi. **That consideration be given to the Telephone Allowance being subsumed into a properly reflective Basic Allowance. If not, that**

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Councillors should have the freedom of choice between a landline or a mobile telephone, but that both are not required and only one allowance in respect of telephone and cost of calls be payable.

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6. Hospitality and Civic Dignitaries Allowance

- 6.1 Currently the Council pays Civic Dignitaries Allowances to the Mayor (£9,635) and Deputy Mayor (£4,738).
- 6.2 This is an allowance paid under the Local Government Act 1972 (S3(5) and s5(4) that can be determined by the Council at a level it thinks reasonable for the purpose of meeting the expenses of holding those offices.
- 6.3 It is out with the remit of the Panel to consider formally these allowances but for the sake of completeness, the Panel have considered the allowances. The Panel has received some evidence that the allowances require revision, particularly with regards to the expense of clothing required in these roles, both to represent the Borough and as clothing is generally damaged as a result of the Mayoral chains. However, the Panel are not minded to recommend an increase to the Civic Dignitaries Allowances at this time and believe that these allowances are meeting their purpose.
- 6.4 The Panel appreciate the importance of hospitality spend and the opportunities this may have for the Borough. The Panel does note that there appear to be no boundaries with regards to hospitality spend in this regard and the Panel recommend that there should be – albeit it is important that this is not too restrictive. The Panel suggest that a hospitality budget for the financial year is agreed for the Council as a whole for the Mayor or the Leader of the Council to access, and that a hospitality policy and procedure be created to ensure adequate boundaries are in place. In addition, the Panel suggests at least an annual report on hospitality spend is provided to Full Council.

RECOMMENDATION 5: Hospitality and Civic Dignitaries Allowance:

- i. That there be no change to the Civic Dignitaries Allowance.**
- ii. That a hospitality budget for each financial year is agreed for the Council, which may be accessed for civic and other hospitality spend, and that a policy and procedure be created to ensure adequate boundaries are in place.**
- iii. That an annual report on hospitality spend is presented to Full Council.**

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7. Concluding Comments

- 7.1 The Panel, as noted above, was grateful for all the support of officers and the input of elected Members. The Panel was impressed by the hard work of Councillors that had been particularly evident during the Covid crisis. The Panel believes that it is vital that Councillors are paid appropriate allowances. Whilst recognising that allowances are not intended as a wage, they should be set at a sufficient level to ensure that there is not a barrier to standing for election and sufficiently recognises the hard work of Councillors.
- 7.2 The Panel was particularly concerned that the level of the Basic Allowance had become eroded over time and that South Tyneside now remunerated its Councillors at one of the lowest levels of any authority in the benchmarking group.
- 7.3 The Panel believes it is important to regularly review their recommendations and would hope to be supported by the Council to review the Members' Allowances scheme on a regular basis with at least an annual 'health check'.

RECOMMENDATION 6:

- i. That a new Member's Allowances Scheme as recommended in this report be considered by the Council at its Annual Meeting on 17 May 2022 and be implemented retrospectively from 1 April 2022.**
- ii. That the Panel be supported to review the Member's Allowances Scheme on a regular basis with at least an annual 'health check'.**

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Appendix A

Current Member's Scheme of Allowances 2021/2022

1. Introduction

- 1.1 South Tyneside Council ("the Council), in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, have made a Scheme for the payment of allowances ("Members' Allowances Scheme") as follows:
- 1.2 This Scheme shall have effect from 18 May 2021 and shall continue in force thereafter until revoked or amended.
- 1.3 The previous Members' Allowances Scheme which took effect from 1 April 2019 is revoked with effect from 18 May 2021.
- 1.4 The Director of Business and Resources is authorised, on receipt of verification of a claim from a Councillor, to pay the following allowances in accordance with the payment arrangements described in this Scheme.
- 1.5 In this Scheme:
- "the Authority" and "the Council" means the South Tyneside Metropolitan Borough Council.
- "Co-optee" means a person who is not a Councillor but who is a co-opted member of a Committee of the Authority.
- "Councillor", "Member" or "Elected Member" means an Elected Member of the Authority.
- "the Regulations" means The Local Authorities (Members' Allowances) (England) Regulations 2003 as amended by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003.
- "Year" means any period of 12 months ending on 31 March in any year.
- 1.6 Councillors should note that details of the payment of all their allowances (including expenses) must be made available for public inspection.

2. Basic Allowance

- 2.1 For each Year a basic allowance ("Basic Allowance") of £7,667 per annum shall be paid to each Councillor. The Basic Allowance is intended to recognise approved duties and such offer inevitable calls on their time, including Council meetings, meetings with officers or constituents, personal research, informal meetings, ward surgeries and all associated preparation and planning work.

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- 2.2 The Basic Allowance will be paid by equal monthly amounts via payroll.
- 2.3 Pro-rata payments of the Basic Allowance (calculated by reference to days) shall be payable to eligible Councillors where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a Year.

3. Special Responsibility Allowance

- 3.1 For each Year a special responsibility allowance (“Special Responsibility Allowance”) shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified below.

Special Responsibility Allowances

Leader of the Council	£ 28,121	
Deputy Leader of the Council	£ 17,894	
Cabinet Member (x7)	£ 12,241	
Leader of main opposition group	£ 2,556	
Police and Crime Panel Member (x1)	£ 5,112	
JTC Tyne and Wear Sub Committee Representative	£ 3,290	
Mayor	£9,635	
Deputy Mayor	£4,738	
	Chair	Vice-Chair
Scrutiny Committee (x3)	£ 10,225	£ 7,668
Pensions Committee	£ 10,225	£ 7,668
Planning Committee	£ 7,668	£ 5,112
Appeals Panel	-	-
Licensing	£ 7,668	£ 5,112
Community Area Forums (x5)	£ 6,053	-
Human Resources	£ 5,112	£ 2,556
Audit Committee	£ 5,112	£ 2,556
Contracts Performance Panel	£ 5,112	£ 2,556
Housing Performance Panel	£ 5,112	£ 2,556
Education and Skills Panel	£ 5,112	£ 2,556
Safeguarding Children and Adults Panel	£ 5,112	£ 2,556
Standards Committee (co-opted Independent Chair)	£ 5,112	£ 2,556

Independent membership on Audit Committee and Standards Committee including the Council’s Independent Person will each receive the sum of £766 per annum.

- 3.2 The amount of each Special Responsibility Allowance shall be the amount specified against that special responsibility above.
- 3.3 The Special Responsibility Allowance will be paid by equal monthly amounts via payroll.
- 3.4 Pro-rata payments (calculated by reference to days) of the Special Responsibility Allowance shall be payable to eligible Councillors where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a Year.

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3.5 No Councillor should receive more than one Special Responsibility Allowance. Any Councillor holding two or more posts eligible for a Special Responsibility Allowance should be paid only the highest of the Special Responsibility Allowance's payable. Where a Councillor is also a Member of another authority, that Councillor should not receive allowances from more than one authority in respect of the same duties.

3.1 Allowances will be payable during periods of maternity or paternity leave.

4. Allowances for Outside Bodies

4.1 Allowances are payable for the following:

- (a) Outside Bodies with Allowance Schemes from whom Councillors must claim directly, as show in Schedule 1. Not all Outside Bodies have Allowances Schemes.
- (b) Outside Bodies which are recharged by the Authority in respect of Allowances paid to Councillors for meetings convened by that Outside Body, as shown in Schedule 2.

4.2 No allowance shall be payable if such payment would be contrary to a provision made by or under any enactment.

5. Co-optees Allowance

5.1 For each Year a Co-optees allowance of £5,112.00 will be paid to the Independent Chair of Standards Committee as the Authorities only co-optee Member. In addition, all co-opted members will be eligible to recover travel and subsistence costs in accordance with this Members' Allowances Scheme.

5.2 Independent membership on Audit Committee and Standards Committee including the Council's Independent Person will each receive the sum of £766.00 per annum. In addition, all independent members will be eligible to recover travel and subsistence costs in accordance with this Member's Allowances Scheme.

6. Dependents' Carers' Allowance

6.1 An allowance ("the Dependents' Carers' Allowance") will be paid to each Councillor who needs to incur the expenses of arranging for the care of their children or dependents whilst undertaking approved duties specified in Schedule 3.

6.2 The Dependents' Carers' Allowance will be payable in respect of actual expenditure not exceeding a maximum of £8.30 per hour per dependent.

6.3 Payments can be made for the care of dependents including children, elderly persons, or those with some form of disability.

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- 6.4 Councillors may claim for care provided by relatives and others provided they do not live in the family home.

7. Travelling and Subsistence Allowance

Travel

- 7.1 Councillors and Co-optees are entitled to travelling and subsistence expenses necessarily incurred for the purpose of enabling him or her to perform any approved duties in connection with or relating to the duties specified in Schedule 3.
- 7.2 Travelling allowances may be claimed in respect of each and every occasion on which Councillors and Co-optees carry out a duty as described in Schedule 3.
- 7.3 The normal rates of travelling allowances are:
- (a) **Public Transport including bus/metro** – ordinary fare or any available cheaper fare. Please note that where a Councillor is claiming bus fares on a regular basis it may be cheaper to purchase a bus pass than meet individual fares. In this case the Authority would reimburse the cost of the pass. Any Councillor in any doubt on this matter should seek advice from the Director of Business and Resources.
 - (b) **Rail** - Tickets should be booked via Members Support Services. Only in emergencies should rail tickets be purchased direct by Councillors. Please note: Councillors will be reimbursed the cost of such a train ticket subject to a receipt being provided. However, unless there are emergency circumstances, all tickets should be booked for Councillors by the Council via Members Support Services. All Members will normally travel by business-class, but the Council will seek to secure cost-effective travel arrangements at all times.
 - (c) **Private car** – specific details of each journey made must be recorded on the expense claim form. Where Councillors travel direct from their place of work to a meeting the mileage which can be claimed is the difference between work-meeting place-home and work-home. Where a passenger allowance is claimed the names of any passengers carried must be shown on the expenses claim form. Expenditure on tolls, ferries or parking fees may also be claimed, subject to receipts or tickets being submitted but Councillors will not be reimbursed for the costs of a permit to park at South Shields Town Hall. A Councillor may use their own motor car or one belonging to a member of her/his family, or otherwise provided for their use and subject to the Councillor having the appropriate insurance, the rate for travel, which is the same as for officers using their own vehicles on a casual basis as follows:

Mileage at a rate of Her Majesty's Revenues and Customs Mileage Rate of £0.45 per mile for the first 10,000 miles and £0.25 per miles over 10,000 miles. The rate shall be increased in accordance with any

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increase of Her Majesty's Revenues and Customs maximum rates of allowance.

A supplement for official passengers at a rate of £0.05 per mile per passenger, not exceeding 4 passengers, to who a travelling allowance would otherwise be payable.

The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

All Elected Members who require parking access at South Shields Town Hall courtyard must pay an annual fee of £25 for the necessary parking permit. Councillors will not be reimbursed for the costs of a permit to park at South Shields Town Hall. Parking Permits should be arranged via Members Support Services.

Note 1 – the mileage rate shall be the same whatever the type of fuel used (including petrol, diesel, and LPG).

Note 2 – Councillors should only use cars rather than rail for longer journeys where it is reasonable or more efficient to do so.

- (d) **Motorcycles and bicycles** – if used the rate payable is Her Majesty's Revenues and Customs Mileage Rate. The rates shall be increased in accordance with any increase of Her Majesty's Revenues and Customs maximum rates of allowance.
- Motorcycle £0.24 per mile
 - Bicycle £0.20 per mile
- (e) **Taxis** – the cost of taxi fares where public transport is not readily available or appropriate or in cases of urgency. Councillors will be reimbursed subject to a receipt being provided for the actual fare and any reasonable gratuity. Taxis should be booked wherever possible via Members Support Services.
- (f) **Hired Motor Vehicle** – the rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the Councillor who hired it.
- (g) **Air travel** – that the Chief Executive or Director of Business and Resources in consultation with the Leader of the Council approve air travel for Councillors attending appropriate courses or visits, where it is advantageous to the Authority in time and compared to alternative modes of transport and any additional costs are reasonable. Unless there are exceptional circumstances the Authority will book the flight direct selecting the most economic option available and utilising the established procurement arrangements in place. Where exceptional circumstances exist, these must be approved in advance by the

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Director of Business Resources and reasonable costs will be reimbursed subject to submission of receipts.

Overnight Accommodation

- (h) Overnight Accommodation – the allowance will not be claimable as an allowance as such, rather reasonable costs of an overnight stay (including breakfast) will be met by the Council for business class accommodation (3 star or 4 star) within and outside of London. In all circumstances the Authority, via Member Support Services, will book the accommodation direct selecting the most economic option available and utilising the established procurement arrangements in place. The above approach is proposed for dealing with overnight stays (including breakfast). The subsistence rates for other meals below, where necessary, are still considered appropriate and would be in addition.

Subsistence

- (i) A Councillor is entitled to a subsistence allowance where expenditure is necessarily incurred on an approved duty. In the case of absence from the usual place of residence for a continuous period which exceeds 4 hours but does not involve an overnight absence, subsistence is payable as set out below:

- Breakfast Allowance £6.59
- Lunch Allowance £9.08
- Tea Allowance £3.37
- Evening Meal Allowance £11.22

The limitations on reimbursements are:

- i) for breakfast, an absence of more than 4 hours, or where the Authority permits, a lesser period, before 11am:
- ii) for lunch, an absence of more than 4 hours, or where the Authority permits, a lesser period, including the period between 12 noon and 2pm.
- iii) for tea, an absence of more than 4 hours, or where the Authority permits, a lesser period, including the period between 3pm and 6pm.
- iv) for dinner, an absence of more than 4 hours, or where the Authority permits, a lesser period, ending after 7pm.

A contribution in excess of the above amounts can be made in exceptional extenuating circumstances. Such circumstances and Authority permission must be approved or provided in advance by the Director of Business and Resources.

Hospitality

- (j) The Authority recognises that the Leader of the Council, Cabinet Members and the Mayor and Deputy Mayor shall maintain effective relationships with key Authority partners and lead the Authority's work in relation to regional, national, and international matters. Therefore, it is acceptable that the cost of reasonable hospitality offered to official

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guests of the Authority by the Leader of the Council, Cabinet Members, or the Mayor/Deputy Mayor, acting on behalf of the Authority, is reimbursed, provided always that receipts are provided by the Elected Member claiming reimbursement.

Conference and Seminars

- (k) If a Councillor wishes to attend a conference and / or seminar, a Conference Approval form is completed and submitted to the Leader or Deputy Leader of the Council for sign off. Staff within Members Support Services will complete the form on the Councillors behalf. Once approval has been granted, travel and accommodation are booked by Members Support Services in accordance with Members Allowances guidelines.
- (l) Meals on trains – when main meals (i.e., a full breakfast, lunch, or dinner) are taken on trains during a period for which there is entitlement to subsistence, the reasonable cost of the meal (including VAT), may be reimbursed in full where not included in the cost of the train ticket.
- (m) Residential courses – when a Councillor attends a residential course or conference and the Council has paid an inclusive fee, the normal subsistence allowance shall be payable for the period from leaving home to arriving at the Course, and from leaving the Course to arriving home, if and where appropriate.
- (n) A Councillor may claim the cost of reasonable out of pocket expenses when they are required to travel outside of the Borough of South Tyneside. Out of pocket expenses are reimbursed subject to submissions of receipts and are taxable. Examples of expenses that will be reimbursed include parking fees (but not fines). Out of Pocket expenses are only payable where Councillors are attending any conference and / or seminar or carrying out a duty as described in Schedule 3.
- (o) Councillors can claim for additional travel and subsistence or out of pocket expenses incurred in connection with conference and / or seminars or when carrying out a duty as described in Schedule 3. This can be by way of a cash advance (Part 11) or paid directly on to the Payroll subject at all times to submission of receipts.

8. Claims and Payments

- 8.1 Payments of Basic and Special Responsibility Allowances shall be made in instalments of one twelfth of the amount specified in this Scheme (i.e., equal monthly instalments in arrears) on the last working day of each month directly into a Councillor's bank account. All payments of Basic Allowance and where appropriate Special Responsibility Allowance will be made automatically, and no action is required by the Councillor to claim the Basic Allowance or Special Responsibility Allowance.
- 8.2 A claim for the following allowances must be made by the person to whom they are payable by submitted the appropriate Claim Form to the Civic

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Support and Events Officer within a reasonable period from the date on which an entitlement to the relevant allowances arises:

- (i) Dependents Carers' allowance
- (ii) Travelling, Accommodation or Subsistence allowance
- (iii) Co-optees' allowance
- (iv) Hospitality, Conference and Seminar allowance
- (v) Telephone and Broadband Allowances

- 8.3 Claim Forms can be obtained from Members Support Services and on completion should be returned to the Civic Support and Events Officer or Members Support Services for payment. All claims should be made on a timely basis ideally within a quarter year of these claims being incurred and must be claimed within the relevant tax year. No payments will be made on claims submitted after the end of the financial year to which the claim relates.
- 8.4 Councillors are reminded that receipts and tickets must be obtained (including receipts for taxis, tickets on public transport, parking tickets) and must be submitted with their Claim Forms to assist with the recovery of VAT. In exceptional circumstances, where it is not possible to obtain a receipt, details of a journey etc. should be provided by the Councillor on the Claim Form.

9. Avoidance of duplication of Allowances

- 9.1 A Councillor performing approved duties as a Member of more than one body or becoming entitled to attendance or comparable payments under any other Act must ensure that only one claim is made for that duty.

10. Telephone and Broadband Allowances

- 10.1 Councillors may require a landline telephone available in their private residence. Provided their telephone charges are not already being met by any firm, company, or other organisation by whom the Councillor is employed or otherwise connected, the Authority will pay for, as follows

a) Installation charges, where necessary	exact cost of installation is refunded
b) Basic monthly rental	£8.89
c) Cost and monthly rental of one extension point	£19.63
d) A monthly allowance towards the cost of calls	£14.99

- 10.2 HMRC have indicated that they consider a personal allowance is derived from the provision of a telephone and from the lump sum allowance for calls. All telephone allowances are therefore subject to income tax and national insurance and are reimbursed through Payroll. Members should submit their first paid telephone account to Members Support Services in order to claim reimbursement of the appropriate amount. The Authority is required to keep the account for VAT purposes, but a copy will be returned to Councillors.

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- 10.3** Councillors may be able to claim tax relief for business calls. Her Majesty's Revenues and Customs may require Councillors to provide evidence of their claim. Councillors should therefore keep a record of all their business calls.
- 10.4** The Authority will provide a telephone answering machine to those Councillors who require such a facility.
- 10.5** Where a Councillor resides at same address as another Councillor, only one installation rental and/or extension point is payable. However, each Councillor may claim an allowance towards the cost of calls.
- 10.6** Councillors are required to submit their paid telephone bill, in order that a copy can be taken by Member Support Services to enable the VAT element to be recovered. A copy of the original account will be returned to Councillors.
- 10.7** Payment of telephone allowances will be made monthly. The allowance is taxable and therefore the payment will be included with the payment of other allowances each month. Further information for Member on Taxation can be found at Schedule 4.
- 10.8** Where a Councillor is provided with a device that can be connected to Broadband, the Authority will also provide a £14.99 monthly allowance towards the cost of Broadband via the Payroll system.
- 10.9** All Councillor will be provided with a Council mobile telephone and the Authority will pay all reasonable costs incurred for that mobile relating to business calls and calls which fall within the scope of the Council mobile contract. Councillors are required to reimburse the Authority for any private use where a cost has been incurred which falls outside of the scope of the Council mobile telephone contract.
- 10.10** If a Councillor requires payment in relation to Telephone and/or Broadband Allowance, they must notify and submit a request to Members Support Services as these are not automatic allowances. This request can be made at any time.

11. Cash Advance

- 11.1** In exceptional circumstances or to avoid personal hardship Members can obtain a cash advance to cover incidental travel and subsistence expenses incurred when travelling on approved Council duties (and which cannot be booked in advance by the Authority). This is subject to the following guidelines: -
- 11.2** A cash advance will only be available for a sum of up to £100 and will only be available for Members travelling for the purposes of approved and authorised Council duties.
- 11.3** A cash advance must be authorised by the Director of Business and Resources prior to processing by Member Support Services.

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- 11.4** At least 24 hours advance notice must be given to allow completion of the necessary processes.
- 11.5** Upon return from the approved duty, Members must produce receipts to support the expenditure of the cash advance and must return any surplus or unused element of the cash advance immediately upon return. Inability to produce receipts for a substantial proportion of the expenditure claimed will result in no further cash advances being awarded to that Member until such time as satisfactory supporting receipts are received or the situation is satisfactorily resolved by the Director of Business and Resources.

12 Election to forgo allowances

- 12.1** Any Councillor or Co-optee may, by one month notice in writing given to the Council's Corporate Lead Legal and Governance or designated Monitoring Officer, elect to forgo all or part of any allowance entitlement under this Scheme.
- 12.2** Where a Councillor is fully or partially suspended from any duties their Basic Allowance will be fully or partially withheld by the Authority as appropriate.
- 12.3** Where a Councillor is fully or partially suspended from any duties or responsibilities which attract a Special Responsibility Allowance will be fully or partially withheld as appropriate.
- 12.4** Where a Co-optee is fully or partially suspended from any duties or responsibilities their Co-optees allowance will be withheld as appropriate.
- 12.5** Any decision made by a Member to forgo any allowance entitlement cannot be undone within one month of making such a decision and no reimbursement will be made after the end of the financial year in which the decision was made. There can be no request by Members to pay sacrificed allowances from previous years.
- 12.6** Any Councillor or Co-optee may elect to pay all or part of any allowance entitlement under this Scheme to a charitable or Voluntary organisation but must make those arrangements directly with the organisation. The Council will not facilitate or create these arrangements.

13 Review of Allowances

- 13.1** The Authority shall, pursuant to the Local Authorities (Members Allowances) (England) Regulations 2003, establish and maintain an Independent Remuneration Panel ("the Panel) to consider and advise on the categories and levels of Members Allowances paid by the Authority.
- 13.2** The Panel shall be convened at such times as may be deemed appropriate and in accordance with the Regulations to comment on and review any Allowance Scheme in force by the Authority. Any such Scheme must in any event be reviewed every four years from adoption or amendment.

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- 13.3** The panel shall produce a report which shall set out the Panel's recommendations in respect of the payment of such Allowances as it thinks fit. That report shall be made available for inspection by members of the public and notice of the proposed recommendations published in a local newspaper circulating the area.
- 13.4** The report of the Panel will be considered by Full Council as soon as is reasonably practicable. Following consideration of the Panel's report Full Council shall set the level of the Allowances paid by the Authority until such time as they are again submitted for review by the Independent Remuneration Panel.

14 Parental Leave Entitlement

- 14.1** Following work done by the Local Government Association's Labour Women's Taskforce on 9 January 2019, it was agreed that insofar as possible Councillors are able to take appropriate parental leave at the time of birth or adoption, that both parents are able to take leave and that reasonable and adequate arrangements are in place to provide cover for portfolio holders and others in receipt of a Special Responsibility Allowance during any period of parental leave taken.
- 14.2** Councillors giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend for up to 52 weeks by agreement as required.
- 14.3** Councillors shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 14.4** Where both parents are Councillors, leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 14.5** All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, or adoption leave.
- 14.6** Members entitled to a Special Responsibility Allowance shall, for the first six months, continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave, with a review after the first six months and a possible extension for a further six-month period.
- 14.7** Where a replacement is appointed to cover the period of absence that person shall receive a Special Responsibility Allowance on a pro rata basis for the period of the temporary appointment. Should a Councillor appointed to replace the Member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowance shall apply.

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- 14.8** Any Councillor who takes maternity, paternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period unless the Council Meeting agreed to an extended leave of absence prior to the expiration of that six-month period.
- 14.9** Unless the Member taking leave is removed from their post at an Annual Meeting of the Council whilst on leave, or unless the Political Party to which they belong loses control of the Council during their leave period (if applicable), they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they had before the leave began.
- 14.10** If a Councillor decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 14.11** If an election is held during the Member's maternity, paternity, shared parental or adoption leave, and they are not re-elected, or decide not to stand for re-election, their Basic Allowance and Special Responsibility Allowance (if appropriate) will cease from the Monday after the election date when they would technically leave office.

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Schedule 1

Outside Bodies with Allowance Schemes from which Members must claim directly making their own arrangements.

1. South Tyneside Homes (STH) - Chair £10,225 and Vice Chair (Determined by STH Board) £7,668
2. Housing Ventures Trust (Vice Chair Position Only) - £7,371
3. Border to Coast Pensions Partnership Limited – Shareholder Director - £15,000 (remunerated by the Company in full)
4. North East Regional Employers' Organisation (NERO) – attendance allowance of £21 per meeting.

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Schedule 2

Outside Bodies which are Recharged by the Council in respect of Allowances Paid to members for meetings convened by the Outside Body.

1. Tyne and Wear Fire and Rescue Authority - Basic Allowance £2,500
2. APSE – No payment for being on the committee. Annual Fee of £1,300 plus expenses payable to Member chairing a National Advisory Group (position appointed by APSE's AGM)

Schedule 3

Approved Duty for Dependents' Carers' Allowance and Travel and Subsistence Allowance

Approved duty for the purpose of the payment of Dependents' Carers' allowance and travel subsistence shall be:

1. The attendance at a meeting of the Authority or of any committee or subcommittee of the Authority, or of any other body to which the Authority makes appointments or nominations, or of any committee or subcommittee of such a body.
2. The attendance at any other meeting, the holding of which is authorised by the Authority, or a committee or subcommittee of the Authority, or a joint committee of the Authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a subcommittee of such joint committee.

Note 1 In relation to category 2 meetings, it must be a meeting to which members of at least two political groups have been invited.

3. The attendance at a meeting of any association of authorities of which the Authority is a member.
4. The attendance at a meeting of the executive or a meeting of any of its committees, where the Authority is operating executives' arrangements.
5. The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.
6. The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
7. The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at any school approved for the purposes of Section 342 of the Education Act 1996 (approval of non-maintained Special Schools).
8. The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees or subcommittees.

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Note 2 In relation to category 8, the Council has approved the attendance at all meetings which are for the purpose of, or in connection with, the discharge of the Authority's functions or of any of its committees or subcommittees (other than political meetings) including:

- *The attendance at a meeting of a Working group or Panel of the Authority*
 - *The attendance at site visits and inspections*
 - *The attendance at ward surgeries*
 - *The attendance at meetings with tenants or community groups*
 - *The attendance at meetings with officers*
9. Withholding Allowances – where a Councillor is fully or partially suspended from any duties or responsibilities which attract Special responsibility Allowance, those allowances will be withheld by the Authority.
10. Review of Allowances – the Authority shall, pursuant to the Local Authorities (Members Allowances) (England) regulations 2003, establish and maintain an Independent Remuneration Panel to consider and advise on the categories and levels of Members Allowances paid by Authority.

Schedule 4 - Taxation

The Tax Charge

For tax purposes, Members are treated in the same way as any other employee or person who holds an office.

- “Emoluments” (payments which more than cover expenses are taxable and are deducted as part of Income Tax.
- Payments which reimburse expenses actually incurred or are in line with nationally agreed rates are not taxable.

Taxable and NI-able Expenses Tax and National Insurance contributions will be deducted at the standard rate from members monthly allowance payment.

Members should note that it is their personal responsibility to inform HMRC if as a result of receiving their members allowance, they either are or become liable to pay higher rates of tax or have a change in their national insurance position e.g., reach state pension age

Tax and NIC Treatment

Members pay tax and national insurance contributions on

- Basic Allowance
- Special Responsibility Allowance
- Carers Allowance
- Car mileage which is claimed from Home to the Town Hall or from another workplace to the Town Hall (if this is additional mileage).

The following will also be subject to tax and national insurance contributions at source.

- Telephone installation costs.
- 75% of the cost of a travel ticket will be subject to tax and NI to cover private use. The following will also be taxable but will not be taxed at source.

Members will be provided with a year-end benefits statement P11D with these details on. These should be included on their own tax returns as “other income”.

- Computers for home use where the total cost of the equipment exceeds £2500.
- Any other benefits in kind.

Members will be provided with a car mileage statement at the tax year end showing details of their car mileage payments. If Members are required to complete their own

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tax returns, they will not have to account for car mileage allowances from the Authority.

There have been occasions where Members have paid too much NI because of the contributions they had already made via their employer. If a Councillor earns above the threshold (currently £33,450pa), they could request deferral on the NI contribution arising from their Members Allowance. HMRC would then assess at the year end the level of contribution required. If the deferment was agreed their NI contribution on earnings above the threshold would fall to 1%. Members may wish to seek advice from MHRC if they feel their circumstances warrant it.

Members do not pay tax and national insurance contributions on:

- Business journeys e.g., travelling from the Town Hall to another Authority
- travelling expenses necessarily incurred when performing duties of the office of employment providing there is no element of profit or personal use i.e., Bus Fares, Train Fares, Taxi Fares.
- any other expenses which are wholly, exclusively, and necessarily incurred in the performance of their duties, providing the prescribed rates are not exceeded and there is no element of profit or personal use.

Daily subsistence allowances are classed as emoluments and are taxable when they are paid for meetings of the Authority at the Town Hall. Other daily subsistence allowances are not taxable. Overnight subsistence and conference travelling, and subsistence allowances are not taxable provided the rates quoted in this Scheme are not exceeded.

It should be noted that it is for HMRC to determine what is taxable and what is not taxable and that they do apply their rules very strictly.

HMRC will need to be satisfied that the reimbursements have actually been incurred.

It is also possible for Members to claim tax relief on certain of the expenses they incur in the pursuit of their duties, providing certain criteria are met.

TAX RELIEF FOR EXPENSES

A number of expenses are eligible for tax relief: -

Household Expenses

Where it costs a Member more for lighting, fuel etc. to carry out Member's duties at home, a standard allowance of £135 may be permitted by HMRC. (NB the Council

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does not pay for these expenses and Members must actually claim the relief themselves from HMRC).

No tax allowance can be made for postage/stationery/secretarial services as these are made available by the Council for Members.

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Appendix B

Basic Allowances – Councils in the North East Region & Statistical Neighbours

Authority	Basic Allowance per Member 18/19 £	Basic Allowance per Member 19/20 £	Basic Allowance per Member 20/21 £	Basic Allowance per Member 21/22 £
Darlington	8,188	8,188	8,188	8,188
Durham	13,300	13,300	13,000	13,000
Gateshead	10,761	10,977	11,279	-
Hartlepool	7,948	8,107	8,330	-
Middlesbrough	6,378	6, 378	7,608	7, 608
Newcastle	8,775	9,000	9,200	9, 200
North Tyneside	10,155	10,358.28	10,643 (Index linked to NJC increases)	-
Northumberland	14,004?	14, 379?	14, 379	Unclear- under IRP review
Redcar and Cleveland	9,549	9,549	9,549	9,813
South Tyneside	7,370	7,667	7,667	-
Stockton-on-Tees	9,300	9,300	9,300	9,300
Sunderland	8,369	8,369	8,369	8, 369
Halton	8,597	8,769	9,009.96	Unclear- under IRP review
Tameside	12,070	12,231	12,623	-
St. Helens	7,935	8,094	8,094	-
Liverpool	10,352.43	10,560.37	10,590	-
Salford	10,826.52	11,043.12	11,346.84	-
Wirral	8,712,48	8,712.48	8,712.48	
Walsall	11,369	11,369	11,369	11,938
Rotherham			11,471	-
Wolverhampton	9,531		9964.00	-
Barnsley		11,309	11,620	11,823

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Appendix C

Special Responsibility Allowances – Councils in the North East Region & Statistical Neighbours

Darlington (2021/22)

Designation	£
Leader	22,933.00
Deputy Leader (60 per cent of Leader)	13,759.00
Cabinet Member (50 per cent of Leader)	11,467.00
Scrutiny - Chair (40 per cent of Leader)	9,173.00
Chair - Planning (40 per cent of Leader)	9,173.00
Vice-Chair - Planning (25 per cent of Chair of Planning)	2,293.00
Chair - Licensing (40 per cent of Leader)	9,173.00
Vice-Chair - Licensing (25 per cent of Chair of Licensing)	2,293.00
Leader of Opposition (40 per cent of Leader)	9,173.00
Deputy Leader of Opposition (5 per cent of Leader)	1,147.00
Leader of Minority Group (5 per cent of Leader)	1,147.00
Chair - Audit Committee	2,293.00
Mayor	11,000
Deputy Mayor	929

Durham (as at April 2021)

Designation	Amount (£)	DESIGNATION	£
Chair of the County Council	6650	Chair of Area Planning Committee (South and West)	3325
Vice-Chair of the County Council	3325	Vice-Chair of Area Planning Committee (South and West)	1662
Leader of the County Council	36575	Chair of Pension Fund Committee	2660
Deputy Leader of the County Council	19950	Vice-Chair of Pension Fund Committee	1330
Cabinet Member (x8)	13300	Chair of Children and Young People's Scrutiny Committee	2660
Chair of Corporate Overview and Scrutiny Management Board	13300	Vice-Chair of Children and Young People's Scrutiny Committee	1330
Vice-Chair of Corporate Overview and Scrutiny Management Board	7980	Chair of Safer and Stronger Communities Scrutiny Committee	2660
Chair of Appeals and Complaints Committee	2660	Vice-Chair of Safer and Stronger Communities Scrutiny Committee	1330
Vice-Chair of Appeals and Complaints Committee	1330	Chair of Environment and Sustainable Communities Scrutiny Committee	2660
Chair of Audit Committee	2660	Vice-Chair of Environment and Sustainable Communities Scrutiny Committee	1330
Vice-Chair of Audit Committee	1330	Chair of Economy and Enterprise Scrutiny Committee	2660
Chair of Corporate Parenting Panel	2660	Vice-Chair of Economy and Enterprise Scrutiny Committee	1330
Vice-Chair of Corporate Parenting Panel	1330	Chair of Adults, Wellbeing and Health Scrutiny Committee	2660
Chair of Highways Committee	2660	Vice-Chair of Adults, Wellbeing and Health Scrutiny Committee	1330
Vice-Chair of Highways Committee	1330	Chair of Standards Committee	2660
Chair of General Licensing and Registration Committee	3325	Where an Opposition Group has 20% or more of the Council Members allowance is £6650, where Group has less than 20% membership allowance is £3325	
Vice-Chair of General Licensing and Registration Committee	1662	Leader of Opposition Group (Conservative) membership	3325
Chair of Statutory Licensing Committee	3325	Leader of Opposition Group (Liberal Democrats) membership	3325
Vice-Chair of Statutory Licensing Committee x 2	1662	Leader of Opposition Group (Durham Independent Group) membership	3325
Chair of General Licensing and Registration Sub-Committee (1)	3325	Leader of Opposition Group (DCC Independent Group) membership	3325
Chair of General Licensing and Registration Sub-Committee (2)	3325	Leader of Opposition Group (Spennymoor Independent Group) membership	3325
Chair of General Licensing and Registration Sub-Committee (3)	3325	Leader of Opposition Group (North East Party Group) membership	3325
Chair of County Planning Committee	3325		
Vice-Chair of County Planning Committee	1662		
Chair of Area Planning Committee (North Durham)	3325		
Vice-Chair of Area Planning Committee (North Durham)	1662		
Chair of Area Planning Committee (Central and East Durham)	3325		
Vice-Chair of Area Planning Committee (Central and East Durham)	1662		

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Gateshead (April 2020)

Designation	£
Leader	33,846
Deputy Leader	22,560
Cabinet Members (8)	16,924
Chairs – Overview and Scrutiny Committees (4)	16,924
Chair – Audit and Standards Committee	14,099
Chair – Health and Wellbeing Board	14,099
Chair – Planning and Development Committee	14,099
Chair – Appeals Committee	14,099
Vice-Chairs – Overview and Scrutiny Committees (4)	7,053
Vice-Chair – Audit and Standards Committee	7,053
Vice-Chair – Health and Wellbeing Board	7,053
Vice-Chair – Planning and Development Committee	7,053
Vice-Chair – Regulatory and Licensing Committee	7,053
Vice-Chair – Appeals Committee	7,053
Leader of the Main Opposition Group	16,924
Deputy Leader of the Main Opposition Group	6,969
Co-opted Members of Council Committees (3)	747

Hartlepool 2021/22

Designation	£
Leader of Council/Chair of Finance and Policy Committee	24,990
Chair of Council	8,330
Chair of Children's Services Committee	8,330
Chair of Adult Services Committee	8,330
Chair of Regeneration Services Committee	8,330
Chair of Neighbourhood Services Committee	8,330
Chair of Planning Committee	8,330
Chair of Audit and Governance Committee	8,330
Chair of Licensing Committee*	4,998
*Principal Group Leader	4,998

*this SRA is allocated in proportion with number of Councillors in each political group

Middlesbrough 2021/22

Designation	£
Mayor	55,952
Deputy Mayor	19,518
Executive Members (6)	11,190
Chair of Overview & Scrutiny Board	11,190
Chair of Licensing Committee	8,393
Chair of Planning & Development Committee	8,393
Chair of Corporate Affairs and Audit Committee	5,595
Chairs of Scrutiny Panels (6)	5,595
Chair of Standards Committee	2,798
Chair of Staff Appeals Committee	2,798
Chair of Teesside Pension Fund Committee	2,798
Political Group Leaders: Majority Group (currently not claimed)	8,393
Largest Minority Groups – maximum x 2 providing they have 10% of Council membership (2)	2,798

Independent Remuneration Panel

Newcastle 2021/22

Designation	£
Leader	18,400
Deputy Leader	9,200
Leader of the Opposition	6,900
Deputy Leader of the Opposition	3,450
Opposition Spokesperson(s)	2,300
Cabinet Members (9)	6,900
Assistant Cabinet Member	2,300
Chair/Vice Chair – Planning Committee	6,900/3,450
Chair/Vice Chair – Regulatory & Appeals Committee	4,600/2,300
Chair/Vice Chair – Constitutional Committee	2,300/1,150
Chair/Vice Chair – Licensing Committee	4,600/2,300
Chair/Vice Chair – Climate Change Committee	3,450/1,725
Chair– City Futures Board	3,450
Chair*/Vice Chair – Standards Committee	0/1,150
Chair*/Vice Chair – Audit Committee	0/1,725
Chair/Vice Chair- Overview and Scrutiny Committee	4,600/2,300
Chair/Vice Chair- Health Scrutiny Committee	4,600/2,300
Chair/Vice Chair- Finance and Budget Monitoring Sub Committee	3,450/1,725
Lord Mayor	9,200
Deputy Lord Mayor/Sheriff	3,450

* no SRA payable as Committee is chaired by Independent Member

North Tyneside 2020/21

Designation	£
Elected Mayor	67,321
Deputy Mayor	7,407
Cabinet Members	3,275
Chair of Overview, Scrutiny and Policy Development Committee, Planning Committee, Standards Committee and Health and Wellbeing Board	3,275
Deputy Chair of Overview, Scrutiny and Policy Development Committee, Planning Committee, Standards Committee and Health and Wellbeing Board	2,290
All other Committee Chairs	2,290
Deputy Chair of all other Committees	1,607
Leaders of Groups*	3,275
Chair of Council	12,003
Deputy Chair of Council	4,358

*On condition that their group has a minimum of 10% of the total number of Councillors (i.e., 6 at present).

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Northumberland 2019/20

Designation	£
Leader	27,000
Deputy Leader	18,090
Cabinet Members with Portfolio	14,850
Business Chair of Council	14,850
Deputy Business Chair of Council	9,900
Chairs/Vice Chairs Scrutiny Committees	12,150/5,467
Chair/ Vice Chair Strategic Planning Committee	12,150/5,467
Chairs/Vice Chairs Local Area Councils	10,800/3,645
Rights of Way Committee Chair/Vice Chair	9,450/5,467
Chair/Vice Chair Licensing & Regulatory and Licensing Committees	9,450/2,362
Chair/Vice Chair of Audit Committee	4,005/1,350
Chair/Vice Chair Pension Fund Panel	4,005/1,350
Chairs/Vice Chairs Cabinet Working Groups	4,005/1,350
Chairs/Vice Chairs Council Working Groups	4,005/1,350
Major Opposition Group Leader	12,150
Major Opposition Group Deputy Leader	4,860
Other Opposition Group Deputy Leaders (with 7 Members)	2,430
Civic Allowance for Civic Head	5,400
Civic Allowance for Deputy Civic Head	1,620

Redcar and Cleveland 2021/22

Designation	£
Leader	21,658
Deputy Leader	11,590
Cabinet Members	9,946
Chair/Vice Chair of Scrutiny & Improvement Committee x4	2,930/ 1,019
Chair/Vice Chair of Regulatory Committee	4,968/ 2,038
Chair/Vice Chairs of Employment, Health & Safety Committee	2,930/1,019
Chair/Vice Chair of Governance Committee	2,165/637
Co-Optee to Governance Committee	637
Group Leader	4,969
Mayor (includes Consort Allowance)	13,244
Deputy Mayor	3,319
Independent Person	513

Independent Remuneration Panel

Stockton on Tees 2020/21

Designation	£
Leader/ Cabinet Member for Corporate Management & Finance	25,000
Deputy Leader	13,750
Cabinet Members	11,250
Chair/Vice Chair of Exec Scrutiny Committee	6,250/3,125
Chair/Vice Chair of Adult Services and Health Select Committee	6,250/3,125
Chair/Vice Chair of Children & Young People Select Committee	6,250/3,125
Chair/Vice Chair of Crime and Disorder Select Committee	6,250/3,125
Chair/Vice Chair of People Select Committee	6,250/3,125
Chair/Vice Chair of Place Select Committee	6,250/3,125
Chair/Vice Chair of Audit Committee	6,250/3,125
Chair/Vice-Chair of Planning Committee	6,250/3,125
Chair/Vice-Chair of Licensing Committee	6,250/3,125
Largest Minority Group Leader	5,000

Sunderland 2021/2022

Designation	£
Leader	37,667
Deputy Leader	25,111
Cabinet Secretary	25,111
Leader Majority Party in Opposition	12,556
Leader Minority Party in Opposition	6,277
Deputy Leader Majority Party in Opposition	8,369
Deputy Leader Minority Party in Opposition	4,184
Cabinet Member	20,716
Deputy Cabinet Member	12,556
Chair/Vice Chair of Scrutiny Co-Ordinating Committee	12,556/6,277
Chair/Vice Chair of Area Committee	10,350/6,277
Chair/Vice Chair of Thematic Scrutiny Committee	5,179/2,590
Chair of Regulatory Committee	8,369
Chair of Licensing Committee	8,369
Chair of Planning and Highways Committee	6,277
Chair of Development Control Sub Committee	6,277
Adoptions and Permanency Panel	4,184
Fostering Panel	4,184
Mayor	17,205
Deputy Mayor	5,735
Co-opted Members Port Board	15,000
Audit and Governance Committee Chair/Independent Member	6,277/3,139

Independent Remuneration Panel

Halton (at April 2020)

Designation	£
Leader	23,235
Deputy Leader (to a maximum of 68% of the Leader's SRA)	15,800
Exec Board Members (to a maximum of 56% of the Leader's SRA)	13,012
Chairs- Boards & Committees (to a max of 33% of the Leaders SRA)	7,739
Vice Chairs- Boards and Committees (50% of the Chair's SRA)	3,869
Leader of Principal Opposition (equal to that of the Chair's SRA)	7,739
Scrutiny Co-Ordinator	7,739

*The allowances in this scheme shall be increased by the same percentage increase (or increases) as the NJC pay award for Local Government employees. Where different increases are awarded to different sections of the NJC workforce the percentage increase applicable at spinal column 29 shall apply.

Tameside

Designation	£
Executive Leader	39,588
Deputy Executive Leader	25,812
Executive Members	22,081
Chair of Council Business	12,381
Chair/Deputy Chair of Audit Overview Panel	10,526/3,509
Chairs/Deputy Chairs of Scrutiny Panel	10,526/3,509
Chairs/Deputy Chairs of Speakers Panel (Planning)	10,526/3,509
Chairs/Deputy Chairs of Speakers Panel (Licensing)	6,809/2,536
Chairs/Deputy Chairs of Speakers Panel (Liquor Licensing)	6,809/2,536
Leader of Opposition	12,381
Assistant Executive Members	9,176
Town Council Co-ordinator	10,526
Neighbourhood Co-Ordinator/Assistant Neighbourhood Co-ordinator	10,526/3,509
Leaders of Minority Parties	2,536
Chair/Deputy Chair of Standards Committee	6,809/2,536
Independent members and Councillor Member of Standards Committee (if no other SRA payable to Councillors)	1,665
Attendance at more than 5 Standards Panel hearings in a year (on top of committee meetings, training days and conferences).	£110*
Mayor	18,014
Deputy Mayor	4,219

(*for every hearing above the fifth)

St Helens 2020/21

Designation	£
Leader	35,064
Deputy Leader	19,554
Main Opposition Leader (provided that the largest Opposition Group holds at least 15% (rounded up) of the seats on Council) (Not Applicable)	5,127
Chair of Overview and Scrutiny Commission	8,094
Chairs of Overview and Scrutiny Committees	5,127

Independent Remuneration Panel

Main Opposition Deputy Leader (provided that the largest Opposition Group holds at least 15% (rounded up) of the seats on Council) (Not Applicable)	1,617
Other Opposition Leaders (provided that a Group has three or more Members)	1,617
Cabinet Members	16,182
Chair of Planning Committee	6,809/2,536
Chair of Licensing and Environmental Protection Committee	8,094
Chair of Audit and Governance Committee (WEF 4 January 2021)	8,094
Mayor	8,094
Deputy Mayor	810
Member of Recycling and Waste Authority	5,127
LCR Transport Committee	5,675

Liverpool 2021/22

Designation	£
Elected Mayor	83,539.00
Deputy Mayor	30,074.00
Cabinet Members (8)	13,269.00
Leader of Main Opposition Group (0) (Only payable on the basis that the Main Opposition Group comprises not less than 20% of the total membership of Council)	11,341.00
Select Committee Chairs (8)	8,832.00
Chair of Planning Committee (1)	8,832.00
Chair of Licensing Committee (1)	8,832.00
Whip of the Largest Group (1)	8,832.00
Mayoral Leads (13)	7,565.00
Minority Party Political Group Leaders (Only payable on the basis that the Main Opposition Group comprises not less than 10% of the total membership of Council)	7,565.00
Whip of Main Opposition Group (0) (Only payable on the basis that the Main Opposition Group comprises not less than 20% of the total membership of Council)	4,336.00

Salford 2020/21

Designation	£
City Mayor	65,696.87
Statutory Deputy City Mayor	33,296.22
Deputy City Mayor	33,296.22
Ceremonial Mayor	10,584.15
Lead Members	14,252.50
Executive Support Members	10,688.70
Chairs of Scrutiny Committees and Audit and Accounts Committee	8,909.98
Chair of Planning and Transportation Regulatory Panel	8,909.98
Chair of Licensing and Safety Regulatory Panel	8,909.98
Leaders of the Opposition Groups (with at least three Members)	8,909.98
Representatives of the Transport for Greater Manchester Committee	5,317.18
Co-opted Chair	580.78
Co-opted Member	408.44

Independent Remuneration Panel

Wirral 2020/21

Designation	£
Leader of the Council (Chair of P&R)	24,000
Deputy Leader of the Council (Vice Chair of P&R)	12,000
Leader of the Largest Group (if not Leader of the Council)	14,400
Leader of the Second Largest Group (if not Leader of the Council)	14,400
Leader of the Third Largest Group (if not Leader of the Council)	9,600
Leader of Other Groups (Comprising of at least 3 members and if not Leader of the Council)	1,200
Deputy Leader of the Largest group (if not Deputy Leader of the Council)	12,000
Deputy Leader of the Second Largest group (if not Deputy Leader of the Council)	7,200
Deputy Leader of the third largest group (comprising at least 6 members and if not Deputy Leader of the Council)	4,800
Mayor of Wirral	12,000
Deputy Mayor of Wirral	2,400
Chairs of the Policy and Services Committees (x6)	9,600
Finance Sub Chair	4,800
Chair of Planning Committee	4,800
Chair of Regulatory and General Purposes Committee / Licensing Act Committee (combined Chair role)	4,800
Chair of Audit and Risk Management Committee	4,800
Chair of Constitution and Standards Committee	4,800
Chair of Pensions Committee	3,600
Chair of Partnerships Committee	3,600

Walsall (2021)

	Current SRA	Option 1 Restore 2011 Real Value	Option 2 Reintroduce 2013 package	Option 3 Equivalence with Comparator LA's (50% comparator rate)
Council Leader	£22,841	£28,505	£30,716	£33,325 (£28,435)
Deputy Leader	£14,916	£18,612	£20,370	£20,614 (£18,065)
Cabinet Member	£11,431	£14,266	£15,295	£16,787 (£14,131)
Opposition Leader	£7,430	£ 9,272	£ 9,452	£11,158 (£9,443)
Chair of Scrutiny	£7,430	£ 9,272	£ 9,452	£10,821 (£9,004)
Chair of Planning	£7,430	£ 9,272	£9,592	£11,006 (£9,366)
Chair of Licensing	£9,288	£11,591	£10,615	£10,478 (£10,065)
Chair of Audit	£7,430	£ 9,272	£9,592	£8,551 (£8,129)
Chair of Standards	£4,644	£5,795	£ 5,996	£5,348 (£5,088)
Chair other Cttes	£4,644	£5,795	£ 5,996	£5,348 (£5,088)

Independent Remuneration Panel

Rotherham (revised Nov 2020)

Designation	£
Leader	25,851
Deputy Leader	14,218
Leader of the Main Opposition Group	8,617
Cabinet Member	12,925
Chairman of Overview & Scrutiny Management Board	12,925
Chair of Scrutiny Select Commissions	8,617
Chair of Planning Board	8,617
Chair of Audit Committee	8,617
Chair of Licensing Board	8,617
Chair of Standards and Ethics Committee	3,460
Vice-Chair of Scrutiny Select Commissions	1,220
Vice-Chair of Planning Board	1,220
Vice-Chair of Audit Committee	1,220
Vice-Chair of Licensing Board	1,220
Vice-Chair of Standards and Ethics Committee	1,730
Independent Person – Standards and Ethics Committee	710
Independent Person in accordance with the Local Authorities (Standing Orders) Regulations 2015	250 (retainer up to a maximum of 710)
Chair – South Yorkshire Pension Authority	11207.97
Member – South Yorkshire Pension Authority	3,735
Mayor	10,647
Deputy Mayor	3,564

Wolverhampton (2021)

Designation	£
Leader	25,000
Deputy Leader	20,000
Leader of the Main Opposition Group	15,000
Deputy Leader of the Main Opposition Group	2,500
Cabinet Member	15,000
Chair – Scrutiny Board	15,000
Chair – Scrutiny Panel	10,000
Chair – Planning Committee	15,000
Chair – Licensing Committee	15,000
Chair – Audit Committee	10,000
Chair – Pensions Committee	10,000
Vice-Chair – Scrutiny Board and Panels	2,500
Vice-Chair – Planning Committee	5,000
Vice-Chair – Licensing Committee	5,000
Vice-Chair – Audit Committee	2,500
Vice-Chair – Pensions Committee	2,500
Councillor Champion	2,500
Ceremonial Mayor (inclusive of £2,500 clothing allowance)	20,000
Ceremonial Deputy Major (inclusive of £1,250 clothing allowance)	5,000
Chair – Governance and Ethics Committee	10,000
Vice-Chair - Governance and Ethics Committee	2,500

Independent Remuneration Panel

Barnsley 2021/22

Designation	£
Leader	28,495
Deputy Leader	18,522
Cabinet Spokespersons	14,247
Chair Overview & Scrutiny Commissions	9,118
Chair Audit Committee	9,118
Chairs Area Councils	9,118
Chairs of Regulatory Boards (Planning)	9,118
Chairs of Regulatory Boards (Licensing)	9,118
Cabinet Support Members	3,293
Political Group Leaders (1,2 & 3)	2,849pa +33.33per member
Community Cohesion Champion	2,821
Overview & Scrutiny Task & Finish Leads	787
Co-opted Members: Independent Person(s) Ethical Standards * 3	787
Co-opted Members: Audit Committee * 5	1,263
Appeals, Awards and Standards (Chairman Only)	124
Appeals, Awards and Standards – Staffing Appeals	42 per half day

Appendix D

Information requested by the Panel

Introduction

This briefing note provides an outline of how a Local Authority works and details the decision-making structure in place at South Tyneside Council. An overview of the generic roles and responsibilities of Chairs and Vice Chairs of Council Committees is given, with commitment and time requirements of all South Tyneside committees highlighted.

Outline: How Local Authorities Work

Local governments are responsible for the delivery and/or oversight of several essential services for residents and businesses within a defined geographic area. This includes critical functions such as social care, housing and planning, schools, and waste collection, in addition to responsibilities within licensing, business support, and registrar services.

Decision-making Structures

The decision-making process within a Council is dependent on which model is followed. South Tyneside Council follows the Leader-Cabinet model, in which a 'Cabinet' is formed, usually composed of members of the political party with the most elected representatives within Full Council. Cabinet is the only group within the Council that is empowered to make decisions on certain areas of policy without the agreement of Full Council.

The 'Cabinet' is led and appointed by the Council Leader, who is elected by the rest of the Council. Cabinet members, or Lead Members, are responsible for specific areas within a Council's remit. South Tyneside has Lead Members for the following areas:

- Resources and Innovation
- Children, Young People and Families
- Housing and Transport
- Area Management and Community Safety
- Voluntary Sector, Partnerships and Co-operatives
- Regeneration and Economy
- Culture and Leisure
- Independence and Wellbeing

As part of their role, Lead Members attend regular briefings with relevant Council officers, liaise with partners and community groups and in some cases, sit on and/or chair local, regional, or national partnership boards (for example, the LGA Coastal Special Interest Group).

Independent Remuneration Panel

Committees

Councils are also composed of various Committees, which monitor and review the Council's performance and decision-making to ensure it remains accountable to the public.

South Tyneside's committees include (See Fig.1):

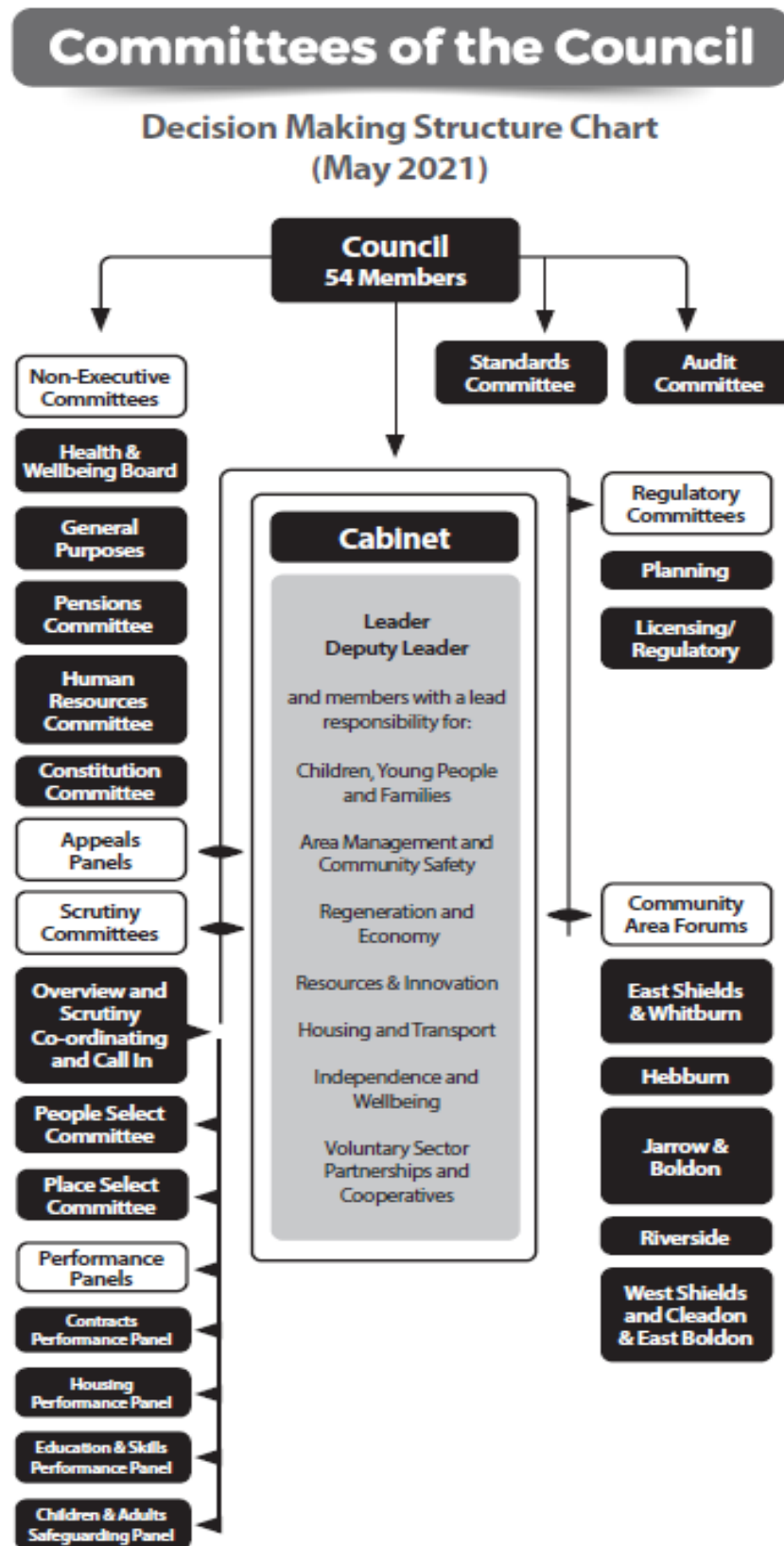
- **5 Non-Executive Committees** (Health & Wellbeing Board; General Purposes Committee; Pensions Committee; Human Resources Committee)
- **3 Scrutiny Committees** (Overview and Scrutiny Co-ordination and Call in; People Select Committee; Place Select Committee)
- **4 Performance Panels** (Contracts Performance Panel; Housing Performance Panel; Education & Skills Performance Panel; Children & Adults Safeguarding Panel)
- **2 Regulatory Committees** (Planning; Licensing/Regulatory)
- **5 Community Area Forums** (East Shields & Whitburn; Hebburn; Jarrow & Boldon; Riverside; West Shields and Cleadon & East Boldon)
- **Standards Committee**
- **Audit Committee**
- **Appeals Panel(s)**

All Committee meetings are led by a chairperson, or the Vice-Chair in their absence. Generally, the role of the Chair is to ensure that discussions remain focused and adhere to established agendas, rules, and protocols; that decisions are reached through encouragement of member participation and effective and fair mediation of contrasting perspectives; and that resources are utilised effectively and meetings have purpose and result in action.

It is also the Chairs responsibility to remain informed on agenda matters, plan agendas and develop work programmes with support from Council officers. In addition to taking up the Chair position in the case of absence, Vice Chairs are responsible for providing support to the Chair and may be asked to undertake tasks on their behalf.

The commitments and time requirements demanded of Chairs and Vice-Chairs at South Tyneside vary according to the approach of the Chair, and the level of technical knowledge, training and/or preparation required for a given committee (for example, site visits as required for Planning Committees and extensive training is required for the Pensions Committee). The frequency of meetings and expected time requirements per each committee are detailed in Figure 2.

Figure 1. Committees of the Council



Independent Remuneration Panel

Figure 2. South Tyneside Council Committees Frequency & Time Commitments

Committee	Frequency (annual)	Length (hrs)	Pre-Meeting	Additional Commitments
Council	9	2-3	Yes	
Cabinet	12	0.5-1	Yes (1-2hrs)	SLMB (weekly) Separate Lead Member briefings
Overview & Scrutiny Co-ordinating & Call-In Committee	8	2	Yes (1hr)	Chair responsible for agenda review and development. In addition, approx. 2hrs per week preparation/reading. Commissions can be an additional time requirement- not always possible for them to fit in to scheduled meeting.
People Select Committee	8	2	Yes (1hr)	
Place Select Committee	8	2	Yes (1hr)	
Contracts Performance Panel	6	2	Yes (1hr)	
Housing & Performance Panel	6	2	Yes (1hr)	
Children & Adults Safeguarding Panel	4	2	Yes (1hr)	
Education & Skills Performance Panel	4	2	Yes (1hr)	
Audit Committee	4	1-2	Yes (1.5hrs)	
General Purposes Committee	1	0.5	No	
Constitution Committee	2	1	No	
Constitution Committee Working Group	13 in 2020/21 5 in 2021/22	1-2	No	
Human Resources Committee	8	1	Yes(1-1.5hrs)	
Senior Officer Appointment Sub Committee	As and when required	1-2	Interviews – half days	Include the Chair and Vice Chair or HR Committee, plus the Leader, Deputy, and an opposition member.
Pensions Committee	6	3-4	No	Two lots of three-day training sessions per year.
Licensing/Regulatory Committee	8	1	Yes	
Licensing Sub Cttees - Review Hearings of Licences	As and when required	2-3	Pre-brief/Hearing 1 day	
Planning Committee	12	2	No	Site visits as required
Appeals Committee	As required	Vary	No	
Common Land Town & Green Villages Committee	As required		No	

Independent Remuneration Panel

Health and Wellbeing Board	6	2-3	No	Covid Leadership Board met as required for last two years (disbanding from April 2022)
Health Scrutiny Joint Committee	As required	2	Yes (1hr)	Ch of O&S shares responsibilities with Sunderland. During a consultation 1 meeting every month (2hrs) and 1 pre meeting (1 hr) and work in between (couple of hours; only at certain times of year.)
Standards Committee	4	1-2	Yes	
Standards Hearings	As required	Half to full day	Half/Full day hearings with Independent Chair	
Corporate Parenting	4	2-3	Yes	Two workshops per year
Schools Workforce Consultative Forum	4	1	No	
Council Workforce Consultative Forum	4	1	No	
Schools Forum	4	1	No. Non-Council Chair	
Community Safety Partnership Board	4	2-2.5	Yes	
LG Coastal SIG	5	4	Yes	
East Shields & Whitburn CAF	8	2	Yes	Chairs have responsibility to plan agenda (with clerk and relevant officers), call for items and consider those proposed, attend additional political and miscellaneous meetings
Hebburn CAF	8	2	Yes	
Jarrow & Boldon CAF	8	2	Yes	
Riverside CAF	8	2	Yes	
West Shields CAF	8	2	Yes	

PART F

Members' Allowances Scheme



1. Introduction

- 1.1 South Tyneside Council (“the Council), in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003, have made a Scheme for the payment of allowances (“Members’ Allowances Scheme”) as follows:
- 1.2 This Scheme shall have effect from 18 May 2021 and shall continue in force thereafter until revoked or amended.
- 1.3 The previous Members’ Allowances Scheme which took effect from 1 April 2019 is revoked with effect from 18 May 2021.
- 1.4 The Director of Business and Resources is authorised, on receipt of verification of a claim from a Councillor, to pay the following allowances in accordance with the payment arrangements described in this Scheme.
- 1.5 In this Scheme:

“the Authority” and “the Council” means the South Tyneside Metropolitan Borough Council.

“Co-optee” means a person who is not a Councillor but who is a co-opted member of a Committee of the Authority.

“Councillor”, “Member” or “Elected Member” means an Elected Member of the Authority.

“the Regulations” means The Local Authorities (Members’ Allowances) (England) Regulations 2003 as amended by the Local Authorities (Members’ Allowances) (England) (Amendment) Regulations 2003.

“Year” means any period of 12 months ending on 31 March in any year.
- 1.6 Councillors should note that details of the payment of all their allowances (including expenses) must be made available for public inspection.

2. Basic Allowance

- 2.1 For each Year a basic allowance (“Basic Allowance”) of £7,667 per annum shall be paid to each Councillor. The Basic Allowance is intended to recognise approved duties and such offer inevitable calls on their time, including Council meetings, meetings with officers or constituents, personal research, informal meetings, ward surgeries and all associated preparation and planning work.
- 2.2 The Basic Allowance will be paid by equal monthly amounts via payroll.
- 2.3 Pro-rata payments of the Basic Allowance (calculated by reference to days) shall be payable to eligible Councillors where the term of office of a Councillor

begins or ends otherwise than at the beginning or end of a Year.

3. Special Responsibility Allowance

3.1 For each Year a special responsibility allowance (“Special Responsibility Allowance”) shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified below.

Special Responsibility Allowances

Leader of the Council	£ 28,121
Deputy Leader of the Council	£ 17,894
Cabinet Member (x7)	£ 12,241
Leader of main opposition group	£ 2,556
Police and Crime Panel Member (x1)	£ 5,112
JTC Tyne and Wear Sub Committee Representative	£ 3,290

Mayor	£9,635
Deputy Mayor	£4,738

	Chair	Vice-Chair
Scrutiny Committee (x3)	£ 10,225	£ 7,668
Pensions Committee	£ 10,225	£ 7,668
Planning Committee	£ 7,668	£ 5,112
Appeals Panel	-	-
Licensing	£ 7,668	£ 5,112
Community Area Forums (x5)	£ 6,053	-
Human Resources	£ 5,112	£ 2,556
Audit Committee	£ 5,112	£ 2,556
Contracts Performance Panel	£ 5,112	£ 2,556
Housing Performance Panel	£ 5,112	£ 2,556
Education and Skills Panel	£ 5,112	£ 2,556
Safeguarding Children and Adults Panel	£ 5,112	£ 2,556
Standards Committee (co-opted Independent Chair)	£ 5,112	£ 2,556

Independent membership on Audit Committee and Standards Committee including the Council’s Independent Person will each receive the sum of £766 per annum.

3.2 The amount of each Special Responsibility Allowance shall be the amount specified against that special responsibility above.

3.3 The Special Responsibility Allowance will be paid by equal monthly amounts via payroll.

3.4 Pro-rata payments (calculated by reference to days) of the Special Responsibility Allowance shall be payable to eligible Councillors where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a Year.

3.5 No Councillor should receive more than one Special Responsibility Allowance. Any Councillor holding two or more posts eligible for a Special Responsibility Allowance should be paid only the highest of the Special Responsibility Allowance’s payable. Where a Councillor is also a Member of another

authority, that Councillor should not receive allowances from more than one authority in respect of the same duties.

3.1 Allowances will be payable during periods of maternity or paternity leave.

4. Allowances for Outside Bodies

4.1 Allowances are payable for the following:

- (a) Outside Bodies with Allowance Schemes from whom Councillors must claim directly, as show in Schedule 1. Not all Outside Bodies have Allowances Schemes.
- (b) Outside Bodies which are recharged by the Authority in respect of Allowances paid to Councillors for meetings convened by that Outside Body, as shown in Schedule 2.

4.2 No allowance shall be payable if such payment would be contrary to a provision made by or under any enactment.

5. Co-optees Allowance

5.1 For each Year a Co-optees allowance of £5,112.00 will be paid to the Independent Chair of Standards Committee as the Authorities only co-optee Member. In addition, all co-opted members will be eligible to recover travel and subsistence costs in accordance with this Members' Allowances Scheme.

5.2 Independent membership on Audit Committee and Standards Committee including the Council's Independent Person will each receive the sum of £766.00 per annum. In addition, all independent members will be eligible to recover travel and subsistence costs in accordance with this Member's Allowances Scheme.

6. Dependents' Carers' Allowance

6.1 An allowance ("the Dependents' Carers' Allowance") will be paid to each Councillor who needs to incur the expenses of arranging for the care of their children or dependents whilst undertaking approved duties specified in Schedule 3.

6.2 The Dependents' Carers' Allowance will be payable in respect of actual expenditure not exceeding a maximum of £8.30 per hour per dependent.

6.3 Payments can be made for the care of dependents including children, elderly persons or those with some form of disability.

6.4 Councillors may claim for care provided by relatives and others provided they do not live in the family home.

7. Travelling and Subsistence Allowance

Travel

- 7.1** Councillors and Co-optees are entitled to travelling and subsistence expenses necessarily incurred for the purpose of enabling him or her to perform any approved duties in connection with or relating to the duties specified in Schedule 3.
- 7.2** Travelling allowances may be claimed in respect of each and every occasion on which Councillors and Co-optees carry out a duty as described in Schedule 3.
- 7.3** The normal rates of travelling allowances are:
- (a) **Public Transport including bus/metro** – ordinary fare or any available cheaper fare. Please note that where a Councillor is claiming bus fares on a regular basis it may be cheaper to purchase a bus pass than meet individual fares. In this case the Authority would reimburse the cost of the pass. Any Councillor in any doubt on this matter should seek advice from the Director of Business and Resources.
 - (b) **Rail** - Tickets should be booked via Members Support Services. Only in emergencies should rail tickets be purchased direct by Councillors. Please note: Councillors will be reimbursed the cost of such a train ticket subject to a receipt being provided. However, unless there are emergency circumstances, all tickets should be booked for Councillors by the Council via Members Support Services. All Members will normally travel by business-class, but the Council will seek to secure cost-effective travel arrangements at all times.
 - (c) **Private car** – specific details of each journey made must be recorded on the expense claim form. Where Councillors travel direct from their place of work to a meeting the mileage which can be claimed is the difference between work-meeting place-home and work-home. Where a passenger allowance is claimed the names of any passengers carried must be shown on the expenses claim form. Expenditure on tolls, ferries or parking fees may also be claimed, subject to receipts or tickets being submitted but Councillors will not be reimbursed for the costs of a permit to park at South Shields Town Hall. A Councillor may use their own motor car or one belonging to a member of her/his family, or otherwise provided for their use and subject to the Councillor having the appropriate insurance, the rate for travel, which is the same as for officers using their own vehicles on a casual basis as follows:

Mileage at a rate of Her Majesty's Revenues and Customs Mileage Rate of £0.45 per mile for the first 10,000 miles and £0.25 per miles over 10,000 miles. The rate shall be increased in accordance with any increase of Her Majesty's Revenues and Customs maximum rates of allowance.

A supplement for official passengers at a rate of £0.05 per mile per passenger, not exceeding 4 passengers, to who a travelling allowance would otherwise be payable.

The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

All Elected Members who require parking access at South Shields Town Hall courtyard must pay an annual fee of £25 for the necessary parking permit. Councillors will not be reimbursed for the costs of a permit to park at South Shields Town Hall. Parking Permits should be arranged via Members Support Services.

Note 1 – the mileage rate shall be the same whatever the type of fuel used (including petrol, diesel and LPG).

Note 2 – Councillors should only use cars rather than rail for longer journeys where it is reasonable or more efficient to do so.

- (d) **Motorcycles and bicycles** – if used the rate payable is Her Majesty's Revenues and Customs Mileage Rate. The rates shall be increased in accordance with any increase of Her Majesty's Revenues and Customs maximum rates of allowance.
- Motorcycle £0.24 per mile
 - Bicycle £0.20 per mile
- (e) **Taxis** – the cost of taxi fares where public transport is not readily available or appropriate or in cases of urgency. Councillors will be reimbursed subject to a receipt being provided for the actual fare and any reasonable gratuity. Taxis should be booked wherever possible via Members Support Services.
- (f) **Hired Motor Vehicle** – the rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the Councillor who hired it.
- (g) **Air travel** – that the Chief Executive or Director of Business and Resources in consultation with the Leader of the Council approve air travel for Councillors attending appropriate courses or visits, where it is advantageous to the Authority in time and compared to alternative modes of transport and any additional costs are reasonable. Unless there are exceptional circumstances the Authority will book the flight direct selecting the most economic option available and utilising the established procurement arrangements in place. Where exceptional circumstances exist, these must be approved in advance by the Director of Business Resources and reasonable costs will be reimbursed subject to submission of receipts.

Overnight Accommodation

- (h) Overnight Accommodation – the allowance will not be claimable as an allowance as such, rather reasonable costs of an overnight stay (including breakfast) will be met by the Council for business class accommodation (3 star or 4 star) within and outside of London. In all circumstances the Authority, via Member Support Services, will book the accommodation direct selecting the most economic option available and utilising the established procurement arrangements in place. The above approach is proposed for dealing with overnight stays (including breakfast). The subsistence rates for other meals below, where necessary, are still considered appropriate and would be in addition.

Subsistence

- (i) A Councillor is entitled to a subsistence allowance where expenditure is necessarily incurred on an approved duty. In the case of absence from the usual place of residence for a continuous period which exceeds 4 hours but does not involve an overnight absence, subsistence is payable as set out below:

- Breakfast Allowance £6.59
- Lunch Allowance £9.08
- Tea Allowance £3.37
- Evening Meal Allowance £11.22

The limitations on reimbursements are:

- i) for breakfast, an absence of more than 4 hours, or where the Authority permits, a lesser period, before 11am;
- ii) for lunch, an absence of more than 4 hours, or where the Authority permits, a lesser period, including the period between 12 noon and 2pm;
- iii) for tea, an absence of more than 4 hours, or where the Authority permits, a lesser period, including the period between 3pm and 6pm;
- iv) for dinner, an absence of more than 4 hours, or where the Authority permits, a lesser period, ending after 7pm.

A contribution in excess of the above amounts can be made in exceptional extenuating circumstances. Such circumstances and Authority permission must be approved or provided in advance by the Director of Business and Resources.

Hospitality

- (j) The Authority recognises that the Leader of the Council, Cabinet Members and the Mayor and Deputy Mayor shall maintain effective relationships with key Authority partners and lead the Authority's work in relation to regional, national and international matters. Therefore, it is acceptable that the cost of reasonable hospitality offered to official guests of the Authority by the Leader of the Council, Cabinet Members or the Mayor/Deputy Mayor, acting on behalf of the Authority, is

reimbursed, provided always that receipts are provided by the Elected Member claiming reimbursement.

Conference and Seminars

- (k) If a Councillor wishes to attend a conference and / or seminar, a Conference Approval form is completed and submitted to the Leader or Deputy Leader of the Council for sign off. Staff within Members Support Services will complete the form on the Councillors behalf. Once approval has been granted, travel and accommodation are booked by Members Support Services in accordance with Members Allowances guidelines.
- (l) Meals on trains – when main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is entitlement to subsistence, the reasonable cost of the meal (including VAT), may be reimbursed in full where not included in the cost of the train ticket.
- (m) Residential courses – when a Councillor attends a residential course or conference and the Council has paid an inclusive fee, the normal subsistence allowance shall be payable for the period from leaving home to arriving at the Course, and from leaving the Course to arriving home, if and where appropriate.
- (n) A Councillor may claim the cost of reasonable out of pocket expenses when they are required to travel outside of the Borough of South Tyneside. Out of pocket expenses are reimbursed subject to submissions of receipts and are taxable. Examples of expenses that will be reimbursed include parking fees (but not fines). Out of Pocket expenses are only payable where Councillors are attending any conference and / or seminar or carrying out a duty as described in Schedule 3.
- (o) Councillors can claim for additional travel and subsistence or out of pocket expenses incurred in connection with conference and / or seminars or when carrying out a duty as described in Schedule 3. This can be by way of a cash advance (Part 11) or paid directly on to the Payroll subject at all times to submission of receipts.

8. Claims and Payments

- 8.1 Payments of Basic and Special Responsibility Allowances shall be made in instalments of one twelfth of the amount specified in this Scheme (i.e. equal monthly instalments in arrears) on the last working day of each month directly into a Councillor's bank account. All payments of Basic Allowance and where appropriate Special Responsibility Allowance will be made automatically, and no action is required by the Councillor to claim the Basic Allowance or Special Responsibility Allowance.
- 8.2 A claim for the following allowances must be made by the person to whom they are payable by submitted the appropriate Claim Form to the Civic Support and Events Officer within a reasonable period from the date on which an entitlement to the relevant allowances arises:

- (i) Dependents Carers' allowance
- (ii) Travelling, Accommodation or Subsistence allowance
- (iii) Co-optees' allowance
- (iv) Hospitality, Conference and Seminar allowance
- (v) Telephone and Broadband Allowances

8.3 Claim Forms can be obtained from Members Support Services and on completion should be returned to the Civic Support and Events Officer or Members Support Services for payment. All claims should be made on a timely basis ideally within a quarter year of these claims being incurred and must be claimed within the relevant tax year. No payments will be made on claims submitted after the end of the financial year to which the claim relates.

8.4 Councillors are reminded that receipts and tickets must be obtained (including receipts for taxis, tickets on public transport, parking tickets) and must be submitted with their Claim Forms to assist with the recovery of VAT. In exceptional circumstances, where it is not possible to obtain a receipt, details of a journey etc. should be provided by the Councillor on the Claim Form.

9. Avoidance of duplication of Allowances

9.1 A Councillor performing approved duties as a Member of more than one body or becoming entitled to attendance or comparable payments under any other Act must ensure that only one claim is made for that duty.

10. Telephone and Broadband Allowances

10.1 Councillors may require a landline telephone available in their private residence. Provided their telephone charges are not already being met by any firm, company or other organisation by whom the Councillor is employed or otherwise connected, the Authority will pay for, as follows

a) Installation charges, where necessary	exact cost of installation is refunded
b) Basic monthly rental	£8.89
c) Cost and monthly rental of one extension point	£19.63
d) A monthly allowance towards the cost of calls	£14.99

10.2 HMRC have indicated that they consider a personal allowance is derived from the provision of a telephone and from the lump sum allowance for calls. All telephone allowances are therefore subject to income tax and national insurance and are reimbursed through Payroll. Members should submit their first paid telephone account to Members Support Services in order to claim reimbursement of the appropriate amount. The Authority is required to keep the account for VAT purposes, but a copy will be returned to Councillors.

10.3 Councillors may be able to claim tax relief for business calls. Her Majesty's Revenues and Customs may require Councillors to provide evidence of their claim. Councillors should therefore keep a record of all their business calls.

- 10.4** The Authority will provide a telephone answering machine to those Councillors who require such a facility.
- 10.5** Where a Councillor resides at same address as another Councillor, only one installation rental and/or extension point is payable. However, each Councillor may claim an allowance towards the cost of calls.
- 10.6** Councillors are required to submit their paid telephone bill, in order that a copy can be taken by Member Support Services to enable the VAT element to be recovered. A copy of the original account will be returned to Councillors.
- 10.7** Payment of telephone allowances will be made monthly. The allowance is taxable and therefore the payment will be included with the payment of other allowances each month. Further information for Member on Taxation can be found at Schedule 4.
- 10.8** Where a Councillor is provided with a device that can be connected to Broadband, the Authority will also provide a £14.99 monthly allowance towards the cost of Broadband via the Payroll system.
- 10.9** All Councillor will be provided with a Council mobile telephone and the Authority will pay all reasonable costs incurred for that mobile relating to business calls and calls which fall within the scope of the Council mobile contract. Councillors are required to reimburse the Authority for any private use where a cost has been incurred which falls outside of the scope of the Council mobile telephone contract.
- 10.10** If a Councillor requires payment in relation to Telephone and/or Broadband Allowance, they must notify and submit a request to Members Support Services as these are not automatic allowances. This request can be made at any time.

11. Cash Advance

- 11.1** In exceptional circumstances or to avoid personal hardship Members can obtain a cash advance to cover incidental travel and subsistence expenses incurred when travelling on approved Council duties (and which cannot be booked in advance by the Authority). This is subject to the following guidelines: -
- 11.2** A cash advance will only be available for a sum of up to £100 and will only be available for Members travelling for the purposes of approved and authorised Council duties.
- 11.3** A cash advance must be authorised by the Director of Business and Resources prior to processing by Member Support Services.
- 11.4** At least 24 hours advance notice must be given to allow completion of the necessary processes.

11.5 Upon return from the approved duty, Members must produce receipts to support the expenditure of the cash advance and must return any surplus or unused element of the cash advance immediately upon return. Inability to produce receipts for a substantial proportion of the expenditure claimed will result in no further cash advances being awarded to that Member until such time as satisfactory supporting receipts are received or the situation is satisfactorily resolved by the Director of Business and Resources.

12 Election to forgo allowances

- 12.1** Any Councillor or Co-optee may, by one month notice in writing given to the Council's Corporate Lead Legal and Governance or designated Monitoring Officer, elect to forgo all or part of any allowance entitlement under this Scheme.
- 12.2** Where a Councillor is fully or partially suspended from any duties their Basic Allowance will be fully or partially withheld by the Authority as appropriate.
- 12.3** Where a Councillor is fully or partially suspended from any duties or responsibilities which attract a Special Responsibility Allowance will be fully or partially withheld as appropriate.
- 12.4** Where a Co-optee is fully or partially suspended from any duties or responsibilities their Co-optees allowance will be withheld as appropriate.
- 12.5** Any decision made by a Member to forgo any allowance entitlement cannot be undone within one month of making such a decision and no reimbursement will be made after the end of the financial year in which the decision was made. There can be no request by Members to pay scarified allowances from previous years.
- 12.6** Any Councillor or Co-optee may elect to pay all or part of any allowance entitlement under this Scheme to a charitable or Voluntary organisation but must make those arrangements directly with the organisation. The Council will not facilitate or create these arrangements.

13 Review of Allowances

- 13.1** The Authority shall, pursuant to the Local Authorities (Members Allowances) (England) Regulations 2003, establish and maintain an Independent Remuneration Panel ("the Panel) to consider and advise on the categories and levels of Members Allowances paid by the Authority.
- 13.2** The Panel shall be convened at such times as may be deemed appropriate and in accordance with the Regulations to comment on and review any Allowance Scheme in force by the Authority. Any such Scheme must in any event be reviewed every four years from adoption or amendment.
- 13.3** The panel shall produce a report which shall set out the Panel's recommendations in respect of the payment of such Allowances as it thinks

fit. That report shall be made available for inspection by members of the public and notice of the proposed recommendations published in a local newspaper circulating the area.

- 13.4** The report of the Panel will be considered by Full Council as soon as is reasonably practicable. Following consideration of the Panel's report Full Council shall set the level of the Allowances paid by the Authority until such time as they are again submitted for review by the Independent Remuneration Panel.

14 Parental Leave Entitlement

- 14.1** Following work done by the Local Government Association's Labour Women's Taskforce on 9 January 2019, it was agreed that insofar as possible Councillors are able to take appropriate parental leave at the time of birth or adoption, that both parents are able to take leave and that reasonable and adequate arrangements are in place to provide cover for portfolio holders and others in receipt of a Special Responsibility Allowance during any period of parental leave taken.
- 14.2** Councillors giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend for up to 52 weeks by agreement as required.
- 14.3** Councillors shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 14.4** Where both parents are Councillors, leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 14.5** All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.
- 14.6** Members entitled to a Special Responsibility Allowance shall, for the first six months, continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave, with a review after the first six months and a possible extension for a further six month period.
- 14.7** Where a replacement is appointed to cover the period of absence that person shall receive a Special Responsibility Allowance on a pro rata basis for the period of the temporary appointment. Should a Councillor appointed to replace the Member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowance shall apply.
- 14.8** Any Councillor who takes maternity, paternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a

meeting of the Council within a six-month period unless the Council Meeting agreed to an extended leave of absence prior to the expiration of that six-month period.

- 14.9** Unless the Member taking leave is removed from their post at an Annual Meeting of the Council whilst on leave, or unless the Political Party to which they belong loses control of the Council during their leave period (if applicable), they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they had before the leave began.
- 14.10** If a Councillor decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 14.11** If an election is held during the Member's maternity, paternity, shared parental or adoption leave, and they are not re-elected, or decide not to stand for re-election, their Basic Allowance and Special Responsibility Allowance (if appropriate) will cease from the Monday after the election date when they would technically leave office.

Schedule 1

Outside Bodies with Allowance Schemes from which Members must claim directly making their own arrangements.

1. South Tyneside Homes (STH) - Chair £10,225 and Vice Chair (Determined by STH Board) £7,668
2. Housing Ventures Trust (Vice Chair Position Only) - £7,371
3. Border to Coast Pensions Partnership Limited – Shareholder Director - £15,000 (remunerated by the Company in full)
4. North East Regional Employers' Organisation (NERO) – attendance allowance of £21 per meeting.

Schedule 2

Outside Bodies which are Recharged by the Council in respect of Allowances Paid to members for meetings convened by the Outside Body.

1. Tyne and Wear Fire and Rescue Authority - Basic Allowance £2,500
2. APSE – No payment for being on the committee. Annual Fee of £1,300 plus expenses payable to Member chairing a National Advisory Group (position appointed by APSE's AGM)

Schedule 3

Approved Duty for Dependents' Carers' Allowance and Travel and Subsistence Allowance

Approved duty for the purpose of the payment of Dependents' Carers' allowance and travel subsistence shall be:

1. The attendance at a meeting of the Authority or of any committee or subcommittee of the Authority, or of any other body to which the Authority makes appointments or nominations, or of any committee or subcommittee of such a body.
2. The attendance at any other meeting, the holding of which is authorised by the Authority, or a committee or subcommittee of the Authority, or a joint committee of the Authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a subcommittee of such joint committee.

Note 1 In relation to category 2 meetings, it must be a meeting to which members of at least two political groups have been invited.

3. The attendance at a meeting of any association of authorities of which the Authority is a member.
4. The attendance at a meeting of the executive or a meeting of any of its committees, where the Authority is operating executives' arrangements.
5. The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.
6. The performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
7. The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at any school approved for the purposes of Section 342 of the Education Act 1996 (approval of non-maintained Special Schools).
8. The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees or subcommittees.

Note 2 In relation to category 8, the Council has approved the attendance at all meetings which are for the purpose of, or in connection with, the discharge of the Authority's functions or of any of its committees or subcommittees (other than political meetings) including:

- *The attendance at a meeting of a Working group or Panel of the Authority*
 - *The attendance at site visits and inspections*
 - *The attendance at ward surgeries*
 - *The attendance at meetings with tenants or community groups*
 - *The attendance at meetings with officers*
9. Withholding Allowances – where a Councillor is fully or partially suspended from any duties or responsibilities which attract Special responsibility Allowance, those allowances will be withheld by the Authority.
10. Review of Allowances – the Authority shall, pursuant to the Local Authorities (Members Allowances) (England) regulations 2003, establish and maintain an Independent Remuneration Panel to consider and advise on the categories and levels of Members Allowances paid by Authority.

Schedule 4 - Taxation

The Tax Charge

For tax purposes, Members are treated in the same way as any other employee or person who holds an office.

- “Emoluments” (payments which more than cover expenses are taxable and are deducted as part of Income Tax.
- Payments which reimburse expenses actually incurred or are in line with nationally agreed rates are not taxable.

Taxable and NI-able Expenses Tax and National Insurance contributions will be deducted at the standard rate from members monthly allowance payment.

Members should note that it is their personal responsibility to inform HMRC if as a result of receiving their members allowance, they either are or become liable to pay higher rates of tax or have a change in their national insurance position e.g. reach state pension age

Tax and NIC Treatment

Members pay tax and national insurance contributions on

- Basic Allowance
- Special Responsibility Allowance
- Carers Allowance
- Car mileage which is claimed from Home to the Town Hall or from another workplace to the Town Hall (if this is additional mileage).

The following will also be subject to tax and national insurance contributions at source.

- Telephone installation costs.
- 75% of the cost of a travel ticket will be subject to tax and NI to cover private use. The following will also be taxable but will not be taxed at source.

Members will be provided with a year-end benefits statement P11D with these details on. These should be included on their own tax returns as “other income”.

- Computers for home use where the total cost of the equipment exceeds £2500.
- Any other benefits in kind.

Members will be provided with a car mileage statement at the tax year end showing details of their car mileage payments. If Members are required to complete their own

tax returns, they will not have to account for car mileage allowances from the Authority.

There have been occasions where Members have paid too much NI because of the contributions they had already made via their employer. If a Councillor earns above the threshold (currently £33,450pa), they could request deferral on the NI contribution arising from their Members Allowance. HMRC would then assess at the year end the level of contribution required. If the deferment was agreed their NI contribution on earnings above the threshold would fall to 1%. Members may wish to seek advice from MHRC if they feel their circumstances warrant it.

Members do not pay tax and national insurance contributions on:

- Business journeys e.g. travelling from the Town Hall to another Authority
- travelling expenses necessarily incurred when performing duties of the office of employment providing there is no element of profit or personal use i.e. Bus Fares, Train Fares, Taxi Fares.
- any other expenses which are wholly, exclusively and necessarily incurred in the performance of their duties, providing the prescribed rates are not exceeded and there is no element of profit or personal use.

Daily subsistence allowances are classed as emoluments and are taxable when they are paid for meetings of the Authority at the Town Hall. Other daily subsistence allowances are not taxable. Overnight subsistence and conference travelling, and subsistence allowances are not taxable provided the rates quoted in this Scheme are not exceeded.

It should be noted that it is for HMRC to determine what is taxable and what is not taxable and that they do apply their rules very strictly.

HMRC will need to be satisfied that the reimbursements have actually been incurred.

It is also possible for Members to claim tax relief on certain of the expenses they incur in the pursuit of their duties, providing certain criteria are met.

TAX RELIEF FOR EXPENSES

A number of expenses are eligible for tax relief: -

Household Expenses

Where it costs a Member more for lighting, fuel etc. to carry out Members duties at home, a standard allowance of £135 may be permitted by HMRC. (NB the Council

does not pay for these expenses and Members must actually claim the relief themselves from HMRC).

No tax allowance can be made for postage/stationery/secretarial services as these are made available by the Council for Members.

background papers background papers background papers

Report of the Independent Remuneration Panel

The following is a list of the background papers (excluding exempt papers) relied upon in the preparation of the above report:

Background Paper	File Ref:	File Location
Appendix 1 - Report of the Independent Remuneration Panel		Attached
Appendix 2 – current Member’s Scheme of Allowances		Attached

Contact Officer: Nicola Robason, Director of Governance and Corporate Affairs
(Monitoring Officer)

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