

# **A Review of Members' Allowances**

**For**

**Leicester City Council**

---

**A Report by the  
Independent Remuneration Panel**

**Dr Declan Hall (Chair)**

**Dennis Allum**

**Lee Barron**

**Stephanie Brown**

**Andrew Watterson**

**March 2016**

## Foreword

This latest review of the Leicester City Council Scheme of Member Allowances has taken place against a background of the need for all local authorities to continue to find savings. This fact has been recognised in the remit given to the Panel in that it has been specified in the terms of reference that there will be "a general expectation that the recommendations will be met within the existing budget envelope available."

It has therefore been of paramount importance for the Panel to avoid any recommendations which would make it even more difficult for the Council to manage within its limited resources. Our recommendations on the Basic Allowance and Special Responsibility Allowances in particular reflect the limited scope for change available to us.

Despite this narrow remit the Panel has sought to simplify Members Allowances and support in order to make them more transparent by moving away from an outdated and administratively burdensome expenses culture towards one that the public can more readily understand and which the Panel is keen to stress, if adopted, would yield savings, particularly in relation to administrative costs.

It is acknowledged that Allowances serve to support the roles and responsibilities undertaken by Members and, should these be seen as a barrier to public service, then the Panel is failing in its core objective. This is brought into relief when considering that most Members' Allowances have been frozen since 2010 and the fact that built into the Basic Allowance is the concept of public service, i.e. not all a Members' workload is remunerated.

In addition, the withdrawal by Government in 2014 of the ability of Members to participate in the Local Government Pension Scheme (LGPS) means that Members now have to make their own pension provision. The impact of the loss of access to the Scheme is significant for Members both in terms of access to a statutorily guaranteed scheme and future remuneration. This can affect an individual's decision of whether to devote time to Council work at the expense of employment that offers access to the benefits of an employer pension. This applies particularly to those senior members where their role, including the City Mayor, requires a full-time commitment.

As such the Panel's recommendations may well have been different if we had a blank sheet of paper to start from. Allowances for Leicester Members have not kept pace with changes to modern ways of working or the demands of the Executive Mayor form of governance. We remain mindful of the fact that the previous report, due to the controversial nature of the recommendations, was rejected in its entirety. To make changes to the Scheme to adequately reflect this shifting emphasis however means that money will in time have to come from somewhere else within the Scheme. Thus the Panel hopes that this more moderate approach, which can be built upon by subsequent panels in light of the rolling out of Combined Authorities and local government devolution, is a first step in arriving at a Leicester City Council Members' Allowances Scheme that better reflects the changed circumstances.

Finally the Panel is keen to emphasise its independence, none of the Panel Members have any direct association with the Council and all apart from the Chair (whose role was to take the lead in relevant Panel preparation, research and the writing of this report) were not remunerated by the Council<sup>1</sup>.

---

<sup>1</sup> See Appendix 1 for any declarations of interest by Panel Members

## EXECUTIVE SUMMARY

Schedule of Allowances	Nos. Rec'd	Recommended 1 April 2016	Recommended Total per Member	Recommended Sub Total
<b>Basic Allowance<sup>2</sup></b>	55	£10,146		£558,030
<b>Special Responsibility Allowances - Executive</b>				
City Mayor	1	£57,710	£67,856	£57,710
Deputy City Mayor	1	£40,747	£50,893	£40,747
Assistant Mayors Band I <sup>3</sup>	6	£16,997	£27,143	£101,982
Assistant Mayors Band II	1	£13,597	£23,743	£13,597
Assistant Mayors Band III	1	£10,198	£20,344	£10,198
<b>Scrutiny</b>				
Chair Overview Select Committee	1	£9,613	£19,759	£9,613
Vice Chair Overview Select Committee	1	£2,403	£12,549	£2,403
Chairs Scrutiny Commissions	7	£8,011	£18,157	£56,077
Vice Chairs Scrutiny Commissions	7	£2,003	£12,149	£14,021
<b>Regulatory</b>				
Chair Planning & Development Control	1	£8,011	£18,157	£8,011
Vice Chair Planning & Development Control	1	£2,003	£12,149	£2,003
Chair Licensing & Public Safety	1	£8,011	£18,157	£8,011
Vice Chair Licensing & Public Safety	2	£2,003	£12,149	£4,006
Chair Audit & Risk	1	£5,874	£16,020	£5,874
Chair Standards	1	£2,857	£13,003	£2,857
<b>Group Positions</b>				
Minority Group Leader	0	£1,068 + £267 p/mbr	£1,068 + £267 p/mbr	£0
Majority Group Whip	1	£8,011	£18,157	£8,011
<b>Sub Total -- Basic Allowance</b>	<b>55</b>			<b>£558,030</b>
<b>Sub Total -- SRAs</b>	<b>34</b>			<b>£345,121</b>
<b>Sub Total -- Total BA + SRAs</b>				<b>£903,151</b>
<b>Civic Allowances</b>				
Lord Mayor	1	£16,556	£26,702	£16,556
Deputy Lord Mayor	1	£5,073	£15,219	£5,073
High Bailiff	1	£1,775	£11,921	£1,775
<b>Sub Total -- Civic Allowances</b>				<b>£23,404</b>
<b>Co-optees' Allowances</b>				
Standards	5	£508	£508	£2,540
Children, Young People & Schools Scrutiny	3	£508	£508	£1,524
<b>Sub Total -- Co-optees' Allowance</b>	<b>8</b>			<b>£4,064</b>
<b>Total (BA + SRAs + Civic + Co-optees)</b>				<b>£930,619</b>

<sup>2</sup> In accordance with legislation for the purposes of Allowances the City Mayor is counted as a Councillor.

<sup>3</sup> For the costing purposes this assumes six Assistant Mayors at Band I, one Assistant Mayor at Band II and one Assistant Mayor at Band III. It will be for the City Mayor to allocate Assistant Mayors to the relevant bands.

**The Panel also recommends:**

**Extending the 1-SRA only rule**

The Council adopt an across the board '1-SRA only' rule, in that regardless of the number of remunerated posts a Member may hold (including Civic posts) they are only able to receive 1 SRA (including Civic Allowances).

**The In-Council Travel & Subsistence Allowance**

There is no change to the annual £1,205 In-Council Travel and Subsistence Allowance.

**The Out of Council Travel & Subsistence Allowance**

The conditions and maximum rates under the Out of Council Travel and Subsistence Allowance are maintained.

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

The DCA is maintained but changed to specify that the weekly cap be set at 20 hours per week. In addition, that in the statutory annual publication of allowances and expenses received by Members of Leicester City Council that a separate column for the DCA is added to distinguish any claims made under this allowance from other expenses claims.

**Telecommunications and Support Allowance**

The current Support Package is discontinued from 1 April 2016 or any date thereafter the Council decide to implement the new scheme and replaced with a Telecommunications and Support Allowance paid to all Members at £25 per month as a contribution to Council related costs for use of telecommunications at a Members' home (including any private mobile phone costs) and miscellaneous items which a Member feels necessary to support their role as an elected Member.

The Panel also recommends that the current direct provision of a standard Council contracted mobile phone/call package and standard specification ICT package is maintained.

**Issues arising - Severance**

The Panel explored this issue but was advised that there is no provision in the 2003 Regulations to make such payments. Therefore the Panel is making no recommendation regarding severance payments for Members.

**Confirmation of indexing**

The following allowances are indexed for 4 years from 2016/17 to 2019/20 the maximum period permitted by legislation, without reference to the Panel as follows:

- **Basic Allowance, SRAs, Co-optees, Civic Allowances and the Telecommunications and Support Allowance:** updated annually in line with the annual percentage pay increase given to Leicester City Council

employees (and rounded to the nearest £ as appropriate) as agreed for each year by the National Joint Council for Local Government Staff

- **Out of Council area Mileage Allowance:** indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates.
- **Out of Council area other travel and subsistence:** reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.
- **Dependants' Carers' Allowance:** the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Council's own hourly rate for a Home Care Assistance (care of other dependants).

The Panel is not recommending that the In-Council Travel and Subsistence Allowance is indexed.

### **Implementation**

The new scheme of allowances based on the recommendations contained in this report is adopted from 1 April 2016 or any date thereafter as agreed by the Council.

# **Independent Remuneration Panel: A Review of Members' Allowances**

**For**

**Leicester City Council**

**March 2016 Report**

## **Introduction: The Regulatory Context**

1. This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel ('IRP' or 'Panel') appointed by the Leicester City Council to advise the Council on its Members' Allowances Scheme.
2. *The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby full Council retains powers of determination in setting Members' Allowances, including both levels and scope of remuneration and other allowances/reimbursements.*
3. In particular the Panel was convened in accordance with a resolution adopted by Council on 8 October 2015 in which it was agreed to hold a full review to report back to Council<sup>4</sup>.

## **Terms of Reference**

4. The Panel was given the following terms of reference, namely to make recommendations on:
  - I. The amount of Basic Allowance that should be payable to elected Members and the expenses it should include

---

<sup>4</sup> The Council report in October originally gave a completion date of January 2016 but in additional recommendations the Council acknowledged that the requirement to appoint 'citizen' representatives to the Panel would delay completion of review to a revised date.

- II. The categories of Members who should receive a Special Responsibility Allowance (SRA) and as to the amount of such an allowance
- III. Those Co-optees who should receive a Co-optees' Allowance and as to the amount of such an allowance
- IV. The Civic Allowances
- V. The scope and level of travel and subsistence allowances and the terms and conditions by which this may be paid
- VI. The scope and level of the Dependants' Carers' Allowance
- VII. Arrangements for addressing other Council related costs including telecommunications and provision of other items necessary to support Members in carrying out their roles and which are currently provided via a 'support package'
- VIII. The application of indices to allowances payable and if so what the relevant indices should be
- IX. The implementation date for the new Schemes of Members' Allowances
- X. Any other issues that are brought to the Panel's attention

In undertaking the review, the Panel would be expected to take into account

- Allowances schemes from authorities that are comparable to Leicester City Council which may include other mayoral authorities (principal councils), CIPFA Near Neighbours and other unitary councils of similar size and characteristics in the East Midlands
  - The views of Members, both written and oral
  - Any other consideration as directed by the Council or brought to the Panel's attention through Member representations
  - Any other matters that the Council obliges the IRP to take into account
  - The current financial constraints facing the Council and a general expectation that the recommendations will be met within the existing budget envelope available
5. To ensure that the Panel operated effectively with mutual trust and in a way that secured and maintained public confidence in its impartiality, the Panel

members agreed to adhere to a protocol proposed by the Director of Delivery, Communications and Political Governance<sup>5</sup>.

### **The Panel<sup>6</sup>**

6. Leicester City Council reconvened its Panel and the following Members were appointed to carry out the independent review of allowances, namely:
  - Dr Declan Hall (Chair): Formerly an academic at the Institute of Local Government, The University of Birmingham, now an Independent consultant specialising in Members Allowances and support with extensive experience of reviews across the United Kingdom
  - Dennis Allum: A resident of Leicester, recently retired and formerly a marketing and financial services professional and currently represents England Hockey on their Safeguarding Panel (a citizen appointment)
  - Lee Barron: Regional Secretary Midland Trade Unions Congress (TUC) and a former Councillor with Northampton Borough Council
  - Stephanie Brown: Recently retired Chair of the Leicestershire and Rutland Magistrates Bench. President of the Board of Trustees of Leicester Children's Holiday Centre (Mablethorpe). Formerly a local business woman.
  - Andy Watterson: Business Lead & Business Crime Manager, East Midlands Chamber of Commerce (Derbyshire, Nottinghamshire, Leicestershire) and also a Member of Chesterfield Borough Council IRP
7. Logistical and practical support to the Panel was provided through John Thorpe, Democratic & Members Support Manager at Leicester City Council.

### **Process and Methodology**

#### **Evidence Reviewed by the Panel**

8. The Panel met at the City Hall, Leicester, on 12 and 20 January 2016 and 2 February 2016 to consider the evidence and hear representations, including factual briefings on the Council by Officers. All Members were invited to make written submissions to the Panel and all Members who wished to meet with

---

<sup>5</sup> See Appendix 2 for further details

<sup>6</sup> Marc Crisp, a Leicestershire Police Officer (and citizen appointment) was required to withdraw from the Panel as he was advised by the Police Professional Standards in Leicestershire there are restrictions put on Police Officers as Crown Servants.

the Panel were accommodated as far as practically possible. The Panel also reviewed relevant written information, such as council and committee meetings schedules, benchmarking data, statutory guidance, etc<sup>7</sup>. The Panel meetings were held in private session to enable it to meet with Members and Officers and consider the evidence in confidence.

### **Benchmarking: Elected Mayors and English Unitary Councils**

9. In accordance with the factors the Panel was asked to take into account in making recommendations regarding its terms of reference, the Panel has benchmarked the scope and levels of allowances paid to Leicester Councillors and City Mayor. Specifically, the Panel benchmarked against two groups of councils:
  - Elected Mayors: The allowances paid (2015/16) in the 12 principal councils in England with an elected Mayor form of executive governance. These councils formed the core benchmarking group in that they are the most similar in size, functions and governance model to Leicester and therefore are the most relevant comparators for comparing remuneration of similar roles and responsibilities
  - National: All unitary councils in the CIPFA Democratic Services Benchmarking Club – 26 in total (2014/15)
10. While it can be difficult to make systematic comparisons consistently, the Panel has undertaken benchmarking, where relevant figures can be obtained, against these two groups of councils to provide a more balanced perspective.<sup>8</sup>
11. The Panel has not been driven by Allowances paid across the comparator authorities but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common and good practice. Moreover, it was important to place the Leicester City Council Allowances Scheme in a comparative perspective. Leaving aside the fact that this only gives relative values and is less of a guide to the real worth of a councillor's work it informs elected Members on the wider picture, underlining some of the anomalies in the Leicester model of remuneration and support.

### **Principles and Key Messages**

12. To ensure that its recommendations are on a sound footing the Panel adopted a number of common principles of remuneration. By bearing these principles in mind the Panel has sought to bring consistency and robustness to its recommendations.

---

<sup>7</sup> See Appendices 3 & 4 for further details on the range of written evidence considered and list of Members who made representations to the Panel.

<sup>8</sup> See Appendix 5 for more details.

## **Transparency**

13. Members' allowances and support should be transparent in that the basis of remuneration and support should be understood by both Members and Officers and importantly, the public. In addition the allowances and support that Members receive should be apparent and readily understood by both Members and the public.

## **Straightforward to administer**

14. Members' allowances and support should not be administratively burdensome to claim by Members nor costly to manage.

## **Equity**

15. Members' allowances and support should be fair in that it provides a degree of recompense for workload and responsibility yet not create too many differentials in remuneration. Allowances should also be equitable when compared to peers in the two groups of council utilised for benchmarking purposes.

## **Accountability**

16. It is important in the post MPs expenses fiasco that Members are able to give account of their remuneration and support. Public perception should not be negative. As Members ultimately determine their own allowances and support, on advice from the Panel, they should be able to justify to the public their remuneration and support in terms of their own workloads and responsibility and in a comparative context.

## **Reduce barriers to public service**

17. In setting remuneration and support for employees a standard principle is that it should encourage recruitment and retention. Indeed, one of the themes emerging from the representations made to the Panel was that the allowances payable under the current Leicester City Council Members' Allowances Scheme does not fully compensate the work and responsibilities undertaken by Members and are insufficient, for most Members, to live on. The policy intention behind the requirement to establish a Members' Allowances scheme for all English councils is to enable and facilitate Members' roles and responsibilities as far as practically possible while taking into account such factors as the nature of the council, local economic conditions and good practice. Thus the Panel has sought to recommend a scheme that seeks to minimise financial barriers to public service so as to enable a wide range of people to become a Councillor without incurring undue personal financial cost.
18. Thus, members' allowances schemes are not intended to 'attract' candidates for Council. Members' allowances were never intended to be paid at full 'market rates.' They would have to be at a level so high as not to be publically acceptable or in accordance with the terms of reference. Moreover, the Panel (and a number of interviewees) were not at ease with the concept of using allowances to 'attract' candidates for council - if elected Members were standing for and remaining on the Council due to financial appeal it would run

contrary to the public service ethos. The desire to serve local communities and residents is the prime motive for being a Councillor. For Members, remuneration should not be seen as a driver in citizens putting themselves forward to stand for council, as it negates the public service principle that is inherent in a Member's role. Yet, nor should remuneration be at a level that excludes many underrepresented groups from standing for Council because it would impose undue financial pressures on them. Moreover, if the Panel was to recommend 'market rates' it would cut against the principle of value for money (see below) and be at such a level it would be hard to justify in a comparative context.

19. As such the Panel is keen to ensure that allowances and support enable Members and potential Members to undertake their duties without having to personally subsidise their public service.

### **Value for Money**

20. This principle has already been put in place by the Council's terms of reference for the Panel in that it has been asked to take into account the current financial constraints facing the Council and a general expectation that the recommendations will be met within the existing budget envelope available. In addition, this principle is built into the process by legislation. It is also an underlying principle enunciated in the Council's Pay Policy Statement (2015/16) for Officers. Moreover, the Panel is the means by which periodic public scrutiny is brought to bear on Members' allowances and support. It is incumbent upon the Panel to ensure that its recommendations represent value for money.

### **Putting the review in context - addressing anomalies**

21. In making its recommendations the Panel has had to balance these principles but the overriding fact is that they had to be within the current budgetary provisions. While a case may be made to fundamentally revise some of the current allowances the reality is at this stage it is not in a position to do so. For the Panel to significantly increase any allowances means it would have to find compensating decreases elsewhere.
22. Nonetheless, there are a number of significant contextual issues the Panel has taken into account, namely,
  - Most allowances have remained frozen since 2010.
  - Since April 2014, Members, where applicable, now have to fund their own pension provision - a cost that falls disproportionately on those who are deemed to be in full time roles.
  - The Support Package available to Members is no longer fit for purpose both in terms of how it is delivered and scope of provision.
23. This context has informed the key recommendation of the Panel and its conclusion that at this stage the principal function of the review is to recalibrate and update allowances so they do not fall behind peers. It has done this primarily by applying an index to the main allowances. - see below

for further details. The Panel has also made other recommendations where there are anomalies that need addressing rather than a fundamental restructuring of the allowances scheme.

## Recommendations - the Basic Allowance

### Indexing the Basic Allowance

24. The basis of the current Basic Allowance goes back to the 2007 Review which recommended it be set at £9,500, which the Council accepted. By 2010 it had increased to its current level through indexation. The 2011 Review recommended that the Basic Allowance be increased to £12,000, including all in-council travel and subsistence and a contribution to phone and IT support costs. This was rejected by the Council. As with most allowances the Basic Allowance has remained frozen as the Council did not re-adopt indexation after the 2011 review and the Basic Allowance has started to lag behind peers.
25. Benchmarking shows that the mean Basic Allowance in the mayoral principal councils is £9,966, with a median Basic Allowance of £10,172 which in this instance is a more accurate measure due to a very low Basic Allowance in Middlesbrough. The CIPFA Democratic Services benchmarking club survey of 26 English unitary councils (2014/15) shows that the mean Basic Allowance was £10,293 - see table 1 below. Nonetheless, it does show that the Leicester City Council Basic Allowance (£9,829) is now at the lower end of the average range paid to peers<sup>9</sup>.

**Table 1: Benchmarking the Basic Allowance**

Benchmarking Group & Year	Measure	Basic Allowance
12 Principal Mayoral Authorities (15/16)	Mean	£9,966
12 Principal Mayoral Authorities (15/16)	Median	£10,172
CIPFA Democratic Services BM Club (14/15)	Mean	£10,293

26. This on its own is not necessarily a sufficient reason to recommend an increase to the Basic Allowance but in the context whereby it has been frozen since 2010 and extra costs imposed on eligible Members through closure of the LGPS scheme in 2014 then the case for revision becomes more compelling.
27. It is now common practice for councils, in accordance with the 2003 Regulations (10.4), to apply the NJC index to their allowances for the permitted four years. It was also a recommendation from the previous review and if the Council had applied the recommended indexation, namely the same

<sup>9</sup> This comparison does not take into account the various support arrangements that benchmarked councils may or may not provide to Members. It is difficult to take Member support into account for benchmarking purposes as the full range of support is not always listed in published allowances schemes in other authorities.

percentage annual salary increase that staff have received since 2011, as agreed each year by the National Joint Council for Local Government Staff (the 'NJC' index) it would produce a Basic Allowance of £10,146 - see table 2 below:

**Table 2: Applying the NJC Index to the Basic Allowance**

Applicable year	NJC index	Indexed Basic Allowance
2010/11	0%	£9,829 - no change
2011/12	0%	£9,829 - no change
2012/13	0%	£9,829 - no change
2013/14	0%	£9,829 - no change
2014/15	1%	£9,927
2015/16	2.2%	£10,146

28. A Basic Allowance of £10,146 arrived at through applying the NJC index meets a number of the Panel's guiding principles:

- Transparency: the basis of the increase is based on publically available information and readily understood
- Equity: it treats Members and Officers equally
- Accountability: it is readily defensible and robust in that it is less than actual cost of living increases since 2009
- Value for money: the indexed Basic Allowance is in line with the averages of the benchmarking groups of councils.

29. **The Panel recommends a Basic Allowance of £10,146.**

### **Recalibrating the Basic Allowance in line with the 2006 Statutory Guidance**

30. In arriving at recommendations the Panel is required to pay regard to the 2006 Statutory Guidance. In considering the Basic Allowance the Guidance (paragraph 67) states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

31. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables - time, public service and worth of remunerated time.

### **Time to fulfil duties for which the Basic Allowance is paid**

32. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). It is paid to compensate for workload. Obviously

Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members so the time assessment is typically taken as the average to carry out all those duties for which the Basic Allowance is paid, including preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with Officers.

33. The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid comes from the 2013 Councillors Census. In data supplied to the Chair of the Panel from the Local Government Association, it showed that Councillors in unitary councils who held "no positions" of responsibility put in on average 21.6 hours per week "on council business"<sup>10</sup>. For the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance the Panel has equated this to 2.7 days per week or 140.4 days per year based on an 8 hour working day as the expected time input from Members for their Basic Allowance.
34. The Panel recognises that based on the representation received some Members who hold no positions do put in more than the equivalent of 2.7 days per week. However the point is that the Panel is explicitly recognising that being an elected Member is not required to be full time, indeed there is no legislative basis for such a view, and the Basic Allowance is not designed to support full time Members at this level.

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

35. The Public Service Discount (PSD) recognises the principle that not all of what a Councillor does should be remunerated – there is an element of public service. Typically, this voluntary principle is realised by discounting an element of the expected time inputs associated with the Basic Allowance. The normal range for this public service discount is between 33% - 40%, largely on the basis this is broadly in line with the proportion of time backbenchers spend dealing with constituents, surgeries and general enquiries from citizens. The Panel has opted for the most common level of voluntary discount of 35%.
36. Thus, of the expected time input of 140.4 days per year 35% of that time, or 49.14 days per year are deemed to be public service and not paid, leaving 91.26 remunerated days per year.

### **The rate for remuneration**

37. The rate for remuneration used in 2003 to arrive at a Basic Allowance was based on the East Midlands male non-manual gross daily salary, which in turn

---

<sup>10</sup> Information based on National Census of Local Authority Councillors 2013 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 1 October 2014.

was a regional version of an advisory day rate published by the LGA to assist IRPs and by 2011 it was over £150 per day. However, the LGA has since stopped issuing this advice as Panels switched to a rate of remuneration that most closely reflected the typical earnings of Members' constituents. The reason for the switch was one of data availability: the Office of National Statistics started to collect and publish data on average earnings on a council by council basis about 5 years ago in its Annual Survey of Hours & Earnings.

38. In 2015 the mean gross daily salary for all full time employee jobs within the area of the Leicester City Council was £111.16<sup>11</sup> as published by the Office of National Statistics (ONS) in its Annual Survey of Hourly Earnings (ASHE - 2015). Thus, the Panel has reset the rate for remuneration at £111.16 per day.
39. If the Panel updated the variables to arrive at the Basic Allowance as set out in the Statutory Guidance to take into account the most recent data available it gives the following values:
- Time required to fulfil duties: 140.4 days per year (2.7 days per week)
  - Public Service Discount: 35% (49.14 days)
  - Rate for Remuneration: £111.16 per day
40. By following the methodology as set out in the 2006 Statutory Guidance with the updated variables it produces the following recalibrated Basic Allowance:
- 140.4 annual days minus 35% PSD multiplied by £111.16 per day = £10,144.
41. Although this recalibrated Basic Allowance is not exactly equal to the recommended Basic Allowance (£10,146) it is close enough to make no difference. Moreover, it makes clear to both Members and the public the basis of the recommended Basic Allowance that is in line with the 2006 Statutory Guidance.

### **Special Responsibility Allowances - the City Mayor's SRA**

42. The City Mayor's role appears to have changed the most since the last full review. It remains a full time role. Devolution and the proposed Combined Authority have put greater pressure on the City Mayor and will continue to do so. There has also been a Leicester City Council specific reform - as agreed by Council on 4 August 2011 the post of Chief Executive was abolished, with the City Mayor, taking on the responsibility for setting the major policy and executive decision making. The City Mayor has become 'more hands on', more so than a typical elected Mayor.
43. The current remuneration of the City Mayor (SRA of £55,909 and Basic Allowance of £9,829) was set following the 2011 review with reference to the

---

<sup>11</sup> See ASHE, 2015, Table 7.1a - Mean weekly pay - gross - for full time employee jobs in area of Leicester City Council, which is £555.80 and divided by 5 working days equals £111.16 per day.

salary of a backbench MP. Indeed a strong case can be made that the City Mayor exercises more responsibility than any backbench MP. Basing an elected Mayor's remuneration to an MP's salary is a common approach as benchmarking (15/16)<sup>12</sup> shows

- Mean Mayor's SRA - 12 Principal Mayoral Authorities: £59,604
- Median Mayors SRA - 12 Principal Mayoral Authorities: £58,157

44. However, this link to MPs salaries cannot be maintained due to external forces and the need to keep within the current financial envelope given to the Panel. Consequently, the Panel has decided to apply the same index to the City Mayor's SRA that was applied to arrive at the recommended Basic Allowance, namely the NJC index 2014-16, 1% + 2.2%. This still leaves the SRA for the City Mayor less than that paid to peers and less in total than the salary (£75,000) of the Police and Crime Commissioner for Leicestershire.
45. **The Panel recommends that the elected Mayor's SRA for 2015/16 should be £57,710.**

### Deputy City Mayor

46. The current SRA for the Deputy City Mayor is £39,909 whereas in the comparator group of principal mayoral councils the mean SRA for Deputy Mayors is £24, 209 - see appendix five. However, in Leicester the Deputy City Mayor is explicitly deemed to be a full time role and has acquired a greater range of discrete tasks undertaken at the behest of the City Mayor, such as being on more outside bodies due to the pressures on the City Mayors' role and being Chair of the Health and Wellbeing Board. Therefore, there is a clear and transparent basis for the level of this SRA as being commensurate with that range and breadth of responsibilities. Consequently, the Panel has decided that at this stage to simply apply the NJC index to this SRA.
47. **The Panel recommends that the SRA for the Deputy City Mayor is £40,747.**

### Assistant City Mayors

48. Similarly the Panel has applied the NJC index 2014-16 to the current SRA for the Assistant City Mayors, which equates to £16,997. However while the general assumption is that an Assistant Mayor is a full time role there are times when some portfolios are not as large and carry less responsibility than others. Moreover, in 2015 the City Mayor added two Assistant Mayors to the executive which brought into sharper relief that not all Assistant Mayors have equal remits. Yet, there is no flexibility in the current scheme to differentiate between the different remits of the Assistant Mayors. Consequently the Panel has introduced two lower SRA bands for those Assistant Mayors that are deemed by the City Mayor to have a lesser workload and responsibility than

---

<sup>12</sup> CIPFA benchmarking did not distinguish between elected Mayors and Leaders SRAs.

the others. The Bands II and III have been stepped down in increments of 20% of the full SRA (Band I) for Assistant Mayors.

49. **The Panel recommends that the SRAs for the Assistant Mayors are banded as follows:**

**Table 3: Recommended SRAs for Assistant Mayors Bands I-III**

Post	Band	SRA	Ratio
Assistant Mayor	I	£16,997	100%
Assistant Mayor	II	£13,597	80%
Assistant Mayor	III	£10,198	60%
The City Mayor will allocate Assistant Mayors to the relevant Band according to responsibility and workloads assigned			

### Arriving at the SRAs - Chairs of the Scrutiny Commissions

50. Benchmarking shows that the mean SRA paid to Chairs of equivalent posts in the mayoral authorities is £7,020, whereas in the CIPFA benchmarking group it is £8,495. This led the Panel, in arriving at the recommended SRA for the Chairs of the Scrutiny Commissions, to continue applying the NJC index 2014/16.
51. **The Panel recommends that the SRA for the Chairs of the Scrutiny Commissions is £8,011.**

### Chair of the Overview Select Committee

52. There is a case to make a differentiation in the SRA for the Chair of the Overview Select Committee. The Committee has developed into the senior scrutiny and overview committee by virtue of having all the Chairs of the standing committees appointed to it. It organises and agrees the work of scrutiny and the Commissions including agreeing annual work programmes. It has in recent times stepped in to consider high profile cross cutting Executive portfolio issues, such as the budget, capital programme and major capital schemes, e.g., the Council's accommodation strategy, procurement policy and changes relating to corporate wide issues such as ICT. It is also specifically charged with scrutinising the work of the City Mayor and Deputy City Mayor.
53. Benchmarking shows that the Leicester model of overview and scrutiny is not universal, eight out of the 12 benchmarking group of principal mayoral councils have a separate co-ordinating overview committee and six out of those eight councils pay a higher SRA to their Chair than that paid to other scrutiny chairs, with the mean SRA being £12,317. The Panel has not been guided by benchmarking because the workload for the Chair of the OSC is not significantly different from the Chairs of the Scrutiny Commissions. Instead, it has made a marginal differentiation and set the recommended SRA for the

Chair of the Overview Select Committee at 120% of the recommended SRA for the Chairs of the Scrutiny Commissions, which equates to £9,613.

54. **The Panel recommends that the SRA for the Chair of the Overview Select Committee is £9,613.**

#### **Chairs of the Planning & Development Control and Licensing & Public Safety Committees**

55. The Panel considered whether there was a case to marginally increase the SRA for the Chairs of the Planning & Development Control and Licensing & Public Safety Committees on the basis that these committees (including sub committees) generally meet more regularly than the Scrutiny Commissions and have a decision making regulatory function. However the Panel decided not to do so as it is not common practice elsewhere and in general the representation received supported the model of a standard SRA for chairs of the main committees. Thus the Panel decided to apply the same (NJC) index it applied to the SRA for the Chairs of the Scrutiny Commissions.
56. **The Panel recommends that the SRA for the Chairs of the Planning & Development Control and Licensing & Public Safety Committees is £8,011.**

#### **Chair of the Audit & Risk Committee**

57. No evidence was received to indicate that the current SRA (£5,691) for the Chair of the Audit & Risk Committee merited revision beyond the application of the NJC index, which places it on a par with peers in the benchmarking authorities, with the mean and median SRA in the mayoral benchmarking group being £5,767 and £6,070 respectively and the mean SRA being £7,100 in the CIPFA benchmarking group.
58. **The Panel recommends that the SRA for the Chair of the Audit & Risk Committee is £5,874.**

#### **Chair of the Standards Committee**

59. Currently the Chair of the Standards Committee receives an SRA of £2,768, whereas in the benchmarking group of mayoral councils the mean SRA for the equivalent post is £1,850 and median SRA is £1,548. This is in a context where only three of the 12 mayoral councils maintain a separate Standards Committee and remunerate its chair. However, the Leicester Standards Committee remains an active committee even after the implementation of the Localism Act 2011 and the Chair merits an SRA. Therefore the Panel has also applied the NJC index to this SRA.
60. **The Panel recommends that the SRA for the Chair of the Standards Committee is £2,857.**

## Majority Group Whip

61. The Leicester Allowances Scheme provides for an SRA (£7,761) for the Majority Group Whip on a par with the SRA paid to Chairs of the main committees. The Panel notes that this post is not usually paid in other authorities, with only four of the 12 mayoral benchmarking councils paying such a post, with the mean being £8,245 and median £7,243. Nonetheless, the Panel notes that the role in Leicester goes beyond the traditional role of whip and is more akin to that of a group business manager. The Panel has decided to maintain this SRA at its current level but subject to the NJC index.
62. **The Panel recommends that the SRA for the Majority Group Whip is £8,011.**

## Vice Chairs of OSC, Scrutiny Commissions and 2 Main Regulatory Committees

63. Currently the seven Vice Chairs of the Scrutiny Commissions, two Vice Chairs of the Licensing & Public Safety Committee and Vice Chair of the Planning & Development Control and the Overview Select Committee all receive an SRA of £3,880, which has been determined by setting it at 50% of their respective chair's SRA.
64. The Panel considered whether there was a case to continue paying an SRA to the Vice Chairs of these committees. The Panel was mindful of the 2006 Statutory Guidance (paragraph 72) which states

If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified.
65. In Leicester the majority of Members (34 out of 55) receive an SRA, including the City Mayor. If the Panel was to recommend the discontinuation of SRAs for Vice Chairs it would mean less than half (25 or 45%) of Members received an SRA. Moreover, benchmarking shows it is now uncommon to remunerate Vice Chairs elsewhere. Yet, despite the note of caution from the 2006 Statutory Guidance, the 2003 Regulations do not put any limits on the number of SRAs payable in any single council.
66. The Vice Chairs of the Scrutiny Commissions, as do all three main Regulatory Vice Chairs, attend and contribute to agenda meetings but the commonality appears to stop there. Some on occasion lead scrutiny task groups, but so do other Scrutiny Members. Not all have stood in for their respective chair in recent times nor undertaken other discrete tasks in capacity as a Vice Chair.
67. The Vice Chair of Planning & Development Control does stand in for the Chair on a more regular basis mostly arising when there is a conflict of interest on the part of the Chair e.g. when the Planning & Development Committee is considering an application in the Chair's ward. Licensing has two Vice Chairs but this arises out of the expectation that at least one Licensing Vice Chair, if not chairing a Licensing Enforcement or Hearings Sub Committee, will be sitting on one of these sub committees.

68. More generally the main contribution of Vice Chairs is to support their Chairs as appropriate and act as a sounding board and source of advice. As such the Panel is content that there is a role for Vice Chairs that merits an SRA but their workload and responsibility is demonstratively less than 50% of their respective Chairs. The Panel has reset the Vice Chairs' SRAs at 25% of their Chairs' SRAs.
69. **The Panel recommends that the SRAs for the Vice Chairs of the main committees are paid as follows:**
- **Vice Chair Overview & Select Committee (1):** £2,403
  - **Vice Chairs Scrutiny Commissions (7):** £2,003
  - **Vice Chair Planning & Development Control Committee (1):** £2,003
  - **Vice Chairs Licensing & Public Safety Committee (2):** £2,003

### **Minority (Opposition) Group Leader**

70. Although the SRA, currently £1,035 plus an additional £259 per member, for a Minority (Opposition) Group Leader is not paid as there is no Opposition Group it is incumbent upon the Panel to consider the SRA in the event that there is an Opposition Group before the next review. The Panel received no evidence that the principle of applying the NJC index should not be extended to the SRA for the Minority (Opposition) Group Leader.
71. **The Panel recommends that the SRA for a Minority (Opposition) Group Leader is £1,068 plus an additional £267 per Group Member.**

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

72. The 2003 Regulations do not prohibit the payment of multiple SRAs to Members. However, since SRAs are now often to remunerate full time or close to full time roles and no longer insignificant most Councils have adopted the '1-SRA only' rule. In other words, regardless of the number of remunerated posts individual Members may hold they can only be paid 1 SRA. Out of the other 12 principal mayoral councils the 1-SRA only rule has been adopted in 10 of them and in the other two, Salford and Torbay, the schemes are silent on the subject.
73. Moreover, this cap on the payment of SRAs to Members means that posts are not simply sought out for financial reasons; i.e. collecting remunerated posts does not enhance remuneration. Indeed, the logic of the 1-SRA only rule is that it helps to spread such posts around more. It also makes for a more transparent allowances scheme and acts as a brake on the total paid out each year in SRAs, as in practice it will be highly unusual if all SRAs are paid out annually, resulting in a saving to the Council.
74. Leicester has adopted a version of the 1-SRA rule only by restricting it to 1-SRA per category of post. The exceptions to the 1-SRA only rule per category of post are the Lord Mayor and City Mayor - in these cases the 1-SRA only

rule applies. There is no reason why the 1-SRA only rule should not extend to all remunerated posts as per good practice.

75. **The Panel recommends that the Council implements an across the board (including the Civic Allowance) rule within the Leicester City Council Members' Allowances Scheme so that a Member can receive no more than one SRA.**

### Co-optees' Allowances

76. Currently the allowances scheme pays a Co-optees' Allowance of £492 to the five Co-opted Members on Standards and three Co-opted Members on Children, Young People & Schools Scrutiny Commission. Although it is less common to pay Co-optees on Standards a Co-optees' Allowance no evidence was received to suggest this allowance should not also have the NJC index applied.
77. **The Panel recommends that the Co-optees Allowance is £508.**

### The Allowances for expenses

#### The In-Council Travel & Subsistence Allowance

78. Currently all Members receive £1,205 per year to cover travel and subsistence costs for undertaking in-authority council duties. The advantage of this approach is that it is administratively simple and inexpensive to administer. The disadvantage is that it remunerates Members who may not incur actual in-council travel and subsistence costs up to £1,205 per year, e.g., they live close to City Hall or if they have a travel pass.
79. Since 1 January 2004 Travel and Subsistence has been a discretionary allowance, i.e. it is not a condition of service. Indeed, in the benchmarking group of 12 mayoral councils six do not pay an in-council Travel and Subsistence Allowance, the Basic Allowance being deemed to be inclusive of such costs, five councils retain an in-council Travel and Subsistence Allowance but it is claims-based and one council, Salford, pays an in-council Travel Allowance (claims based) but not an in-council Subsistence Allowance. More generally it is increasingly the practice in relatively compact urban authorities such as Leicester that in-council travel and subsistence costs are deemed to be covered by the Basic Allowance.
80. However, at this stage, the Panel recognises that to change the current arrangements would have implications regarding the administrative burden placed on Members to make and for Officers to process individual travel and subsistence claims or if it was discontinued for in-council duties it could have an equalities impact. Consequently **the Panel recommends no change to the current approach and annual sum of £1,205 in-Council Travel and Subsistence Allowance.** The Panel will explore the issue in more depth during its next review.

## The Out of Council Travel & Subsistence Allowance

81. Currently, Members are required to make claims for Out of Council travel and subsistence costs which are capped at rates specified in part 2 of the allowances scheme. This approach does not impose excessive administrative costs as it is claimed by fewer Members on limited occasions. The Panel received no evidence to change this approach or the rates claimable.
82. **The Panel recommends that the conditions and maximum rates under the Out of Council Travel and Subsistence Allowance are maintained.**

## The Dependants' Carers' Allowance (DCA)

83. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on Council. The Panel notes that the vast majority of councils now pay a DCA.
84. Currently, Leicester City Council pays a DCA to qualifying Members "as a contribution to costs, rather than a full reimbursement". The scheme distinguishes between the different costs of childcare and care for other dependants and caps the hours claimable at ten per week. The Panel supports the continuation of the DCA; it helps to reduce barriers to public service for traditionally underrepresented groups. However, a weekly limit of 10 hours appears to be overly restrictive. An increase in the cap to 20 hours per week is more equitable and closely reflects the average workload of an ordinary Member that was used in arriving at the recalibrated Basic Allowance.
85. **The Panel recommends that the DCA is maintained but changed to specify that the weekly cap be set at 20 hours per week. In addition, it is recommended that in the statutory annual publication of allowances and expenses received by Members of Leicester City Council that a separate column for the DCA is added to distinguish any claims made under this allowance from other expenses claims.**

## Telecommunications and Support Allowance

86. Currently, all Members are provided should they choose it, with a Council contracted mobile phone and a call package for council related calls and standard specification ICT equipment with relevant software and printers. In addition, there is a "Support Package" of up to £1,606 for the first full year after being elected and £801 for the subsequent 3 years. The main purpose of the Members' Support Package is to increase flexibility for Members and support their work as an elected Member appropriate to their personal methods of working and needs. Items and services that can be claimed, with relevant receipts, under the Support Package include:
  - Office furniture for home use, including maintenance

- Phone costs
    - Private Landline - annual amount for equipment and line rental plus annual call allowance
    - And/or
    - Private Mobile Phone (if council provided mobile phone not taken up) total monthly cost up to individually agreed limit to cover both line/handset rental and Council-related call charges
  - Broadband line rental up to a maximum of £26 per month
  - ICT equipment and software over and above the standard configuration
  - Other miscellaneous items which can be demonstrated to assist a Councillor in their role as an elected Member subject to agreement with relevant Officer
  - Purchase of bicycles to use on Council business
87. The Support Package may score high on flexibility but not on value for money, nor in terms of being straightforward to administer and transparency. Moreover, many of the items and services that can be claimed under the Support Package can no longer be justified. Times have changed and it is now common place that most homes have a landline, mobile phone and broadband. Indeed, the Office of National Statistics Statistical Bulletin "Internet Access - Households and Individuals 2015" Table 24 (5 August 2015) shows that 86% of households in Great Britain had internet access in 2015 up from 9% (UK) in 1998.
88. The point is that for elected Members the cost of council related calls and internet connections on private landlines, mobiles and broadband is marginal as they are items and services that are now commonplace. It is difficult to justify the subsidisation for items and services that the vast majority of people have in the first place, an anomaly that is brought into sharper relief by the administrative burden placed on the Council to implement and monitor the Support Package.
89. Benchmarking is difficult to undertake as many allowances schemes do not specify or clarify the level of direct support or otherwise their Members receive. While it is common to provide ICT support directly it is highly unusual to augment that support with the array of additional support that is provided to elected Members in Leicester.
90. Consequently, the Panel takes the view that the current Support Package is outmoded and does not reflect the widespread take up of such services, the inclusive price packages universally available and developments in technology such as high speed broadband and dual and even triple Sim card mobile phones. Yet, it is acknowledged that there is a cost on Members for use of their private ICT and telecommunications items and services. As such the Panel acknowledges it is equitable for the Council to make a contribution, as in the case of the DCA, to those costs.
91. Consequently, **the Panel recommends that the current Support Package is discontinued from 1 April 2016 or any date thereafter the Council may decide to implement the new scheme and replaced with a Telecommunications and Support Allowance paid to all Members at £25**

per month as a contribution to Council related costs for use of telecommunications at a Members' home (including any private mobile phone costs) and miscellaneous items which a Member feels necessary to support their role as an elected Member.

92. The Panel also recommends that the current direct provision of the Council contracted mobile phone/call package and standard specification ICT package is maintained.

### The Civic Allowances

93. The Civic Allowances are paid under the Local Government Act 1972 (sections 3.5 and 5.4) to meet the expenses of holding the offices of Lord Mayor, Deputy Lord Mayor and High Bailiff. As such, it is not remuneration, although in many authorities it has in effect become a substitute salary, and is why a proportion of the Lord Mayor's Civic Allowance is administered by the Democratic & Members Support Manager to pay on-going direct expenses. In particular the Civic Allowance is designed to meet out of pocket expenses that arise during the course of their duties including *inter alia*

- Offertories at all church and other religious services
- Purchases and donations at bazaars, fairs and fetes
- Appropriate clothing
- Hairdressing, manicure, pedicure, etc
- Cost of hospitalities not administered by the Mayor's office such as dinners organised by local organisations, etc

94. As with the Basic, Special Responsibility and Co-optees' Allowances the Panel has applied the NJC index to the Civic Allowances. **Thus, the recommended Civic Allowances are**

- Lord Mayor: £16,556\*
- Deputy Lord Mayor: £5,073
- High Bailiff: £1,775

\* It is also recommended that £5,343 of the Lord Mayors' Civic Allowance is administered by the Democratic and Members Support Manager.

### Issues arising - Severance

95. An issue arising from the representation received by the Panel was that of severance payments for senior Members who were no longer in post. The Panel explored this issue but was advised that there is no provision in the 2003 Regulations to make such payments. Therefore the Panel is making no recommendation regarding severance payments for Members.

## Confirmation of indexing

96. **The Panel confirms and recommends that the following allowances are indexed for 4 years from 2016/17 to 2019/20, the maximum period permitted by legislation, without reference to the Panel as follows:**
- **Basic Allowance, SRAs, Co-optees, Civic Allowances and the Telecommunications and Support Allowance:** updated annually in line with the annual percentage pay increase given to Leicester City Council employees (and rounded to the nearest £ as appropriate) as agreed for each year by the National Joint Council for Local Government Staff.
  - **Out of Council Mileage Allowance:** indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates.
  - **Out of Council Other Travel and Subsistence:** reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.
  - **Dependants' Carers' Allowance:** the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Council's own hourly rate for a Home Care Assistance (care of other dependants).
97. The Panel is not recommending that the In-Council Travel and Subsistence Allowance is indexed.

## Implementation

98. **The Panel recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from 1 April 2016 or any date thereafter as agreed by the Council.**

## **Appendix One Declarations of Interest**

The following Panel Members have indicated that they will not be claiming for loss of earnings as no personal financial loss has been incurred while serving on the Panel:

- Dennis Allum
  - Lee Barron
  - Stephanie Brown
  - Andy Waterson
- 
- Declan Hall (Chair of the Panel) has received remuneration for his role in preparation and research for the Panel and taking a lead in the Panel process and writing of report.
  - Dennis Allum has made a non-pecuniary declaration of interest. His wife is a Trustee of Friends' of New Walk Charitable Trust and, on occasions, they are invited to the New Walk Museum for viewings prior to the formal opening of an exhibition. Whilst these usually come from the Museum, the most recent Invitation for a viewing on 11<sup>th</sup> March 2016 has been issued by the City Mayor's Office.

## Appendix Two

### **Protocol for working arrangements for those engaged as Independent Remuneration Panel Members.**

This protocol is designed to ensure that the panel operates effectively with mutual trust and in a way that secures and maintains public confidence in its impartiality.

**Standards of Conduct** - Panel members will at all times operate within the 7 principles of standards in public life (this was attached to the protocol).

**Interests** - It is vital that the Panel is and is seen to be independent. If a panel member feels or becomes aware at any point that they are not able to comply with the list of conditions (this was attached to the protocol) they must declare this to the Chair of the panel and the Director of Delivery, Communications and Political Governance.

**Information** - It is important that the Panel have access to all relevant information and there is open communication with each other, witnesses and Council officers. Members of the panel must therefore not share any information or communication given to them as part of their role as a panel member during or after the completion of the report. Members are also expected to take all reasonable precautions to avoid information being accidentally or deliberately used or seen by a 3<sup>rd</sup> party. Members of the panel should note that any recorded information may be subject to access requests under the Freedom of Information Act. The Panel must also be mindful of the requirements of the data protection act in relation to use of personal data.

**Public Scrutiny** - As an item of significant public interest the review is likely to create media interest it is important that all external communications contain the full information and do not risk public confidence in the impartiality of the review or panel. Members of the panel must therefore not make any comment to the press or any other person or body about the work of the Panel, and will direct all media queries to the Council's press team.

**Absence** - The scale of work and timescale for the panel is very challenging. It is therefore important that where a member is not available for any reason to participate in any of the work or commitments identified by the chair they must inform the **Chair of the panel and the Director of Delivery, Communications and Political Governance** as soon as possible. Amongst the actions considered will be to ask the panel member to withdraw from the panel if the absence is likely to severely impact on participation.

**Respect** - In order to ensure free and open discussion all members of the panel will treat contributions from each other and any witnesses with respect and in confidence. Failure to do so may result in a panel member being asked to withdraw from the panel.

**Operation of the Panel** – in order to ensure an efficient and co-ordinated approach all aspects of the management of the work and of meetings will be defined by the Chair. The chair will also prepare the final report including appropriate inputs from panel members and undertake any public explanation of the report as agreed with the Director of Delivery, Communications and Political Governance.

## Appendix Three

### Members and Officers who met with the Panel

#### **Members**

Cllr A. Byrne	Co-Vice Chair of Licensing and Public Safety Committee (Labour)
Cllr R. Grant	Opposition Member (Conservative)
Cllr R. Palmer	Deputy City Mayor, Adult Social Care, Health Integration and Wellbeing and in addition responsibility for policy development, strategy and delivery, partnerships and communications (Labour)
Cllr S. Russell	Assistant City Mayor, Children, Young People & Schools (Labour)
Cllr B. Singh	Chair of Overview Select Committee (Labour)
Sir P. Soulsby	City Mayor (Labour)
Cllr J. Thomas	Chair of Licensing & Public Safety Committee (Labour)
Cllr M. Unsworth	Vice Chair of Heritage, Culture, Leisure & Sport Scrutiny Commission (Labour)
Cllr P. Westley	Labour Group Chief Whip
Cllr N. Porter	Opposition Member (Liberal Democrat) <sup>13</sup>

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

Cllr T. Aldred	Labour Member
Cllr D. Alfonso	Vice Chair Housing Scrutiny Commission (Labour)
Cllr P. Newcombe	Chair Housing Scrutiny Commission (Labour)
Cllr M. Unsworth	Vice Chair of Heritage, Culture, Leisure & Sport Scrutiny Commission (Labour)
Cllr P. Westley	Labour Group Chief Whip

#### **Written Submissions - Co-optees**

Mr D. Henderson Co-opted Member, Standards Committee

<sup>13</sup> Councillor Porter was interviewed via telephone by the Chair of the Panel, with a summary relayed to the other Panel Members, 1 February 2016.

**Officers who briefed the Panel**

Kamal Adatia      City Barrister & Monitoring Officer

Miranda Cannon    Director Delivery, Communications & Political Governance

Liz McKenzie      Team Leader, Member & Civic Support

John Thorpe        Democratic & Member Support Manager

## **Appendix Four**

### **Information Received by the Panel**

1. Panel Terms of Reference
2. 2015/16 Leicester City Council Members' Allowances Scheme
3. Statutory publication of Leicester City Council allowances and expenses paid to and claimed by Members, including sub-totals for each category 2014/15
4. Leicester City Council IRP Report November 2011, excluding appendices
5. Report by the Chief Operating Officer to Council on the work of the IRP, March 2012
6. Council minutes extract March 2012 regarding IRP Report November 2011
7. Summary of Members Attendance 15 May 2015 - 8 January 2016, applies to meetings required by the Council's Constitution to support the decision-making process.
8. Flow chart of Leicester City Council Committee Structure
9. Regulatory Committees and Scrutiny Commission, OSC memberships 2015-16
10. Leicester City Council Constitution Part 3, Responsibility for Functions, including Terms of Reference of Committees and Commissions
11. National Census of Local Authority Councillors 2013 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 1 October 2014.
12. Member Job Descriptions
  - a. City Mayor job description
  - b. Deputy City Mayor job description
  - c. Assistant City Mayor job description
13. National Joint Council for Local Government Services, 2014-2016 Payscales and Allowances, including NJC index for December 2014 - April 2016
14. LGA, Local Government Pay Offer 2016/17 and 2017/18, 9 December 2015
15. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government
16. The Local Authorities (Members' Allowances) (England) Regulations 2003 (Statutory Instrument 2003/1021)
17. Aide Memoir from Chair of IRP circulated to all Council Members 6 November 2015 to inform the basis of written submissions and interviews with Members

18. Summary of formal meetings of Regulatory, Scrutiny, external governance and community ward meetings 2014/15
19. Comparative summary of allowances schemes from benchmarking councils - see appendix 5
20. Hard copies of allowances schemes (2015/16) from 12 principal mayoral councils benchmarking group
21. CIPFA, Democratic Services Benchmarking Club, 26 Unitary in benchmarking club, 4 September 2015
22. Copies of written submissions to Panel from Members
23. Power point Presentation by IRP Chair on Reviewing Allowances: Issues, Patterns, Option and the Leicester Model
24. Officer Briefing I: Overview of the Council and Governance Structures, Miranda Cannon, Director, Delivery, Communications & Political Governance and Kamal Adatia, City Barrister & Monitoring Officer
25. Officer Briefing II: Leicester City Council Allowances Scheme, John Thorpe, Democratic & Member Support Manager and Liz McKenzie, Team Leader Member & Civic Support
26. ASHE, 2015, Table 7.1a - Mean weekly pay - gross - for full time employee jobs in area of Leicester City Council, Office of National Statistics
27. Annual Survey of Hours & Earnings (ASHE), November 2015.
28. Office of National Statistics Statistical Bulletin "Internet Access - Households and Individuals 2015" Table 24 (5 August 2015)
29. Leicester City Council, Pay Policy Statement 2015/16

## Appendix Five: Benchmarking Allowances for Leicester City Council

<b>BM1 Leicester City Council BM Group (15/16) + CIPFA BM Club : BA + DEM + Exec &amp; Scrutiny SRAs</b>											
Comparator Council	Basic Allowance	Elected Mayor	Elected Mayor Total	Deputy Mayor	Assistant Mayors or Exec Mbrs	Mayoral or Exec Support or Lead	Chair Main O&S	V/Chair Main O&S	Chairs or Leads Scrutiny	V/Chairs Scrutiny	Other or Comments
Bedford	10,322	51,611	61,933	12,387	10,332				5,161		
Bristol	11,530	54,865	66,395	20,266	20,266		6,080		6,080		
Doncaster	12,120	48,480	60,600	15,150	12,120		12,120	3,030	3,030		
Hackney	10,263	68,027	78,290	39,867	33,604				13,419		
Lewisham	9,812	67,910	77,722	40,600	15,298		12,260		6,130		
Liverpool	10,077	69,423	79,500	28,620	12,628	7,200			8,405		
Middlesbrough	6,130	61,300	67,430	18,390	12,260	6,130	12,260		6,130		
Newham	10,937	70,902	81,839	37,775	33,735	6,747 - 33,735	26,988		13,494		Exec SRAs less if Exec Mbr is < full time
N. Tyneside	9,759	51,975	61,734	6,792	3,003				3,003	2,100	
Salford	10,080	59,610	69,690	35,219	13,141	9,855	8,214		8,214		
Torbay	8,167	54,446	62,613	20,227	13,485	6,742	10,114		3,371		
Tower Hamlets	10,390	56,704	67,094	15,217	13,065		10,502		7,801		
<b>Mean</b>	<b>9,966</b>	<b>59,604</b>	<b>69,570</b>	<b>24,209</b>	<b>16,078</b>	<b>7,482</b>	<b>12,317</b>		<b>7,020</b>		
<b>Median</b>	<b>10,172</b>	<b>58,157</b>	<b>67,262</b>	<b>20,247</b>	<b>13,103</b>	<b>6,971</b>	<b>11,311</b>		<b>6,130</b>		
CIPFA BM Club Mean 14/15	<b>10,293</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>13,763</b>				<b>8,495</b>		
<b>Leicester</b>	<b>9,829</b>	<b>55,909</b>	<b>65,738</b>	<b>39,475</b>	<b>16,466</b>		<b>7,761</b>	<b>3,880</b>	<b>7,761</b>	<b>3,880</b>	

<b>BM2 Leicester City Council BM Group (15/16) CIPFA BM Club: Main Regulatory SRAs</b>									
<b>Comparator Council</b>	<b>Chair Planning</b>	<b>V/Chair Planning</b>	<b>Chair Strategic Planning</b>	<b>Chair Licensing (inc Regulatory)</b>	<b>V/Chair Licensing</b>	<b>Chairs Licensing Panels/Subs</b>	<b>Chair Audit &amp; Risk/Other</b>	<b>Chair Standards</b>	<b>Comments or Other</b>
<b>Bedford</b>	5,161			5,161			5,161	1,548	Chair Licensing Act Committee £5,161 Licensing Subs Mbrs £25/52 per meeting
<b>Bristol</b>	6,080			6,080			6,080		3 Planning Committees
<b>Doncaster</b>	6,060	2,424		6,060	2,424		6,060		Elections & Structures Committee £1,212
<b>Hackney</b>	16,450			16,450			7,407		Chairs Pensions Committee £14,815, Pensions Board, Adoptions & Fostering Panel Mbrs £2,294 & Corporate Committee £7,407
<b>Lewisham</b>	6,130		9,195	6,130				1,000	3 Planning Committees
<b>Liverpool</b>	8,405			8,405					
<b>Middlesbrough</b>	9,200			9,200			6,130		Chair HR £6,130, Chair Pension Fund £3,070
<b>Newham</b>	6,747		20,241	20,241		20,241	6,747		Chair Licensing Act Committee £20,241, Community Leads various SRAs
<b>N. Tyneside</b>	3,003	2,100		2,100	1,473		2,100	3,003	Chair Appeals, Chair Outside Bodies, V/Chair Standards £2,100, V/Chair Audit £1,473
<b>Salford</b>	8,214			8,214			8,214		
<b>Torbay</b>	6,742			3,371		545 - 2,178	4,058		Chair Harbour Committee £3,371
<b>Tower Hamlets</b>	10,502			7,801			5,709		Chairs Appeals + General Purposes £7,801, Chairs Pensions + HR £5,709
<b>Mean</b>	<b>7,725</b>	<b>2,262</b>		<b>8,268</b>	<b>1,949</b>		<b>5,767</b>	<b>1,850</b>	
<b>Median</b>	<b>6,745</b>	<b>2,262</b>		<b>6,966</b>	<b>1,949</b>		<b>6,070</b>	<b>1,548</b>	
CIPFA BM Club Mean 14/15	<b>7,100</b>			<b>7,100</b>			<b>7,100</b>		£7,100 includes all "committee Chairs"
<b>Leicester</b>	<b>7,761</b>	<b>3,880</b>		<b>7,761</b>	<b>3,880</b>		<b>5,691</b>	<b>2,768</b>	<b>2 Licensing V/Chairs</b>

<b>BM3 Leicester BM Group (15/16) + CIPFA BM Club: Group SRAs &amp; T&amp;S (in-authority)</b>							
<b>Comparator Council</b>	<b>Majority Group Leader</b>	<b>Main Opposition Group Leader</b>	<b>Minor Opposition Group Leader</b>	<b>Majority Group Whip</b>	<b>Minority Group Whip</b>	<b>T&amp;S (in-authority)</b>	<b>Comments or Other</b>
<b>Bedford</b>		£185 per member	£185 per member			Yes - claims based	Opposition Deputy Leader & Spokespersons £93 per group member
<b>Bristol</b>		12,158	12,158	6,080	6,080	No - inc in BA	
<b>Doncaster</b>		6,060	2,424			No - inc in BA	
<b>Hackney</b>		12,215	8,143	5,000	2,294	No - inc in BA	Majority Group Chair + Secretary £2,294
<b>Lewisham</b>		5,275	3,165			No - inc in BA	Chair Majority Group £5,275
<b>Liverpool</b>		7,200	7,200	8,405	4,209	Yes - claims based	
<b>Middlesbrough</b>	9,200	3,070	3,070			Yes - claims based	
<b>Newham</b>		No Opposition		13,494		No - inc in BA	Secretary Majority Group - £3,373
<b>N. Tyneside</b>	3,003	3,003	3,003			Yes - claims based	
<b>Salford</b>		8,214	8,214			Yes: Travel - claims based; Subsistence inc in BA	
<b>Torbay</b>	327 p/Mbr	327 p/Mbr	327 p/Mbr			Yes - claims based	
<b>Tower Hamlets</b>	13,065	10,502	5,709			No - inc in BA	
<b>Mean</b>	<b>8,423</b>	<b>7,522</b>	<b>5,898</b>	<b>8,245</b>	<b>4,194</b>		
<b>Median</b>	<b>9,200</b>	<b>7,200</b>	<b>5,709</b>	<b>7,243</b>	<b>4,209</b>		
CIPFA BM Cub mean 14/15		<b>9,173</b>					
<b>Leicester</b>		<b>1,035 + £259 per Mbr</b>		<b>7,761</b>		<b>Yes - 1,205 p/yr</b>	

