

**A Review  
Of  
Members' Allowances  
For  
Bracknell Forest  
Council**

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

**Dr Declan Hall  
Hilda Johnston  
Graham Jones  
Neil MacGregor**

**January 2010**

## **Foreword**

This is the sixth review by the Independent Remuneration Panel for Bracknell Forest Council. The first review, completed in January 2001, was undertaken as part of the wider implementation of the modernisation agenda arising out of the Local Government Act 2000. The original report made recommendations, which the Council broadly accepted. The 2001 review set the framework for the present allowances scheme; it has not altered dramatically since then.

The second review was required (as were all local authorities) under the *Local Authorities (Members' Allowance) (England) Regulations 2003*<sup>1</sup> and subsequent amendments. These Regulations mandated all local authorities to establish and convene an advisory Independent Members' Allowances Review Panel to make recommendations on certain associated allowances such as travel and subsistence, co-optees' allowances, and pensions for Councillors before 31 December 2003. The 2003 review also tasked a new Panel to review the range and levels of the Basic Allowance and Special Responsibility Allowances (SRAs) in light of experience of the new system of local government.

The third review was of a minor nature, prompted by an invitation by the Council to conduct a post-implementation review of the scheme to consider certain changes in roles of some Councillors and give further guidance on an issue surrounding the claiming of Members expenses. The fourth review arose out of issues the Panel was not in a position to address in its previous review due to lack of experience of two posts, namely Executive Support Members' and Chairs of the Licensing Panels, with a further consideration on conditions surrounding the mileage allowance. The fifth review arose out of the need to review the indices applied to the various allowances and further minor issues emerging as part of the annual review programme.

This review arises out of the recommendation of the previous review to take the opportunity by the end of 2009 to undertake a fundamental review of the whole scheme, as it has not been reviewed in a deliberative fashion for at least five years and in light of emerging legislation that may impact on Members' roles and responsibilities.

The Panel

Dr Declan Hall

Independent Remuneration Panel Chair  
18 January 2010

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<sup>1</sup> See Statutory Instruments 2003 Nos. 1021, 1022 and 1692 for further details.

## **Independent Remuneration Panel**

### **The Sixth Review of Members' Allowances**

**For**

### **Bracknell Forest Council**

#### **The Regulatory Context and Terms of Reference**

1. This report is a synopsis of the proceedings and recommendations made by the Independent Remuneration Panel appointed by Bracknell Forest Council to consider its current Members' allowances scheme and advise the Council on a new scheme.
2. The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)* to make recommendations to the Council on a new scheme of Members' Allowances. These regulations, which arise out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to set up and maintain an advisory Independent Members' Remuneration Panel to review and provide advice on Members' allowances. All Councils are required to convene their Remuneration Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.

#### **Terms of Reference**

3. In line with a suggestion from the previous review (see Fifth Report of Bracknell Forest BC IRP, paragraph 38-39) the Council has asked the Panel to:
  - Undertake a full review of the Councils' Members' Allowances Scheme by considering in a deliberative fashion, a wider range of evidence, views of Members, and the operation of the current scheme within the new legislative context.
4. The Council also identified a number of specific issues arising for the Panel to address, namely:

- a. Specifying what the Basic Allowance includes regarding expenses
- b. The new Overview and Scrutiny arrangements
- c. The new Governance and Audit Committee
- d. Clarification of the Opposition Special Responsibility Allowance (SRA)
- e. Whether the travel allowances scheme should include provision for a bicycle and passenger supplement allowance
- f. Clarification on the terms and conditions on which the Dependants' Carers' Allowances are claimed

## **The Panel**

5. Bracknell Forest Council reconvened its standing Independent Remuneration Panel, with 2 new Members, namely:
  - Dr. Declan Hall, a lecturer at the Institute of Local Government, The University of Birmingham. He is the independent Chairman and involved with Bracknell Forest since 2000, and re-appointed in June 2008 for a five-year term. He also provides national training on Members' Allowances and specialises in Members' Allowances, and support and development.
  - Graham Jones is a recently retired qualified psychiatric nurse, and appointed in July 2009 for a two-year term. Graham is a resident of the borough.
  - Hilda Johnston, a retired teacher, she was appointed in July 2009 for a two-year term. Hilda has taught both young people and adults in England, Scotland, and Singapore, working in both the private and state sector. Hilda has lived in the area for 25 years.
  - Neil MacGregor, former Magistrate in East Berkshire and has been involved in reviews since 2003. Neil was re-appointed in June 2008 for a five year term long term resident of the Borough
6. The Panel had the support of Ann Moore, Head of Democratic & Registration Services, who acted as the 'Panellists' Friend'. Kirsty Hunt, Principal Democratic Services Officer (Governance) took the organisational lead in facilitating the work of the Panel.
7. The Panel would like to record its gratitude to the Members and Officers of Bracknell Forest Council for making themselves available to talk to the Panel and supporting its work.

## Process and Methodology

8. The Panel met at Easthampstead House, Bracknell, on 10<sup>th</sup> September, 1<sup>st</sup> and 12<sup>th</sup> October 2009.
9. The Panel meetings were in closed session to enable the Panel to consult with Members and Officers in confidence and hold its deliberations in private.
10. The Panel's activity fell into four areas:
  - **One:** Review of the background and contextual information on Bracknell Forest Council and relating to the issues of concern, i.e., recent changes in political structures, allowances schemes from comparator authorities and previous allowances reports for the Council – see Appendix 2 for full list of information considered by the Panel.
  - **Two:** Interviews with Members and Officers of the Council (see Appendix 1)
  - **Three:** Review of oral and written submissions and analysis of allowances schemes from other CIPFA 10 Nearest Neighbours and Berkshire Unitary Authorities and summary of all allowances schemes from unitary authorities in South East England produced each year by the South East Employers Organisation, and the national picture as produced by the IDeA 2008 Survey of Members' Allowances. The Panel took into account practice elsewhere for bench marking purposes insofar it was able to obtain relevant information. (see Appendices 2 and 3)
  - **Four:** Arriving at recommendations; and the drafting and redrafting of report to the agreement of the Panel.
11. The Panel took a tiered approach in considering the evidence. It is required to operate within the broad statutory framework laid down by the 2006 Statutory Guidance and 2003 Regulations. The 2003 Members' Allowances (England) Regulations establishes the limits for the IRP, i.e., attendance allowances cannot be paid, all Members must receive a Basic Allowance that is equal in value and express authority is granted to vary the terms and conditions for claiming the travel and subsistence allowances, or retaining them at all. Within the legislative context the IRP has an obligation to pay regard to the statutory guidance which for instance mandates certain considerations for IRPs in reaching their recommended Basic Allowance but provides suggestions in reaching an appropriate level for the Leader's SRA.
12. The Panel then considered the implications of the recent legislative changes upon Members' roles and responsibilities and recent changes in the work of the Council. Finally, the Panel took into account representations made by a representative range of Members, both oral and written. The interviews were utilised to act as a 'sounding board' to

suggestions and ideas from members of the IRP as well as give the IRP a qualitative feel of the issues facing elected Members.

13. Finally, all the evidence and representations have been reviewed and evaluated within the comparative context. The principal approach adopted by the Panel in its review and assessment of the evidence has been to benchmark the scope and levels of allowances paid in Bracknell Forest Council against that paid in other comparable authorities both nationally and regionally. More specifically, the Panel has compared allowances paid in Bracknell Forest Council against the two peer groups it has used in previous reviews – the prime comparator group are the other Berkshire Unitary Authorities, with the secondary comparator group being all Unitary Authorities in Bracknell’s ‘Near Neighbours’ as defined by the Chartered Institute of Public Finance Accountants (CIPFA). The Panel was not driven by allowances paid in the comparator group of authorities but has been at the very least concerned to ensure that Bracknell Forest Council was not out of line with the scope and levels of allowances currently paid in these two comparator groups.

## **Principles of the Review**

### **Reducing Financial Barriers versus No Increase in Total Spend**

14. The Panel was charged with carrying out a fundamental review and as far as possible to seek to reduce financial barriers for under represented groups standing for council. Yet, at the same time, the Panel recognises that particularly in the present climate, there are financial constraints facing not just Bracknell Forest Council but the residents of Bracknell Forest. As a result of this context, the overarching principle of the Panel has been to seek as far as possible not to increase the total monies spent on the Members’ Allowances Scheme and to use the current spend on recognising changing roles and responsibilities where appropriate.
15. Against this background, the Panel has also sought to make the scheme as simple as possible both in terms of understanding what allowances are paid and why but also in terms of ease of administration both for Members and Officers.

## **The Evidence Reviewed and Key Messages/Observations**

### **The Impact of recent Legislation**

16. A concern of the Panel in its previous review was the impact of the piecemeal implementation of the Local Government and Public Involvement in Health Act (2007), commencing from 1<sup>st</sup> April 2008. Furthermore, the government has made clear its response to the recommendations of the Councillor Commission by introducing the Local Democracy, Economic Development and Construction Bill into Parliament. There was a particular concern that the Act and the Bill would have an impact on Members' roles and responsibilities.
17. However, the Panel was convinced that the impact will not be as significant as was originally thought. The most significant impact of recent and pending legislation has and will be on enhancing overview and scrutiny and giving Leaders a formal stronger constitutional role. However, the Panel notes that particularly in the Bracknell context, where there is a strong Leader model and requirements for overview and scrutiny is comparatively advanced in any case, the legislation underpins what has largely been a case of good and actual practice already. However, it is noted that the potential of the Councillor Call for Action is yet to be realised.

### **Allowances Scheme still 'Fit for Purpose'**

18. Consequently, the Panel notes that the allowances scheme for Bracknell Forest Council has stood the test of time and appears to be robust in structure and scope. Despite carrying out a fundamental review of the scheme, and reviewing a very extensive range of information, the Panel is satisfied that the Members' Allowances Scheme is only in need of amendment at this time, with the minor exceptions specified.

### **The Comparative Picture**

19. The Panel also notes that in a comparative context the allowances for the Borough are on par with its peers, but with a number of SRAs, they are in the upper quartile, which the Panel is by and large content with.

## The Recommendations of the Panel

### The Basic Allowance

20. The overwhelming view from the interviewees was that the Basic Allowance should not be increased. The Panel undertook a benchmarking exercise and it shows the current Basic Allowance in Bracknell Forest is on par with that paid in a range of comparator authorities – see table 1 below.

Table 1: Basic Allowances paid in comparator authorities groups

Comparator Group of Authorities	Average Basic Allowance
Bracknell Forest 09/10	£8,687 Actual
IDeA Survey - All Unitary Councils Nov 2008	£8,076
IDeA Survey - All Unitary Councils South East Nov 2008	£8,051
South East Employers Survey – Bracknell Forest Group Nov 2008	£8,760
CIPFA 10 Nearest Neighbours Group + Berkshire Unitary Councils 2009/10	£7,755

21. As a consequence of the information received the Panel feels the Basic Allowance is still appropriate, with the exception that it should be increased by £100 to take account of the recommendation (see below) that the right to claim travel expenses for attending in-authority meetings is withdrawn.
22. **The Panel recommends that Members should no longer be able to claim mileage for attending approved duties within the Borough.** The Panel was advised that 55% of Councillors do not claim any mileage. The Panel was informed that the average annual travel claim for Members attending in-authority meetings was 740 miles at an annual average cost of £435. However, the majority of those claiming both in terms of making claims and at a total sum coming close to the average is Executive Members and Champions, who are in receipt of additional SRAs for those roles.
23. **Consequently, the Panel further recommends that the Basic Allowance is increased by £100, to £8,787, per annum.** This recommendation is cost-neutral in terms of monies spent on the allowances scheme but should also result in savings regarding



Member and Officer time and the decrease in paperwork that results from this recommendation.

24. **Finally, the Panel also clarifies that the Basic Allowance is designed to cover *all incidental* expenses not otherwise expressly specified in the Members' Allowances Scheme.**

### **Special Responsibility Allowances**

25. Generally speaking the SRAs payable in Bracknell Forest Council are at the higher end of the comparative spectrum, both nationally, regionally and interestingly sub-regionally. It is noted that within the CIPFA 10 Nearest Neighbour and Berkshire Unitary Authorities' Comparator Group 3 three Berkshire authorities, (Reading, Slough and Wokingham) account for 9 of the lowest SRAs payable in the 10 major SRAs looked at).
26. On the other hand the only two categories of SRA where Bracknell Forest pays the highest is to the Chair of the Overview and Scrutiny Commission (£7,239) and the Leader of the Main Opposition Group (£15,926). (See appendix 2 for further information on the SRAs paid in the comparator groups of councils).
27. **With the exceptions set out below the Panel recommends no changes to the SRAs currently paid, subject to the index.**

### **Overview and Scrutiny**

28. A strong argument was presented to the Panel to increase the SRA for the Chairman of the Overview and Scrutiny Commission. The Overview and Scrutiny Commission has overseen 22 reviews by scrutiny since the previous Independent Remuneration Panel review and scrutiny was having an impact on the work of the Council. Indeed, it had received a good score in the Comprehensive Performance Assessment that all local authorities in England are subject to.

Table 2: Overview &amp; Scrutiny SRAs paid in comparator authorities groups

<b>Comparator Group of Authorities</b>	<b>SRA for Chairmen of Overview and Scrutiny Commission or equivalent</b>
Bracknell Forest 09/10	£7,239 Actual
IDeA Survey - All Unitary Councils Nov 2008	Not Identified
IDeA Survey - All Unitary Councils South East Nov 2008	Not Identified
South East Employers Survey – Bracknell Forest Group Nov 2008	Not Identified
CIPFA 10 Nearest Neighbours Group + Berkshire Unitary Councils 2009/10	£6,048

29. However, at this stage **the Panel does not recommend an increase for this post – it will revisit the issue in a future review. However, the Panel does recommend a SRA paid at the same level for other Chairmen of Scrutiny Panels (£5,791) for the Chairman of the new Adult Social Care Scrutiny Panel.** This recommendation simply increases the number of Overview and Scrutiny SRAs back to 5 – which was the original number in place at the time of the previous review.

### **Licensing and Safety**

30. A case was made to the Panel to increase the SRA for the Chairman of the Licensing and Safety Committee, particularly in light of the passage of the Gambling Act 2007 and its implications for local government. However, the Panel feels that the position is not yet clear due to the fact that the Regulations are not yet fully implemented. Moreover, the SRA for the Chairman of Licensing is slightly above the SRA paid to similar posts in the comparator authority groups – see table 3 below.
31. **Therefore the Panel does not recommend an increase for this post.**

Table 3: Licensing SRAs paid in comparator authorities groups

<b>Comparator Group of Authorities</b>	<b>SRA for Chairmen of Licensing</b>
Bracknell Forest 09/10	£5,626 Actual
IDeA Survey - All Unitary Councils Nov 2008	£5,562
IDeA Survey - All Unitary Councils South East Nov 2008	£4,120
South East Employers Survey – Bracknell Forest Group Nov 2008	£5,138
CIPFA 10 Nearest Neighbours Group + Berkshire Unitary Councils 2009/10	£5,294

### **Chairmen of the Licensing Sub Panels**

32. The Panel reconsidered the case for recommending a SRA for the Chairmen of the Licensing Sub Panels. Yet, the Panel is still of the same opinion it held during previous reviews, namely (January 2008 Report, page 6-7, paragraph 18):

The Panel does not recommend that a SRA should be paid to members of licensing panels for the future, if anything the workload will decrease and be routine, at least more so that it was during the transitory period. Indeed, it is a reasonable expectation of all elected Members to serve on a number of panels, of a quasi-judicial nature over the period of their elected office for which they are not specifically remunerated.

33. Furthermore, from the evidence presented to the Panel it appears that it is not the practice to remunerate such posts in the comparator authorities.
34. **It is not recommended that SRAs are paid to the Chairmen of the Licensing Sub Panels**

### **The Chairman of Governance and Audit**

35. A new development since the previous review is the establishment of the Governance and Audit Committee. It is an increasingly common development in local government and indeed recommended by CIPFA and the Audit Commission. In effect, the Committee has taken on a number of functions from the Overview and Scrutiny Commission and replaced the Final Accounts Committee, as well as undertaking

traditional governance functions. It is not always remunerated in other authorities, or not yet established in others. Nonetheless, the Panel feels this post does merit some recognition and as a result have at this stage placed it on a par with the Member Champions, with a view to revisit the role at a later review.

36. **The recommended SRA for the Chairman of the Governance and Audit Committee is £2,201.**

### The Chairman of Planning and Highways

37. The Panel notes that the SRA for the Chairman of the Planning and Highways Committee is particularly high in the comparative context – see table 4 below.

Table 4: Planning SRAs paid in comparator authorities groups

Comparator Group of Authorities	SRA for Chairmen of Planning
Bracknell Forest 09/10	£11,235 Actual
IDeA Survey - All Unitary Councils Nov 2008	£6,857
IDeA Survey - All Unitary Councils South East Nov 2008	£5,964
South East Employers Survey – Bracknell Forest Group Nov 2008	£7,401
CIPFA 10 Nearest Neighbours Group + Berkshire Unitary Councils 2009/10	£6,914

38. The Panel feels that the differential between this SRA and other non-executive SRAs is no longer justified and therefore **recommends that the SRA for the Chairman of the Planning and Highways Committee is frozen, i.e., the annual index is no longer applied until the next review.**

### The Leader of the Opposition Group

39. The Panel notes that the Council did not accept the previous recommendation of the Panel to reduce the SRA for the Leader of the Opposition Group. It is still at the same level as the SRA for the Executive Members and, while there is a consensus that the Opposition Leader is particularly effective the Panel still feels it is not appropriate for such a small Opposition Group.

40. Moreover, as table 5 shows the comparative picture reinforces the Panel's perception of the current level of SRA that the Leader of the Opposition is able to draw.

Table 5: Leader of the Opposition SRAs paid in comparator authorities groups

<b>Comparator Group of Authorities</b>	<b>SRA for Leaders of the Opposition</b>
Bracknell Forest 09/10	£15,926 Actual
IDeA Survey - All Unitary Councils Nov 2008	£7,291
IDeA Survey - All Unitary Councils South East Nov 2008	£8,288
South East Employers Survey – Bracknell Forest Group Nov 2008	NA
CIPFA 10 Nearest Neighbours Group + Berkshire Unitary Councils 2009/10	£7,765

41. **The Panel repeats its previous recommendation that the SRA for the Leader of the Opposition should be set at the same level as the Chairman of the Planning and Highways Committee, which is presently £11,235, subject to the annual index.**

#### **Co-optees' Allowance – The Chairman of Standards Committee**

42. The Panel notes that the Co-optees' Allowance for the Chairman of the Standards Committee is below the average paid in the comparator groups. However, the Standards Committee has reduced the number of meetings it holds each year to an average of 2 and there was no evidence received (beyond the comparative research – see table 6 below) to indicate that this allowance needs revising.
43. **It is recommended that the Chairman of Standards' Committee Co-optees' Allowance is unaltered and remains at £638, subject to the annual index.**

Table 6: Chairman of Standards Committee Co-optees Allowance paid in comparator authorities groups

<b>Comparator Group of Authorities</b>	<b>Co-optees' Allowance for Chairmen of Standards</b>
Bracknell Forest 09/10	£638 Actual
IDeA Survey - All Unitary Councils Nov 2008	£3,456
IDeA Survey - All Unitary Councils South East Nov 2008	£1,641
South East Employers Survey – Bracknell Forest Group Nov 2008	£1,740
CIPFA 10 Nearest Neighbours Group + Berkshire Unitary Councils 2009/10	£2,468

### **Co-optees on the Standards Committee**

44. Again the Panel notes that the current Co-optees' Allowance (£291) is the lowest for the only comparator group for which figures can be obtained – see appendix on the CIPFA 10 Nearest Neighbours and Berkshire Unitary Authorities Comparator Group, where the average is £669. However, it is noted that not all are remunerated and no evidence was received to suggest the current figure is not appropriate for the Borough at this moment.
45. **It is recommended that the other independent appointees' Co-optees' Allowance is unaltered and remains at £291, subject to the annual index.**

### **Other (Non-Statutory) Co-optees**

46. The Panel discussed whether there was merit in recommending a Co-optees' Allowance to the other non-statutory Co-optees, in particular for the Co-optee that the Council has appointed to the Governance and Audit Committee. Similarly with the other Co-optees no evidence was received to recommend such a Co-optees' Allowance and the Panel took the view in any case that it should be restricted to statutory Co-optees only, otherwise it can become an open-ended allowance. Thus, **the Panel does not recommend a Co-optees Allowance for the non-statutory Co-optees.**

### **Travel Allowances – Within the Borough**

47. As discussed above it is recommended that the mileage allowance for attending approved duties within the Borough is discontinued and the Basic Allowance uplifted by £100 to compensate. This does not preclude Members from claiming mileage for attending approved duties within the Borough for travel by bicycle at the HMRC rates (see below).

### **Travel Allowances – Outwith the Borough**

48. For travel outwith the Borough it is still expected that Members seek to travel by the most cost-effective means possible, and if going by public transport that the current terms and conditions are maintained.
49. The Panel did consider whether the appropriate mileage rates for travel outside the Borough by motor vehicles on approved duties should be based on the HMRC flat rate of 40p per mile regardless of engine size. It was a proposal that held many attractions for the Panel, not least it being a greener mileage rate than the present one, which is based on a three-tiered Officer casual user rate, with a higher rate for cars with larger engines. However, the Panel was informed that the Council has just reviewed its mileage rates for Officers and the Panel took the view that its recommendations should broadly be in line with applicable mileage rates for Officers.
50. Thus, when a Member travels outwith the Borough via motor vehicle the Panel now feels that the current casual user mileage rates should be capped at the middle cc rate (1000 - 1199cc cars) allowed under the national conditions. This would mean a reduction in the rate per mile from 60.1p to 47.7p. This is on the same principle as the essential user rates were capped for employees who qualify as an essential car user. This would be an inherently greener mileage rate than is currently the case as it does not reward those with larger cars. The lower rate of 42.9p (for 451 – 999cc cars) would still be payable where applicable.
51. The Panel acknowledged that this would mean that employees and Members would be treated differently in relation to the reimbursement of mileage as employees claiming mileage under the casual user rate would still be entitled to the 60.1p rate. However, the Panel views this as an on-going process and at a future review will undertake a further analysis on the appropriate mileage rate for out of Borough travel in light of developments to staff applicable to staff mileage rates. In other words, the Panel wants to ensure that the Members are broadly in step with Officers in moving forward on mileage rates.

52. **Thus, it is recommended that the current rates are capped for Members claiming mileage when attending approved duties outside the Borough at 1000 - 1199cc cars.**
53. However, when a Member travels outwith the Borough via bicycle (in the case of bicycle, a Member should be able to claim for in-authority travel on approved duties to support good practice and green travel policies) or with additional passengers the Panel now feel that the appropriate mileage rates should be the HMRC rates.
54. **Thus, it is recommended that the appropriate rates are as follows:**

**Approved mileage rates**

<b>Mode of Transport</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
<b>Motor cycles</b>	24p	24p
<b>Bicycles</b>	20p	20p
<b>Passenger Supplement Rate</b>	5p per passenger	5p per passenger

55. **The Panel further recommends that the Passenger Supplement Rate be limited to a maximum of 4 passengers, who must be fellow Councillors and/or Officers in Bracknell or from a neighbouring authority.**

**Subsistence Allowances**

56. **The Panel does not recommend any changes to the current terms, conditions and rates at which subsistence may be reimbursed.**

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

57. The Panel received representation that the current form used by Members to claim the DCA is somewhat complicated, and the terms imposed can deter a Member from claiming the DCA.
58. The Panel understands that it is difficult to develop a reimbursement scheme to fit all circumstances, particularly when it comes to care of dependants. However, the Panel does not feel the DCA claim form is over complicated. For legal reasons, the Panel feels that the minimum age of any carer must remain at 18 years of age and restrictions on a Members' family and other household members being reimbursed by the DCA scheme should also remain in place as good practice.



59. **The Panel recommends no change to the current terms and conditions and rates claimable under the DCA.** The Panel does point out that Councillors (if they have dependant children) are eligible for the government's Child Care Voucher Scheme and **recommends that eligible Members explore this option to see if it suits their own personal circumstances better than the DCA.**

#### **Implementation of Recommendations**

60. **The Panel recommends that the recommendations on the new SRAs, namely, the Chairmen of the Governance and Audit Committee and Adult Social Care Scrutiny Panel are implemented from the start of the municipal year or when the post holder took up their post, whichever is sooner.**
61. **All other recommendations should be implemented from the date the Council agrees the new Members' Allowances Scheme, but no later than the date of the next AGM.**

## **Appendix 1 – Members and Officers Consulted by the Panel**

### **Members:**

Cllr Beadsley	Deputy Leader of the Opposition – Labour Group
Cllr Bettison	Leader of the Council – Conservative Group
Cllr Birch	Deputy Leader – Conservative Group
Cllr Brunel-Walker	Chairman Licensing & Safety – Conservative Group
Cllr Edgar	Chairman Overview and Scrutiny Commission – Conservative Group
Cllr Finnie	Member Champion: Voluntary Sector – Conservative Group
Cllr Leake	Chairman Health Scrutiny Panel – Conservative Group
Cllr Mrs Pile	Member Champion: Tenants' & Leaseholders' – Conservative Group
Cllr Mrs Shillcock	Leader of the Opposition – Labour Group
Cllr Ward	Cabinet Member: Finances, Resources and Assets – Conservative Group
Cllr Worrall	Chairman Planning & Highways – Conservative Group

### **Officers:**

Tim Wheadon	Chief Executive
Ann Moore	Head of Democratic & Registration Services

## Appendix 2 – Information Reviewed by the Panel

<b>Document</b>
Contact Details
Presentation – 30 July 2009
Part 6 – Members Allowances Scheme
New Council Constitutions: Guidance on regulation for Local Authority Allowances
IRP report – January 2008
IRP report – January 2006
IRP report – May 2005
IRP report – November 2003
IRP Terms of reference
Itineraries for 1 October and 12 October 09
LGA Allowances Survey Summary
South East Employers latest survey of allowances
Berkshire Unitaries and Family Authority Summary of Allowances
Updated Schedule 1 – see Document 3
List of support and benefits such as mobiles, parking etc
Meetings schedule
LGA daily rate notice
Political breakdown chart
Results of Dependants' Carers' Allowance survey
Family and neighbouring authorities 2009
Berkshire Unitaries and Family Authority Comparison chart of support
Dependants' Carers' Allowance form - Children
Current rates for travel and of subsistence
Letter from Mr Davies, Bracknell Forest Resident
In addition Mr Davies called on 07.10.09 and asked if the Panel could give consideration to removing the automatic index linking due to the current economic climate.

Email from Mr Anderson, Co-Optee and Chairman of Standards Committee
Terms of reference for Governance and Audit Committee
FOI response in relation to Pension Scheme and its costs
Attendance information for Co-Optees during 2008-09
Dependants' Carers' Allowance form - Adults
Email from Councillor Thompson (Current Older People's Champion) re. Champions SRA
Draft text for inclusion in the Members Allowances Scheme in relation to Civic Dignitaries' Allowances
Positions held and allowances received
Mileage claims 2008-09

## Appendix 3: The Comparative Data

BFBC: BA + SRAs Payable In Top 10 CIPFA Nearest Neighbour & Berkshire Unitary Authorities 2009/10*													
Near Neighbour Authority	Basic Allowance	Leader's SRA	Leader's Total	Deputy Leader	Cabinet Members	Chair Main O&S	Chair O&S - Other	Chair Licensing	Chair Audit	Chair DCC	Main Oppstn Grp Leader	Minor Oppstn Grp Leader	Comments/Other Main SRAs
Bracknell Forest	£8,687	£28,954	£37,641	£17,372	£15,926	£7,239	£5,791	£5,626		£11,235	£15,926		Champion SRA £2,201
Bath & NE Somerset	£7,109	£30,213	£37,322	£24,882	£24,882	No Distinction	£8,887	£4,443	Not Paid	£8,887	£10,790	£415 p/mbr	Opp Ldrs SRAs based on £415 p/mbr, Council Chair £8,887, Licensing Subs + Pension + Regulatory Access Chrs £4,443, Pension Committee & Adoption Panel Mbrs £3,555, + Groups Allowance £6,100 +£100 p/mbr + 50% of 2nd SRA payable
Central Bedfordshire	£11,220	£33,660	£44,880	Not Formal Exec Post	£20,196	No Distinction	£10,940	£2,525	£10,940	£13,464	£2,525	£2,525	Chr Luton & S. Bed' shire JC £13,464, General Purposes Chr + Dep/Ldr £5,049, Lead Mbrs Transitional Task Force £3,655, Cab Assists + O&S V/Chrs + Audit V/Chr + Regulation Chr £2,525, Mbrs of Transitional Task Force £1,828
Milton Keynes	£9,663	£29,332	£38,995	£10,647	£10,647	No Distinction	£5,368	£8,051	£5,368	£8,051	£12,280	£6,140	16 "O&S representatives" SRAs payable £1,0393, Opp Group Ldrs £614 p/mbr
Reading	£8,385	£7,938	£16,323	£6,485	£4,325	No Distinction	£2,434	£2,434		£2,434	£4,325	£2,434	Unspecified SRAs paid @ £1,217 at Council discretion, inc. Group Committee Reps, >1 SRA payable + Bicycle rate @ 32 p/m
Slough	£4,799	£16,741	£21,540	£12,555	£9,765	£7,949	£1,338	£3,349		£3,349	£4,185	£670	Lic + DCC V/Chairs + Employment Chair £1,338
Swindon	£7,709	£19,675	£27,384	£11,699	£9,837	£4,930	£3,722	£4,253		£6,381	£4,670	£1,595	If Opp Ldr is also Scrutiny Chr £9,837 + Lic Mbrs £1,063
West Berkshire	£6,149	£16,396	£22,545	£8,198	£8,198	£5,124	£4,099	£2,562		£4,099	£8,198		Council Chair £4,625 Opposition Spokespersons £4,099 + Lic Panel Mbrs up to £795 + V/Chr Council £592
Warrington	£7,047	£20,015	£27,062	£15,012	£10,008	No Distinction	£8,506	£6,005		£8,506	£8,506		Chrs Governance £8,506, Traffic + Appeals + V/Chr DCC £2,002

BFBC: BA + SRAs Payable In Top 10 CIPFA Nearest Neighbour & Berkshire Unitary Authorities 2009/10*													
Near Neighbour Authority	Basic Allowance	Leader's SRA	Leader's Total	Deputy Leader	Cabinet Members	Chair Main O&S	Chair O&S - Other	Chair Licensing	Chair Audit	Chair DCC	Main Oppstn Grp Leader	Minor Oppstn Grp Leader	Comments/Other Main SRAs
Wokingham	£7,360	£20,000	£27,360	£12,500	£10,000	£5,000	£2,500	£2,500	£2,500	£5,000	£7,500		BA includes uplifts of £500 for out of pocket expenses + £500 for IT, Communication & Home Office
RBWM	£7,180	£18,596	£25,776	£11,158	£10,228	No Distinction	£4,649	£4,649	£3,719	£4,649	£6,509	£930	>1 DCC Chair, Area + Sustainability + Pension Fund Chrs £1,860, Dep Ldr Opposition £2,325
Highest	£11,220	£33,660	£44,880	£24,882	£24,882	£7,949	£10,940	£8,051	£10,940	£13,464	£15,926	£6,140	
Lowest	£4,799	£7,938	£16,323	£6,485	£4,325	£4,930	£1,338	£2,434	£2,500	£2,434	£2,525	£670	
Mean	£7,755	£21,956	£29,712	£13,051	£12,183	£6,048	£5,294	£4,218	£5,632	£6,914	£7,765	£2,382	
Median	£7,360	£20,000	£27,360	£12,100	£10,008	£5,124	£4,649	£4,253	£4,544	£6,381	£7,500	£2,015	
IDeA 2008 Survey Unitaries Mean	£8,076	£22,477	£27,211	£15,073	£11,613		£7,553	£5,562		£6,857	£7,291		
*Notes: Bedford BC has been excluded as it is a Mayoral Model Governance and Decision Making and not strictly comparable for allowances purposes							All Other Berkshire Unitary Councils are within CIPFA 10 Nearest Neighbour Group bar Slough which has been included to a complete Berkshire (sub-regiona) comparative dimension						

## Appendix 3 – Summary of Allowances paid in Nearest Neighbours and Berkshire Unitary Authorities (2007/08)

Near Neighbour Authority	BA	Leader's SRA	Leader's Total	Deputy Leader	Cabinet Members	Chair Main O&S	Chair O&S - Other	Chair Licensing	Chair DCC	Council Chair or Mayor	Ldr Main Oppstn Grp	Ldr Minor Oppstn Grp	Co-optees' Allowance	LGP S	DCA	Travel	Comments / Other Main SRAs
Bracknell Forest	£8,371	£27,900	£36,271	£16,740	£15,346	£6,975	£5,581	£5,421	£10,826		£15,346		£280	Yes	Yes	Claim @ NJC rates	Champion SRA £2,121
Bath & NE Somerset	£7,450	£29,112	£36,562	£23,112	£23,112	£8,562	£8,562	£4,281	£8,562	£8,562	£400 p/mbr	£400 p/mbr		Yes	Yes	Claim @ NJC rates	Pension Chr £4,281, Pension Commtee & Adoption Panel Mbrs £3,425 + 50% of 2nd SRA payable
Milton Keynes	£9,148	£27,769	£36,917	£10,080	£10,080	£5,082	£5,082	£7,623	£7,623		£8,730	£7,566	£600	Yes	Yes	Claim @ NJC rates	16 "O&S representatives" SRAs payable £1,035
North Somerset	£6,294	£14,685	£20,979	£11,538	£9,438	£6,294	£6,294		£6,294	£6,500	£7,344	£7,344					4 Area Planning Chrs £4,194
Poole	£8,739	£20,813	£29,552	£12,488	£8,325	£2,498	£2,498	£4,163	£4,163		£3,331	£2,931	£795	No	Yes	Claim @ AMAP rates	Co-Chrs Licensing £1,249, Chr Transport Advisory Grp £2,498
Reading	£8,022	£7,594	£15,616	£6,204	£4,138	£2,328	£2,328	£2,328	£2,328		£4,138	£2,328	Yes	No	Yes	Claim @ 34.5p only	Very flexible scheme
Slough	£4,558	£15,899	£20,457	£11,924	£7,949	£7,949	£1,271	£3,180	£3,180		£3,975		£595	No	Yes	Claim @ NJC rates	Some V/Chairs paid + Employment Chair £1,271
Swindon	£7,250	£18,500	£25,750	£11,000	£9,250	£4,750	£3,500	£4,000	£6,000		£4,500	£1,500	£1,000	Yes	Yes	Claim @ AMAP rates	If Opp Ldr is also Scrutiny Chr £9,250 + Lic Mbrs £1,000
West Berkshire	£6,000	£16,000	£22,000	£8,000	£8,000	£8,000	£5,000	£2,500	£4,000	£4,515	£8,000		No	Yes	Yes	Claim @ AMAP rates	Shadow Exec £4,000 + Lic Panel Mbrs up to £795 + Housing Appeal Mbrs £200

*Bracknell Forest Council*

*Independent Remuneration Panel*

Near Neighbour Authority	BA	Leader's SRA	Leader's Total	Deputy Leader	Cabinet Members	Chair Main O&S	Chair O&S - Other	Chair Licensing	Chair DCC	Council Chair or Mayor	Ldr Main Oppstn Grp	Ldr Minor Oppstn Grp	Co-optees' Allowance	LGP S	DCA	Travel	Comments / Other Main SRAs
Wokingham	£6,500	£16,000	£22,500	£8,000	£8,000	£2,000	£2,000	£2,000	£4,000	£7,420	£6,000		No	No	Yes	Claim @ AMAP rates	Exec Champions £2,000
RBWM	£3,750	£12,188	£15,938	£9,375	£7,500	£1,875		£1,875	£1,875		£5,625			No	Yes	Claim @ AMAP rates	Lic Panel Mbrs £767, Area Chrs, Pension Fund Chrs, etc. £1,125
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Highest	£9,148	£29,112	£36,917	£23,112	£23,112	£8,562	£8,562	£7,623	£10,826	£8,562	£15,346	£7,566	£1,000				
Lowest	£3,750	£7,594	£15,616	£6,204	£4,138	£1,875	£1,271	£1,875	£1,875	£4,515	£3,331	£1,500	£280				
Mean	£6,917	£18,769	£25,686	£11,678	£10,103	£5,119	£4,212	£3,737	£5,350	£6,749	£6,699	£4,334	£654				
Median	£7,250	£16,000	£22,500	£11,000	£8,325	£5,082	£4,250	£3,590	£4,163	£6,960	£5,813	£2,931	£600				