

DATE: 21 June 2007  
MY REF:  
YOUR REF:  
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**To Members of the Independent Remuneration Panel**

Mr J.C. Dodd

Dr B.W. Kiernan

Mr B. North

Dear Panel Members,

A meeting of the **INDEPENDENT REMUNERATION PANEL** will be held in the Brooks Room at these offices on **MONDAY, 2 JULY 2007** at **4.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully

Kris Johnston  
Head of Administration and Legal Services

**AGENDA**

1. Apologies for Absence
2. Minutes (Pages 1 - 4)

To approve and sign the minutes of the meeting held on 26 March 2007 (enclosed).

3. Members Allowances (Pages 5 - 26)

To consider the report of the Democratic Services Manager (enclosed).



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# Agenda Item 2

## **INDEPENDENT REMUNERATION PANEL**

Minutes of a meeting held at the Council Offices, Narborough

**MONDAY, 26 MARCH 2007**

### **Present:-**

Mr J.C. Dodd

Dr B.W. Kiernan  
(Chairman)

Mr B. North

### **Officers present:-**

Mrs E.M. Read

- Democratic Services Manager

Mr A.J. Shilliam

- Senior Democratic Services Officer

### **Also in attendance:-**

Cllr. G.L. Welsh and Cllr. J.A. Dilks

### **Apologies:-**

None

## **6. MINUTES**

The minutes of the meeting held on 25 January 2007, as circulated, were approved and signed a correct record.

7. **MEMBERS ALLOWANCES**

**Considered** – Report of the Democratic Services Manager relating to the review of Members Allowances.

The Democratic Services Manager explained to the panel that they needed to reconsider the provision of Special Responsibility Allowances for the Leader of the Council, Deputy Leaders of Minority Groups and the Chair of the Scrutiny Commission following the provision of further information.

Cllr. J.A.Dilks and Cllr.G.L.Welsh entered the meeting during this item.

### **Recommendations to Council**

1. That all Special Responsibility Allowances be index linked in line with the staff pay award with effect from 1<sup>st</sup> April 2007, to be reviewed in October 2007.
2. That a maximum of 2 Special Responsibility Allowances only can be claimed by any Councillor.
3. That an allowance of £25 be paid to members of the Development Control Committee where there are afternoon site visits that they attend prior to the meeting, with effect from 1 January 2007.
4. An allowance based on attendance was considered but this was determined to be too onerous to administer and was the reason the scheme was altered previously.
5. In relation to the provision of IT for Councillors, this matter is being considered as part of the review of Member Support.
6. That the Special Responsibility Allowance relating to the Cabinet Executive Portfolio Holder including Finance be abolished.
7. That the Special Responsibility Allowance relating to the Deputy Leader of the Council is increased to £1,500.
8. That the roles of Junior Cabinet Member and Member Champion be merged, resulting in a Special Responsibility Allowance for Junior Cabinet Member/Member Champion of £2,000. To be reviewed in January 2008.
9. That no change be made to the Special Responsibility Allowance for Chair of the Scrutiny Commission.
10. That no change be made to the Special Responsibility Allowance for Leader of the Council. This allowance will be reviewed in October 2007.
11. That no change be made to the Special Responsibility Allowance of Deputy Leader of the Minority Groups.

**THE MEETING CONCLUDED AT 5.25 P.M.**

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## BLABY DISTRICT COUNCIL

<b>Meeting:</b>	<b>Independent Remuneration Panel</b>
<b>Date:</b>	<b>2 July 2007</b>
<b>Subject:</b>	<b>Members Allowances</b>
<b>Report of:</b>	<b>Democratic Services Manager</b>
<b>Status:</b>	<b>Public</b>

**1. Purpose of Report**

- 1.1 At the meeting of Council held on 17 April 2007, the recommendation agreed by the majority of Members in relation to the report on Members Allowances was; *'That the recommendations be referred back to the Panel for further consideration.'* (Minute 441. 2006/2007 refers).
- 1.2 That the Panel considers a request from Cllr. R. Dixon to claim for Carers' Allowances, as defined within Part 6 of the Council's Constitution.

<b>2.</b>	<b><u>Recommendation to Council</u></b>
2.1	The Panel re-consider the recommendations to Council as requested and consider the issue of Carers' Allowances.
<b>3.</b>	<b><u>Reason for Decision Recommended</u></b>
3.1	To ensure that the Members Allowance scheme is reviewed on a regular basis and that the allowances payable are appropriate.
3.2	To consider whether it is appropriate for Cllr. Dixon to claim for Carers' Allowances.

**4. Forward Plan**

- 4.1 Not applicable.

**5. Key Decision**

- 5.1 Not applicable.

## **6. Matters for Consideration**

- 6.1 Council requested at its meeting held on 17 April 2007 that the recommendations made by the Independent Remuneration Panel to Council be referred back to the Panel for further consideration. The previous recommendations are as follows:
1. That all Special Responsibility Allowances be index linked in line with the staff pay award with effect from 1<sup>st</sup> April 2007, to be reviewed in October 2007.
  2. That a maximum of 2 Special Responsibility Allowances only can be claimed by any Councillor.
  3. That an allowance of £25 be paid to members of the Development Control Committee where there are afternoon site visits that they attend prior to the meeting, with effect from 1 January 2007.
  4. An allowance based on attendance was considered but this was determined to be too onerous to administer and was the reason the scheme was altered previously.
  5. In relation to the provision of IT for Councillors, this matter is being considered as part of the review of Member Support.
  6. That the Special Responsibility Allowance relating to the Cabinet Executive Portfolio Holder including Finance be abolished.
  7. That the Special Responsibility Allowance relating to the Deputy Leader of the Council is increased to £1,500.
  8. That the roles of Junior Cabinet Member and Member Champion be merged, resulting in a Special Responsibility Allowance for Junior Cabinet Member/Member Champion of £2,000. To be reviewed in January 2008.
  9. That no change be made to the Special Responsibility Allowance for Chair of the Scrutiny Commission.
  10. That no change be made to the Special Responsibility Allowance for Leader of the Council. This allowance will be reviewed in October 2007.
  11. That no change be made to the Special Responsibility Allowance of Deputy Leader of the Minority Groups.
- 6.2 The Panel is asked to consider in particular the recommendation relating to the payment of allowances to the Deputy Leaders of the Minority Groups. The Group Leaders have been written to, requesting information for the Panel regarding the role of, and any work undertaken by their respective Deputy Leaders. Any responses received will be presented to the Panel at the meeting.
- 6.3 Also attached at Appendix A is a schedule showing comparison of other authorities in relation to this issue.

6.4 Cllr. R. Dixon submitted a written request on 16 May 2007 to the Chief Executive of Blaby District Council to claim for Carers' Allowances. A copy of the request was sent to the Panel Members with a covering letter on 19 June 2007, and Cllr. Dixon was notified that the Panel would be considering his request at its meeting on 2 July 2007.

6.5 Attached at Appendix B to this report is a copy of the current Members Allowances Scheme for the Panel's information.

6.6 Any recommendations made by the Panel will be submitted to meeting of Council to be held on 10 July 2007.

## **7. Other Options Considered**

7.1 None.

## **8. Appropriate Consultations**

8.1 All Councillors.

## **9. Financial and Efficiency Implications**

9.1 Any increases in Members allowances would not be met within the existing revenue budgets allocated to Members allowances and the Council would need to take this into account when considering any recommendations from the Independent Remuneration Panel.

## **10. Exempt Information**

10.1 None.

## **11. Appendix to this report**

11.1 Schedule detailing Comparisons in relation to certain allowances with other authorities.

11.2 Current Blaby District Council Members Allowances Scheme

## **12. List of Background Papers**

12.1 Letter 16 May 2007 from Cllr. R. Dixon regarding request to claim for Carers' Allowances.

The following Officer(s)/Member(s) have been consulted (identified by ✓):

✓ Monitoring Officer

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<b>Position</b>	<b>Authority</b>	Blaby DC	Charnwood	Hinckley and Bosworth	Harborough DC	Oadby and Wigston	Melton
Leader		£10,000.00	£6,845.00	£7,640.00	£6,460.00	£6,504.00	£5,961.00
Cabinet Executive Payment		£0.00	£4,563.00	£4,095.00	£0.00	£0.00	Awaiting Info
Deputy Leader		£1,000.00	£3,422.00	£0.00	£0.00	Awaiting Info	Awaiting Info
Cabinet Executive Payment		£5,000.00	£4,563.00	£0.00	£0.00	Awaiting Info	Awaiting Info
Principal Opposition Leader		£3,000.00	£2,282.00	£2,455.00	£1,292.00	Awaiting Info	Awaiting Info
Principal Opposition Deputy		£1,000.00	£0.00	£0.00	£0.00	Awaiting Info	Awaiting Info
Minority Opposition Leader		£3,000.00	£0.00	£2,455.00	£0.00	Awaiting Info	Awaiting Info
Minority Opposition Deputy		£1,000.00	£0.00	£0.00	£0.00	Awaiting Info	Awaiting Info
Junior Cabinet Executive Members/Champions		£2,000.00	£0.00	£0.00	£0.00	Awaiting Info	Awaiting Info

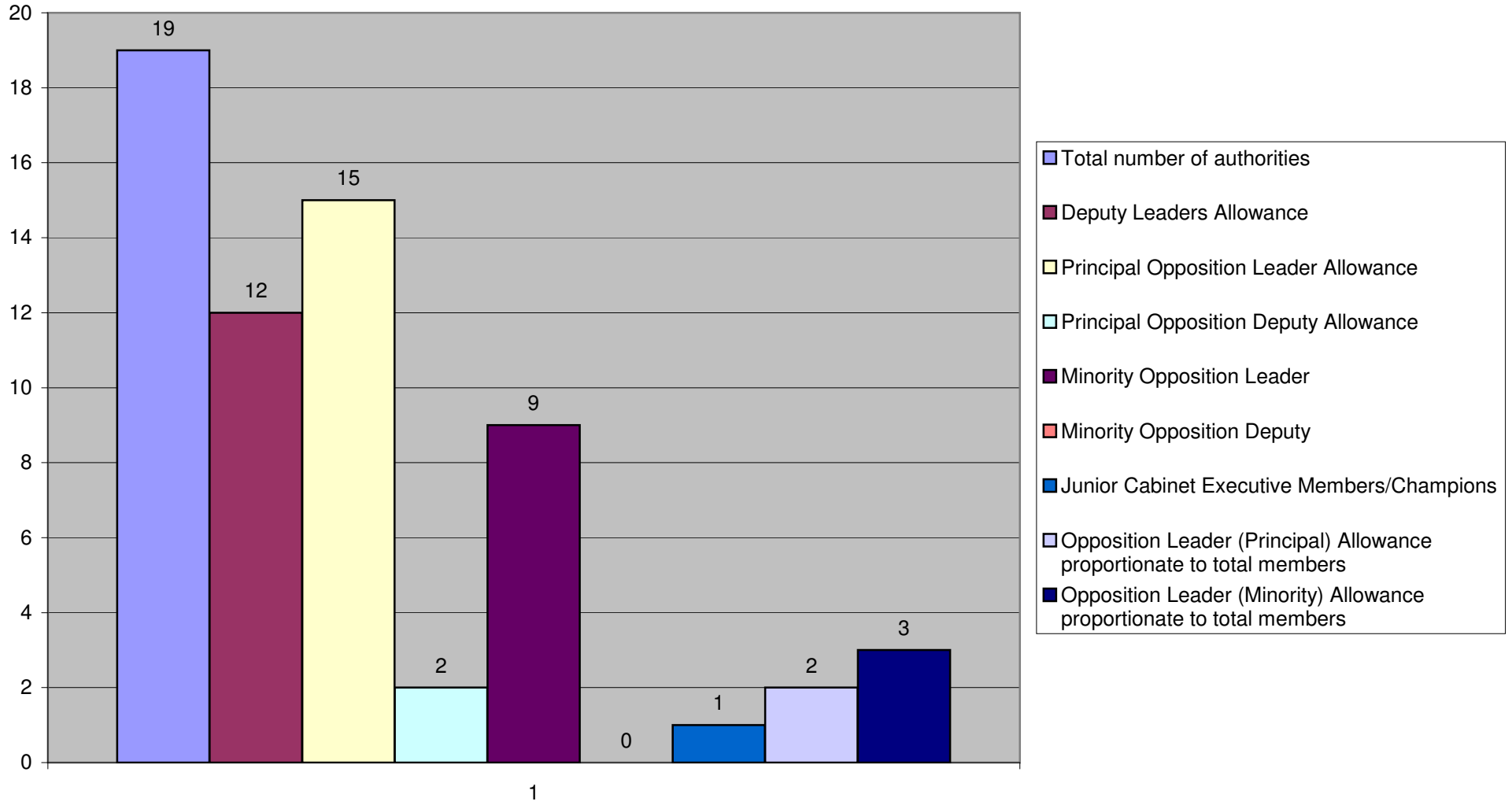
<b>Position</b>	NW Leics	Rutland	South Holland	East Northants	Gedling	South Derbyshire	South Staffs
Leader	£13,776.00	£10,600.00	£17,550.00	£4,929.00	£9,480.00	£17,424.00	£10,350.00
Cabinet Executive Payment	£2,558.00	£0.00	£7,020.00	£2,466.00	£0.00	£0.00	£0.00
Deputy Leader	£8,610.00	£0.00	£8,755.00	£0.00	£7,896.00	£9,582.00	£5,000.00
Cabinet Executive Payment	£2,558.00	£7,100.00	£7,020.00	£2,466.00	£0.00	£0.00	£0.00
Principal Opposition Leader	£3,444.00	£0.00	£3,510.00	£0.00	£6,324.00	£8,712.00	£2,500.00
Principal Opposition Deputy	£0.00	£0.00	£0.00	£0.00	£0.00	£2,178.00	£0.00
Minority Opposition Leader	£3,444.00	£0.00	351.00 plus 35.00 per member	£0.00	£3,156.00	£0.00	£0.00
Minority Opposition Deputy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Junior Cabinet Executive Members/Champions	£0.00	£0.00	£0.00	£537.00	£0.00	£0.00	£0.00

<b>Position</b>	Rushcliffe	Lichfield	Slough BC	Tower Hamlets	Lancaster	Leic City
Leader	£8,453.00	£11,590.00	£15,899.00	£28,563.00	£9,945.00	£35,733.00
Cabinet Executive Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Deputy Leader	£5,824.00	£6,450.00	£11,924.00	£15,898.00	£0.00	£12,453.00
Cabinet Executive Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Principal Opposition Leader	£4,285.00	£3,790.00	£3,975.00	£13,652.00	1660.00 plus 83.00 per member	£2,595.00
Principal Opposition Deputy	£0.00	£0.00	£0.00	£4,947.00	£0.00	£0.00
Minority Opposition Leader	£2,145.00	£0.00	£3,180.00	£0.00	1660.00 plus 83.00 per member	£2,595.00
Minority Opposition Deputy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Junior Cabinet Executive Members/Champions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

<b>Position</b>	<b>Barking and Dagenham</b>
Leader	£34,335
Cabinet Executive Payment	£0.00
Deputy Leader	£22,072
Cabinet Executive Payment	£0.00
Principal Opposition Leader	£335.00 per seat, min £1110.00
Principal Opposition Deputy	£0.00
Minority Opposition Leader	£335.00 per seat, min £1110.00
Minority Opposition Deputy	£0.00
Junior Cabinet Executive Members/Champions	£0.00

<b>Total number of authorities</b>	<b>19</b>
Deputy Leaders Allowance	12
Principal Opposition Leader <i>A</i>	15
Principal Opposition Deputy <i>A</i>	2
Minority Opposition Leader	9
Minority Opposition Deputy	0
Junior Cabinet Executive Members/Champions	1
Opposition Leader (Principal) Allowance proportionate to total members	2
Opposition Leader (Minority) Allowance proportionate to total members	3

### Members Allowances



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## **PART 6 – MEMBERS ALLOWANCES SCHEME**

Blaby District Council, in accordance with the requirements of the Local Authorities (Members Allowances)(England) Regulations 2003 and the Local Authorities (Members Allowances) (England) (Amendment) Regulations 2003, makes the following scheme for Members Allowances.

The commencement date of the scheme shall be 13th May 2003.

The Scheme shall consist of 7 key elements, being:-

1. Basic allowance
2. Special responsibility allowance
3. Dependents' carers' allowance
4. Travelling and subsistence allowance
5. Pensions
6. Scheme Requirements
7. Independent Remuneration Panel

### **1. BASIC ALLOWANCE**

Each Member of the Council shall be entitled to the same basic allowance. From 1st April 2006 the Allowance shall be £3,729.00 and shall be increased annually on 1st April each year thereafter in line with the National Joint Council Staff Pay Award.

Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office as Member subsists bears to the number of days in that year.

Where a Member is suspended or partially suspended (as per section 83(7) to (20) of the Local Government Act 2000) from his/her responsibilities or duties as a Member of a Council in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, the part of basic allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended may be withheld by the Council.

### **2. SPECIAL RESPONSIBILITY ALLOWANCE**

This scheme provides for the payment, for each year for which this scheme relates, of an allowance ("special responsibility allowance") to such Members of the Council

## APPENDIX B

as have such special responsibilities in relation to the Council as are specified below:-

1.	Leader of the Council (and Cabinet Executive)	£10,000
2.	Deputy Leader of the Council	£1,000
3.	Leaders of Opposition (Minority) Groups	£3,000
4.	Deputy Leaders of Minority Groups	£1,000
5.	Members of the Cabinet Executive (excluding the Leader of the Council) including the Deputy Leader	£5,000
6.	Junior Cabinet Members (not Members of the Cabinet Executive)	£2,000
7.	Cabinet Executive Portfolio Holder including Finance (additional to 5 above)	£500
8.	Chairmen of Best Value Review Panels (apportioned for such time as when the review commences until it ends in accordance with the 5 (2)(C) of the Regulations	£500
9.	Chairman of the Standards Committee	£1,500
10.	Chairman of the Licensing Committee	£750
11.	Chairman of the Regulatory Committee	£750
12.	Chairman of the Licensing Sub-Committee	£25 per meeting
13.	Chairman of the Scrutiny Commission	£4,000
14.	Scrutiny Commissioners (Excluding the Chairman of the Scrutiny Commission)	£3,000
15.	Chairman of the Development Control Committee	£4,000
16.	Vice-Chairman of the Development Control Committee	£1,000

Where a Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a special responsibility allowance, his/her entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of a Council in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, the part of special responsibility allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the Council.

### 3. DEPENDANTS' CARERS' ALLOWANCE

Payment may be made to Members of the Council an allowance ("dependants' carers' allowance") in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in:-

- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and at least one other local Council within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:
  - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
  - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (iii) the attendance at a meeting of any association of authorities of which the Council is a Member;
  - (iv) the attendance at a meeting of the Cabinet Executive or a meeting of any of its Committees, where the Council is operating Cabinet Executive arrangements;
  - (v) the performance of any duty in pursuance of any Standing Order made under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened;
  - (vi) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (vii) the carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its Committees or Sub-Committees.

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The Council shall pay such claims as are considered reasonable and are supported by receipts.

#### **4. TRAVELLING AND SUBSISTENCE ALLOWANCE**

Payment shall be made to Members of the Council of an allowance in respect of travelling and subsistence ("travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories:

- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more local Council within the meaning of section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee provided that:
  - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited, or
  - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (iii) the attendance at a meeting of any association of authorities of which the Council is a Member;
  - (iv) the attendance at a meeting of the Cabinet Executive or a meeting of any of its Committees;
  - (v) the performance of any duty in pursuance of any Standing Order made under section 135 of the Local Government Act 1972 requiring a Member or Members to be present while tender documents are opened;
  - (vi) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;

- (vii) the carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or of any of its Committees or Sub-Committees.
  - (viii) the attendance by Members of the Cabinet Executive to any meetings /briefings etc deemed appropriate to the discharge of their collective or individual responsibility.
  - (ix) the attendance by Junior Members of the Cabinet Executive to any meetings /briefings etc deemed appropriate to the discharge of their collective or individual responsibility.
  - (x) where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of a Council in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part, any travelling and subsistence allowance payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the Council.
- (c) For the purposes of this part of the scheme: a Member or co-optee of a Committee, Sub-Committee or Panel of the Council/Cabinet Executive is to be treated as a Member of the Council.

Travel Allowance

The rate for travel by public transport shall not exceed the amount of the standard fare or any available cheap fare unless the Council determine otherwise. The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his family or otherwise provided for his use, other than a solo motor cycle of cylinder capacity not exceeding 500 cc shall not exceed:-

(1) Motor car with capacity up to 999cc	-	40.5p per mile
(2) Motor car with capacity 1000cc-1199cc	-	44.2p per mile
(3) Motor car with capacity exceeding 1199cc	-	55.8p per mile

The rates specified may be increased where passengers are carried, not exceeding 4, to whom an allowance would otherwise be payable by not more than 1 pence per mile, per passenger.

In cases where no other form of public transport is available or in cases of urgency, Members may travel by taxi and they will be reimbursed the actual fare plus any reasonable gratuity paid upon the production of a valid receipt.

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Any necessary expenditure incurred in relation to the journey shall also be met on the production of valid receipts (car parking charges etc).

Travel to any Outside Body shall be included within this scheme, provided the Outside Body has been authorised as an approved duty and included in Part 7 of the Constitution. If a Member provides transport to another Member to enable that Member to attend a meeting, then they be authorised to claim travel expenses.

Subsistence Allowance

<b>Subsistence Allowance</b>	<b>Amount</b>
Breakfast Allowance (More than 4 hours away from normal place of residence or where the Council permits, a lesser period before 11.00 a.m.)	£4.92
Lunch Allowance (More than 4 hours away from normal place of residence or where the Council permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.)	£6.77
Tea Allowance (More than 4 hours away from the normal place of residence or where the Council permits, a lesser period including the period 3.00 p.m. to 6.00 p.m.)	£2.67
Evening Meal Allowance (More than 4 hours away from the normal place of residence or where the Council permits, a lesser period ending after 7.00 p.m.)	£8.38

As Members are aware the tea and evening meal allowance periods are straddled. As far as the provision for evening meal allowance is concerned and in cases where a tea allowance has been claimed then the spirit of the scheme would suggest that the period for claiming an evening meal allowance would not start until after 6.00 p.m. In instances where a tea allowance has not been claimed and the meeting duration is greater than 4 hours, then provided a substantial part of the 4 hour or more is after 7.00 p.m. an evening meal allowance would be appropriate.

In the case of an absence overnight from the normal place of residence, the rate is £77.43. For such an absence in London, or for attending the Local Government Association Annual Conference or such other Association of Bodies as the Secretary of State may for the time being approved for the purpose, the rate is £88.31 plus an additional allowance of £50 will be paid for attendances at Local Government Association Conferences or Conferences in London, which allows delegates to be accommodated in appropriate hotels.

For the purpose of the above paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

The rates specified above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an Authority or Body in respect of the meal or the period to which the allowance relates.

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### Meals on Trains

If full meals (Breakfast/Lunch/Dinner) are taken on trains during a period for which there is no entitlement to subsistence, the reasonable cost of the meals including VAT may be reimbursed in full on the production of a valid receipt, within the limits specified below.

- 4 - 8 hours - The cost of 1 main meal
- 8 - 12 hours - The cost of 2 main meals
- 12+ hours - The cost of 3 main meals

### Pensions

Recipients of Basic and Special Responsibility Allowance shall be entitled to pensions in accordance with the requirements of Section 7 of the Superannuation Act 1972 and the further provisions of the Local Government Pension Scheme Regulations 1997.

Persons wishing to join the Local Government Pension Scheme shall give notice in writing to the Proper Officer, who shall arrange for such entitlement to be determined in accordance with the Superannuation Act 1972 and the Local Government Pension Scheme Regulations 1997.

### Scheme Requirements

#### (a) **Election to forgo allowances**

A person may, by notice given in writing to the Proper Officer of the Council (Head of Administration and Legal Services), elect to forego his or her entitlement or any part of his or her entitlement to allowances.

#### (b) **Claims and Payments**

Any claim for payment in respect of the following allowances must be made within two calendar months of the date the claim occurring:-

Dependants' Carers' Allowance  
Travelling and Subsistence Allowance

Allowances shall be paid in twelve equal instalments on a date determined by the Council and also in accordance with requirements relating to part payments as indicated against each allowance detailed in the scheme.

#### (c) **Records of Allowances**

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A record of payment shall be kept, which shall:-

- (i) specify the name of the recipient of the payment and the amount and nature of each payment;
- (ii) be available, at all reasonable times, for inspection and at no charge by any local government elector for the area of the District of Blaby; and
- (iii) be supplied in copy to any person who requests such a copy and who pays to the Council such reasonable fee as the Proper Officer may determine at the time of application.

As soon as reasonably practicable after the end of a year to which the scheme relates, the Council shall make arrangements for the publication within the authority's area of the total sum paid by it in the year under the scheme to each recipient in respect of each of the following:-

Basic Allowance  
Special Responsibility Allowance  
Dependants' Carers' Allowance  
Travelling and Subsistence Allowance

(d) **Publicity**

The Council shall, as soon as reasonably practicable after the making or amendment of a scheme, make arrangements for its publication by:

- ensuring that copies of the scheme are available for inspection by members of the public at the principal office of the Council, at all reasonable hours; and
- publishing in one or more newspapers circulating in its area, a notice which:-
  - (i) states that the Council has made or amended a scheme and specifies the period of time for which the scheme has effect;
  - (ii) describes the main features of the scheme and specifies the amounts payable in respect of each allowance mentioned in the scheme;
  - (iii) describes any responsibilities or duties specified in the scheme in accordance with Regulations in relation to special responsibility allowance and travelling and subsistence allowance;

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- (iv) confirms that in making or amending the scheme, the Council complied with any duty arising under Regulations to have regard to the recommendations of an Independent Remuneration Panel;
  - (v) describes the main features of that Panel's recommendations and specifies the recommended amounts of each allowance mentioned in its report for the Council;
  - (vi) states that copies of the scheme and copies of a record kept in accordance with Regulations are available at the principal office of the Council for inspection by members of the public at such times as may be specified by the Council in the notice; and
  - (vii) specifies the address of the principal office of the Council at which such copies are made available.

The Council shall ensure that a notice in the form required under sub-paragraph (d) above is published in one or more newspapers circulating in its area as soon as possible after the expiration of twelve months after the previous publication of such a notice, irrespective of whether the scheme has been amended during that twelve month period.

The Council shall supply a copy of the scheme to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

This scheme shall come into force with effect from 13th May 2003 and any previous scheme shall be deemed revoked for the payment of allowances from 12th May 2003 (the last day of the previous scheme).

### Independent Remuneration Panels

#### (a) **Duty to have regard to Recommendations**

Before the Council makes or amends a scheme, it shall have regard to the recommendations made in relation to it by the Independent Remuneration Panel.

There shall not be more than one Panel which makes recommendations in respect of this Council.

The Independent Remuneration Panel shall consist of at least three Members none of whom:-

- 
- (i) shall also be a Member of this Council or is a Member of a Committee or Sub-Committee of the Council; or
  - (ii) is disqualified from being or becoming a Member of an authority.

The Council will pay all reasonable travelling and subsistence expenses incurred by the Independent Remuneration Panel in carrying out its functions.

**(b) Recommendations of the Independent Remuneration Panels**

The Independent Remuneration Panel shall produce a report making recommendations:-

- (i) as to the responsibilities or duties in respect of which the following should be available:-
  - special responsibility allowance
  - travelling and subsistence allowance
  - co-optees' allowance (if provided for)
- (ii) as to the amount of such allowances and as to the amount of basic allowance;
- (iii) as to whether dependants' carers' allowance should be payable to Members of an authority, and as to the amount of such an allowance;
- (iv) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with Regulations;
- (v) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
- (vi) as to which Members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972;
- (vii) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

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A copy of the report of the Independent Remuneration Panel shall be sent to Council.

**(c) Publicity for recommendations of the Independent Remuneration Panel**

Once the Council receives a copy of a report made to it by the Independent Remuneration Panel in accordance with Regulations, it shall, as soon as reasonably practicable:-

- (i) ensure that copies of that report are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and
- (ii) publish in one or more newspapers circulating in its area, a notice which:
  - states that it has received recommendations from an Independent Remuneration Panel in respect of its scheme;
  - describes the main features of that Panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of the Council;
  - states that copies of the Panel's report are available at the principal office of the Council for inspection by members of the public at such times as may be specified by the authority in the notice; and
  - specifies the address of the principal office of the Council at which such copies are made available.

The Council shall supply a copy of a report made by the Independent Remuneration Panel in accordance with Regulations to any person who requests a copy and who pays to the Council such reasonable fee as the authority may determine at the time of the request.

Standards Committee

**Payment of Allowances**

An annual allowance of , 200 shall be paid to the two Independent Members and the Parish Council Member of the Standards Committee (from 13 May 2003). Travel and subsistence allowance shall be paid as per the scheme in place for elected Members. A carers allowance shall be paid if applicable.