

# Public Document Pack



**EPSOM & EWELL**

**TOWN HALL**

**EPSOM**

4 December 2017

SIR OR MADAM

I hereby summon you to attend a meeting of the Council of the Borough of Epsom and Ewell, which will be held at the Town Hall, The Parade, Epsom, on **TUESDAY 12 DECEMBER 2017** at **7.30 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.

A handwritten signature in black ink, appearing to read 'K. Beldan'.

Chief Executive

## **COUNCIL**

**Tuesday 12 December 2017**

**7.30 pm**

**Council Chamber - Epsom Town Hall**

For further information, please contact Fiona Cotter, tel: 01372 732124 or email:  
fcotter@epsom-ewell.gov.uk

### **FIRE PRECAUTIONS**

No fire drill is planned to take place during the meeting. If an alarm sounds, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate. Do not use the lifts.

On leaving the building, please make your way to the Fire Assembly point on Dullshot Green.

### **AGENDA**

**1. DECLARATIONS OF INTEREST**

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

**2. MINUTES (Pages 5 - 8)**

To confirm the Minutes of the Ordinary and Extraordinary Meetings of the Council held on 17 October 2017 and 28 November 2017 (Annexe 1) respectively.

**3. MAYORAL COMMUNICATIONS/BUSINESS**

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

**4. QUESTIONS FROM COUNCILLORS**

To answer any written questions from Councillors

**Note: The deadline for questions is 5pm on Wednesday 6 December 2017 (17.00 hours on the third clear working day before the meeting).**

5. **SCHEME FOR MEMBERS ALLOWANCES** (Pages 9 - 26)

This report asks the Council to consider the report of the Independent Remuneration Panel and to determine its Scheme for Members' Allowances.

6. **CALENDAR OF MEETINGS 2018/19** (Pages 27 - 30)

This report sets out a proposed Calendar of Meetings for 2018/19.

7. **MOTIONS TO COUNCIL**

In pursuance of the Council's Rules of Procedure, to consider any Motions submitted by the due deadline.

**No Motions received by the deadline.**

**Note: The deadline for Notice of Motions was 5.00pm on Wednesday 29 November 2017 (17.00 hours on the eighth clear working day before the meeting)**

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## EPSOM AND EWELL

### Minutes of the Meeting of the COUNCIL of the BOROUGH of EPSOM AND EWELL held at the Town Hall, Epsom on 17 October 2017

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#### PRESENT -

The Mayor (Councillor Liz Frost); The Deputy Mayor (Councillor Neil Dallen); Councillors Michael Arthur, Tony Axelrod, John Beckett, Steve Bridger, Kate Chinn, Alex Clarke, George Crawford, Lucie Dallen, Hannah Dalton, Graham Dudley, Robert Foote, Chris Frost, Rob Geleit, Eber Kington, Tina Mountain, Barry Nash, Martin Olney, Jane Race, David Reeve, Humphrey Reynolds, Guy Robbins, Vince Romagnuolo, Clive Smitheram, Jean Steer, Mike Teasdale, Peter Webb, Clive Woodbridge and Tella Wormington

Absent: Councillors Richard Baker, Rekha Bansil, Omer Kokou-Tchri, Jan Mason, Peter O'Donovan, Keith Partridge, Alan Sursham and David Wood

The Meeting was preceded by prayers led by the Mayor's Chaplain

#### 17 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors regarding items on the Agenda.

#### 18 MINUTES

It was noted that the Minutes of the Meeting of Council on 25 April 2017 had in fact been agreed at the Annual Meeting in May 2017. The Minutes of the Extraordinary Meeting of the Council held on 19 September 2017 were agreed as a true record. The Minutes of the Annual Meeting of the Council held on 16 May 2017 were also agreed as a true record, subject to noting that the Mayor had in fact appointed two Chaplains to cover the period of her occupancy of the Office. The Mayor signed both set of Minutes and the Minutes of the Annual Council Meeting would be amended accordingly.

#### 19 MAYORAL COMMUNICATIONS/BUSINESS

Thanking those who had already responded, the Mayor stressed the importance of responding to Eileen Askew, without delay, regarding attendance on Remembrance Sunday. In that regard, the Mayor extended a warm welcome to Eileen, the Council's new PA/Civic and Ceremonial Officer.

Finally, on behalf of the Council, the Mayor recorded the Council's thanks and appreciation to the Head of Legal and Democratic Services who was leaving to become Attorney General of the Falkland Islands and South Georgia and the South Sandwich Islands.

**20 QUESTIONS FROM COUNCILLORS**

Six questions had been addressed to Committee Chairmen to which written answers had been provided and published.

**21 SEXUAL ENTERTAINMENT VENUE AND SEX ESTABLISHMENT POLICY**

Council received a report from the Head of Housing and Community regarding the updated Sexual Entertainment Venue and Sex Establishment Policy.

Councillor Graham Dudley **MOVED** and Councillor Neil Dallen **SECONDED** the recommendation in the report. Upon being put, the recommendation was **CARRIED** (without a division) and it was

**RESOLVED** that:

**That Council adopt the revised Sexual Entertainment Venue and Sex Establishment Policy attached as Annexe 1 to the report.**

**22 MOTIONS TO COUNCIL**

No motions to Council had been received by the deadline of 5pm on Wednesday 4 October 2017 (eight clear working days before the meeting).

The meeting began at 7.30 pm and ended at 7.49 pm

LIZ FROST  
MAYOR



## EPSOM AND EWELL

### Minutes of the EXTRAORDINARY Meeting of the COUNCIL of the BOROUGH of EPSOM AND EWELL held at the Town Hall, Epsom on 28 November 2017

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#### PRESENT -

The Mayor (Councillor Liz Frost); The Deputy Mayor (Councillor Neil Dallen); Councillors Michael Arthur, Tony Axelrod, Richard Baker, John Beckett, Steve Bridger, Kate Chinn, Alex Clarke, George Crawford, Hannah Dalton, Graham Dudley, Chris Frost, Rob Geleit, Eber Kington, Omer Kokou-Tchri, Jan Mason, Barry Nash, Jane Race, David Reeve, Humphrey Reynolds, Guy Robbins, Clive Smitheram, Jean Steer, Alan Sursham, Mike Teasdale, Peter Webb and Clive Woodbridge

Absent: Councillors Rekha Bansil, Lucie Dallen, Robert Foote, Tina Mountain, Peter O'Donovan, Martin Olney, Keith Partridge, Vince Romagnuolo, David Wood and Tella Wormington

#### 23 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors regarding the item on the Agenda.

#### 24 APPOINTMENT OF MONITORING OFFICER AND SECTION 151 OFFICER

Council received a report from the Chief Executive and Head of Paid Service, Kathryn Beldon, and the Appointment Panel, convened in accordance with the Constitution, regarding the appointment of the Council's Monitoring Officer and the Section 151 Officer.

Councillor Eber Kington **MOVED**, and Councillor Clive Smitheram **SECONDED** the recommendations in the report.

In moving the recommendations, Councillor Kington thanked his colleagues on the Panel and the Head of HR and Organisational Development and her team for their support. He commended the appointment of Amardip Healy as the Council's Monitoring Officer, welcomed the interim appointment of Danny Surowiak to that role and the permanent appointment of Lee Duffy as the Council's Section 151 Officer.

Upon being put the recommendations were **CARRIED** (Unanimously).

Accordingly, it was

**RESOLVED** that:

- (1) That Amardip Healy be appointed as the Council's Monitoring Officer upon commencement of her employment as Chief Legal Officer;**
- (2) That in the period from 1 December 2017 until Amardip Healy takes up her role, the Principal Solicitor, Danny Surowiak be appointed Monitoring Officer;**
- (3) That Council notes that, with effect from the commencement of employment of the Chief Operating Officer on 2 January 2018, the role of Director of Finance & Resources will cease to form part of the Council's establishment;**
- (4) That with effect from 2 January 2018 Lee Duffy be appointed as the Council's Section 151 Officer on a permanent basis while undertaking his substantive role as Head of Financial Services (which will be re-designated as Chief Finance Officer from the same date).**
- (5) Authorises the Chief Executive to make arrangements to amend the Council's Constitution to reflect the changes in staffing structure including, for example, re-allocating delegated functions between the Chief Executive, Chief Operating Officer, Chief Finance Officer and Chief Legal Officer, in such ways as she thinks fit.**

The meeting began at 7.30 pm and ended at 7.43 pm

COUNCILLOR LIZ FROST  
MAYOR



## **Scheme for Members' Allowances**

<b>Report of the:</b>	Head of Legal and Democratic Services
<b>Contact:</b>	Fiona Cotter
<b>Annexes/Appendices (attached):</b>	<b>Annexe 1:</b> Independent Remuneration Panel Report <b>Annexe 2:</b> Members' Allowances Scheme Costs
<b>Other available papers (not attached):</b>	Report to S & R dated 19/04/11 Council Minutes dated 19/04/11 Report to S & R dated 11/11/14 Report to Council dated 09/12/14

### **Report Summary**

**This report asks the Council to consider the report of the Independent Remuneration Panel and to determine its Scheme for Members' Allowances.**

### **Recommendation (s)**

**That the Council considers the report of the Independent Remuneration Panel and determines its Scheme for Members Allowances.**

#### **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

1.1 There are no direct implications for the purposes of this report.

#### **2 Background**

2.1 The current Scheme of Members Allowances had been in force since May 2011, subject to amendment in December 2014 concerning the level of Special Responsibility Allowances.

2.2 In March 2015, the Strategy and Resources Committee considered a report that set out a business case for the introduction of Mod.Gov and whether resources could be released to commence it. In response to member concerns on its impact in relation to I.T. related services provided to members at that time a commitment was given to seeking guidance from an Independent Remuneration Panel about the technicalities of paying a sum of money to members to cover the cost of IT/telephony

services necessary to undertake their role. However, the assumption was that this sum would be paid as part of the Basic Allowance.

- 2.3 South East Employers was contracted to support the review and membership of the Panel, under the Chairmanship of Mr. Mark Palmer, was refreshed in July 2017. The Panel convened over two days on 28 and 29 August 2017.
- 2.4 In 2015 the Member ICT Reference Group had indicated that it considered that an allowance of £150 per year would be sufficient to enable a councillor to cover their costs in terms of IT/Telephony services. This was on the basis that an electronic tablet would also be provided to members. However, some reservations were expressed at that time by members as to whether or not this sum was at the appropriate level and all councillors were afforded the opportunity to put their views forward to the Panel on this matter when it was convened in August this year. The report of the Independent Remuneration Panel is attached as **Annexe 1**.
- 2.5 The Strategy and Resources Committee considered the report of the Independent Remuneration Panel at its meeting on 28 November 2017 and recommended that Council make the final determination on the matter.

### 3 Proposals

- 3.1 The Panel's detailed conclusions and recommendations are set out in its reports. In summary, the Panel recommends as follows:
  - 3.1.1 The Basic Allowance for Members of Epsom and Ewell Borough Council for the year 2018/2019 should be £3,861 subject to any indexation;
  - 3.1.2 All the SRAs with the exception of the Minority Group Leaders and Independent Person for Standards Matters should be calculated as a percentage of the Basic Allowance and for 2018/19 to be in accordance with the those listed on page 9 of its report;
  - 3.1.3 The current SRA for a Leader of a Minority Group should be withdrawn and replaced by an SRA that requires Leaders of Minority Groups to have at least 15% plus of total Members (6 members): subject to meeting this criteria they should then receive an SRA of £200 plus £50 per group member;
  - 3.1.4 The Majority Group Leader should receive an SRA at Level 2 - 70% of the Basic Allowance, the proposed allowance to be £2,703 for 2018/19 subject to any indexation that may apply;
  - 3.1.5 The SRA for Chairman of Nonsuch Park JMC should be withdrawn;

- 3.1.6 The SRA for the Independent Person for Standards Matters, (currently £1012.44 per annum) should be withdrawn and replaced with a daily rate of £250 payable only when the post was required by the Council to perform the duties of an Independent Person;
- 3.1.7 The Panel proposed no change to the approach in respect of the Dependants' Carer' Allowance except that reference to National Minimum wage should be replaced by 'appropriate rate of the National Living Wage';
- 3.1.8 Concerning travel and subsistence, the Council should continue to adopt the HMRC rates for calculating reimbursement of Members mileage. Any subsistence payments should be in accordance with those paid to Officers of the Council;
- 3.1.9 Concerning Indexation of the Basic Allowance: any index linkage agreed should be in line with staff salary increases for a maximum of four years from 2018/2019 to 2022/2023. The Panel recommended that Members ensure the indexation of allowances based on the percentage of staff salary increases takes place and is not foregone;
- 3.1.10 The one SRA only rule per Member should be implemented

#### **4 Financial and Manpower Implications**

- 4.1 An analysis of the financial impact of the Panel's recommendations is set out in **Annexe 2**.
- 4.2 **Chief Finance Officer's comments:** *The cost of the existing member allowance scheme is £160,450. The proposed changes if all allowances remain payable would increase that cost by £17,451 to £177,991.*
- 4.3 *The budget for 2017/18 for member allowances is currently £165,000. The budget will need to increase for 2018/19 by £12,991 (7.9%) to meet the costs if all allowances are payable under the new scheme.*
- 4.4 *However, there will be a reduction in the overall cost of allowances where councillors are currently in receipt of more than one allowance: under the proposed new scheme they will not be entitled to these additional payments.*

#### **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 **Monitoring Officer's comments:** *Regulations require councils to establish and maintain an independent remuneration panel that has the function of providing the local authority with advice on its allowances scheme, the amounts to be paid and the pensionability of allowances where relevant. Whilst it is for each Council to decide its allowances scheme and the amount paid under that scheme, local authorities must have regard to this advice.*

**6 Sustainability Policy and Community Safety Implications; Partnerships**

6.1 There are no implications for the purposes of this report.

**7 Risk Assessment**

7.1 There are no significant risks for the Council arising out of this report.

**8 Conclusion and Recommendations**

8.1 The Independent Remuneration Panel relied on a number of sources of information to inform its review, including a questionnaire circulated to all members. The Panel also asked for interviews to be arranged with particular members and all members were invited to attend an open session to share their views and experiences on the topic of allowances with the Panel.

8.2 It is for each Council to decide its allowances scheme and the amount paid under that scheme but local authorities must have regard to the advice of an Independent Panel in so doing.

8.3 Once having had regard to the recommendations of the IRP, members are perfectly entitled not to agree to its recommendations, and propose alternatives. This could be on the methodology used to calculate the Basic Allowance, the parameters used in that calculation, the amount of allowances and/or the recommendations around Special Responsibility Allowances.

**Ward(s) Affected: (All Wards);**



**A Review of Members' Allowances for  
Epsom and Ewell Borough Council**

**Report of the Independent Remuneration Panel**

**29 & 30 August 2017**

**2 CROWN WALK, JEWRY STREET,  
WINCHESTER  
HANTS,  
SO23 8BB**

## 1. Introduction

The Independent Remuneration Panel was convened to undertake a full review of Members' Allowances. The review was undertaken and the Panel convened in accordance with The Local Authorities (Members Allowances) (England) Regulations (SI 1021) (2003 Regulations).

The Panel met on 29th and 30<sup>th</sup> August 2017 and membership of the Panel was:-

Mark Palmer, Development Director (Panel Chair)  
Dennis Frost, Local Government Officer (Retired)  
Gordon Manickam, Assistant Director, Regulatory Policy Committee.

A questionnaire was sent out to all Members prior to the review and we interviewed 14 Members and 1 Officer and held a member workshop. **Thirty-four** of the **38** Members of the Council completed the questionnaire; a comprehensive analysis of the questionnaire is attached as **Appendix 1 (circulated separately with copy of report to Group Leaders and available on request)**.

The Panel would like to thank the Members who completed the questionnaire as well as the Members and the Officers we interviewed during the process. We have taken account of the views expressed to us by those Members and would like to thank them for their assistance in this review.

Additionally the Panel was assisted and supported throughout by Fiona Cotter (Democratic Services Manager).

Other information at our disposal included previous Reports of the Independent Remuneration Panel, the current Scheme of Members' Allowances, committee reports (specifically the report to, and the Minutes of, the Strategy and Resources Committee dated 24 March 2015) and written submissions from Members.

We also had the benefit of the Members' Allowance Survey for District and Borough Councils in the South East published by South East Employers in October 2016, the Survey has been used to support benchmarking and for this purpose we have used the Surrey district and borough Councils as the benchmark group

Comprehensive details of the allowances in these Councils are attached as **Appendix 2 (circulated separately with copy of report to Group Leaders and available on request)**.

## 2. Terms of Reference

It was made clear to the Panel that one of the key issues for this review was around out of pocket expenses in relation ICT since the way the Council supported members in this regard had changed. However, the last full review of allowances had been undertaken

in 2011. Therefore our terms of reference were to undertake a full review of Members' Allowances for Epsom Borough Council and to make recommendations as to the level of the Basic Allowance and of Special Responsibility Allowances for a maximum 4 year period. The review also included making recommendations in respect of the Independent Person for Standards Matters, Dependants' Carers' Allowance and the scheme for travel and subsistence.

### **3. The Deliberations of the Panel**

The Panel had access to the previous reports of the Independent Remuneration Panel, a full review last took place in April 2011 and a further review focusing specifically around some Special Responsibility Allowances took place in November 2014. The Panel has given due consideration to these two recent reviews as part of its deliberations when formulating its recommendations.

A key role of the Panel is to recommend a scheme of allowances which recognises both Members' responsibilities and workloads. However, the Panel was mindful of the Council's continued financial constraints when making its recommendations.

To develop a structured approach in determining allowances the Panel has used transparent formula and methodology for calculating the Basic Allowance and the Special Responsibility Allowances.

### **4. Basic Allowance**

The Basic Allowance for Epsom and Ewell Borough Council was set by the previous Panel in 2011 and further reference was made to the Basic Allowance in the Panel report of 2014. The Panel in 2011 recommended a Basic Allowance of £3,372.

During the proceeding years' Members have taken the decision not to index the allowances to the recommended Consume Price Index (CPI) and therefore the current allowance is £3,374.77, currently the lowest of the Districts and Boroughs within Surrey.

The Panel was of the view that a structured formula for calculating the Basic Allowance was required and will provide a foundation to allow a future Panel to better determine the allowance and also provide a transparent formula for how the Basic Allowance was arrived at. The Panel was also of the view that unlike within the previous six years the Basic Allowance should be indexed annually to avoid a real term fall in the level of Basic Allowance.

The Panel also sought views from Members during the interviews in respect of whether they felt that the current level of the Basic Allowance was a barrier to candidates from all sections of the community standing to be councillors. A number of Members interviewed expressed the view that the current level of Basic Allowance did deter

people from standing for Council and the Panel has taken these views into consideration.

During the interviews and as part of a written submission to the Panel a number of Members expressed concern about the ICT provision and support provided. Whilst all Members are provided with an Apple IPAD supported with relevant software and individual training where required a number of Members felt that this was an inadequate level of ICT support. Some Members were of the view that ICT support should also include a phone line, mobile phone, broadband, desktop PC, printer and additional incidental support to cover such items as paper and printer ink cartridges. The Members ICT Reference Group (2015) felt that an allowance of around £150 per annum per member was sufficient to enable Members to cover their costs in respect of ICT.

Whilst recognising the cost of the provision of ICT by Members the Panel was not supportive of a separate ICT allowance. The Panel was of the view that the Basic Allowance should be at level to support the cost of undertaking the role of Councillor including ICT provision.

In determining a formula to calculate the Basic Allowance, the Panel chose median hourly earnings for the South East of England area as a place of residence. This information is published by the Office for National Statistics each December as part of its National Statistics of Hours and Earnings (NOMIS) and in December 2016 this was **£14.85 per hour**.

The formula was also based on average weekly hours undertaken and in respect of the average national weekly hours for a District/Borough Councillor without any additional special responsibilities the Local Government Association (LGA) as part of the LGA Councillor Census stated between 10 to 15 hours was appropriate. The Panel therefore chose **10 hours per week** to support the calculation of the Basic Allowance.

Finally, the Panel also looked at the level of the Public Service Discount (PSD). The PSD is the element of a Member's activity that is given on a purely voluntary basis. The questionnaire responses had varying views on the percentage level of PSD ranging from 5% to 80%, the average across the South East region is between 35-50%. The Panel was of the view that a level of **50%** should represent the level of recommended "Public Service Discount".

Based on these figures the level of Basic Allowance for Members of the Council can be calculated as 10 hours per week x 52 weeks x £14.85 per hour - 50% Public Service Discount which gives a annual Basic Allowance of **£3,861**.

The Questionnaire that supported this review identified that 75% of Members responding did not think the current Basic Allowance was appropriate and were of the view that it should be "higher" or "slightly higher". In respect of a level of Basic Allowance the questionnaire asked Members for a proposed level and the responses recommended an average Basic Allowance of £3,500 to £5,000.



Currently, Epsom and Ewell BC is ranked eleventh (bottom) in the level of Basic Allowance across the benchmark Surrey district/borough councils. Even after this recommended change to the Basic Allowance, Epsom and Ewell BC will still be second to bottom (10<sup>th</sup> position) of the Basic Allowances across the benchmark Councils. However, the Panel felt that this proposed increase in the Basic Allowance was setting a clear direction of travel.

**Benchmark Councils- Basic Allowance (September 2017)**

<b>Council</b>	<b>Basic Allowances</b>
Woking BC	£7,200
Guildford BC	£6,616
Spelthorne BC	£5,901
Reigate & Banstead BC	£5,436
Surrey Heath BC	£4,960
Elmbridge BC	£4,942
Waverley BC	£4,619
Mole Valley DC	£4,201
Tandridge DC	£4,068
Runnymede BC	£3,440 (2018 £3,680)
<b>Epsom and Ewell BC</b>	<b>£3,375 (Proposed £3,861)</b>
<b>Average</b>	<b>£4,984</b>

**Recommendation:** The Basic Allowance for Members of Epsom and Ewell Borough Council for the year 2018/2019 should be £3,861 subject to any indexation.

**5. Special Responsibility Allowances (SRA's)**

The Panel have largely used the same methodology for our recommendations as those currently in place.

We do, however, for ease of reference, set out on page 9 the current allowances and **the level of allowances the IRP recommends for 2018/19. All the SRAs with the exception of the Minority Group Leaders and Independent Person for Standards Matters are calculated as a percentage of the Basic Allowance.**

In determining which roles merit an SRA the Panel was cognisant of the 2006 Statutory Guidance (May 2006, paragraphs 70 and 73) that states:

*“SRAs may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority’s functions.”*

When considering all the current roles at Epsom and Ewell Borough Council that receive an SRA the Panel was of the view that all except one role continue to involve a” *significant additional responsibility*” that will lead them to continue to attract an SRA.

In determining the SRA’s the Panel heard evidence from Members and Officers during the individual interviews and a workshop session. The review in 2011 had recommended the current ‘four level structure’ for allowances based on a percentage of the Basic Allowance. This approach was further developed during the 2014 review that was convened to respond to changes in the committee structure. The 2014 review led to the following levels of SRA”s been implemented

- Level 1: 100% of the Basic Allowance
- Level 2: 70% of the Basic Allowance
- Level 3: 30% of the Basic Allowance
- Level 4: 10% of the Basic Allowance

The Panel was of the view that the four level approach to SRA’s recommended in 2011 and further developed in 2014 was still relevant and fit for purpose in 2017. **The Panel therefore recommend no change to the four level approach to the SRA’s.** The Panel recommend the following changes to the SRA’s:

### **Leaders of a Minority Group**

Currently Epsom and Ewell BC remunerates Leaders of Minority Groups with an SRA of £200 plus £50 per group member. The Panel was of the view that this allowance should be withdrawn and that only Minority Group Leaders overseeing groups with at least 15% of total members (6 Members and above) should receive an SRA. This SRA shall be continued to be calculated on the current basis, £200 plus £50 per group member (for Groups of 6 or more).

**RECOMMENDATION: The current SRA for a Leader of a Minority Group be withdrawn and replaced by an SRA that requires Leaders of Minority Groups to have at least 15% plus of total Members (6 members), subject to meeting this criteria they will then receive an SRA of £200 plus £50 per group member.**

### **Majority Group Leader**

The Majority Group Leader currently receives an SRA Level 2 – 70% of the Basic Allowance plus an additional allowance similar to that of Minority Group Leaders, £200 plus £50 per Group Member. The Panel was of the view that the Group Allowance of £200 plus £50 per Group Member should be withdrawn and the Majority Group Leader should receive a single allowance based on Level 2- 70% of the Basic Allowance. This approach is also consistent with the **One SRA per Member** recommended on page 8 of this report.

**Recommendation: The Majority Group Leader to receive an SRA at Level 2- 70% of the Basic Allowance, the proposed allowance to be £2,703 for 2018/19 subject to any indexation that may apply.**

### **Chairman of Nonsuch Park Joint Management Committee (JMC)**

Currently the Chairman of Nonsuch Park JMC receives an SRA of 30% of the Basic Allowance. The chairmanship is shared with the London Borough of Sutton and rotated on an annual basis. The allowance is therefore only paid every other year when the chairmanship resides with an Epsom and Ewell BC Member. The London Borough of Sutton does not award an SRA to its members when they are chairing the JMC. The Panel was of the view that the role of Chairman of Nonsuch Park JMC was not a role that incurred significant enough responsibility to receive an SRA.

**Recommendation: The SRA for Chairman of Nonsuch Park JMC should be withdrawn.**

### **Independent Person for Standards Matters**

The Independent Person for Standards Matters currently receives an SRA of £1012.44 per annum. Although a key role with responsibility the Independent Person is required to act on a very infrequent basis. The Panel was therefore of the view that it will be more effective to provide a day rate allowance to the Independent Person paid only when the Council requires the person to carry out the designated duties. The Panel was of the view that a day rate of £250 per day should replace the current annual allowance.

**Recommendation: The SRA for the Independent Person for Standards Matters, £1012.44 per annum should be withdrawn and replaced with a daily rate of £250 payable only when the post is required by the Council to perform the duties of an Independent Person.**

### **Vice Chairman Role**

Currently the only Vice Chairman role to receive an SRA is that of Vice Chairman of the Planning Committee (Level 3: 30% of the Basic Allowance). During the review the Panel

received oral and written evidence regarding the developing role of the Vice Chairman in respect of responsibility and workload.

This view of the developing role of the Vice Chairman was particularly identified in respect of the Vice Chairmen of the Committees e.g. Community Wellbeing. Although recognising the changing and emerging role of the Vice Chairman of Committees the Panel was of the view that there should be '**no change**' to the current position with regard to the provision of SRA's for Vice Chairman.

**Recommendation: The SRAs for 2018/19 to be in accordance with those listed on page 9 of the report**

## **6. Dependants' Carers' Allowance**

Currently Epsom and Ewell Borough Council offers a Dependants' Carers' Allowance (DCA) equivalent to the actual cost incurred to cover child care or dependent specialist care subject to the provision of receipts and completing a claim form; with the proviso that claims will not be payable in respect of carers in the same household. Also the rate payable to carers who are not in the same household but are family members of the Member should be at the appropriate National Living Wage rate.

**RECOMMENDATION: The Panel propose no change to the approach in respect of the Dependants' Carer' Allowance except that reference to National Minimum wage should be replaced by 'appropriate rate of the National Living Wage**

## **8. Travel and Subsistence**

The Council currently pays mileage allowances based on the HMRC rates.

**Recommendation: The Council continue to adopt the HMRC rates for calculating reimbursement of Members mileage.**

**Any subsistence payments should be in accordance with those paid to Officers of the Council.**

## **9. Index Linking**

The index linking of the allowances is currently based on the CPI and this figure often differs from the rate of increase in staff salaries.

The Panel is therefore of the view that any future index linking of the Basic Allowance and SRA's should be at the rate of increase in staff salaries.

**Recommendation: Any index linkage agreed should be in line with staff salary increases for a maximum of four years from 2018/2019 to 2022/2023. The**

**Panel recommends that Members ensure the indexation of allowances based on the percentage of staff salary increases takes place and is not foregone.**

## **10. The One SRA Only Rule**

The 2003 Members' Allowances Regulations do not limit the number of SRAs an individual Member can receive. Nevertheless, it is common and established good practice in most council's to have a 'One SRA only' rule set out in their allowances scheme. The Panel review in 2014 recommended that ***'there should be no limit in the scheme, with the exception of the Chair and Vice Chair of Planning Committee, as to the number of SRA's that an individual Member can claim if (s)he is fulfilling the responsibilities of the role'***.

The Panel was of the view that the current approach should be replaced with a simple 1 SRA only rule for each Member. Should an individual Member be undertaking more than one role eligible for an SRA then they should only receive the SRA of the highest value role.

**Recommendation: The one SRA only rule per Member should be implemented**

## **11. Implementation of Recommendations**

**As permitted by the 2003 Members' Allowances Regulations (paragraph 10.6) it is recommended that the new Members' Allowances as set out in this report be implemented by April 2018**

**Mark Palmer  
Chairman of the Independent Remuneration Panel,  
September 2017**

	<b>CURRENT ALLOWANCES</b> £	<b>2018/2019 RECOMMENDATIONS</b> £	<b>RATIONALE &amp; METHODOLOGY</b>
Basic Allowance	3,375 (38)	<b>3,861 (38)</b>	
Chairman of Strategy & Resources	3,375 (1)	<b>3,861 (1)</b>	<b>Level 1-</b> 100% of Basic Allowance
Chairman of Environment	2,363 (1)	<b>2,703 (1)</b>	<b>Level 2-</b> 70% of Basic Allowance
Chairman of Community & Wellbeing	2,363 (1)	<b>2,703 (1)</b>	70% of Basic Allowance
Chairman of Licensing & Planning Policy	2,363 (1)	<b>2,703 (1)</b>	70% of Basic Allowance
Chairman of Planning	3,375 (1)	<b>3,861 (1)</b>	<b>Level 1-</b> 100% of Basic Allowance
Chairman of Audit, Crime & Disorder	2,363 (1)	<b>2,703 (1)</b>	<b>Level 2-</b> 70% of Basic Allowance
Chairman of Financial Policy Panel	1,013 (1)	<b>1,158 (1)</b>	<b>Level 3 -</b> 30% of Basic Allowance
Chairman of Human Resources Panel	1,013 (1)	<b>1,158 (1)</b>	30% of Basic Allowance
Chairman of Health Liaison Panel	1,013 (1)	<b>1.158 (1)</b>	30% of Basic Allowance
Chairman of Epsom and Walton Downs Conservators	1,013 (1)	<b>1,158 (1)</b>	30% of Basic Allowance

	<b>CURRENT ALLOWANCES</b> £	<b>2018/2019 RECOMMENDATIONS</b> £	<b>RATIONALE &amp; METHODOLOGY</b>
Nonsuch Park Joint Management Committee	1,013 (1) every two years or 507 annually	<b>Allowance to be withdrawn</b>	-----
Vice Chairman of Planning	1,013 (1)	<b>1,158 (1)</b>	30% of Basic Allowance
Membership of Planning Committee	337 (12)	<b>386 (11)</b>	<b>Level 4 - 10% of Basic Allowance</b>
Majority Group Leader	2,363 (1) 1750 (£200 plus 31 members)	<b>2,703 (1)</b>	<b>Level 2- 70% of Basic Allowance</b>
Minority Group Leader (s)	400 (£200 plus 4 members) £350 (£200 plus 3 members)	<b>0</b>	<b>£200 plus £50 per group member based on the group having 15% plus of total members (6 members)</b>
Independent Person for Standards Matters	1012 (1)	<b>0</b>	<b>£250 per day</b>
<b>Total Cost (£)</b>	<b>160,450</b>	<b>177,991 *</b>	

\* Based on all 38 Members receiving the Basic Allowance and all SRAs paid.

The Panel recommendations will lead to an increase in the annual cost of all allowances of **£17,541**, subject to all Members receiving the Basic Allowance and all SRA's been paid.

**Members and Officers of Epsom and Ewell Borough Council  
interviewed by the Independent Remuneration Panel  
29& 30 August 2017**

Councillor Eber Kington	Chairman of Strategy and Resources Committee
Councillor Humphrey Reynolds	Chairman of Planning Committee
Councillor David Reeve	Chairman of Audit, Crime and Disorder Scrutiny Committee
Councillor Richard Baker	Chairman of Health Liaison Panel
Councillor Hannah Dalton	Chairman of Human Resources Panel
Councillor Tony Axelrod	Vice Chairman of Community and Wellbeing Committee
Councillor David Wood	Vice Chairman of Licensing and Planning Policy Committee
Councillor Steve Bridger	Vice Chairman of Audit, Crime and Disorder Scrutiny Committee
Councillors Graham Dudley	Chairman of Licensing and Planning Policy Committee & co-author of a report to the Majority Group on the case for an ICT allowance and an allowance for Vice Chairmen
Councillor Chris Frost	Co-author of a report to the Majority Group on the case for an ICT allowance and an allowance for Vice Chairmen
Councillor Barry Nash	Chairman of Community and Wellbeing Committee
Councillor Neil Dallen	Former Chairman of Strategy and Resources Committee
Councillor Tina Mountain	Conservative Group Leader
Councillor Clive Smitheram	Majority Group Chairman
Councillor Vince Romagnuolo	Labour Group Leader (Telephone interview 21 August 2017)
Simon Young	Head of Legal and Democratic Services



**MEMBERS ALLOWANCES - FINANCIAL IMPACT OF IRP PROPOSALS**

	Current	Annual	Proposed	Annual		Change	Change
Members	Allowance	Cost	Allowance	Cost		Allowance	Cost
<b>Basic Allowance</b>							
38	£3,375.00	£128,250.00	£3,861.00	£146,718.00		£486.00	£18,468.00
<b>Special Responsibility Allowances</b>							
<u>Committee Chairmen</u>							
Strategy and Resources	1	£3,375.00	£3,375.00	£3,861.00	£3,861.00	£486.00	£486.00
Environment	1	£2,363.00	£2,363.00	£2,703.00	£2,703.00	£340.00	£340.00
Community and Well Being	1	£2,363.00	£2,363.00	£2,703.00	£2,703.00	£340.00	£340.00
Licensing & Planning Policy	1	£2,363.00	£2,363.00	£2,703.00	£2,703.00	£340.00	£340.00
Planning	1	£3,375.00	£3,375.00	£3,861.00	£3,861.00	£486.00	£486.00
Audit, Crime and Disorder & Scrutiny	1	£2,363.00	£2,363.00	£2,703.00	£2,703.00	£340.00	£340.00
<u>Panel Chairmen</u>							
Financial Policy	1	£1,013.00	£1,013.00	£1,158.00	£1,158.00	£145.00	£145.00
Human Resources	1	£1,013.00	£1,013.00	£1,158.00	£1,158.00	£145.00	£145.00
Health Liaison	1	£1,013.00	£1,013.00	£1,158.00	£1,158.00	£145.00	£145.00
<u>Other Chairmen</u>							
Epsom and Walton Downs Conservators	1	£1,013.00	£1,013.00	£1,158.00	£1,158.00	£145.00	£145.00
Nonsuch Park JMC	1	£1,013.00	£1,013.00	£0.00	£0.00	£-1,013.00	£-1,013.00
Membership of Planning Committee (current allowance) (a)	12	£337.00	£4,044.00	£0.00	£0.00	£0.00	£-4,044.00
Membership of Planning Committee (proposed allowance) (b)	11	£0.00	£0.00	£386.00	£4,246.00	£0.00	£4,246.00
Vice Chairman of Planning Committee (c)	1	£1,103.00	£1,013.00	£1,158.00	£1,158.00	£55.00	£145.00
<u>Other posts *</u>							
Majority Group Leader or Chairman (d)	1	£2,563.00	£2,563.00	£2,703.00	£2,703.00	£140.00	£140.00
Minority Group Leaders (d) **	2	£200.00	£400.00	£0.00	£0.00	£-400.00	£-400.00
Group Leaders supplement per Group Member (current)	38	£50.00	£1,900.00	£0.00	£0.00	£0.00	£0.00
Independent Person (statutory appointment in relation to ethical standards) ***	1	£1,013.00	£1,013.00	£0.00	£0.00	£-1,013.00	£-1,013.00
Full Potential Cost			£160,450.00		£177,991.00		£17,541.00
Budget			£165,000.00		£165,000.00		

(a) 12 members of the committee, not including the Chairman, whose current allowance is referred to above

(b) 11 members of the committee not including the Chairman and Vice Chairman under proposed scheme

(c) Current total allowance includes Vice Chairman's allowance (£1,013) and also the allowance for being a member of the Planning Committee (£337)

(d) Majority Group leader currently receives £4,113 and Minority Group Leaders currently receive £400 and £350 respectively

\* number based on current political groupings

\*\* Under proposed scheme in order to qualify for an allowance Leaders of Minority Groups to have at least 15% plus of total Members (6 members) to qualify for SRA of £200 plus £50 per group member

\*\*\* Under proposed scheme, the independent person would receive a day rate of £250 payable only when the post is required by the Council to perform the duties of an Independent Person.

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## Calendar of Meetings 2017/18

<b>Report of the:</b>	Head of Legal & Democratic Services
<b>Contact:</b>	Fiona Cotter
<b>Annexes/Appendices (attached):</b>	<b>Annexe 1</b> - Draft Calendar of Meetings 2017/18
<b>Other available papers (not attached):</b>	None

### Report Summary

This report sets out a proposed Calendar of Meetings for 2018/19.

### Recommendation (s)

That the Council be recommended to approve the 2018/19 Calendar of Meetings as set out in the attached Annexe.

#### 1 Implications for the Council's Key Priorities, Community Strategy and Committee's Key Service Priorities

- 1.1 There are no direct implications but this Committee is responsible for guiding the Council in its organisation and management to achieve its objectives.

#### 2 Background

- 2.1 In drawing up the programme, the main consideration is the need to retain certain reporting chains as far as practicable (e.g. Financial Policy Panel reporting to Strategy and Resources) as well as the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays. The dates of the LGA, CIPFA and Party Conferences have yet to be factored in but these generally stay around the same time year on year.

#### 3 Proposals

- 3.1 A programme of meetings for 2018/19 is attached as **Annexe 1** to this report. This has been devised on a similar basis as the current year's programme in terms of the number of meetings and these have again scheduled on Tuesdays and Thursdays where possible instead of throughout the week.

- 3.2 This pattern of meetings was introduced in 2013 in order to regularise the days of the week on which Town Hall facilities remain open after normal business hours.
- 3.3 Members' Briefing Evenings/Training events have been scheduled on a monthly basis to be utilised as needed. Experience suggests that it is better to reserve the dates now rather than try to arrange ad hoc.
- 3.4 As in previous years, dates have not been scheduled for the Licensing Hearing Sub Committee or the Standards Committee. The bodies will continue to meet as required.

#### **4 Financial and Manpower Implications**

- 4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for Officers at certain points of the year and, whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.

#### **5 Equalities, Sustainability Policy, Community Safety and Other Legal Implications**

- 5.1 Legislation requires that Agendas are published five clear working days before a meeting. The Council's Rules of Procedure state that papers should be made available six clear working days before a meeting.

#### **6 Partnerships**

- 6.1 Not applicable.

#### **7 Risk Assessment**

- 7.1 An effective decision-making programme should enable all committees and the Council to process business with the minimum of delay.

#### **8 Conclusion and Recommendations**

- 8.1 The practice of scheduling meetings on Tuesdays and Thursdays only as far as practicable appears to be working well with no obvious problems caused and the Council is asked to approve the Calendar of Meetings attached as **Annexe 1** to this report.

**WARD(S) AFFECTED: N/A**

**MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2018 TO APRIL 2019**

Meetings open to the public (all at 19:30 hours unless otherwise stated)	Day	2018								2019			
		May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
COUNCIL	Tues	15a		17					11		19		30
APPOINTMENTS PANEL	<i>Date to be advised</i>												
AUDIT, CRIME & DISORDER & SCRUTINY COMMITTEE	Tues Thurs		19					22			7		18
COMMUNITY & WELLBEING COMMITTEE	Tues		12				9			22d		19	
ENVIRONMENT COMMITTEE	Mon Tues		11					23		29d		26	
EPSOM & WALTON DOWNS CONSERVATORS (18:00 hrs)	Mon		18					8		TBA			TBA
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE (18:00hrs)	Mon					17						TBA	
FINANCIAL POLICY PANEL	Tues		26			11			4		5		
HEALTH LIAISON PANEL	Tues			3				13				12	
HUMAN RESOURCES PANEL (open to public except when meeting as JOINT STAFF COMMITTEE *)	Thurs			5				11 *		6			
LICENSING & PLANNING POLICY COMMITTEE <i>(Note: LICENSING HEARINGS PANELS arranged as required)</i>	Thurs		7			20		15		24		7	18
NONSUCH PARK JMC (Nonsuch Mansion House at 10:00 hrs)	Mon		25					29		28			29
PLANNING COMMITTEE	Wed Thurs	10	14	19		6	4	8	13	17	13	14	11
STANDARDS COMMITTEE	<i>Meetings to be arranged as required</i>												
STRATEGY & RESOURCES COMMITTEE	Tues Thurs			26		25t		27		31d			2
<i>EPSOM &amp; EWELL LOCAL COMMITTEE (all at 19.00 hrs except December meeting at 14.00hrs – venues various)</i>	Mon		11			24			10			25	
<b>Meetings NOT open to the public</b>													
Briefing Evenings/Training events	Tues Thurs	29		12		20		29			12	5	9

a	Annual Meeting (Mayor Making) at 19.00 hrs	d	Estimates	*	Joint Staff Committee not open to public
b	Budget meeting (determination of Council Tax)	t	To approve Budget Targets (all members invited)		

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