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# **A Review of Members' Allowances for Cornwall Council - 2016**

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*A Report by the Independent  
Remuneration Panel*

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## FOREWARD

I am delighted to present this, the first report of this Independent Remuneration Panel of Cornwall Council, for consideration by Members at their May 2016 meeting of full Council.

In compiling this report the Panel would like to acknowledge the significant support received from both officers of the Council's Governance and Information Services, whose roles were to record proceedings, take the organisational lead in facilitating the process and provide objective support and advice, as well as from Members themselves who provided input into the review process, either via provision of face to face evidence or written feedback. Without this our work would have been impossible and we are very grateful.

Throughout our deliberations we have been mindful of the following important principles, which we have adopted as part of our work, and hope that Members' also support as being key for any new Scheme of Allowances adopted:-

1. Recommend a scheme, which is open and transparent, which is available for public scrutiny and which meets audit requirements.
2. Provide reasonable recompense for the time commitment and duties involved after allowing for an element of public service.
3. Reflect the substantial time which the average Councillor spends on casework, local community work and other Council work.
4. Recognise the additional duties and responsibilities of key office holders.
5. Be perceived as fair, in terms of relevant comparisons with other authorities and public bodies.
6. Be simple and easy to understand and straightforward to administer.
7. That the level of allowance should not be a deterrent to potential candidates from diverse and under-representative groups who may wish to stand to become elected Members.

We therefore believe that the recommendations made in this report, which we propose be introduced with effect from May 2017, support these principles and should not deter any resident of Cornwall from standing as a Member in the forthcoming elections, whatever their personal circumstances.

This report lays out a summary of our deliberations to assist Members and the public in understanding our approach, the options considered and how the Panel arrived at its final recommendations. As such, we believe that this report marks an important step in the culture of allowances within Cornwall and the electorates understanding of them.

I look forward to receiving your support in this matter.



Margaret de Valois BSc FIA

May 2016

Chair, Cornwall Council Independent Remuneration Panel

## SUMMARY OF RECOMMENDATIONS

1. That the Members' Allowances Scheme be implemented from May 2017 following the Council elections.
2. That the Basic Allowance be increased to £13,910.54 per year.
3. That the Basic Allowance be indexed by the annual pay award for Cornwall Council officers for four years.
4. That the Special Responsibility Allowances (SRAs) be set with reference to the Basic Allowance amount.
5. That the SRA for the role of the Leader of the Council be set at £25,734.50 per year, which is a 1.85 increase factor of the Basic Allowance.
6. That the SRA for the role of the Deputy Leader of the Council be set at £19,300.87 per year.
7. That the SRA for the role of a Cabinet Member and the role of the Chairman of the Council be set at £18,014.15 per year.
8. That the SRA for the roles of Chairman of the Health and Adult Social Care Overview and Scrutiny Committee and Chairman of the Strategic Planning Committee be set at £7,720.35 per year.
9. That the SRA for the roles of Chairmen of the Sub-Area Planning Committees, Chairman of the Audit Committee, and Chairman of the Scrutiny Management Committee be set at £5,146.90 per year.
10. That the SRA for the roles of Chairman of the Miscellaneous Licensing Committee, Chairman of the Licensing Act Committee and Chairmen of the Policy Advisory Committees be set at £3,860.18 per year.
11. That the SRA for the role of Chairman of the Electoral Review Panel be set at £3,860.18 per year until such time that the Panel has completed its work.
12. That the SRA for the roles of Chairman of the Pensions Committee, Chairman of the Standards Committee, Chairman of the Constitution and Governance Committee and Chairman of the Harbours Board be set at £2,573.45 per year.

13. That the SRA for the roles of Vice-Chairman of the Council be set at £5,404.25 per year, which is 30% of the proposed SRA for the Chairman of the Council.
14. That the SRA for the roles of Vice-Chairman of the Health and Adult Social Care Overview and Scrutiny Committee and Vice-Chairman of the Strategic Planning Committee be set at £3,860.18 per year.
15. That the SRA for the roles of the Vice-Chairmen of Sub-Area Planning Committees, Vice-Chairman of the Audit Committee and Vice-Chairman of the Scrutiny Management Committee be set at £1,544.07 per year.
16. That the SRA for the roles of the Vice-Chairman of Miscellaneous Licensing Committee, Vice-Chairman of the Licensing Act Committee, Vice-Chairmen of the Policy Advisory Committees be set at £1,158.05 per year.
17. That the SRA for the role of Vice-Chairman of the Electoral Review Panel be set at £1,158.05 per year until such time that the Panel has completed its work.
18. That the SRA for the roles of the Vice-Chairman of the Pensions Committee, Vice-Chairman of the Standards Committee and Vice-Chairman of the Constitution and Governance Committee be set at £772.04 per year.
19. That the SRA for the role of Lay Members for the Audit Committee be set at £1,300.42 per year.
20. That the SRA for the role of Independent Lay Persons for the Standards Regime be set at £1,300.42 per year.
21. That the SRA for the roles of Chairman of Joint Committees be set at £2,573.45 per year.
22. That a maximum of one SRA be paid per Member.
23. That the SRA roles be indexed by the officer annual pay award for four years.
24. That the classification of Approved Duties attached at Appendix XX remain unchanged.
25. That the Scheme of Dependant Carers' Allowance as attached at Appendix XX be approved.

26. That the mileage allowance for a car be set at 40p per mile and that all other aspects of the Travelling Allowance remain the same.
27. That the Travelling and Subsistence Scheme as set out at Appendix XX be approved.
28. That the Panel be reconvened after 12 months of the implementation of the Members' Allowances Scheme to review the SRAs for the new Health and Adult Social Care Overview and Scrutiny Committee, the Electoral Review Panel and the Scheme of Dependents Carers' Allowance.
29. That claims for Members' Allowances be backdated for a maximum of 3 months.

## INTRODUCTION

### The Regulatory Context

1. The following is a synopsis of the proceedings and recommendations made by the Independent Remuneration Panel (the Panel) appointed by Cornwall Council to review the current Members' Allowances Scheme. The Panel has been set up and convened under the Local Authorities (Members' Allowances) (England) Regulations 2003(SI 1021) and subsequent amendments to the regulations (SI 2003/1022 and SI 2003/1692 ["the Regulations"]).
2. The Regulations require all local authorities to set up and maintain an advisory Independent Remuneration Panel to review and provide advice about the allowances to be paid to Members. 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.
3. A Scheme of Members' Allowances (Scheme) may make provision for an annual adjustment of allowances to be ascertained by reference to an index. The scheme must be publicised each year, whether or not it has been amended. Where the only change made to a scheme is that caused by the annual impact of the index contained within that scheme, the scheme shall not be deemed to have been amended and thus the authority will not have to seek a recommendation from its Remuneration Panel.
4. Where a recommendation is made that allowance levels should be determined according to an index, the Panel must recommend how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an Independent Remuneration Panel.

### The Panel

5. Cornwall Council's Independent Remuneration Panel comprises of the following Members:-

**Ms M De Valois** (Chairman) – Actuary with almost 20 years' experience advising on pension and benefit matters, educated to degree level in mathematics, provided advice in relation to Somerset Local Government Pension Scheme, currently Chair of



Pension Governance Committee for IMERYS Minerals Ltd and Chair of Governors at St John's Primary School, Camborne.

**Mrs K Hickson** – Currently holds a senior management role in a housing organisation in Cornwall, currently studying for a Masters' degree in Business Management Administration, and has a background of working within the care sector.

**Mr M Willmore** – retired Finance Director for a private company, with 25 years' of volunteering for the Citizens Advice Bureau (CAB), including being the founding Chair of the Trustee Board for the CAB Cornwall and a Parish Councillor.

6. Each of the Panel Members were appointed following a recruitment process and the key considerations taken when appointing the Panel were:-
  - Skills and experience of the individual candidate when assessed against the Person Specification.
  - The blend of skills for the Panel as a whole.
  - Equality and diversity in terms of age, gender etc.
  - Ensuring the Panel is as representative of the community as possible.
7. The Panel was supported by officers of the Council's Governance and Information Services, whose roles were to record proceedings, take the organisational lead in facilitating the process and provide objective support and advice. The Panel wished to record its thanks for the support provided by Council officers throughout the process.
8. The minutes of the meetings held with Members and officers are included in Appendix 1. In addition, 33 of the 123 Members responded to an online questionnaire in relation to allowances and a summary of the responses is attached at Appendix 2. Written submissions were also received from Members and officers and details are attached at Appendix 3. The Panel would like to record its gratitude to all those who provided evidence during the review.

### **Terms of Reference**

9. At the meeting of the Independent Remuneration Panel held on 12 January 2016, the Panel agreed its Terms of Reference, as follows:-

#### **(i) Terms of Reference**

1. The Panel has been convened to make recommendations on the following:-
  - (i) The level of the Basic Allowance for all Members.

- (ii) The categories of the special responsibility for which a Special Responsibility Allowance should be paid and the levels of those allowances, with the inclusion of the Cornwall Council Group Non-Executive Directors appointments.
  - (iii) As to whether childcare and Dependant Carers' allowance should be payable to Members and the amount of such an allowance.
  - (iv) Travelling and subsistence allowances.
  - (v) The allowances paid to co-opted members of committees.
  - (vi) Whether adjustments to the level of allowances should be determined according to an index, which measures increases in the cost of goods and services, and if so, which index and how long that index should apply.
  - (vii) Whether payment of allowances should be backdated in cases where a scheme is amended at a time which would affect allowances payable in that year.
  - (viii) Such other matters as raised by the Group Leaders / Monitoring Officer or a resolution from Council.
2. The Panel will be required to report back initially in time to make recommendations for the unitary elections, scheduled for May 2017 and at such other times as may be required over the next 4 years.

### **Principles of the Review**

10. The Panel decided that its deliberations should be underpinned by the following principles:-
- (i.) Recommend a scheme, which is open and transparent, which is available for public scrutiny and which meets audit requirements.
  - (ii.) Provide reasonable recompense for the time commitment and duties involved after allowing for an element of public service.
  - (iii.) Reflect the substantial time which the average Councillor spends on casework, local community work and other Council work.
  - (iv.) Recognise the additional duties and responsibilities of key office holders.
  - (v.) Be perceived as fair, in terms of relevant comparisons with other authorities and public bodies.
  - (vi.) Be simple and easy to understand and straightforward to administer
  - (vii.) That the level of allowance should not be a deterrent to potential candidates from diverse and under-representative groups who may wish to stand to become elected Members.
11. The Panel felt it important to benchmark their proposals against other comparative local authorities and took the view that its task was to make recommendations based on evidence and logical construct.

## Panel Proceedings

12. The Panel met on 13 separate occasions as in the schedule below:-

Date of Meeting	Items Considered
17 December 2015	The Panel attended a training session and the purpose of the session was to ensure they had the information and knowledge required to undertake their review.
12 January 2016	The Panel met to:- <ul style="list-style-type: none"> <li>• Agree its Terms of Reference</li> <li>• Agree the proposed way forward and schedule for the Review in the form of a Work Plan for the Panel</li> <li>• Develop a questionnaire for circulation to all Members</li> </ul>
12 February 2016	The Panel met to agree its Principles and review the responses received from the online Member Allowances Survey responses. The Panel also conducted two face-to-face evidence gathering sessions with the Business Partner Commercial Clients and the Head of Governance and Information Services.
18 February 2016	Three face-to-face evidence gathering sessions with the Chief Executive, Leader of the Council and the Chairman of the Council.
2 March 2016	One face-to-face evidence gathering session with the Corporate and Information Governance Manager and the Chief Audit Executive.
8 March 2016	One face-to-face evidence gathering session with the Group Leaders.
21 March 2016	Two face-to-face evidence gathering sessions with the Planning and Licensing Chairmen and Vice-Chairmen and Policy Advisory Committee Chairmen and Vice-Chairmen.
22 March 2016	Two face-to-face evidence gathering sessions with the two Scrutiny Committee Chairmen, Vice-Chairmen, and back benchers.
4 April 2016	Two face-to-face evidence gathering sessions with back benchers and Cabinet Members.
5 / 8 / and 13 April 2016	The Panel met to review benchmarking information, written evidence submissions and evidence gained in the face-to-face sessions. Following a review of the evidence the Panel considered and agreed their recommendations and the content of the report.
29 April 2016	The Panel met to agree a final draft of the report.

13. At the outset of the review the Panel agreed that it would complete the face-to-face evidence gathering sessions prior to looking at any comparison benchmarking data or researching any details in relation to other local authorities' Scheme of Allowances. The Panel agreed this approach as it felt it would allow it to focus on the evidence being presented in an independent way.
14. The face-to-face evidence gathering sessions were conducted using an approach that was similar to a Select Committee. The attendees were asked to respond to a series of questions that the Panel had agreed in advance and the Panel asked supplementary questions where appropriate.
15. At each of the sessions held, minutes were taken by an officer from Democratic Services for transparency and these were subsequently agreed by the Panel.
16. The Panel recognised that due to the time constraints of the review it was not possible to hold face to face sessions with all 123 Members. To ensure they had enough evidence to form recommendations they requested written evidence, and Members were also given the opportunity to submit comments to the Panel.
17. In addition to the evidence provided by Members and officers, the Panel considered statistical data, benchmarking and advisory information. In considering the benchmarking information, the Panel acknowledged that each of the local authorities had unique characteristics and measuring similarities was a very subjective process.
18. The Panel has laid out a summary of its deliberations in this report to assist Members and the public in understanding its approach, the options considered and how the Panel arrived at its final recommendations.
19. The Panel emphasises that its role is to undertake an independent review of Cornwall Council's Scheme of Allowances, with a view to determining the appropriate level of remuneration for the role of a Member based on the evidence. It is not within the Panel's remit to take into consideration the budget implications of its recommendations.
20. The Panel understands that the Council has had to put in place stringent financial measures to address the budgetary pressures the Authority faces. As such the Panel acknowledges that in recommending any increase to the allowances there will be a budgetary impact.

## **IMPLEMENTATION AND REVIEW**

21. In reviewing the Scheme of Allowances, the Panel recommends that its proposals are implemented from May 2017 following the unitary election. The Panel felt that presenting the report to the Council twelve months prior to the recommended implementation date would enable details regarding the Allowances to be included in the pre-candidature information.
22. At the outset of the review the Panel was advised that there are changes that will impact on the role of the Members. The Panel noted that the Council was currently undertaking an electoral review and preparing a submission to the Boundary Commission, with the outcome of the review being implemented for the unitary election in 2021. As the implementation of the changes would be post the Panel's four-year term of appointment the electoral review would not be taken into consideration during this review. However, when any revised governance structure emerges, an Independent Remuneration Panel will be engaged at an early stage.
23. Two of the recommendations in relation to SRAs have been made with regard to newly created roles. Changes are also being recommended to the Dependent Carers' Allowance. The Panel strongly recommends that it is reconvened after 12 months from the implementation of the Scheme to review these aspects of the Allowances in light of further evidence that will be available by that time.

### **RECOMMENDATIONS**

1. That the Members Allowances Scheme be implemented from May 2017 following the Council elections.
2. That the Independent Remuneration Panel be reconvened after 12 months of the implementation of the Members' Allowances Scheme to review the SRAs for the new Health and Adult Social Care Overview and Scrutiny Committee and the Electoral Review Panel and the Scheme of Dependant Carers' Allowance.

## **BASIC ALLOWANCE**

24. In accordance with the Regulations, each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all elected Members of the authority. There is statutory guidance for Independent Remuneration Panels in relation to arriving at the Basic Allowance, as follows:-

‘This is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers, constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

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

25. The Panel was advised that in accordance with statutory guidance, an element of the role of an elected Councillor must be viewed as voluntary and unpaid.
26. In coming to its proposal in relation to the Basic Allowance, the Panel considered:-
- (i) Time taken to carry out the role.
  - (ii) The proportion of the allowance which is voluntary and unpaid.
  - (iii) Rate at which Members’ time should be valued.
  - (iv) Any other items that should be included in the Basic Allowance.

Each of these aspects are outlined below.

### **Time taken to carry out the role**

27. In order for the Panel to assess the time taken to carry out the role the following evidence was gathered:-
- (i) Face to face sessions as detailed in the Appendix 1.
  - (ii) All Member online survey (Appendix 2) of which there were 33 responses.
28. The survey showed that the average number of hours per week required to carry out the Member role was 31.5 hours.
29. The previous Panel’s proposal was that the role of a Member could be carried out in 25 hours per week. The Panel noted that 31.5 hours was an increase and also noted the following evidence supporting this:-

- (i) Members advised the Panel that there was an expectation from the public that they are contactable 24 hours a day, seven days a week. The Panel acknowledged that this aspect of the role was significant.
- (ii) The Panel was advised that Members attended a variety of meetings and all were appointed to sit on Committees. In order to carry out this aspect of their role, the Panel recognised that, in addition to attending the actual meetings, there was preparation and travel required. Due to the geographical nature of Cornwall, the Panel noted that travel time could be significant.

30. The Panel also noted that since the previous review there had been:-

- (i) Changes in the governance structure of the Council.
- (ii) Devolution agenda.
- (iii) Restructuring of Council officers and the rationalisation of Council offices.

31. The Panel also considered the number of weeks worked in a year and noted the evidence that Members took holidays. The Panel reviewed the calendar of Committee meetings and noted that there were reduced meetings during the August and Christmas Periods.

32. The Panel agreed that 47 weeks was an appropriate time commitment, thus allowing for five weeks a year holiday as is usual practice in UK employment.

**The proportion of the allowance which is voluntary and unpaid.**

33. In order for the Panel to assess the time taken to carry out the role, the following evidence was gathered:-

- (i) Face to face sessions as detailed in the Appendix 1.
- (ii) All Member online survey (Appendix 2) of which there were 33 responses.

34. The Panel was unable to gain any conclusive evidence to support a specific percentage in respect of the voluntary part of the role. In the absence of conclusive evidence and reflecting that the role is made up of four parts the Panel has assumed a 25% allocation to this voluntary part of the role.

For reference the four aspects of the role are:-

- (i) Community Leadership
- (ii) Corporate
- (iii) Decision Making
- (iv) Scrutiny

### Rate at which Members' time should be valued

35. In order for the Panel to assess the rate at which Member time should be valued the following evidence was gathered:-
- (i) Face to face sessions as detailed in the Appendix 1.
  - (ii) All Member online survey (Appendix 2) of which there were 33 responses.
  - (iii) Various hourly wage rates as set out in the below table:-

Rate Description	Source	Rate
ONS* average hourly rate for the South West	<a href="#">Link to ONS average hourly rate for SW</a>	£14.41
Average rate for a local government worker	<a href="#">Link to My Salary website.</a>	£13.30
UK hourly rate	<a href="#">Link to ONS UK hourly rate</a>	£15.30
National Living wage		£7.20
ONS - Place of residence by Local Authority – ASHE: 2015 Provisional - All	<a href="#">Link to ONS 2015 provisional</a>	£12.27

\*Office of National Statistics.

36. The Panel noted that the previous Independent Remuneration Panel used the Local Government Association's (LGA) 'day session rate' in its formula and it also noted that this rate was no longer published.
37. The Panel felt that, based on the comments received from Members in relation to the Basic Allowance, there was a requirement to compare rates for Cornwall and nationally.
38. In the comments provided by Members, there were requests that the Basic Allowance should reflect the Council's Living Wage status, or that it should be comparable with Council officers pay, and the Panel considered these points.
39. Looking at the benchmarking evidence, it was concluded that there was no consistent hourly rate used to calculate the Basic Allowance. The Panel reviewed each of these rates and discussed if there were other rates that could be considered.



40. Following detailed discussions, the Panel discounted the Living Wage, as it believed that this was too low to remunerate Members for the complex role they hold.
41. The Panel reviewed each of the rates and noted that there was an argument to use a national rate as this took into account the fact that the role of the Member is similar across the UK. However, using a local rate would reflect the local situation and the Panel referred to the guidance that specified the rate be appropriate for the role.
42. In order to capture the local and national elements of the role, the Panel considered the average of the five rates used which was £12.50.
43. After further discussions, the Panel agreed to use the closest published rate which is the ONS - Place of residence by Local Authority – ASHE: 2015 Provisional - All at £12.27:-

#### **Calculating the Basic Allowance**

44. The Panel concluded that the formula for calculating the Basic Allowance is as follows:

$$31.5 \text{ hours} \times 47 \text{ weeks} \times £12.27 = £18,165.74$$

$$\text{LESS voluntary discount of 25\% of } £18,165.74 = £4,541.44$$

$$£18,165.74 - £4,541.44 = \underline{\underline{£13,624.30}}$$

#### **Any other items that should be included in the Basic Allowance**

45. In order for the Panel to assess any other items that should be included in the Basic Allowance the following evidence was gathered:-
  - (i) Face to face sessions as detailed in the Appendix 1.
  - (ii) All Member online survey (Appendix 2) of which there were 33 responses.
  - (iii) Written evidence as detailed at Appendix 3.
46. Members raised the following items that the Panel felt compelled to consider as part of the Basic Allowance:-
  - (i) Events that occur within their Electoral Division.
  - (ii) Full Council day subsistence.
  - (iii) The number and nature of committees they were required to sit on.
  - (iv) Their personal circumstances, for example if they were employed.

- (v) The geographical nature of their electoral division.
- (vi) The distance from their home to County Hall, Truro.
- (vii) Members were no longer eligible to join the Local Government Pension Scheme.
- (viii) Meetings with their constituents.
- (ix) Meetings with council officers.
- (x) Attendance at political group meetings.
- (xi) The incidental cost involved in conducting the role within the community (local division) and in the council offices.
- (xii) The incidental cost involved in conducting the role from their homes.
- (xiii) The additional cost of travelling to meetings that were not classified as Approved Duties.

47. The Panel considered each of these points individually and had detailed discussions regarding the options for mitigating the concerns. They agreed that the three key items to include as part of the Basic Allowance were:-

- (i) The additional cost to Members from travelling to meetings that were not classified as Approved Duties. - The Panel agreed an additional amount of £100 a year be added to the Basic Allowance.
- (ii) Members were no longer eligible to join the Local Government Pension Scheme (removed from 1 April 2014) – The Panel agreed that an amount of 1% of the Basic Allowance be added, this being the minimum employer contribution currently required under UK Workplace Pension regulations.
- (iii) Full Council day subsistence – The Panel agreed that an additional amount of £50 a year should be added to the Basic Allowance to recognise the expense to the Member.

48. Following consideration of all the factors, the Panel agreed that the following amounts would be added to the £13624.30, Basic Allowance.

- Non approved duty contribution - £100.00
- 1% contribution toward pension provision - £136.24
- Subsistence for Council Meetings - £50.00

**Total amount recommended - £13,910.54**

## Benchmarking

49. The Panel acknowledges that the proposed Basic Allowance represents an increase of 13.56% compared to the current Basic Allowance of £12,249.68.
50. The Panel recognises that, in isolation, this increase looks large. However, it believes it can be justified due to the following reasons:-
  - (i) Benchmarking showed that it was not out of line with other unitary authorities.
  - (ii) The increase is not out of line with inflation over the period in question.
  - (iii) The Panel considered that a 31.5 hour per week role paid at ONS average hourly rate for Cornwall, plus an amount to reflect the minimum pension contribution that would be payable in normal employment should not deter any individual from standing for Council at the May 2017 election.

Further details of the above are as follows:-

51. A comparison of the Basic Allowance across a number of authorities can be found at Appendix 4. It should be noted that Appendix 4 compares the proposed Cornwall Council Basic Allowance for 2017 with historic data.
52. The Panel noted that there was range of percentages used from 25 to 50% for the voluntary discount. The most commonly used voluntary discount was 30% and the previous Independent Remuneration Panel had used 33.3%.
53. The Panel also compared the hourly rate proposed with the following hourly rates paid to Cornwall Council officers.

The minimum rate for an I grade post being £11.80 per hour.

The minimum rate for a J grade post being £13.97 per hour.

### [Cornwall Council Pay Scales](#)

The Panel noted that the proposed rate of £12.27 sat between Grade I and J Grade which was not out of line with officer pay.

54. The Panel noted that since the start of the unitary authority in April 2009 and making the assumption that the recommendation is implemented, the Basic Allowance will have increased by 14.7%. The table below shows the increase in the context of UK inflation.

<b>Date</b>	<b>Basic Allowance (BA)</b>	<b>Average Weekly Earnings</b>	<b>Consumer Price Index</b>	<b>Retail Price Index</b>
1 April 2009 (start of unitary)	£12,128	446	86	211.5
1 April 2013 (last increase)	£12,248	488	98.3	249.5
1 January 2016 (reference date for measuring inflation in respect of proposed BA)	£13,910	497	99.8	260 (February 2016)
<b>Percentage increase from 2009 - 2016</b>	<b>14.69%</b>	<b>11.43%</b>	<b>16.04%</b>	<b>22.93%</b>

The Panel was satisfied that the proposed increase was in line with UK inflation.

### **Indexing**

55. In order that the proposed rate keeps pace with future earnings, the Panel proposes that the Basic Allowance be indexed by the annual pay award of Cornwall Council officers for four years.

### **RECOMMENDATIONS**

1. That the Basic Allowance be increased to £13,910.54 per year.
2. That the Basic Allowance be indexed by the annual pay award for Cornwall Council officers for four years.

## **ARRIVING AT THE SPECIAL RESPONSIBILITY ALLOWANCES**

### **Legislation and Guidance**

56. The Government Legislation prescribes that the following roles are eligible for a Special Responsibility Allowance (SRA):-
- (i) Group Leader.
  - (ii) Executive (Cabinet) Member.
  - (iii) Chair of a committee or sub committee.
  - (iv) Representative of the council.
  - (v) Member of a committee or sub-committee meeting with exceptional frequency or over and exceptional period.
  - (vi) Political Group Spokesperson.
  - (vii) Member of an Adoption Panel.
  - (viii) Member of a committee dealing with a function relating to licensing activity.
  - (ix) Any other activities – requiring an amount of time and equal to or greater than the other roles described.
57. It is the role of the Panel to assess the eligible roles and determine if an SRA should be attributed to the role and what level of remuneration should be recommended.
58. In assessing the roles and their eligibility to attract an SRA the Panel acknowledges that the Allowances are to remunerate elected Members who perform additional responsibilities over and above the roles and expenses covered by the Basic Allowance. There is government guidance that the Panel can consider in its assessment. The Panel was advised that the guidance from SW Councils suggests that in the event an Independent Remuneration Panel recommends SRAs for more than 50% of the Councillors in a local authority there should be an expectation that the public may ‘raise an eyebrow.’

### **Process for Arriving at the Special Responsibility Allowance**

59. The Panel had detailed discussions in relation to assessing the roles, considered the remuneration that was appropriate for the varied roles and agreed the following approach:-
- (i) Gather and review the evidence.
  - (ii) Set criteria for assessing the roles.
  - (iii) Score each role against the criteria.
  - (iv) Total the scores and rank the roles in order and into bands.
  - (v) Consider which, (if any) of the roles meet the criteria for an SRA.
  - (vi) Agree how the remuneration would be reached.

- (vii) Compare the remuneration against the benchmarking information.

#### **Gather and Review Evidence.**

- 60. The Panel was keen to gain a good understanding of the nature of the roles that the SRA was paid for and ascertain a factual position of the requirement of each role. The Panel gathered the evidence from the following sources:-
  - (i) Attending various meetings to observe the role of the Chairman and Vice-Chairman.
  - (ii) The relevant sections of the Council's Constitution.
  - (iii) Verbal and written evidence from Members.
  - (iv) Advice from Democratic Services.
  - (v) Verbal and written evidence from officers.
  - (vi) Data in relation to Committee meeting frequency, length of meetings and reading required for each meeting.

#### **Criteria for assessing the roles**

- 61. The Panel agreed that it would use the following criteria to assess each of the roles:-
  - (i) Financial budget responsibility/Level of delegation.
  - (ii) Number of meetings.
  - (iii) Level of strategic understanding required.
  - (iv) Knowledge and skills required.
  - (v) Volume of reading per year (in pages).
  - (vi) Average length of meetings.
  - (vii) Public Relations involvement (i.e. whether the role required media interaction).
  - (viii) Public interest level.
  - (ix) Involvement with outside bodies (i.e. whether the role required the Member to sit on other committees).
  - (x) Responsibility/accountability.
  - (xi) Decision making power of committee.
- 62. The Panel also concluded that the role of Vice-Chairman would not be assessed using the criteria, as it acknowledged that it was more appropriate to apply a percentage of the Chairman's role.

#### **Scoring each role against the criteria.**

- 63. The Panel assessed each of the roles against the agreed criteria and scored them in the following way:-

0. Not applicable
1. Low.
2. Medium.
3. High.

The meeting statistics, scoring matrix and SRA Allowance calculator are detailed in Appendix 5.

### **Bandings**

64. The scores for the individual criteria were collated to gain a total score for each role. The Panel ranked the roles based on the total score.
65. The Panel reviewed the scoring in light of the evidence received and deemed that the scores were appropriate. The Panel then agreed which of the roles it considered significant enough to receive an SRA.
66. The Panel deemed that the scores fell clearly into 12 bands as detailed in Appendix 6.

### **RECOMMENDATION**

1. That the Special Responsibility Allowances (SRAs) be set with reference to the Basic Allowance amount.

### **Setting the remuneration for the highest scoring SRA role.**

67. The Panel considered how the remuneration for each of the bandings would be arrived at and they referred to the Independent Remuneration Panel reports in 2010 and 2013. In both of the reviews, the Panel noted that the Independent Remuneration Panels had used the factor of 1.85 of the Basic Allowance to calculate the remuneration for the role with the highest total scoring. The following calculation was used:-

$$£13,910.54 \times 1.85 = £25,734.51.$$

68. The Panel discussed the figure reached using this calculation and concluded that there had been no evidence provided that supported a change to the multiplying factor used in the previous two reviews. Consideration was also given to the benchmarking information from other Councils. The Panel concluded that in comparison the SRA role that had scored the highest, was lower than four out of

five other unitary authorities and they felt that it was an appropriate comparison, as the roles were broadly similar in the respective authorities. The table below outlines the rate at other local authorities:-

Council	Highest Paid SRA per year
Cheshire East	£27,000
Durham	£36,575
Northumberland	£27,000
Shropshire	£23,028
Wiltshire	£30,722

### Leader of the Council

69. The Panel received verbal evidence that the current remuneration of the Leader was lower than in other local authorities and this was supported by benchmarking data. The Panel concluded that it had been demonstrated through the evidence that the role of the Leader of the Council was the most significant Member role in the Council.
70. It was noted that the role was comparable to a full time role and if it was to be compared to a similar officer role the remuneration would be significantly greater than 1.85 of the Basic Allowance. It was therefore appropriate to the role of the Leader.

### RECOMMENDATION

2. That the SRA for the role of the Leader of the Council be set at £25,734.50 per year which is a 1.85 increase factor of the Basic Allowance.

### Deputy Leader of the Council

71. This role is currently remunerated at the same level as a Cabinet Member. However, the Panel received evidence that demonstrated that the role had responsibility over and above that of a Cabinet Member role and the Panel took this into consideration when assessing it against the criteria. In considering the remuneration for the role the Panel concluded that the additional responsibility of the Deputy Leader should be reflected in the remuneration for the role and this role would be set at 75% of the SRA recommended for the Leader of the Council.



72. The Panel reviewed this figure against the benchmarking data set out in the table below and agreed that the proposed remuneration was not out of line to other unitary local authorities.

Council	Deputy Leader SRA per year
Cheshire East	£16,300
Durham	£19,950
Northumberland	£18,090
Shropshire	£14,392.50
Wiltshire	£24,577

#### **RECOMMENDATION**

1. That the SRA for the role of Deputy Leader of the Council be set at £19,300.87 per year.

#### **Cabinet Members**

73. The Cabinet Member role received high scores in each of the categories and the Panel considered that this was a significant role. In discussing the remuneration, the Panel concluded that the role had scored lower than the Leader and higher than the Deputy Leader. The Panel felt that, when taking all aspects of the roles into consideration, the Deputy Leader had additional responsibilities over and above the Cabinet Members. The Panel agreed that the remuneration for the Cabinet Member role should be 70% of the Leader's SRA.
74. The Panel reviewed this figure against the benchmarking data set out in the table below and agreed that the proposed remuneration was higher than other unitary authorities, with the exception of Wiltshire. The Panel concluded that there could be factors that may influence the Allowances to lower levels of remuneration in other authorities. However, these factors would not be applicable for Cornwall Council so a direct comparison was not relevant.

Council	Cabinet Member SRA per year
Cheshire East	£13,500
Durham	£13,300
Northumberland	£14,850
Shropshire	£11,514
Wiltshire	£18,433

## **RECOMMENDATION**

1. That the SRA for the role of a Cabinet Member be set at £18,014.15 per year.

### **Chairman of the Council**

75. The Chairman of the Council role scored at the same level as the Deputy Leader. In the assessment of the role, the Panel considered that this role was very different in nature to that of a Cabinet Member or Deputy Leader. In discussions about the role, the Panel considered that it had scored low in some of the criteria. However, the Panel felt that this had to be balanced against the other aspects of the role. The Panel noted that there was not the same level of decision-making powers as the Cabinet Member, but the role was of reputational importance to the Council. The Panel concluded that the remuneration of the role should be 70% of the Leader, and set at the same level as Cabinet Members.
76. The Panel considered the benchmarking information but concluded that not all authorities had the same governance arrangements and the role of the Chairman of the Council differed from authority to authority. This was demonstrated in the variance in remuneration, for example, Nottingham City Council paid an allowance of £16,304 and Durham paid an allowance of £6,650. The Panel agreed that the benchmarking information for this role was not an appropriate comparator and placed the majority of weight on the evidence that had been gained through other sources.

## **RECOMMENDATION**

1. That the SRA for of the Chairman of the Council be set at £18,014.15 per year.

### **Chairman of the Health and Adult Social Care Overview and Scrutiny Committee (HASCOSC).**

77. The Panel was advised that the HASCOSC had been established at the end of January 2016, following a change in the governance arrangements of the Council and was, in effect, the combination of the former Adult Care Policy Advisory Committee (PAC) and Health and Social Care Scrutiny Committee. The Panel reviewed the reports and minutes relating to the governance change and the

Constitution. The Panel discussed what evidence and assumptions were required to set the remuneration for this role and acknowledged that as it was a newly formed Committee there was no specific historical data. The Panel concluded that the following was required:-

- (i) The data relating to the number of meetings, reports, and agendas for the former Health and Social Care Scrutiny Committee would be used.
  - (ii) Details regarding the role and responsibility of the Committee.
  - (iii) Verbal evidence from the Chairman.
  - (iv) Verbal and written evidence from other Members.
  - (v) Details relating to future meetings.
  - (vi) Information regarding the meetings that have taken place.
78. The Panel considered all the evidence and information available and agreed that there was sufficient evidence to score the roles against the criteria. The role scored an overall 23, which the Panel considered appropriate, based on its understanding of the nature of the role.
79. The Panel noted the closeness in scores between the Cabinet Member role and Chairman of HASCOSC role. The evidence showed that this was due to the significant difference in time commitment required between the two roles. However, this was only one of the factors used in the scoring. The Panel agreed that the SRA for the role should be 30% of the Leader of the Council role.
80. The Panel considered the benchmarking data and concluded that it could not compare the role with other local authorities, as each Council operated with a different governance model and the detailed information required was not available for a comparison.

#### **RECOMMENDATION**

1. That the SRA for the role of the Chairman of the Health and Adult Social Care Overview and Scrutiny Committee be set at £7,720.35 per year.

#### **Chairman of the Strategic Planning Committee**

81. The Chairman of the Strategic Planning Committee received an overall score of 20. The Panel had detailed discussions and noted that the current level of allowance for this role was the same as that of the Chairman of the Sub Area Planning Committee. The Panel concluded that this was not appropriate and, in coming to this conclusion the Panel acknowledged that there were more Members on the Strategic Planning Committee, the applications being considered were of a strategic nature and arguably impacted on a greater number of residents, which generated a greater amount of public scrutiny.

82. The Panel agreed that the remuneration for this role should be set at the same level as the as the Health and Adult Social Care Overview and Scrutiny Committee Chairman at 30% of the SRA for the Leader.

#### RECOMMENDATION

1. That the SRA for the role of Chairman of the Strategic Planning Committee be set at £7,720.35 per year.

#### Chairmen of the Sub Area Planning, Audit and Scrutiny Management Committees.

83. **Sub Area Planning Committees** - The Panel scored each Committee giving consideration to the evidence, the total scores and compared the role with that of the Strategic Planning Committee Chairman. The Panel discussed the role and concluded that in comparison to the roles in Band 4, the time commitment was less and, although these Committees attracted public attention, the applications considered were not at the same strategic level as the Strategic Planning Committee.
84. **Audit Committee** - The Panel assessed the evidence and scored the role of the Chairman of the Audit Committee against the criteria and the total score ranked it in Band 4. It was noted that previous Independent Remuneration Panel reviews had attributed a lower band to the role. However, the Panel concluded that the Audit Committee was a key part of the Council's governance structure as it provides independent assurance and has various delegated powers. The Panel agreed that there was sufficient material evidence to place this role in Band 4.
85. **Scrutiny Management Committee** – This role is currently banded with the Health and Adult Care Overview and Scrutiny Committee Chairman. The Panel discussed the evidence, the total scoring and compared the role with that of the new Health and Adult Social Care Overview and Scrutiny Committee. As a result, the Panel concluded that although they were both Scrutiny Committees there were some clear differences in terms of the nature of the Committees. For example, the Health and Adult Social Care Overview and Scrutiny role required a greater interaction with partners and external organisations. The Panel agreed that this was the appropriate banding for this role.
86. The Panel agreed that the SRA for roles within this Band should be 20% of the SRA for the role of the Leader.

#### RECOMMENDATION

1. That the SRA for the roles of Chairmen of the Sub-Area Planning Committees, Chairman of the Audit Committee and Chairman of the Scrutiny Management Committee be set at £5,146.90 per year.

## **Chairmen of Miscellaneous Licensing, Licensing Act and Policy Advisory Committees.**

87. ***Miscellaneous Licensing and Licensing Act Committees*** – The Panel compared these two roles to Planning Committee roles as they were both categorised as regulatory, discharging the regulatory functions of the Council. The Panel concluded that the evidence did not support an equivalent level of allowance due to factors that included public interaction and the length of meetings. This had also been the conclusion of previous Independent Remuneration Panels.
88. ***Policy Advisory Committees (PACs)*** – The Panel noted that at the time of the last review the role of the PAC was a new role to the Council. Therefore at that time the Panel had based its recommendation on the assumption that this role would be comparable to a Scrutiny Committee Chairman role. In the current review the Panel has been able to take into consideration actual figures and evidence provided by Members, which is based on experience and not predictions.
89. The Panel noted differences between the PACs. The Panel therefore considered scoring the PACs individually. However, the Constitution does not differentiate between the Committees and therefore the Panel decided to treat them collectively.
90. The Panel noted that the Licensing Committees and the Policy Advisory Committees were very different in nature however, the scoring was similar for these roles.
91. The Panel agreed that the roles in this Band should be set at 15% of the SRA for the Leader.

### **RECOMMENDATION**

1. That the SRA for the roles of Chairman of the Miscellaneous Licensing Committee, Chairman of the Licensing Act Committee and Chairmen of the Policy Advisory Committees be set at £3,860.18 per year.

## **Electoral Review Panel.**

92. The Panel received a request to assess this role as part of its review. The Panel was advised that the Electoral Review Panel has recently been established and its primary role was to develop recommendations to Council regarding the Boundary Review. The work of the Electoral Review Panel was noted as being time limited.

93. As the Electoral Review Panel had just been established, the Panel was not able to take into consideration actual data, and had to make some assumptions. The Panel reviewed the Electoral Review Panel's Terms of Reference, looked at the number of meetings scheduled and received details relating to the nature of the Panel's work. The Independent Remuneration Panel concluded they had sufficient information to score the role using the agreed criteria.
94. The role scored 10 therefore, when ranked with the other SRA roles, it was in Band 7, the same band as the Chairman of Miscellaneous Licensing, Licensing Act Committee and the PACs.
95. The Panel discussed the outcome of the scoring and commented that although it was a new role, it could be compared to PACs, as both in effect, had a policy development remit and they both made recommendations to the decision maker. The Panel also took into consideration the fact that the Electoral Review Panel focused on a single issue and, by comparison the PACs, had a broader remit. However, they concluded that the frequency of the Electoral Review Panel meetings and the amount of work that would be required by the Chairman outside of the meetings could be greater for the Electoral Review Panel due to the deadlines that would need to be met.
96. The Panel agreed that the SRA for roles within this band should be 15% of the SRA for the Leader.

#### **RECOMMENDATION**

1. That the SRA for the role of Chairman of the Electoral Review Panel be set at £3,860.18 per year until such time that the Panel has completed its work.

#### **Chairmen of Pensions, Standards, Constitution and Governance Committees and Harbours Board.**

97. The Panel ranked these roles in the same Band and, in doing so, had detailed discussions regarding whether the roles were significant enough to receive an SRA. They concluded that there was a time commitment required over and above that which is expected for a Member receiving the Basic Allowance.
98. In considering the evidence, the Panel noted that Members and officers had commented that the role of the Standards Committee had changed in recent years

due to a change in legislation. The Panel felt the methodology it had used to conduct the review took into account any such changes and that the current scheme was only used as a comparator. The Panel wanted to emphasise that the score attributed to each of the criteria was based on the evidence.

99. The Panel agreed that the roles in this band should be 10% of the SRA for the role of the Leader.

#### **RECOMMENDATION**

1. That the SRA for the roles of Chairman of the Pensions Committee, Chairman of the Standards , Chairman of the Constitution and Governance Committees and Chairman of the Harbours Board be set at £2,573.45 per year.

#### **Arriving at SRAs for Vice-Chairman Roles.**

100. The Panel was keen to gather a good understanding of the nature of the Vice-Chairman roles. The Panel gathered evidence from the following sources:-
- (i) Attendance at meetings.
  - (ii) The Constitution
  - (iii) Verbal and written evidence from Members (detailed in Appendix 2).
  - (iv) Face to face and written evidence from officers.(detailed in Appendix 2).
  - (v) Advice from Democratic Services
101. In reviewing the evidence and the information in relation to Vice-Chairman roles, the Panel identified two key issues:-
- (i) Currently, there was no SRA Allowance for the role of the Vice-Chairmen of PACs.
  - (ii) The difference in the allowance paid to the Chairman when compared to the role of the Vice-Chairman was too great, in some cases being up to six times.
102. The Panel agreed the following approach for reviewing the Vice-Chairman role SRAs.
- (i) Determine if it is appropriate for the role to receive an SRA
  - (ii) Determine how the SRA allowance is to be calculated.
103. The Panel discussed the role of the Vice-Chairman and concluded that there had been evidence supplied from a variety of sources that the role of the Vice-

Chairman required an additional time commitment and responsibility. The Panel established that Vice-Chairmen are required to attend briefings, provide support to the Chairman, undertake tasks delegated by the Chairman of the Committee and be in a position to stand in for them in their absence.

104. The Panel agreed that the role was appropriate for receipt of a SRA. During discussions, the Panel concluded that it would use the role of the respective Committee Chairman as a starting point for the calculations of the SRA, as the role of the Chairman would determine the level of extra responsibility that the role required.
105. The Panel considered that setting the allowance at a percentage of the Chairman's role was the logical approach and it had heard evidence from Members, who were currently Chairmen, that the SRA paid to Vice-Chairmen was not representative of the role undertaken. The Panel concluded that the difference in allowance should not be as great as 1:6 as was the case with the current scheme. The Panel felt, however, that the role was not substantial enough to be remunerated at more than 50 percent of the role of the Chairman.
106. When looking at the comparison with the Chairman's role and hearing the evidence from the respective Members, the Panel was able to establish that there was a direct correlation between the total score, the SRA role received and the level of involvement required by a Vice-Chairman.
107. Following assessment of the evidence and discussions, the Panel agreed that the Vice-Chairman SRA Allowance should be 30% of the allowance for the respective Committee Chairman, with the exception of the Vice-Chairman of the Health and Adult Social Care Overview and Scrutiny Committee and the Vice-Chairman of the Strategic Planning Committee. The Panel felt that these two roles required a higher level of the Vice-Chairman's input, additional time and provision of additional support to the Chairman. Therefore, the Panel agreed that the SRA allowance should be 50% of the Chairman's SRA.
108. The current scheme does not include an SRA for the Vice-Chairmen of the PACs, and this was an issue that had been raised on several occasions. In reviewing the report of the Independent Remuneration Panel in 2013, this Panel recommended that the role would not attract an SRA. Below is an extract from the 2013 report of the Independent Remuneration Panel:-



‘The Panel also considered that these roles should be considered as training and development opportunities for Members, whereby they could gain competencies and skills of a Chairman’

109. After careful consideration of the previous Panel’s comments, it felt that this was an argument that could be made for all of the Vice-Chairmen’s SRAs. The Panel had stated its commitment to recommending a Members’ Allowances Scheme that would be an enabler for Members to undertake their role and it concluded that not recommending an SRA for the PAC Vice-Chairmen could impact on the Members who wanted to be considered for the role due to the financial impact.
110. The Panel agreed that the PAC Vice-Chairman role would be recommended at 30% of the Chairman of the PAC role.

#### **RECOMMENDATIONS**

1. That the SRA for the role of Vice-Chairman of the Council be set at £5,404.25 per year which is 30% of the proposed SRA for the Chairman of the Council.
2. That the SRA for the roles of Vice-Chairman of the Health and Adult Social Care Overview and Scrutiny Committee and the Chairman of the Strategic Planning Committee be set at £3,860.18 per year.
3. That the SRA for the roles of the Vice-Chairmen of the Sub-Area Planning Committees, Vice-Chairman of the Audit Committee and Vice-Chairman of the Scrutiny Management Committee be set at £1,544.07 per year.
4. That the SRA for the roles of the Vice-Chairman of the Miscellaneous Licensing Committee, Vice-Chairman of the Licensing Act Committee and Vice-Chairmen of the Policy Advisory Committees be set at £1,158.05 per year.
5. That the SRA for the role of the Vice-Chairman of the Electoral Review Panel be set at £1,158.05 per year until such time that the Panel has completed its work.
6. That the SRA for the roles of the Vice-Chairman of the Pensions Committee, Vice-Chairman of the Standards Committee and the Vice-Chairman of the Constitution and Governance Committee be set at £772.04 per year.

## **Co-optees Allowance**

111. The Panel received evidence regarding the Independent Non-Elected Members and Parish / Town Council Members serving on the Standards Committee. In reviewing the evidence provided, the Panel considered an SRA for the role and concluded that the Members added value to the Committee and contributed key skills. The Panel concluded that an Allowance should be paid to remunerate them for their time commitment and in recognition of the skills they brought to the Committee. The Panel noted that the current allowance was £1,300.42 per year and concluded that there was no material evidence to indicate that this role had changed. Therefore the Panel were not recommending a change to the SRA.

## **SRA for Independent Non-elected Members to the Audit Committee**

112. The Panel received evidence from the Chief Audit Executive regarding two co-opted Members that were appointed to the Committee in 2012. The Panel received details in relation to this role which included sound financial management, understanding and knowledge of risks, internal control, delivery of budgets and the degree of reassurance that they brought to the Committee.
113. The Panel considered this role and discussed whether the role was appropriate to attract an SRA. There was evidence other local authorities provided an SRA for the role and, although the role was different in nature, the Panel concluded that it could be compared to the Independent Non-Elected Members of the Standards Committee.
114. The Panel concluded that the comparison with the Non-Elected Members of the Standards Committee was appropriate and felt that the role was adding value to the work of the Committee. Therefore they agreed that the role of the Independent Non-Elected Members to Audit Committee should be remunerated at the same rate as the Co-optees Allowance.
115. The Panel agreed that the Independent Non-Elected Members to the Audit Committee should be recommended at £1,300.42.

### **RECOMMENDATION**

1. That the SRA for the role of Lay Members for the Audit Committee be set at £1,300.42 per year.

## **SRA for Independent (Lay) Persons for the Standards Regime**

116. The Panel received evidence regarding the Independent Lay Persons for the Standards regime and evidence was provided in relation to the details on their role. The Panel was advised that there were three people appointed to this role. The Panel reviewed the report to Council on 3 July 2012. A link to the report is provided below:-

[3 July 2012](#)

117. The Panel received a breakdown of the annual hours worked by the Independent Lay Persons and the details are summarised in the table below:-

Year	Complaints	Reviews	Investigations	Total hours
2014-15	41	18	0	201.5
2015-16	53	2	1	210.5

118. The Panel discussed the role and concluded that there was a required time commitment and, although they were not Members of the Committee, the Independent Lay Persons are an integral part of the Standards Regime and noted that there was no material evidence to indicate that the time commitment required for the role had significantly changed.
119. In reviewing the SRA for this role, the Panel acknowledged that the current allowance was based on the number of Independent Lay Persons appointed. The Council is required to appoint between two and six.
120. The Panel discussed this and while it could see merit in the method, the Panel felt that this was not consistent with the overall Scheme and it added an additional complexity to the allowance. The Panel agreed that there should be a flat rate SRA and agreed that this should be set in the same band as the Co-optees Allowance.

### **RECOMMENDATION**

1. That the SRA for the role of Independent Lay Person for the Standard Regime be set at £1,300.42 per year.

## **Chairman of Joint Committees**

121. The Panel considered the role and concluded that it had no material evidence that there had been changes to the role and there were no comments raised by Members in relation to the role. When comparing the role with other SRAs, the Panel agreed that it was equivalent to the role of the Pensions, Standards, Constitution and Governance Committees and Harbours Board and agreed that the allowance should be set at 10% of the SRA for the Leader.

### **RECOMMENDATION**

1. That the SRA for the roles of Chairman of Joint Committees be set at £2,573.45 per year.

## **Other roles for consideration of an SRA allowance.**

122. The Panel received a request from the Monitoring Officer to review two roles that did not currently attract an SRA:-

- (i) Group Leaders
- (ii) Cornwall Council Group Non-Executive Directors

## **Group Leaders.**

123. The Panel was advised that the Group Leaders had previously received an SRA of up to £300 per annum plus £55 per Member of their Group and the Council had previously resolved to remove this SRA.
124. The Panel was keen to gain an understanding of the nature of the role and received verbal evidence from the Leader, the Chairman of the Council, Monitoring Officer, Chief Executive and the Group Leaders.
125. The Panel had detailed discussions about the role and looked at the criteria it had assessed the other SRA roles against. In assessing the role against the criteria, the Panel concluded that it did not meet the criteria for an SRA. The Panel noted that the role was a political appointment and the Panel noted that it had received comment that some of the parties received a level of support from national Political Parties. The Panel felt that there had not been sufficient evidence

received to make a judgement about the extent of this support and, as such this was discounted from its considerations.

126. The Panel looked at whether other local authorities provided an allowance for Group Leaders and found there was no consistent approach. Therefore the recommendation would be based on the evidence received from other sources.
127. The Panel acknowledged that the Group Leaders had an essential role in the co-ordination and effective functioning of the Council. However, on balance, it felt that the role did not meet the criteria for an SRA role.
128. The Panel agreed that it would not make a recommendation for an SRA for the role of the Group Leader.

#### **Cornwall Council Group Non-Executive Directors.**

129. The Monitoring Officer advised the Panel that the Council was in the process of recruiting two Non-Executive Directors to the Group Board of Cornwall Council Companies.
130. The Panel received evidence from the Business Partner for Commercial Clients and looked at other Local Authorities and organisations that had Non-Executive Director roles.
131. In considering the evidence, the Panel noted that the role was relatively unique in local authorities. Therefore, it was difficult to make a direct comparison with other authorities. It was also noted that the changing nature of the role of Local Government was leading Councils to establish similar arrangements and other Independent Remuneration Panels were being asked to explore an SRA for this role.
132. The Panel discussed the role in detail and, as a result, concluded that they would not be recommending an SRA for the role. The Panel concluded that the role was complex, required specialist knowledge and would, in all probability, require a time commitment from the Member. However, there was not enough evidence to make an assessment of these factors. The Panel also felt that this role could not be compared with the other SRA roles as the Members appointed to the Board would not be strictly representing the authority and would be required to act in the best interest of the Company. The Panel noted that the Council was the sole shareholder. However, in theory, the Member could be making a decision that the

authority was not in agreement with and if they were paid an allowance this could call into question whose interests they were serving when making a decision.

133. The Panel noted that a number of Members provided evidence that they sat on Boards as part of their Councillor role without being remunerated and the evidence was not strong enough to support a SRA for this role without considering the others.

134. The Panel agreed that they would not be recommending an SRA for this role.

### **Other roles**

135. The Panel was advised and noted that there were other roles that could be considered for an SRA, for example, for the Chairman of the Appeals Panel and concluded that there had been no evidence or comment presented in relation to these roles, therefore the absence of an SRA did not appear to be an issue.

136. The Panel wanted to emphasise that the Allowance was for a Special Responsibility and, therefore, the role should meet the assessment criteria, and it was mindful of the guidance regarding the number of Members that are eligible to receive the SRA and felt it was appropriate not to recommend SRA for all roles.

### **SRAs per Member.**

137. The Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one Member. However, the Government guidance sets out an expectation that the proportion of SRAs should not exceed 50% of the total number of elected Members. The number of SRAs recommended by the Panel is a total of 58 excluding the SRAs for Co-optees Allowances, which equates to 47% of the total number of elected Members. This is within the stated guidance.

138. The current scheme prohibits Members from claiming more than one SRA (with the highest SRA being the one received). The Panel considered if this was still appropriate, whether this was a disincentive to Members putting themselves forward for the roles and whether this had an impact on Members without independent financial means. The Panel assessed the evidence and concluded that there was no evidence to support this and therefore agreed that the current position should be maintained.

## **RECOMMENDATION**

1. That a maximum of one SRA be paid per Member.

## **Indexing**

139. The Panel discussed and considered whether the SRA Allowance was to be indexed. It concluded that as the highest paid SRA allowance was based on a factor of 1.85 of the Basic Allowance, the SRA Allowance should be indexed in line with the Basic Allowance for four years.

## **RECOMMENDATION**

- 1 That the SRA roles be indexed to reflect the Basic Allowance for four years.

## **Approved Duties**

140. As part of its review and in line with regulations, the Panel reviewed the list of approved duties.
141. In reviewing the evidence, the Panel noted that there were common key issues being expressed, as follows:-
- (i) Meetings with officers were not classified as approved duties.
  - (ii) Attendance at meetings in the local area, for example Parish and Town Council meetings, should be an approved duty.
142. The Panel had detailed discussions regarding the inclusion of local meetings and meetings with officers in the Scheme of Allowances, as outlined in paragraph 47 of the report, and agreed to include an addition to the Basic Allowance to reflect the cost of travel to meeting.

## **RECOMMENDATION:**

1. That the classification of Approved Duties attached at Appendix 7 remain unchanged.

## Dependant Carers' Allowance (DCA)

143. From the outset of the review, the Panel noted that only three of the 123 Members had claimed DCA in the last year and were keen to establish the reasons for this. The Panel commented that it felt this Allowance was one of the enablers for Members from diverse backgrounds to stand for Council.
144. The Panel gained evidence from a variety of sources, including receiving verbal evidence from Members who had claimed the Allowance and Members who had circumstances that made them eligible to claim, however had not done so.
145. The Panel considered and discussed the evidence and concluded that there were common themes being expressed:-
- (i) **Publicity** –The Panel felt that Members were aware of the Allowance. However, the Panel agreed that the Council should seek all available opportunities to promote the Allowance, especially at the pre-candidature stage when people are considering whether to stand for Council.
  - (ii) **Rate that can be claimed** – currently the Scheme permits Members to claim up to a maximum level, which is currently set at the national minimum wage and is not representative of the actual cost care.
  - (iii) **Flexibility of the Allowance** – The evidence clearly pointed to the flexibility of the Scheme as the main reason for Members not claiming DCA. Members had commented that while many of the Council meetings were scheduled in advance, there were occasions where Members were required to attend meetings at short notice, and in these circumstances, it was not possible to arrange formal care with a provider as many providers require advance notice.
  - (iv) **Informal care arrangements** – It was noted that these were not recognised under the current scheme.
146. The Panel compared the current DCA with other local authorities and they felt that the Scheme in place at Cornwall Council contained more restrictions than the comparators.
147. The Panel had detailed discussions in relation to the DCA with a focus on the rate that could be claimed and how a degree of flexibility could be incorporated into claiming for the Allowance.
148. The Panel discussed the rate Members should be able to claim and whether there should be a maximum limit imposed. The Panel felt that the cost of care varied greatly and was dependent on a number of factors, including the individual



requirements of the dependent and the type of provision used. By setting a maximum amount there could be circumstances where a Member could incur significant out of pocket expenses.

149. The Panel considered circumstances where the only practical arrangement would be informal in nature. The Panel acknowledged that, in the majority of circumstances, the Member would have formal arrangements in place. However, there was evidence that due to the nature of this provision it had to be arranged in advance and was not flexible enough to meet the requirements of the role. The Panel concluded that Members should be able to claim for informal care of this nature. However it was not appropriate to recommend this addition to the Scheme without setting a suitable hourly rate.
150. The Panel acknowledged that the care costs for a dependent child were less than the cost of care for a dependant adult and concluded that two rates would be required.
151. In agreeing the rate that could be claimed for informal care, the Panel noted that the Scheme of Allowances permitted Members to claim for overnight accommodation with relatives or friends at a flat rate of approximately 33% of the cost of the hotel and concluded that the same principle could be applied to this allowance. However the rate of 33% was not appropriate.
152. The Panel agreed that formal care arrangements should be reimbursed at the full cost of the care and informal care arrangements should be reimbursed at a maximum hourly rate of £4.25 for childcare and a maximum rate of £7.20 for a dependent. These rates are based on Department for Education, Review of childcare cost figures for 25 November 2015 for childcare and the national living wage for adult dependants.
153. The Panel also agreed that DCA could be claimed for approved duties and Members would be entitled to claim the cost from door to door, as it was recognised that care was required from the point the Member left the home to the time they arrived back.
154. The Panel had detailed discussions in relation to the mechanism for claiming the allowance in terms of evidencing the claims and balancing this against the need for flexibility. The details are set out in full in the Scheme of Dependant Carers' Allowance attached at Appendix 7.

## RECOMMENDATION

1. That the Scheme of Dependant Carers' Allowance as attached at Appendix 8 be approved.

## The Travelling and Subsistence Allowance

155. The Panel reviewed the evidence that it had received in relation to travel and compared the Members' scheme to the Cornwall Council officer Scheme and noted that there were common themes. The Panel considered the key points raised. The options considered and the conclusions they arrived at are outlined below:-
- (i) Different rates for cars with more efficient engines** - The Panel compared the travelling allowance with other local authority schemes and concluded that several authorities made provision for different car engine sizes. The Panel acknowledged that this was an approach that could be used, however, when taking into consideration its remit to make the scheme as simple as possible and noting that this had been re-iterated in recent Internal Audit findings, the Panel agreed that one rate would be more appropriate.
  - (ii) An electric car rate** – The report resulting from the recent Internal Audit of Members' claims highlighted that the scheme did not include provision for this. The Panel was also advised that there was currently one Member that used an electric car. The Panel noted that there was not a rate for electric cars in the officer scheme, there was no guidance from HMRC that specified a rate and, when reviewing several other local authority schemes, they did not include a rate for an electric car. The Panel felt that it did not have enough material evidence to make a recommendation.
  - (iii) There was a difference in rate of five pence per mile between the officer and Member scheme** – The Panel undertook to understand why there was a difference and it was commented in the evidence that there was provision such as pool cars that officers could use to reduce the impact on their personal vehicles. The Panel noted this factor. However, the majority of Members who provided evidence did not make either comment or could not offer a reason to justify the difference.
  - (iv) The officer scheme has a staggered mileage rate** – In reviewing the officer scheme the Panel noted that the first 3,000 miles in a tax year could be claimed at 40p per mile and after 3,001 miles, car mileage could be claimed at 20p a mile. The Panel gave careful consideration to this difference and discussed it in detail, looking at the distances that Members were required to travel from their home to County Hall in Truro. The Panel concluded the following:-

- It would add an additional complexity to the Scheme.
- Evidence had been provided regarding the rurality of Cornwall and Members had commented on the distances that they were required to travel to attend meetings at County Hall. Setting different rates would impact on Members with electoral divisions furthest away from County Hall and the Panel felt that this could act as a disincentive for these Members sitting on Committees.
- In addition, the Panel acknowledged that Members could only claim mileage for approved duties and this would act as a cap to the number of miles a Member could claim for.

156. The Panel considered the other aspects of the Travelling Allowance and concluded that there was no material evidence to amend the current arrangements.

157. The Panel agreed that the mileage rate should be recommended at 40 pence per mile and all other aspects of the Scheme remain the same.

#### **RECOMMENDATION**

1. That the mileage allowance for a car be set at 40p per mile and that all other aspects of the Travelling Allowance remain the same.

#### **The Subsistence Allowance**

158. The Panel considered the subsistence allowance, including the motion to full Council regarding to the provision of subsistence on Full Council meeting days. As per paragraph 47 of the report, the Panel had recommended that a sum of £50 per year be added to the Basic Allowance to cover the subsistence cost to Members on Full Council meeting day. This would place a requirement on Members to make their own arrangements as food would no longer be provided on Full Council meeting days.

159. The Panel agreed that it had not received material evidence to support a recommendation to amend other aspects of the subsistence scheme.

160. The Panel recommended that the travel and subsistence scheme as set out in Appendix 8 be approved.

## **RECOMMENDATION**

1. That the Travelling and Subsistence Scheme as set out at Appendix 9 be approved.

### **Pensions for Members**

161. The provision for Members to join the Local Government Pension Scheme was withdrawn from 1 April 2014. The Panel had addressed this in the Basic Allowance section of the report.

### **Provision for Suspension for Allowances**

162. The Panel had no material evidence to support a recommendation to amend the current policy for suspending allowances and agreed that it would not be making a recommendation to the provision for the suspension for Allowances.

### **Technical Requirements**

163. The Panel recommends that any further technical or administrative amendments to the Scheme arising out of regulatory duties and obligations or which are necessary to give administrative effect to the Panel's recommendations are made by the Monitoring Officer.

### **Members' Claims**

164. The Panel acknowledges that Members may opt for the Council to stop payment of their Basic Allowance at any time. The Panel has reviewed this process and has no material evidence to support a recommendation to amend the process.
165. The Panel received advice regarding the process that the officers administering the Scheme undertake. An Internal Audit of Members' claims highlighted that there were examples of Members not completing their claim forms correctly. The Panel noted that this is placing an additional burden on resources and, following discussions, agreed that Members should be supplied with a checklist at induction. Members should be advised to use this when completing their claim form and double check that they have completed the forms correctly prior to submission.
166. The Panel has heard evidence regarding Members submitting six months of claim forms at one time and the Panel concluded that this added additional time to the checking element of the process. Therefore the Panel agreed to recommend that a

maximum of three months backdated claims would be accepted. The Panel noted that this was consistent with the officer policy for backdated claims.

#### **RECOMMENDATION**

1. That claims for Members Allowances be backdated for a maximum of 3 months.

#### **List of Appendices**

Appendix 1 - Minutes of Meetings held with Members and Officer.  
Appendix 2 - Summary of online questionnaire responses.  
Appendix 3 - Written evidence submissions  
Appendix 4 - Comparisons of Basic Allowances with other authorities  
Appendix 5 - Meeting statistics, scoring matrix and SRA Allowance calculator  
Appendix 6 - SRA bandings  
Appendix 7 - Classification of Approved Duties  
Appendix 8 - Dependant Carers' Allowance Scheme  
Appendix 9 - Travelling and Subsistence Scheme  
Appendix 10 - Full Scheme

**CORNWALL COUNCIL**

**INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the on Tuesday 12 January 2016 commencing at 12.30 pm.

Present:- Margaret De Valois (Chairman)

Kirsty Hickson, Michael Willmore.

**TERMS OF REFERENCE**

(Agenda No. IRP/2)

IRP1 The Democratic and Governance Officer referred the Panel to Draft Terms of Reference and provided a brief overview of the information included within the document.

A discussion ensued in relation to the document and the Panel expressed a strong view that any recommended Scheme should not be a deterrent to potential candidates from diverse and under-representative groups from standing as Councillors. It was commented that the Terms of Reference should reflect this.

In response, the Democratic and Governance Officer advised that the Terms of Reference outlined the scope of the work the Panel was undertaking and it may be more appropriate for the Panel to agree a set of principles that would sit alongside the Terms of Reference.

As a result of the discussions, it was **AGREED by the PANEL:-**

- (i.) That the Terms of Reference be adopted.
- (ii.) A list of Principles should be produced for the Panel to review at the next meeting.

**PROPOSED WAY FORWARD AND SCHEDULE FOR THE REVIEW**

(Agenda No. IRP/3)

IRP2 The Democratic and Governance Officer circulated a copy of the draft Work Plan and outlined its purposed. She advised the Panel that the document could be amended as the review progressed, however it was a way of formalising the key areas of work and would aid in ensuring the review would remain focused.

The Panel reviewed the details and discussed the areas of work that were outlined in the document.

As a result of the discussion it was **AGREED by the PANEL** that:-

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- (i.) There were no amendments required at the current time
- (ii.) The Work Plan would be reviewed by the Panel at future meetings.

**DEVELOPMENT OF MEMBERS QUESTIONNAIRE**

(Agenda No. IRP/4)

IRP3 The Democratic and Governance Officer presented the list of questions drafted for the All Member survey. She suggested that the survey responses would be required by the 29 January 2016, and that the purpose of the survey was to gain a focused, straight forward and quantifiable response from Members that could be explored further in face to face sessions.

The Panel reviewed and discussed the draft list of questions for the All Member online survey.

As a result of the discussion, it was **AGREED by the PANEL** that:-

The questions should form part of an online survey and the deadline for responses should be 29 January 2016.

**MATTERS TO BE CONSIDERED AT NEXT MEETING AND BACKGROUND INFORMATION REQUIRED**

(Agenda No. IRP/5)

IRP4 The Panel discussed the next meeting and the background information that they would require and it was **AGREED by the PANEL:-**

- (i.) The online survey responses would be reviewed.
- (ii.) Face to Face evidence gathering sessions were to be arranged
- (iii.) Background benchmarking information regarding the Basic Allowance be circulated to the Panel for review.

The meeting ended at 15.50 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the on Friday 12 February 2016 commencing at Time Not Specified.

Present:- Margaret De Valois (Chair)  
Michael Willmore, Kirsty Hickson

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

IRP5 There were no declarations of interest.

### **MINUTES OF THE PREVIOUS MEETING HELD ON 12 JANUARY 2016**

(Agenda No. IRP/3)

IRP6 Agreed as a correct record of the meeting.

### **PRINCIPLES**

(Agenda No. IRP/4)

IRP7 The Democratic and Governance Officer referred the Panel to the draft Principles.

The Panel reviewed the details and as a result of the discussion, it was **AGREED by the PANEL** that the Principles be adopted.

### **REVIEW OF ONLINE MEMBER ALLOWANCES SURVEY RESPONSES**

(Agenda No. IRP/5)

IRP8 The Democratic and Governance Officer presented the responses from the online Member Allowance Survey.

The Panel reviewed the details and discussed the responses. The key points were noted as follows:-

- (i) The response rate of 25% was a good basis to gain a snap shot of Members' views and the responses could be followed up in the Face to Face evidence gathering sessions.
- (ii) The majority of the Members who had responded had all provided comments, therefore it was felt that the Members who had strong views on the Scheme had been captured.
- (iii) It was queried whether the survey should be re-circulated to Members to gain further responses, however the Panel agreed that if Members had wanted to complete the survey they would of



done and it was only a small part of the evidence gathering process.

Following the discussion, it was **AGREED by the PANEL** that the responses be noted and would be used as part of the evidence.

### **FACE TO FACE EVIDENCE**

(Agenda No. IRP/6)

IRP9

### **11.30 - 12.30 LAURIE TROUNCE - BUSINESS PARTNER COMMERCIAL CLIENTS**

(Agenda No. IRP/6.1)

The Business Partner – Commercial Clients, Legal Services introduced herself to the Panel and outlined her role. She advised the Panel that a review had been conducted in relation to the Cornwall Council Group of Companies and as a result of this there had to be a rationalisation of the Boards by establishing the parallel Board arrangements. This presented an opportunity for the Council to appoint two Members to the Board, as this would draw up on the pool of experience, reduce officer time and would add democratically elected representation.

*Please could you outline the role and responsibilities of a Non-Executive Director?*

The Council is looking to appoint two Non-Executive Directors to the parallel Board of the four Cornwall Council owned companies.

Currently two of the companies have Members appointed to their Boards, Cornwall Housing and Newquay Cornwall Airport. Cormac included the role of a Non-Executive Director on their Board in 2012, however this role was not a Council appointed Member.

The role of the Non-Executive Director has key responsibilities that include:-

- (i) Setting and reviewing the strategy for the four companies.
- (ii) Acting in a critical friend role to provide challenge to the directors and acting in the wider interest of the company.
- (iii) Scrutinising the executive performance of the companies.
- (iv) Seeking assurance in relation to risks and finance.
- (v) Ensuring the company is providing value for money and that the wider business is working effectively.
- (vi) Providing wider guidance and support to the companies.

*What is the difference between the arm's length companies and the Cornwall Council Group of Companies?*

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The four companies, Cornwall Development Company, Cormac Limited, Newquay Cornwall Airport Company, and Cornwall Housing, are separate legal entities, and they have a contract with the Council to deliver services.

They were established to allow the Council to commission the services without requiring a procurement process and for the Council to have a closer strategic relationship with the four companies than they would with an arm's length company.

*What is the anticipated time commitment required from members and what is this assumption based upon?*

The information circulated to Members outlined the anticipated time commitment as being two to three days per month. This assumption was based upon attendance at Board meetings, sitting on any Sub Committees required and preparation time for the meetings. The time requirement reflects the commitment required to fulfil the role as it is more involved than turning up for Board meetings.

*What level of knowledge and skills are required for the role?*

Prior to drafting the requirements of the roles, I researched the details of Non-Executive Roles on the website of Public Appointments to the Cabinet Office.

The individual appointed is required to have experience of operating at a similar level in a large organisation, have the ability to improve systems, be an ambassador for change, and have some practical experience.

*Do the Members have any decision-making powers and if so what are they required to make decisions on?*

As Non-Executive Directors on the Board they have the same decision making powers as the other Directors and the Board Members including voting rights.

*Are the appointed Members required to undertake any training?*

The role requires mandatory training, which is a one day course run by the Institute of Directors, and there will be internal training and support provided.

*Do the Members appointed to the Boards of Cornwall Housing and the Newquay Cornwall Airport Board receive a Special Responsibility Allowance?*

There is no Special Responsibility Allowance for these roles, and as the Panel are looking at the Cornwall Council Group of Non-Executive Director role, the Panel may want to review these roles.

*Are there any other roles in the Council / other Councils or public sector that are comparable to this one?*

There are no comparable roles within Cornwall Council there are currently Members who sit on the individual Boards however the role of a Non-Executive Director is a larger role in comparison There are other councils who have companies of this nature e.g Cheshire East, however due to the size of Cornwall the roles are not directly comparable.

Looking at other organisations Non-Executive Director roles would be a suitable comparison.

*How common is this type of company in other Local Authorities?*

They are becoming more common and there was a proliferation of companies set up in 2012. The difference with Cornwall is the parallel Board arrangements and the size of the companies.

*Do you anticipate that there will be other Cornwall Council companies that would come under the parallel Board?*

There are no plans to increase the number of companies at the moment.

*What information informed the context of the advert that was circulated to Members, requesting expressions of interest?*

The Public Appointments to the Cabinet Office was the main source of information used to draft the personal specification for the role.

*How many people are on the Boards and how are they remunerated?*

There are three Executive Members, one Independent Member, two Members appointed by the Council, two officers and one independent Chairman which is the only role that receives remuneration.

*Is there anything that you would like to add that you feel the Panel need to consider in considering a Special Responsibility Allowance for this role?*

Ideally, the Members appointed to the role will have the attributes specified or be prepared to develop their skills through training and the Panel should take into consideration the level of commitment required by the Member to undertake the role.

The Panel concluded by thanking the Business Partner – Commercial Clients, Legal Services for attending the session.

IRP10

**13.00 PM - 14.30 PM RICHARD WILLIAMS - HEAD OF GOVERNANCE AND INFORMATION**

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(Agenda No. IRP/6.2)

IRP11 The Head of Information and Governance introduced himself to the Panel and outlined his role.

*In your view, what aspects of the Members Allowance Scheme cause the most issues and why do you think this is?*

The Basic Allowance is the main issue as all Members can claim this and it is the allowance that has been challenged most by Members when previous Panels have reported their recommendations. It is also the Allowance that typically receives the most media coverage which has an impact on the public perception.

The Special Responsibility Allowance (SRA) is not generally an issue, as it is recognised that this is paid to Members for roles that require the Member to take on additional responsibility.

The Group Leader role does not have an SRA currently and this role should be included within the Panel's review of the allowances.

The Dependant Carers Allowance should be an enabler for Members, however very few Members claim the allowance. I feel that this is partly due to cultural issues or a level of embarrassment, however as part the evidence gathering and review of DCA there may be other issues that are presented.

*Is the reason for Members not taking up the Panel's recommendation on the Basic Allowance purely budgetary?*

Largely. However, there seems to be contradicting views from younger Members who have a view that it should be comparable to a full time salary whilst older Members see it as a vocation or hobby as they are retired and receive pensions. The Basic Allowance in my view needs to be significant enough to enable individuals to make the sacrifice to stand but should not be at a level that enables them to give up work as that goes against the incentive of being able to be a Councillor alongside having a job.

*When the Panel is reviewing the current level of the Basic Allowance, what do you believe to be the most important factors that need to be taken into consideration?*

The conundrum for the Panel will be producing recommendations based on the evidence that are robust and independent and which are seen to be appropriate for Members with a diverse range of backgrounds. However the recommendations may be rejected by Full Council for political reasons.

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The Panel also need to consider that the Basic Allowance is not going to be able to address all the issues and there are other mechanisms in place to support Members.

The recommendations need to be based on robust evidence and the report has to demonstrate that the Panel has considered other options in addition to the ones recommended.

*Do you believe that it is the culture of the political parties that they want to promote a diverse Council chamber?*

There are now examples of younger and more diverse Members being elected to the Council and they are assisting in changing the views of other Members, therefore I believe that there is a shift in the culture. In setting the Basic Allowance there needs to be a balance between remunerating for the time commitment required to carry out the role, however it should not be seen as a salary.

*There are seven bands for the Special Responsibility Allowance, what is your view on the number of bands?*

In my view, there are probably too many, however the review needs to review all the current roles that have an SRA and the roles that do not have an SRA and establish the responsibility associated with the role and determine what the Allowance is being paid for. Following the review of this evidence the Panel may consider that the number of bands is appropriate. My instinct is that some roles may not require an SRA at all.

*In your opinion, is the Members Allowance Scheme open, transparent and easy to understand for both Members and the Public and what is your reason for believing this?*

There is apathy in the media and amongst members of the public in relation to the Scheme of Allowances, therefore I have no evidence to say that there are issues with the transparency of the Scheme, although there may be an issue with engagement

*What key aspects do you believe the Panel need to consider when undertaking the review and forming the final report and recommendations?*

The report and recommendations need to be formed using robust evidence, comparisons and benchmarking data. The subject is very emotive and the Panel need to report the information in such a way that is independent. It should also ensure comparisons with elsewhere are included.

*We understand that there was a recent Internal Audit regarding Members claims. Are there issues that should be taken into account as a result?*

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The main issues can be placed into two categories, the discrepancy between the officer and Members' schemes and the amount of time required to check the claims submitted.

The key areas of the Scheme that have been highlighted in the audit relate to mileage distances claimed, approved duties and back dated claims can be submitted for a maximum of 6 months, however staff can only submit back claims for a maximum of three months. Any recommended scheme needs to be simple and easy to administer. However, some of the issues relate to Members not including their name or signature on claim forms.

In relation to Members, they place a lot of reliance on the officers to check their claims and this has an impact on resource, therefore there is a requirement for Members to improve their understanding of the Scheme and what can be included in their claims.

*Are there any roles that do not currently attract an SRA that you believe should and what are your reasons for thinking this?*

There needs to be some analysis of what each of the roles involves and this should be the basis for setting an SRA.

*Are there any particular aspects of the Scheme that you believe need to be reviewed?*

The Scheme needs to be reviewed as a whole, it is difficult to recommend a Scheme in parts. In particular, I believe that the Basic Allowance and the Dependants Carers Allowance need a robust review.

*The Allowance Scheme includes a Dependents Carers Allowance, what do you think the Panel needs to take into consideration when reviewing this allowance?*

The Panel need to consider the culture around claiming the allowance and how the allowance can be promoted.

*Do you think that the amount that can be claimed for the allowance is an issue?*

No, I think the issue may be related to the classification of a carer under the Scheme, as some Members may have relatives caring for dependents, however the Scheme does not allow them to claim for this type of care arrangement.

*Currently there is no recognition of travel time within the Scheme. What is your view on this?*

The issue of distance needs to be understood as travel time is disproportionate for some. There is no one way of carrying out the role of

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a Councillor and Members will prioritise what they do in different ways. Travel time cannot be solved via the Scheme as it is a cultural issue and there may be other ways to solve it outside of it such as, in future, advances in the IT infrastructure.

*The Panel are gathering evidence in relation to the new role of CC Non-Executive Directors to the Cornwall Council (CC) Group of Companies, is there any information you can supply to the Panel regarding the role and are there any current Member roles you deem to be broadly equivalent and why?*

The role of a Non-Executive Director is an important role and there should be some form of recognition for their time. Cabinet made the decision that they wanted the parallel Board to have a Member who was politically accountable.

*There are Members appointed to the Boards of Cornwall Housing and Newquay Cornwall Airport, do you believe these roles should attract an SRA?*

I believe that these roles should be reviewed as there could have been changes in the areas of responsibility and there may be additional evidence available since they were last reviewed.

*What do you perceive to be the risks that the Panel need to be aware of while undertaking the review?*

The key risks are political rejection of the recommendations, the risk that the Panel will not be taken seriously, and the tight timescales for the review.

*Which five people do you think the Panel should meet?*

Leader and Group Leaders. Councillor Wallis because he has previously expressed strong views in relation to the Scheme of allowances. Councillor James has involvement in work to attract more diverse candidates to stand for both Local and General Elections. It may be helpful to meet Councillor Massey as she has been elected very recently and has not previously had a background in politics. It would be good to capture her views on her decision to stand and if the Scheme of Allowances had an impact on the decision.

The Panel concluded by thanking the Head of Governance and Information for attending the session.

**BACKGROUND INFORMATION**  
(Agenda No. IRP/7)

IRP12     The Panel reviewed and considered the background information.

**MATTERS TO BE CONSIDERED AT NEXT MEETING AND  
ADDITIONAL INFORMATION REQUIRED**

(Agenda No. IRP/8)

IRP13 Following the review of the Background Information, the Panel requested the following details:-

- (i) Further examples of the Non-Executive Director roles and any details of recommendations made by IRPs in relation to the role, if they are available.
- (ii) Additional information on population per member, and the square areas of the 19 comparator Councils.
- (iii) The latest IRP report, recommendations, and minutes for the five comparator Councils.
- (iv) Details of the five comparator Councils formula for the calculating the Basic Allowance.

The meeting ended at 16.10pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].



## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the on Thursday 18 February 2016 commencing at 9.30 am.

Present:- Margaret De Valois (Chairman)

Kirsty Hickson, Michael Willmore

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

There were no declarations of interest.

### **MINUTES OF THE PREVIOUS MEETING HELD ON 12 FEBRUARY 2016**

(Agenda No. IRP/3)

Agreed as a correct record of the meeting.

### **FACE TO FACE EVIDENCE**

(Agenda No. IRP/4)

IRP17

#### **10.00 AM - 11.00 AM- CHIEF EXECUTIVE**

(Agenda No. IRP/4.1)

The Panel advised that they were aware that the Chief Executive had been recently been appointed to the role and was new to Cornwall. The Panel was keen to receive evidence from an external perspective based on the experience that she had gained from her previous Authority.

*What are your thoughts on the Cornwall Council Members' Allowance Scheme and how does it compare with your experience?*

I previously worked at Barnet. Cornwall's scheme seems fair and proportionate in terms of how the Council does its business. Daytime meetings create a stronger culture of Member presence and this is a contrast to where I was previously. Daytime meetings mean that Councillors are here and not working, and being a Councillor becomes their job. Cabinet Members are full-time. In my previous authority there were evening meetings. Cabinet Members made themselves available one day per week and the Leader two. This was taken into account with the allowance. The scheme of allowances is important in terms of recruitment and being politically ambitious and can have an impact on the age composition of who is in the Chamber.

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*68.75% of Cornwall Council Members who responded to a recent online survey in relation to Members Allowances indicated that the Basic Allowance currently set at £12,249.68 was not adequate. What are your views on the level of allowance?*

It is considerably higher than my previous authority, which was approximately £7,000. It comes back to expectations and whether it is considered a wage. In Cornwall average earnings are £17,000 - £18,000. Every place has its own culture and it needs to be right for here. On the face of it the Basic Allowance seems a fair and generous allowance.

*How many hours a week is a sensible guide?*

In effect, Councillors are on duty 24 hours per day. Some are more active than others and there is a split between ward work and Council meetings. They need to make a commitment of 2 days in any 7 thinking about Council business.

*The previous Panel concluded that 33.3% of the average time a Member spends on their role should be classed as a Public Service element. Do you think this is appropriate?*

I have not seen this previously in a Scheme. I am not sure it is appropriate to quote it within the Scheme as it goes with the territory.

*Do you think Members recognise that there is a Public Service Element taken into consideration when formulating the basic allowance and could you outline your reasons for your view?*

No one has raised it with me. There is already thinking about the new Member induction and this will need to be covered as part of that information.

*When setting the Basic Allowance what do you think can be used as comparators for example roles, living wage etc...?*

The Council has made a commitment to the living wage and it is not an inappropriate benchmark.

*Recognising that candidates for the most part are nominated by Political Parties, the Panel are keen to recommend a scheme that is not a deterrent to potential candidates from diverse and under-representative groups who may wish to stand to become elected Members. In your opinion, what do we need to take into consideration when recommending a Scheme to achieve this?*

There is a need to consider why we have the representation we have. There are long lengthy Council meetings here compared to my previous authority and no rules on how long meetings can go on for. In my

previous authority there was a three hour cut off point and permission was needed to go beyond that. No clarity on this has an impact on those with dependents or other commitments.

*Who makes the decision on the length of meetings?*

The Group Leaders and Democratic Services should be looking at the effectiveness of meetings and how Members use their time. The productivity of meetings was referenced at the recent Member and officer training. There is a shared responsibility to look at different ways of doing business and discipline is needed in the Member cohort. Not all the role is in meetings and they could be taking up a disproportionate amount of time.

*Only three of the 123 Members claimed DCA in 2014/2015. What are your views on this and the level of payment? It is currently paid at the minimum wage - what are your views?*

We should pay the minimum wage the same as staff. Unit costs of child care are the same for all. The fact that only three Members claim is not an indication that it is wrong, there may just not be Members who need to call on it. It is often difficult to plan caring arrangements around being a Councillor.

*Would the living wage be a more appropriate payment?*

They are rapidly becoming one and the same.

*Should there be a 'one size fits all' for SRAs for Chairmen and Vice-Chairmen? What is the reason for your response?*

No. The roles and accountabilities are different. Executive responsibilities are different to chairing committees and SRAs should reflect that.

*The Leader, Chairman, and Cabinet Members receive a significantly higher allowance than other Members what are your views on this?*

The Leader and Deputy Leader allowances do not seem very high.

*What roles do you think are comparable when it comes to SRAs?*

I would have expected to see a differentiation between the Deputy Leader and the Cabinet Members as there is an additional set of accountabilities for the Deputy Leader. I am not sure why the Vice-Chairman of the Council is in a different banding and whether this is because of function. I am surprised there is a distinction between Audit and Pensions and would question why we have a Standards Committee.

In terms of SRAs they should reflect how often meetings take place and the nature of the activity being undertaken. There is a distinction

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between regulatory committees who are acting as the authority – planning and licensing are autonomous from the executive and making decisions which are subject to challenge and review and this needs to be reflected in the SRA. The Chairmen in these cases need to be a subject matter expert as well as being a Chairman in the meeting. This is critical to the reputation and good governance of the Council.

*Are there comparable roles outside the Council?*

Non-executive directors to NHS Trusts.

*Based on the recent online Member Survey there were Members who raised comment that they should receive remuneration for their local duties. Currently Members cannot claim for what are considered local duties – what are your views on this? And do you have any thoughts on how claims could be evidenced if this was permissible in the scheme?*

Town and Parish Councils are taking on devolved functions from the Council. As a result the role and purpose of Cornwall Council within devolution needs to be considered. For example, the Council is the library authority but the operation is being devolved. Cornwall Councillors should therefore be attending Town/Parish Council meetings and making sure changes accord with the policies and legal duties of the Council being the library authority. If the matter is relevant to the Council discharging its responsibilities an allowance should be paid.

*Members claim 45 pence per mile compared to staff at 40 pence per mile – what do you think about this?*

It should be the same as staff and reduced to that level.

*Group Leaders do not receive an SRA – what are your views on this?*

There are seven groups here. This is not typical of other places. It is right not to pay an SRA as resources and affiliation to political parties deal with this issue.

*Is there anything that we have not covered through the questioning that you feel the Panel need to take into consideration when conducting the review?*

The biggest risk is that the Council is still only 7 years old. Some Members still appear to behave as if it is a District Council. Members come with a variety of different expectations on what it is to be a Councillor in Cornwall. The tone should be set through the allowances – what does a 21<sup>st</sup> century Councillor look like in Cornwall and how many Councillors are needed is part of that.

*What three key areas should we focus on?*

What the Basic Allowance is there to do and the expectations around that. Meetings and which are less productive (the planning peer review has indicated some non-productive examples). How the Scheme supports the Council going forward and ensuring the Scheme is fair in discharging the responsibilities of an elected Member.

**12.30PM - 14.00PM - LEADER OF THE COUNCIL**  
(Agenda No. IRP/4.2)

*Please could you outline the role and responsibilities of the Leader of the Council?*

I head up and chair the Cabinet. I chose the Cabinet Members and their portfolios. I work with the Chief Executive and ensure there is political input into the process of the Council. I have an oversight of everything and am responsible for the Council's strategy. I set the direction and vision of the Council. I am the political face of the Council and get the Cornwall Council message into the public domain. I have a portfolio of responsibilities based on my role of reputation and performance which includes communications and equality and diversity. I also sit on a range of Boards such as the Local Enterprise Partnership. I am also on three national groups dealing with devolution – the County Council's Network, the LGA and the People and Places Board.

*How do you prioritise the work – national versus local?*

It is important to go. Much can be done by telephone. The national work probably takes 5-6 hours per month plus travel time. It is a small priority in terms of time. I chair the Monitoring Board for the Devolution Deal which is local and will continue.

*How does this role compare with the Chairman?*

The Chairman is not political and I am not civic. The roles are clear in that respect. The Leader has more responsibilities than the Chairman. I do about 60 hours per week including travel time to and from the office. I used to be a teacher and continue to work to that pattern. I work daily in the office and every evening at home.

*What proportion of your work is as Leader as opposed to local?*

90%.

*Could you describe your average week?*

I start on Mondays at 8.30 a.m. and there is the informal Cabinet meeting. I go on Radio Cornwall once a month on a Monday. I also meet the Chief Executive on Mondays. Once I am at home I work from 7-7.30 until 10 p.m.

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I am on the Town Council and this is vital as it helps me to do my casework and represent Hayle. I have an urban division and this compares to other Members who may have ten or more parishes to liaise with and they will need to find ways of gaining intelligence without necessarily attending meetings through speaking to the clerks. On Fridays I do my casework and walk my division.

*Do you have a day off?*

I do not have a day off. I do not open emails on a Saturday but will receive phone calls relating to the Council. I have regular holidays but take my I-Pad so that I can check emails every afternoon.

*What do you think the Panel should consider when reviewing the SRAs for the role of Leader, Deputy Leader, and Cabinet Member and why do you think we should take this into consideration?*

You need to look at the job that is being done and what Members are responsible for. Officers do the work, Members set the direction. There is a lot of reading and communication. If the job was being done in business there would be a higher payment. A Cabinet Member is responsible for a lot of things and is the final arbiter on political decision making.

The current levels of allowance went down before I was appointed. They are now what they are but they are constantly falling behind and at some point there will be a hike. There will be a different Council after 2021 and it will be necessary to look at ways in which Members work and are remunerated. I am retired with a pension. £20,000 is not a commercial rate for the role of the Leader but it is a privilege. Anyone should be able to do it and there should not be restrictions on their ability to do so. In terms of paying for where the buck stops it is not enough.

*Are there specific skills when you appoint a Cabinet Member to a Portfolio?*

If I was employed I would do just that. However, here we have an alliance of Independents and Liberal Democrats and their Group Leaders made recommendations on who should be appointed to Cabinet and I accepted those recommendations. My first decision was to have a less weighty Portfolio as Leader. I then matched interest and ability to other Portfolios.

*Please could you outline the role of the Deputy Leader, including any specific areas of responsibility?*

To be supportive and work together and make sure the alliance is singing the same tune. He also deputises for me as needed.

*The Deputy Leader Role currently attracts the same SRA as a Cabinet Member, in your view are the roles comparable and what is your reason for thinking this?*

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Money should not drive the role but there is a need to think about the effort, time and commitment that is required of this role.

*What is your view of the current SRAs and are there any issues that the Panel should be taking into consideration when conducting their review of the SRAs?*

A figure that represents the return on investment, time and travel commitment that is needed. There is a need to think about the basis of payment – if working should individuals lose money from employment? If the allowance is to compensate for a loss elsewhere then it is not enough. If it is a token of support it is enough.

*The Policy Advisory Committees provide advice to the Cabinet. What is your view on the SRA paid to the Chairman of the PACs?*

I feel it is fair.

*Currently the Vice-Chairman of the PACs do not receive an SRA, what is your view on this?*

I would question equitability – that is why other Vice-Chairmen get SRAs. Is it because of more responsibility?

*The role of PAC Chairman currently receives the same amount of SRA as the role of the Chairman of the Scrutiny Committees, are these two roles comparable and can you outline your reasons for thinking this?*

I see no reason why they should not be comparable. Scrutiny has a more formal role. The number of meetings is the same. They should all be doing the same amount of research and have the same level of involvement.

*Members are required to travel out of county, what is your view of the rates claimable for subsistence, travel and overnight stays?*

There seem to be problems with claiming – there is not adequate provision for driving my own car to out of county meetings. There should be a different rate for out of county. It may not be necessary to claim all mileage if using your own car but compromise is needed. Second class rail fare is the same as officers and that is fair – I upgrade to first class out of my own pocket. The allowance for hotels is not enough – we end up in the cheapest that is safe. A greater allowance is needed for London and hotels countrywide. Figures have not kept pace with prices.

*What do you think about Members claiming 45 pence per mile and officers claiming 40 pence per mile?*

It should be the same for everyone – 40 pence. Petrol has gone down.

*As a Panel, we are keen to understand the role of Group Leaders, from*

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*your perspective as Leader can you describe your relationship with them and, what do you see the role of the Group Leader is. Do you believe the role should receive a SRA?*

I am concerned at the loss of the Group Leader allowance. They perform an important job and help the Council to function. They spend a lot of time dealing with telephone calls and putting in their time. I relate well with them and attend their Group Leader meetings. I also meet them individually once a month. They have a political role and provide a broader view of the Council and how it works which is different than the Cabinet. They provide organisational support with decision making. It is also important to have opposition as it provides checks and balances.

*Which of the current bands would you place the Group Leaders in?*

Band 6.

*What other observations do you have on the Scheme?*

I am surprised by the SRA for the Harbours Board – it is almost like a PAC and has 13 harbours under its jurisdiction. There is a need to understand the demarcation between the bands and what the bands represent. Responsibility is the key – the level of work commitment and demand on time.

*Should non-executive Directors receive an SRA?*

This is dangerous. People may try to be one because of the money. The role is growing and we are currently recruiting. There is a need to establish whether it is fit for a Member to be a non-executive Director – if so they should receive an allowance.

*? 68.75% of respondents to the All Member Allowances online survey believed that the current basic allowance was not reasonable. What are your views on the level of allowance*

In 2009 £12,000 was considered reasonable recompense. The question is whether it is an allowance or compensation for lost hours in business. At the last time of review I did propose it being put up. However the Council did not go with the Panel or my proposal and went at a level in between. The allowance is not keeping pace with anything.

*Are MPs payments comparable?*

MPs get free travel, office, housing allowance etc. Cornwall Councillors do not get this.

*Does the Basic Allowance make a difference to individuals choosing to stand?*



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It may be the basis for making a commitment. However other areas need attention, such as the DCA.

*Should membership reflect the population of Cornwall?*

A good spread is needed to achieve perspective. Councillors need to have a proper status and make decisions for the whole of Cornwall.

*When setting the Basic allowance, what do you think the Panel can use as comparators, for example roles, living wage etc?*

A formula is needed. Payment should be on the basis of committing a certain amount of hours. We all work different number of hours and one size does not fit all. The hourly rate for a Member should take account of the time, ability to communicate, reading, personal commitment and compare with other areas. It should reflect national benchmarks, not the wage in Cornwall. Most of the Cabinet are graduates and were they to be in private business they would be senior managers and this should be reflected in the allowance.

*What percentage of the role should be deemed as public service and therefore voluntary?*

Everything we do is serving the public and it should be paid but in a different way.

*How many hours does it take to do the basic role?*

It cannot be done in less than 10 hours

*93% of those surveyed indicated that they spent 25 hours per week on their basic role – is this representative?*

It should be. 25 hours is half a working week although it is not prescriptive in terms of clocking on and off. It is a demanding role and you never know when you start and finish.

*Are there any demands peculiar to Cornwall?*

It is a rural area and therefore travel times and distances should be recognised.

*The Census for Local Authority Councillors 2013 indicated that just over one-quarter of councillors surveyed reported having one or more caring responsibility. In 2014/15 only three Cornwall Councillors claimed DCA, in your opinion why is this case?*

I suspect there is a lack of awareness. If this is the case there is work to do in preparing for the new Council. If a mother needs child care to enable her to fulfil her Council role she should be able to get it.

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*The DCA is currently set at the minimum wage, what are your views on this?*

It should cover the full costs of care.

*The current Scheme sets out details of the classification of approved duties. In your view are the classifications fit for purpose, and is there anything you would recommend that the Panel considers changing about the classification and why?*

We do this as a public duty and there should not be a differentiation between what we do and what we do not. I recognise that my circumstances are different than those who have mortgages. We need to encourage Members to come to Truro and be part of the Council. Although I am in favour of Skype, this does not help with the interaction. Approved duties need to be freed up to enable more interaction.

*Are there any areas of the Scheme that you believe the Panel needs to review in particular and why?*

To be clear on the differentiation between the bands and what is expected of the responsibilities within them. There needs to be an understanding of how the figures have been arrived at. If there is a huge increase the reason needs to be explained.

*The Panel will be reviewing other Local Authorities Schemes for comparison purposes. What characteristics are there in Cornwall that the Panel need to take into consideration?*

Distance and rurality and the disparate population. The Boundary Review will look at how the area is represented. Cornwall is a low wage economy and as such some see the allowance as a reasonable wage but it is necessary to explain what the role actually is.

*Which are the five Members / Groups of Members that you believe the Panel should be seeing as part of their evidence gathering?*

A cross-section of rural and urban Members; those who do not have independent means; younger Members such as Councillors Webber and Mustoe; those with caring responsibilities such as Councillor Duffin and those who work such as Councillor Stoneman.

*Is there anything we have not covered in our questioning that you think we need to be aware of and is there any advice you would like to give the Panel when they are producing their final report and recommendations?*

Break the history of the previous Panels. You need to be realistic as the Council will not be minded to agree huge increases but there are issues that need to be addressed. Allowances should be predicated on need and in recognition of the fact that if you are losing out financially to serve your community you should be recompensed.

*What is our biggest risk?*

Your recommendations not being accepted. This is a factor beyond your control. Any recommendations should not recommend an extreme jump. You should be clear on why you are making the recommendations.

**14.30pm -**

**16.00pm - Chairman of the Council**  
(Agenda No. IRP/4.3)

*Please could you outline the role and responsibilities of the Chairman of the Council?*

I am the ceremonial head. I chair Council meetings which are demanding. I represent the Council at public events, such as Royal visits. I also host events for different groups – volunteers, the Queens Awards, staff and citizenship ceremonies. I also carry out the role of an ordinary Councillor through attending Committee meetings, although these are less now that I am Chairman; provide leadership in the community on a range of projects and dealing with casework.

*How many hours do you spend on your role?*

As an ordinary Councillor approximately 15 hours a week. The responsibility of Chairman takes it up to a full time job. The Chairman's role has a lot of erratic work as there are official duties at weekends.

*How does this role compare with that of the Leader of the Council or Cabinet Member?*

The Leader's role is demanding due to its responsibilities as he will never know when something will happen and lead to public interest. Cabinet Members also have a demanding role depending on issues in their Portfolio and how high profile those are at any one time. Cabinet Members are more like a full time job as it involves being on top of your brief, meeting Ministers in London and ensuring action. The Chairman's role is more varied and there is a need to be flexible and leave yourself free for commitments which come at short notice.

*Are the SRAs for the Chairman and Leader fair and proportionate?*

Yes.

*Could you describe your average week?*

There is no average week. However, in the past week there have been some unique things that have required my attention. Last week at the Council's pre-meeting there was a need for me to decide how the Council would respond to the death of one of our Councillors whose funeral was on the same day as the Council meeting. The Council meeting was to set

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the budget which is arguably the most important Council activity of the year and this needed to be balanced against those who may want to attend the funeral. In addition, another Councillor had notified me of their intention to resign and I needed to check the procedure for that and make a decision on how this could be done.

I also had to make decisions on how two motions would be dealt with at the meeting as I am able to use my discretion to enable them to be debated on the day. I took those decisions following a discussion with Democratic Services.

In terms of a day off this varies as I am often busy at weekends.

*What do you think the Panel should consider when reviewing the SRAs for the role of Chairman and Vice-Chairman and why do you think we should take this into consideration?*

These seem reasonable for Chairman and Vice-Chairman. In terms of the Chairman and Cabinet Member these are comparable roles – although Cabinet Members do more work they do not have to work at weekends and do not have responsibility in the same way for representing the Council at events.

*Please could you outline the role of the Vice-Chairman including any specific areas of responsibility?*

This varies depending on what activities are going on. However it is important that the Vice-Chairman can step up immediately to cover and deputise for the Chairman and opportunities to practice the role are therefore important.

*What are your views on the other SRAs?*

I am out of date on the responsibilities relating to the other SRAs so cannot comment.

*68.75% of respondents to the All Member Allowances online survey believed that the current basic allowance was not reasonable. What are your views on the level of the allowance?*

It is probably about right. The issue is the different categories of Councillors. Some spend 24/7 on their role through choice but that is not to say they should be remunerated at that level. Cornwall is a long, thin county and distance impacts on attending meetings and this requires commitment. There is an issue for those who rely on it for an income. We want a variety of people in a variety of circumstances to be on the Council. Some work at other things and therefore contribute in different ways.

*Is the Council representative of its population?*

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It is not representative. It is skewed towards older people and there is not a balance between men and women. Many are retired. If there was a higher allowance people may give up paid employment but this is very vulnerable position to be in as the Council works on a 4 year cycle.

*Are attitudes changing towards the level of Basic Allowance?*

When Cornwall Council came into existence there was an expectation of less Members and a higher allowance. What happened was 123 Members and a lesser allowance.

*How many hours are needed to fulfil the role?*

20 hours per week although the majority do more.

*93% said that they did 25 hours per week in our survey – does that seem fair?*

That depends. Those involved in Planning spend more time in meetings. However, Members chose what they do as opposed to what they need to do and that is their choice.

*As a Panel, we are keen to understand the role of Group Leaders, from your perspective as Chairman. Can you describe your relationship with them, and what do you see their role is. Do you believe the role should receive a SRA?*

I have a working relationship with all of the Group Leaders. They are expected to organise how their Group works in Council and with each other and to make sure that their conduct is not such that it brings the Council into disrepute. They perform a valuable role and it is reasonable that they should have modest remuneration. Previously this was based on the number of Members in their Group but I would compare them with a Committee Chairman although I cannot be specific on which Chairman role.

*The Census for Local Authority Councillors 2013 indicated that just over one-quarter of councillors surveyed reported having one or more caring responsibility. In 2014/15 only three Cornwall Councillors claimed DCA, in your opinion why is this case?*

I do not know why people do not claim. It may be because of the age range of Councillors. It is there to support a more diverse range of Councillors and to remunerate cover for those with caring responsibilities. There appears to be a lack of public understanding about it being available.

*The DCA is currently set at the minimum wage, what are your views on this?*

As a minimum level it is a good starting point.

*Should the Council remunerate for full DCA costs?*

It should be in full for those caring for someone. In part puts people at a disadvantage.

*Are the rates paid for subsistence and travel appropriate for Members to carry out their role? Why do you believe this?*

Not many Members claim subsistence so this is not a major issue. Most do claim travel and the amount claimed varies depending on where they live.

*Members claim 45 pence per mile compared to staff at 40 pence per mile, what do you think about this?*

Previously Members received 50 pence. In principle, staff and officer schemes should be aligned.

*Recognising that candidates for the most part are nominated by Political Parties, the Panel are keen to recommend a scheme that is not a deterrent to potential candidates from diverse and under-representative groups who may wish to stand to become elected Members. In your opinion, what do we need to take into consideration when recommending a Scheme to achieve this?*

If someone wants to stand and give up their job they will look at the allowances. For a small number I am not sure if the allowance is an issue. They will learn more about the role once elected. The business of getting elected is often more of a deterrent than what happens when elected. Most candidates are nominated by political parties although Independents are also strong. The cost of campaigning is also a deterrent – Independents will need to cover costs themselves whilst any candidate, if affiliated with a political party, will be encouraged to contribute.

*Are there any areas of the Scheme that you believe the Panel needs to review in particular and why?*

The current scheme works reasonably well. I think most think it could be more generous. There is an issue of the public perception of the role.

*The Panel will be reviewing other Local Authorities Schemes for comparison purposes. What characteristics are there in Cornwall that the Panel need to take into consideration?*

Cornwall is a geographically big county and this, in itself, creates a financial strain on getting about. There are a lot of local meetings which can involve travelling for which Members are not remunerated. Cornwall is a big authority in national terms but the role and responsibilities of a Councillor are not hugely different from other large rural authorities.

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*Which are the five Members / Groups of Members that you believe the Panel should be seeing as part of their evidence gathering?*

Those that have involvement in Planning Committees as they have more meetings and higher travel requirements; those Members who live further away from Truro; DCA claimants and those who combine the role of a Councillor with employment.

**MATTERS TO BE CONSIDERED AT NEXT MEETING AND  
ADDITIONAL INFORMATION REQUIRED**

(Agenda No. IRP/5)

The Panel discussed the matters to be considered at the next meetings and details of the witnesses that they would like to invite to further face to face evidence gathering sessions.

The meeting ended at 16.30 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the on Wednesday 2 March 2016 commencing at 12.30 pm.

Present:- Margaret De Valois (Chairman)

Michael Willmore

### **APOLOGIES**

(Agenda No. IRP/1)

IRP21 Apologies were received from Kirsty Hickson.

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

There were no declarations of interest.

### **MINUTES OF THE PREVIOUS MEETING HELD ON 18 FEBRUARY 2016**

(Agenda No. IRP/3)

IRP23 The Panel agreed the minutes of the meeting held on 18 February 2016.

### **FACE TO FACE EVIDENCE**

(Agenda No. IRP/4)

### **13.00 - 14.30 - CORPORATE AND INFORMATION GOVERNANCE MANAGER AND CHIEF AUDIT EXECUTIVE**

(Agenda No. IRP/4.1)

IRP25 The Chairman advised that the same questions would be asked of both the Corporate and Information Governance Manager and the Chief Audit Executive, with the former responding in terms of the Standards Committee and the latter in relation to the Audit Committee.

*Please could you outline the role and responsibilities of the Audit Committee, and the Standards Committee?*

#### Audit

The Audit Committee is required to provide independent assurance to those charged with governance on internal control and risk. The Committee's specific responsibilities include reviewing and approving the Statement of Accounts for the Council; recommending the signing of the Annual Governance Statement by the Leader and Chief Executive;



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monitoring the Council's risk management arrangements; advising the Council on the robustness of assurance providers (including the internal audit plan) and providing assurance on the group of companies. The Statement of Accounts is drafted by finance, audit and the external auditor and the draft is brought to the Committee for approval. The Statement is a considerable document and very technical in nature and is difficult to understand and the role of the Committee is to challenge its content.

In response to a further question, the Chief Audit Executive advised that audit was not just an end of year activity. It was a process that took place throughout the year. At the beginning of the year the internal audit plan was taken to the Audit Committee. This set out how many audit days would be used, based on the identified risks. The Committee would then approve the plan and then receive a quarterly progress report. As necessary, Members would request management to appear and respond to issues that were not progressing satisfactorily. External audit came to Committee meetings to provide their opinion and share their plan and this enables them to understand emerging issues and trends.

In response to a further question, it was confirmed that the Audit Committee only had a sub Committee to deal with the recruitment of lay people. In future a sub Committee may be required as a result of the Audit and Accountability Act, which would take effect from 2017-18, and would require the Council to appoint its own external auditors.

The Chief Audit Executive also confirmed that the length of meetings varied. When the accounts were considered this was a longer meeting. Generally they took 2-2.5 hours. Work did take place outside of the formal meetings.

#### Standards

There is a statutory requirement under the Localism Act to maintain and promote ethical standards and this is what the Standards Committee does. The Committee is responsible for assessment procedures relating to ethical standards, whilst the assessments themselves were now carried out by officers. There were in the region of 2,000 Councillors in Cornwall. The Committee had the ability to oversee Local Government Ombudsman complaints and also considered issues relating to unreasonably vexatious complainants. There were four meetings a year lasting approximately 2-3 hours. In the last year there had also been one extraordinary meeting and an informal session.

*Could you outline if there have been any substantial changes to the responsibility of the Committees in the last four years?*

#### Audit

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The role of the Committee has not changed. It was agreed to co-opt members onto the Committee in 2012. The Committee's scope of influence has changed as it now includes the new companies and there is a need to seek reassurance on these arrangements.

Each company is a separate entity with its own board and external auditor. When the Statement of Accounts for the Council is put together there needs to be reference to the accounts of the companies.

I am Head of Internal Audit for the companies and have to audit them as part of the internal audit plan. Each company has its own Board and Audit Committee and when I do work for them, I present it to their Audit Committee.

### Standards

Since the Localism Act, the number of Committee meetings has not decreased, however they have changed in nature. The work is now more focused on procedures and complaints. There is now very little sub Committee work whereas previously there were assessment, review and hearing panels. The Committee does usually have two working groups. At the moment one is looking at e-learning and the other at how planning complaints are dealt with by the Council. The Committee did not deal with day to day complaints as these were dealt with by officers but it does oversee the procedures.

In response to a question, it was confirmed that the Committee was responsible for half a dozen procedures relating to ethical standards, the Local Government Ombudsman and unreasonable complainants. These needed constant review as a result of case law and challenge.

*Do you believe that the roles of the Chairman of the Audit Committee, and the Standards Committee are comparable roles, and why do you believe this?*

### Audit

The terms of reference of both Committees are very different but the application of work might be the same. The Chairman of the Committee would only give public comment if the issue was very significant, such as if the accounts had to be qualified rather than approved. This has not happened to date.

In terms of skills, the Chairman needs to understand the business, appreciate the role of the Statement of Accounts and have a general understanding of governance, risk and audit.

### Standards

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The roles are different but comparable. The Standards Committee is public facing and is responsible for dealing with Councillors who are considered to be 'out of line'. The Chairman does have a role in dealing with the press.

In terms of skills, the Chairman has to be objective when dealing with complaints through taking in information and relaying it out in the correct manner. They need to be impartial in their work and take a step back if it is an area in which they may be working as part of their wider Councillor role.

*Do you believe that the roles of the Vice -Chairs of the Audit Committee, and the Standards Committee are comparable roles, and why do you believe this?*

The roles are probably broadly the same.

Audit

They deputise for the Chairman at Committee meetings. If they have the relevant skills they may do more outside of meetings.

Standards

They do deputise. In one area the Vice-Chairman has also led one of the working groups.

*Could you outline the role and responsibilities of the co-opted members on the Audit Committee and the Standards Committee?*

Audit

The co-optees bring the views and voice of their experience.

Standards

The role has changed slightly due to the change in the ethical standards regime. The Council took the decision to have lay people and Town and Parish Councils serving on the Committee alongside the Cornwall Councillors. The Town and Parish Councillors are able to bring that voice to the complaints procedures. The lay members bring a degree of independence to the Committee and the clerk is able to speak on the ethical standards issues from their stance as the Proper Officer for that council. They see the assessment procedures from a different perspective and how they might apply to smaller organisations. The majority of the 10 members attend meetings but only the 8 Cornwall Councillors are able to vote.

The previous Panel made a recommendation on the level of remuneration for the members of the Committee who were not Cornwall Councillors.

Audit

The co-optees help the Committee to discharge its role effectively. Their expertise comes from the fact that they are accountants. They bring sound financial management and understanding and the technical knowledge of risk and internal control and the delivery of budgets. They understand the expectations and can provide a degree of reassurance to the Committee. They are non-voting.

*Do you think the co-opted member role warrants an allowance and what are your reasons for this view? If it does where would you place the role on the existing scheme?*

Audit

They are not paid now. They provide an important service and bring professionalism and expertise to the Committee. If they are not remunerated they may lose interest. One of the former co-optees said that they were providing 'professional advice for nothing'. A comparison with the payment of NHS co-optees could be useful. The current rate of £1,300 paid to Standards seems comparable in terms of the role and size of the organisation.

The recruitment process is similar to that of Standards (below). There have been problems with recruitment previously. Currently there are no vacancies.

Standards

If the allowance was dropped we would lose those members. As the Council deals with all ethical standards, if only Cornwall Councillors were involved it could appear to be 'the old boys club'.

If there are vacancies we make a report to the Committee. There is an advertisement in the press which includes a job specification. Shortlisting and interviewing then takes place by Members of the Committee. Appointments are time limited to four years.

*Is there a move to reform the Standards Committee again?*

The Committee is keen to see meaningful sanctions back as these were removed as part of the Act. Department for Communities and Local Government is due to start on a consultation process on this. This could lead to further change.

*Would payment of travel and subsistence be appropriate for the role?*

Yes, given the size of Cornwall and the fact that all meetings are in Truro.

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*Have you benchmarked other authorities in terms of any allowance they may pay for their co-opted members? If so what was the outcome? Do you understand the rationale that they have used if an allowance is paid?*

Audit

I have spoken to other authorities including Bath, Bristol City and Torridge. All but Torridge pay an allowance.

Standards

I have not recently benchmarked what other authorities have done on remuneration. The problem is that Cornwall Council is not comparable with other authorities given we have the region of 2,000 councillors. I can provide benchmarking information to you.

*Is there anything that you would like to add that you feel the IRP need to consider in considering an Allowance for the roles of Chairman, Vice chairs and co-opted members of these Committees?*

Standards

There are independent persons who are separate from those appointed to the Committee. They do not sit on the Committee but are a requirement of the Localism Act. We have three such independent persons. Their role is to give their views to the Monitoring Officer on every complaint that is received. They do not have to come from a specific background. They are not allowed to have served on the Standards Committee in the last 5 years. Currently they receive £2,000 p.a. plus expenses. They are only required to come into the Council every 6-8 weeks. In the last 12 months there were approximately 100 complaints and they were split between the three of them. They receive the complaint paperwork, review it and speak to the named Councillor as necessary. They also provide advice to the Monitoring Officer on whether there has been a breach.

Although the Localism Act did not say they should be paid, the rate of allowance was recommended by the former IRP. I can provide details on how many hours they spend on the role per month.

The meeting ended at 3.20 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the Chairman's Dining Room - County Hall, Truro TR1 3AY on Tuesday 8 March 2016 commencing at Time Not Specified.

Present:- Margaret De Valois  
Michael Willmore, Kirsty Hickson.

## **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

IRP26 There were no declarations of interest.

## **MINUTES OF THE PREVIOUS MEETING HELD ON 2 MARCH 2016**

(Agenda No. )

IRP27 The Panel agreed the Minutes of the Meeting held on 2 March 2016.

## **REVIEW OF EVIDENCE FROM PREVIOUS MEETING**

(Agenda No. IRP/3)

IRP28 The Panel reviewed of the written evidence provided to support the evidence provided by the Corporate and Information Governance Manager in relation to the independent members for the Standards Committee.

## **FACE TO FACE EVIDENCE**

(Agenda No. IRP/4)

IRP29

### **10.30AM - 12 NOON - GROUP LEADERS**

(Agenda No. IRP/4.1)

IRP30 *When do you carry out your Councillor duties (e.g. office hours, evenings, weekends, fit around work/child care commitments etc.?) and how many hours in an average week do you spend on Council business?*

1. It varies and fluctuates. Sometimes there are a lot of meetings at County Hall and Parish and Town Council meetings to attend whilst at other times I can catch up with my casework. It could consume my entire life if I let it. As an example, this week I will have been here at meetings for three days.
2. By the end of the week I will have been here for four days. It takes me an hour and a quarter each way in travelling so I tend to be

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here for the day. If I am not in meetings I will meet with officers or deal with emails. Last week I did 73 hours but an average week is 40-45. I have also got a number of Town and Parish Councils which I attend.

3. It varies depending on the individual Member and what they are willing to put in. Some do too much and others too little in my view. It is a full time job for me. I used to work for Cornwall County Council as an officer but gave this up when the unitary Council was formed as I thought I might be able to be a Councillor and do a part time job. This is not the reality. On average I do 40-45 hours per week and do take holidays.
4. I have never recorded my hours but think it is around 60 hours per week because I am also on Cabinet. I have two young children. I do day and evening work, including weekends. I have 6 Town/Parish Councils but do not go to all of them. Email takes a lot of time, although I have a P.A. which I share with the Leader.
5. I average around 30 hours per week which does not include my work as a Group Leader. I am a carer for my mum and so I have to fit everything in. Hours can vary and sometimes they can increase up to 40-45 or decrease to around 20.

*How is this time split between the four-hatted roles of a Member?*

1. It has changed in the last year. The amount of corporate safeguarding has increased as has my involvement in casework as my constituents have personal issues to resolve around the bedroom tax for example.
2. I would agree that casework has increased relating to the bedroom tax.
3. It is more of a job than a role. Most of the time I am at home on the laptop doing casework. I have 3 Parish Councils to engage with. I do have a holiday every year but keep in touch by my phone.
4. It is often difficult to distinguish between the role of a Cornwall Councillor and a Town/Parish Councillor role when an individual approaches for support.

*What is your understanding of what the Basic Allowance designed to cover?*

1. Costs such as postage, stationery, time, running a room in your house as an office.
2. Although we can claim for travel to meetings we cannot claim for local journeys. The latter exceeds the former in my case and I assume this is covered by the Basic Allowance. I also use it for room hire.
3. It is not an equitable system as if you live in an area close to officers the allowance probably covers local travel costs. If you live further away in a more rural area this will have a bigger impact.

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4. It is a payment for time to do the role without disadvantage. In my case it is a wage. However it does not cover some things. An example is that we have to pay for our own wreaths for Remembrance Sunday.
5. Previously it included broadband when this was a new development however these costs have now been subsumed in the Basic Allowance. If you live in a London Borough there is the advantage of good public transport. That is not the case in Cornwall so there is no alternative than to use your car. A lot of local distances soon add up and are not covered by the Basic Allowance.

*Do you believe the Basic Allowance is a contributory factor when people are considering standing for Council?*

1. It is neither one thing or another. If you have a pension or have paid off your mortgage it is generous. It is not enough to encourage someone to stand if they have a young family and mortgage. It is not a wage but is taxable.
2. It is my main source of income. You do have to forgo another career path if you want to do the job properly. I lost an election previously and had no employee rights and no redundancy. This was a shock.

*In a recent questionnaire most Members thought that the Basic Allowance was not fair – what is your view on this?*

1. It is not a fair reflection on the work done but it is a vocation. It tends to be a self-selecting system.
2. I have done 1,300 miles on Council duties in a month – the wear and tear on my vehicle is not taken into account.
3. If looking at it as a job the hourly rate is below the minimum wage.
4. The allowance needs to be realistic for the basic Member. Previously there had been an indication that it would be £18,000 at the start of the unitary. This was not the reality.
5. Previously Members may have been in receipt of two allowances, one from the County Council and one from a District Council.
6. In the past individuals appeared to be keen to stand as District Councillors as they could do that alongside employment. However the role of a Cornwall Councillor is time consuming and demanding and this causes issues for younger people. The role is not widely understood and as a Cornwall Councillor Members need to know about everything and this should be taken into account when setting the allowance.
7. There are circumstances where young people have struggled with the commitment and have had time off Council work with stress.
8. Career progression is not available as Members are elected for a four year period with no guarantee of being re-elected. Furthermore the impact of budget cuts and the closure of services may also impact the ability for Members to be re-elected.



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*Is it recognised that there is a difference between the role of a Member pre-2009 and now?*

1. The majority seem to recognise that it has changed. There are some however who treat Cornwall Council as if it is a District Council and only turn up to full Council meetings. Some Members also have jobs whilst others did not actually expect to be elected.
2. Previously responsibilities could be shared between the County Councillor and the District Councillors in the area. Now this has been merged into one. The Council is changing and will look different again at the end of this decade as services change.

*In the past the Council has opted not to go with the recommendation to increase the allowance. What do you believe were the main factors for reaching this decision and in what circumstances could you foresee an increase being agreed?*

1. Political reasons. In the first Council it appeared to be a bidding war between the two largest political groups. Furthermore it was just before a general election which had an impact on how the voting went. It was also at a time when there was press coverage about MP expenses and political pressure from above meant that many were not able to vote for an increase.
2. The issue of public perception always has an impact as many do not understand our roles and think we are a waste of money. Unfortunately the public is guided by the press.
3. It would be better if Cornwall Councillors did not have to vote on their allowances.
4. Ideally the Council should decide on the allowances for 2017 and beyond in good time before the election.
5. The reality is that most are finding that the level of allowance is causing an issue for seeking candidates for election as it provides a barrier.

*The current Basic Allowance includes a public service discount of just over 30%, do you believe this to be appropriate and why?*

There is no issue with it but a backstop is needed. There is a need to look at the wage levels in Cornwall Council (the living wage) as Councillors are below the lowest paid Council staff. The role needs to be recognised.

*Is there a comparable wage for a Councillor?*

All Members operate differently and some earn it whilst others do not. Everyone approaches it in a different way.

*Currently there are different bandings for SRAs. Do you think all Committee Chairmen should be paid the same? What is the reason for your response?*

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1. The level of Committee work varies across the Council. Whether the Chairman of a Policy Advisory Committee (PAC) should be in the same band as the Chairman of Strategic Planning Committee is an issue as the latter seems to be a bigger role. The PAC Chairman role also cannot be compared with some other Committees because of the different number of meetings, the amount of work required outside, the level of responsibility, time commitment and the consequences of their decisions. Planning has a quasi-judicial role and there are planning and site meetings outside the main meetings.
2. Each one should be assessed individually as they have varied responsibilities.
3. There is a need to look at how each Committee works. Planning Chairmen should get more, PACs less as the roles are different and they have different meeting structures and interaction with the public.
4. There is no SRA for the Vice-Chairmen of the PACs and this should be considered. They do perform a support role and have to step up as necessary and so there is inconsistency.

*Can you outline the role of Group Leader and how it impacts on your other duties, be that as a backbencher and/or Member with an SRA?*

1. It compliments my work as a Councillor. The role is to manage the Group, deal with domestic issues and membership of Committees in terms of political balance. It is an important role to the efficiency of the Council.
2. There is a role as a 'whip' when the Group needs to get to a position. It is an administrator role helping the Council to function, dealing with the allocation of seats, organising Chairmanships and Vice-Chairmanships and providing a shoulder to cry on. There is a pastoral role and I have had recent examples of supporting Members who have serious and long term health issues which need support from an individual, group and Council position.
3. There is no recompense for the pastoral issues which may require travel to visit Members to provide support.
4. It is a leadership role.
5. The Group Leader role is essential to the smooth running of the Council. If officers have problems with Members Group Leaders are often the first point of contact.
6. We do work together in advance of meetings, such as Council, to help with the functioning of meetings.
7. Due to a Council decision, Group Leaders are now more likely to have to deal with issues relating to the conduct of their Members. There are no real sanctions but we do have to act due to press interest. This has an impact on our time.

*Do you think Group Leaders should receive an SRA? If so what should the Panel consider? Is there a particular band in the current scheme that may be applicable?*

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1. Yes.
2. It used to be recompensed, albeit a small amount and an amount per head for the number of Members in the Group. The existing Band 8 seems reasonable with an additional amount per head.

*Do you have support from the national political parties?*

1. Yes, although this can be added pressure at times.
2. There is an offer from the Local Government Association but meetings are held in London and this is not realistic with other commitments and so is not worth pursuing. Also you have to recognise that many issues are raised and need to be resolved locally.
3. I attend County Council Network meetings which provide a forum for leaders to get together but take my own decisions.

*Are you aware that there is an allowance for Councillors who have caring responsibilities (Dependent Carers Allowance, DCA)? And do you think that other Members are aware that they can claim for care costs?*

1. I do claim it.
2. I am aware it exists as it was raised at induction.
3. It is not widely claimed. I sort care out myself. There are all sorts of issues around employment and receipts and provision of evidence. It is easier to phone around and ask family and friends to provide care. There is too much administration around claiming.

*The current allowance is set at the national minimum wage, what are your views on this?*

1. It should be the national living wage rather than the minimum wage.
2. There should be a benchmark base level and be reflective on the person involved.

*What do you think would make Councillors be more willing to claim it?*

1. As a Councillor arrangements need to be supportive of the flexible nature of the role. On many occasions there are not set hours and issues arise at short notice. I have found that prices of care homes vary and this is not taken into account.
2. I have two children in nursery. The rules for DCA are tight and it is not easy to claim. We are only allowed to use OFSTED registered establishments. They have a limit on the number of children that they take and I have to book slots, whatever may happen, to secure a place. I can only claim for approved duties and even if the children do not attend or my commitments change which means I can look after them I still have to pay a retainer. Also, bills do not

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come through quickly and are always retrospective. A simpler way is needed.

*Is more publicity needed on DCA to attract new Members?*

This could help the diversity of the Council for those with caring commitments be they young people or vulnerable adults but the system has to be simpler and easier to operate.

*In your view are there any areas of the travel and subsistence allowances that you think need reviewing and please can you provide examples?*

1. Very few claim subsistence now. What we claim is published every year. Public perception is that we claim for all the travel we do and have meals every day.
2. Travel does not cover the actual costs of mileage, insurance and servicing.

*What is your view on the fact that Councillors are paid 45 pence per mile whilst officers are paid 40 pence per mile for their travel?*

1. 40 pence is the HMRC level. The cost of Member travel has always been contentious. 45 pence is right when the amount of mileage some do is taken into account as it compensates for that. Officers have different pay grades and have cut back on the travel they do.
2. Mileage is not paid for local work.
3. 45 pence helps to subsidise the Basic Allowance.
4. Claiming for mileage for casework may be a solution. However this could be subject to abuse as when we come to the Council we have to sign in so I understand why it is not recompensed.
5. The Basic Allowance needs to be increased to a more reasonable level and the 45 pence remain as it is.
6. If we were able to claim for everything this would cause issues for Democratic Services and the checks they do and approved duty status.
7. If repairs and maintenance of vehicles is taken into account the 45 pence does not cover costs.
8. It has to be recognised that, with a lack of staff, meetings are centralised and therefore we cannot discriminate to those that live further away.

*How can you explain that the value of a Councillor's car is more than that of an officer?*

1. It should be 45 pence for officers but there are opportunities for officers to use alternatives such as pool cars which are not available to Members.
2. Mileage rates should be the same for Members and officers.
3. If mileage was reduced to 40 pence it may encourage Members to use more efficient vehicles.

*Should there be an allowance for electric cars?*

It should be encouraged. I have one. In the past I had access to free charging but now have to pay. Mine is rented and it does not work out to be less expensive and I may be better off with a petrol car. Perhaps there should be an assessment based on CO2 emissions.

*What are your views on travel and subsistence on Council day?*

1. I use it for convenience but I do not see why we should have free food.
2. The only time food can be justified in my view is when there is a planning site visit followed by a public meeting, particularly in rural areas as this makes a sensible use of time.
3. The administrative costs of what is provided must be more than the food that is actually provided.
4. The most valuable thing on Council day is to be able to sit and talk to Councillors at lunchtime and find out what is happening in their areas.
5. £5 a head for the food that is provided seems reasonable.
6. If it was not provided Members would probably not complain.
7. It is important that food is provided for Council as it keeps the proceedings on track. The canteen is small and could not cope if all Members went there for lunch.

*Do you think the issue of subsistence is understood by the public?*

1. The biggest issue is the media and the damage it can cause to the reputation of the Council and the Members. The Council is the focus of media attention in Cornwall and this is not common to other authorities. Furthermore, in other areas there are more tiers of local government in that District Councils are in existence so perceptions are different.
2. Travel and stays outside of Cornwall is part of the duties of a senior Member and therefore it is questionable why it is included in the Scheme. Trips are generally booked by staff anyway.

*What issues do Members of your Group most commonly raise with the Scheme of Allowance?*

1. A number of younger Members are struggling as it is difficult to be a Councillor and hold down a proper job as hours are erratic, meetings are in the day time and the role is far wider than pre-unitary. It is a difficult balance.
2. General feedback says that the amount of financial recompense is not enough and impacts on the ability to recruit new Members.

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The meeting ended at 13.15pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

### **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the Grenville Room, Cornwall Council, County Hall, Truro TR1 3AY on Monday 21 March 2016 commencing at 9.00 am.

Present:- Councillors: (None)  
(None)

Andrewes, Batters, M Brown, Buscombe, Candy, Cole,  
Coombe, Dwelly, Greenslade, Hawken, Hughes, Kaczmarek,  
Luke, P Rogerson, Rule, Taylor and A Toms.

#### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

IRP31 There were no declarations of interest.

#### **MINUTES OF THE PREVIOUS MEETING HELD ON 8 MARCH 2016**

(Agenda No. IRP/3)

IRP32 The Panel agreed the Minutes of the meeting held on 8 March 2016.

#### **FACE TO FACE EVIDENCE**

(Agenda No. IRP/4)

IRP33 Evidence was received from a number of Members, as follows.

#### **10.00AM-12.00PM - PLANNING AND LICENSING CHAIRMEN AND VICE CHAIRS**

(Agenda No. IRP/4.1)

IRP34 *Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in?*

##### Planning

- (i) Items are brought to the Sub-Area Planning Committees by Members/officers if they are contentious to ensure there is a fair hearing. There have to be planning reasons for items to be referred to the Committee. Only 5% of applications are considered by the Committees.
- (ii) The role of planning is to weigh up the application and use planning guidance to make a decision. On the majority of occasions the Committees support officer recommendations.

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- (iii) The Planning Committees provide an interface between the public and the planning system.
- (iv) Chairmen and Vice-Chairmen of the Committees make sure the arguments for and against are clearly and fairly presented and help the Committee Members to make a balanced judgement based on the evidence provided. Decisions have to be substantiated in the event there is an appeal.
- (v) The Chairman must be seen to be impartial as they may need to exercise their casting vote, whilst the Vice-Chairman can be more flexible and remind Members of their responsibilities and when they may be straying from planning grounds and the facts.
- (vi) Central planning covers a wide area. Applications could be for a conservatory of a housing development of 100+ houses.
- (vii) Members are involved in planning outside of office hours as these can be life changing decisions.

Licensing

- (i) Both the Licensing Act and Miscellaneous Licensing Committees perform regulatory functions but their roles are totally different and have different ways of operating.
- (ii) It is different to planning in that policy making and decisions are dealt with together. This is particularly the case with Miscellaneous Licensing where the Committee often considers/makes policy and will then consider individual applications.
- (iii) Licensing Act Sub Committees are more legalistic than anything else and their decisions are frequently challenged in court.

*What training is provided?*

Planning

- (i) All Members receive basic planning training. For those on Committees they are involved in several days of training and receive regular refreshers both at Committee level and as a whole group. Training is important but the most important thing is experience.
- (ii) Training is certified and is mandatory, as set out in the Constitution.

Licensing

- (i) The Committees are dependent on training, as with planning.
- (ii) In comparison to planning, there are no substitutes on planning. Training is therefore intense and there is a different onus, as without it, the Committees are not deemed fit to make proper decisions.



*Could you outline the main areas of responsibility that you are required to deal with in your role?*

Planning

- (i) Considerable reading is involved. This is not only agendas but also emails and letters.
- (ii) When Members speak to applicants they need to remain neutral and listen.
- (iii) Both the Chairman and Vice-Chairman will attend pre-agenda meetings. This is where issues are raised that may cause concern at the meeting.

*Is the role of the Strategic Planning Committee different to that of the Area Committees?*

- (i) I think so. On the local Committees Members are very aware of the area that is covered. For Strategic Planning the enormity of the area; the higher value and huge impact of applications are more difficult to understand. There is a greater reliance on Local Member knowledge to assist the debate.
- (ii) Strategic Planning applications take longer to debate and the Committee is larger, 21 Members as opposed to 15. There is a difference between strategic decisions for the benefit of Cornwall and local decisions.
- (iii) Area applications are smaller and require a different type of judgement.
- (iv) Agendas for Strategic Planning can be in the region of 400 pages compared to say 100 for Area Planning.
- (v) I do not think so – it is the same decision making process only bigger.

*How often does your Committee meet and on average how long are its meetings?*

Planning

- (i) The average length of Strategic Planning Committee meetings is 9 hours.
- (ii) Sub Area meetings tend to last around 5 hours. Meetings are four weekly.
- (iii) The length of meetings is dependent on the amount of applications being considered. There is always an option to call an extraordinary meeting if needed.

Licensing

- (i) The Miscellaneous Licensing Committee meets monthly and meetings can last all day.

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- (ii) The Licensing Act Committee meets quarterly and meetings tend to be short as the bulk of the work is carried out by sub Committees comprising three Members on a rota basis. Last week for example the meeting lasted 20 minutes and was dealing with the policy on street trading. However at this stage it had already been considered by the Committee 3 times and been through 2 rounds of consultation. The length of meetings should not be a criterion.

*What is the nature of your work outside the formal meetings of the Committee?*

Planning

- (i) We are contacted as Local Members whether we are on Committees or not.
- (ii) If we are asked to visit a site as a Local Member we need to be careful not to state a view as cannot be predetermined.
- (iii) We can be contacted by objectors and lobby groups – more so for Strategic Planning.
- (iv) Many Members do not like or fully understand planning. As such when there are planning issues they will approach the Chairmen and Vice-Chairmen for support and advice.
- (v) There is a presumption by the public that the Chairmen and Vice-Chairmen have a huge effect on things. This is not the case and any emails we get will need to be signposted to the relevant officer for a response.
- (vi) We work together outside of meetings and have informal meetings of the Chairmen and Vice-Chairmen to discuss the system in the context of experience. These meetings last 2-3 hours and provide a forum for sharing and taking things forward.
- (vii) We will be involved in pre-meetings and visiting planning officers outside of meetings to build up a rapport and keep up to date on information.
- (viii) Chairmen and Vice-Chairmen will attend site and public meetings

Licensing

- (i) The role is judicial. For the Licensing Act Committee the bulk of the work is done in the sub committees. Members are not approached pre-hearing by the public and it would be inappropriate if they were.
- (ii) The role is almost like that of a magistrate, dealing with the evidence on the day. It is less contentious than planning.
- (iii) As Chairman I am involved in looking at the draft minutes and formulating the agenda. I see all the draft reports on policy before they are considered by the Committee.
- (iv) There are quarterly meetings of the Chairmen and Vice-Chairmen of both Committees with the Portfolio Holder and officers to discuss the issues of the moment.

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- (v) The Licensing Act Committee deals with more applications than any other authority in the country and is seen as the best. We were therefore asked by the government to pilot a project to look at the process and I sat on the Board with the Portfolio Holder to progress this.
- (vi) The Vice-Chairman would deputise for me and is invited to officer meetings.

*Do you have any engagement with the public in your role?*

Planning

At meetings, site meetings and in every day correspondence.

Licensing

There is no involvement with the public for the reasons previously stated.

*What is the average time you spend a week on the role that you receive an SRA for?*

Planning

- (i) A monthly average would be better.
- (ii) There is a lot of reading to be done – agendas, reports, enforcement decisions etc.
- (iii) There is attendance at pre-agenda meetings to take into account, including travel time.
- (iv) Probably 10 hours a week on top of the Basic Councillor role.

Licensing

It is probably 1-2 hours per week but this is predicated on everything running smoothly and there not being significant challenges to the process.

*In your view is the SRA paid appropriate for the role and why do you believe this?*

Planning

- (i) The SRA does not cover the work when compared to the size of the job and the Basic Allowance.
- (ii) There is a difference between Planning and Scrutiny as they are different disciplines. Planning is one set area and has set rules and policies which may vary all the time.
- (iii) It is not fair that the Vice-Chairman receives a quarter of the amount that the Chairman receives as they attend all the pre-agenda, site and public meetings and provide guidance to the

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Members of the Committee as the Chairman has to remain neutral.

Licensing

The current SRA for Licensing Chairmen seems appropriate – it should not be any higher.

*How does the level of SRA you receive compare with other SRAs in the scheme?*

Planning

- (i) As advised, the SRA for the Vice-Chairman is inadequate and should be increased.
- (ii) The Chairman's SRA should not be reduced.

*There are a number of bands within the existing scheme for SRAs – do you think yours is placed in the right one? What is the reason for your response?*

- (i) I cannot comment on the SRAs of other Committees as do not have detailed experience.
- (ii) I do not understand why the Vice-Chairmen of the Policy Advisory Committees do not receive an SRA.
- (iii) It is questionable why the Vice-Chairman of the Standards Committee receives an SRA given that there is little to enforce now.
- (iv) The Vice-Chairmen of all Committees need to be able to step up and need the same level of preparation, training and knowledge.
- (v) The Chairmen and Vice-Chairmen of Planning and Licensing are in a more public position than other Members as they the public face of the Council.

*When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration?*

- (i) The amount of hours worked.
- (ii) The importance of the role when compared with other Committees – Planning has a public facing role and there is a requirement to attend appeals.
- (iii) The skills that are required in the role such as the ability to deal with the public and the amount of specific knowledge required.
- (iv) The pressure that the Chairman may be put under in a meeting.
- (v) The seriousness of the decisions involved and the impact on the people.
- (vi) The need for those with SRAs to remain up to date.
- (vii) If the Chairman does not perform his role to the required level there could be reputational impacts on the Council.

*Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances?*

- (i) The Basic Allowance should be linked to the average wage of Cornwall. It could be means tested. This may provide a means of persuading a more diverse range of people to stand for election.
- (ii) There has not been an increase in the allowance since the County Council and this has an impact on the ability to stand as people cannot afford to do it.
- (iii) Many of us are not here for the money and would do it with or without remuneration as we enjoy it and can afford it.
- (iv) Vice-Chairmen should be closer to Chairmen in terms of remuneration.
- (v) The Council is not representative of the community of Cornwall and this needs to be addressed. An increase in the Basic Allowance may be a contributory factor as to whether individuals think they can take on the role and manage with a job.
- (vi) Once agreed the allowances should be index linked.
- (vii) Pre-unitary there was an indication of an allowance of £18,000.
- (viii) Many people are not in the role for the money but they do have families to support and a mortgage to pay.
- (ix) In other Councils evening meetings may promote people standing as a Councillor but this would not work here given the number of meetings, the fact many of us attend Town/Parish Council meetings in the evenings and the impact of having to arrange care for dependents which is not as easy in the evenings. Also the reality is that late night finishes are would not be helpful and would be tiring for some Members.
- (x) The size of the area has an impact on how Members spend their time.

**13.30PM - 15.30PM - POLICY ADVISORY COMMITTEE CHAIRMEN AND VICE CHAIRS**

(Agenda No. IRP/4.2)

IRP35 *Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in?*

- (i) The Policy Advisory Committees (PACs) are Committees of backbenchers that advise the Portfolio Holders and the Cabinet. Their purpose is to enable Members to state their views and input ideas before decisions are considered and made by Cabinet. They are not party political and work by consensus.
- (ii) The Chairman has to understand the Portfolio, the scope of the Committee and the detail of the budget. It is not a case of just turning up and chairing.
- (iii) Often what the PAC is not responsible for can be an issue and it is vital to know the boundaries and where one PAC stops and

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another starts. The Leader decides who leads where there is a cross cutting issue across more than one PAC.

- (iv) The Chairman and Vice-Chairman work as a team.
- (v) The PACs provide challenge to draft proposals and to policy that is being developed.
- (vi) The PACs often have to deal with motions referred to them by Council. This is detailed work where the PAC does the work on behalf of the Council and makes a recommendation based on the evidence.
- (vii) The PACs operate through their work plans which set the agenda. They need to be flexible to take on new or urgent pieces of work.
- (viii) On occasion we invite people in from outside the Council to input into the debate as it facilitates an understanding of what goes on beyond the Council and informs the discussions.

*Could you outline the main areas of responsibility that you are required to deal with in your role?*

- (i) The role is not just about order and standards at the meeting. Prior to meetings we have to review and update the work plan; ensure reports come back in a timely manner and agree the content of agendas. It is important to have a good relationship with senior officers and Democratic Services to help manage the business.
- (ii) The Vice-Chairman will attend the same meetings as the Chairman and they are not remunerated and this needs to be addressed.
- (iii) In some cases the detailed work is done by the PAC prior to Cabinet and Council consideration. An example of this is the Local Plan where the PAC spent many hours going through the detail and challenging the content.
- (iv) As Chairman and Vice-Chairman we will often get invited to other things due to our roles.

*How often does your Committee meet and on average how long are its meetings?*

- (i) Meetings are roughly every two months, although we do have the ability to call extra meetings if they are needed and a number of PACs have done this.
- (ii) Hours vary depending on the content, the nature of the agenda and the amount of public interest.
- (iii) Some meetings can last all day (i.e. 8-9 hours) whilst others can be 3-4 hours.
- (iv) Since the informal sessions have been removed from the structure the all Member briefings have been a good way of understanding what is going on across the Council. It is not just about understanding what is going on in your PAC.

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*What is the nature of your work outside the formal meetings of the Committee?*

- (i) On the Young People's PAC we attend the Corporate Parenting Board and the Children's Trust. We also attend other events relating to young people.
- (ii) As Vice-Chairman of the Young People's PAC I sit on the Fostering Panel. Meetings last around 5 hours and there is considerable reading to do.
- (iii) As Vice-Chairman of the Communities PAC I recently attended a two day conference in Bristol relating to blue light services on behalf of the Chairman which enabled greater understanding of how these services run across the country and was an opportunity to share information and experiences.
- (iv) As Chairman and Vice-Chairman of the Economy and Culture PAC we attended meetings in Brussels and met key individuals involved in the agenda.
- (v) Outside of meetings there is engagement with report authors and we will analyse reports and challenge their content behind the scenes to ensure that the right information is provided to the Committee to make informed recommendations.
- (vi) We do fact finding outside of the meetings and outside of Cornwall – a further example is visiting other authorities to find out what they are doing on the devolution agenda.

*Do you have any engagement with the public in your role?*

- (i) The public attend our meetings and we also have representative from partner organisations attending meetings to provide insight.
- (ii) We have an outward facing role with people outside the Council as evidenced by our work outside of the main Committee meetings (see comments above).
- (iii) We can receive a lot of emails from the public depending on what is being considered by the Committee. On the Housing and Environment PAC for example I have received a lot of emails relating to waste which require attention – as Chairman I recognise the importance of the content but that the Portfolio Holder is responsible.

*What is the average time you spend a week on the role that you receive an SRA for?*

- (i) It varies and so it is difficult to answer this question. It should not be about the hours that you do but what the work entails. Some weeks are quieter than others.
- (ii) It is often difficult to isolate PAC work from the local role if the issue is also being dealt with at one of your meetings. A current example is parking at schools, which is due to come to the Transport PAC but that my local constituents are contacting me about.

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- (iii) The time commitment should be recognised including travel time to meetings. Other commitments include checking minutes and representing the Council at events outside the meeting cycle.
- (iv) As Chairman and Vice-Chairman it is critical to recognise that officer time is expensive and that we should not be tying up valuable resources unnecessarily.

*In your view is the SRA paid appropriate for the role and why do you believe this?*

- (i) The Chairmen of the PACs should receive the same SRA as currently.
- (ii) The Vice-Chairmen of the PACs should receive an SRA to recognise their supportive role.
- (iii) The Committee does not function just because of the input of the Chairman – the Vice-Chairman has a significant role.
- (iv) The £6,000 SRA for Chairmen is roughly half of the Basic Allowance. The Vice-Chairman should receive half of the amount paid to the Chairman.
- (v) The Vice-Chairmen were not remunerated at the time the allowances were last agreed as the role was seen as the first rung on the political career ladder. If it is to be remunerated there is a need to understand the expectation of the role.
- (vi) If the Chairman was not available the Vice-Chairman would be expected to step in and cover all their duties – and this has happened in some PACs.
- (vii) There is a need to be proportional and honest on the work that the PAC Vice-Chairman. A job specification may help.
- (viii) PAC Chairmen should be presenting recommendations from their Committees to Cabinet.

*How does the level of SRA you receive compare with other SRAs in the scheme?*

- (i) Strategic Planning is a big responsibility and should not be reduced. They have to deal with the press and media whilst the Portfolio Holder speaks rather than PAC Chairmen. The amount of work involved is more than half of an ordinary Councillors work.
- (ii) The band for PAC Chairmen seems reasonable.

*When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration?*

- (i) Issues of public perception. We are not getting Councillors that are representative of the population of Cornwall. Many people cannot afford to do it. £18,000 was mooted in 2009 as the Basic Allowance but this is clearly not the case.
- (ii) To be a Member it seems you have to be retired or self-employed. The role needs to be understood. It takes a lot of time to get to grips with the different responsibilities.



*Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances?*

- (i) Previously Members could be elected to both the County and District Councils and receive remuneration for both roles. The combined allowance from that time is more than the Basic Allowance is today.
- (ii) The role has changed because of things like reduced staff, budgets and the impact of poverty. The latter has changed my caseload.
- (iii) There are some Members who we rarely see.
- (iv) We do not know at this stage what the implications of the Devolution Deal will mean on the role of Councillors and services.
- (v) The Cornwall Councillor role is a bigger role than the previous two roles as there are less tiers of government so Cornwall Councillors have to do more and have more knowledge.
- (vi) Allowances should be related to staff pay and linked to the Retail Price Index.
- (vii) Payment at the rate of the living wage should be considered.
- (viii) The ability to claim subsistence at County Hall was removed by a vote and Members are now shamed into not claiming it.
- (ix) The role of a Cornwall Councillor is wider than just that of the Council as we are required to attend Parish and Town Council meetings and this needs to be recognised.
- (x) The reality is that the Council is now a living wage employer and Councillors sit below that level.

*What role is comparable to that of a Councillor?*

- (i) An untrained social worker.
- (ii) The role is similar to that of Community Link Officer but the Council could not afford to pay Members at that rate. However the role could be linked to a specific officer role and the allowance linked to that level of pay.

**MATTERS TO BE CONSIDERED AT THE NEXT MEETINGS AND  
ADDITIONAL INFORMATION REQUIRED**

(Agenda No. IRP/5)

IRP36 The Panel noted the arrangements for its next meetings.

The meeting ended at 15.15 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].



## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the Grenville Room, Cornwall Council, County Hall, Truro TR1 3AY on Tuesday 22 March 2016 commencing at 12.00 pm.

Present:- Margaret de Valois (Chairman)  
Kirsty Hickson and Michael Willmore.

Burden, Hall, James, Rotchell and H Toms.

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

IRP37 There were no declarations of interest.

### **FACE TO FACE EVIDENCE**

(Agenda No. IRP/3)

IRP38 Evidence was received from a number of Members, as follows.

### **13.00PM - 14.30PM - SCRUTINY COMMITTEE CHAIRMEN AND VICE CHAIRS**

(Agenda No. IRP/3.1)

IRP39 *Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in?*

Health and Adult Social Care Overview and Scrutiny Committee (HASCOSC)

It is a new Committee, only a few weeks old. It was formed due to the Council's decision to merge the former Health and Social Care Scrutiny Committee and the Adult Care Policy Advisory Committee and has the responsibilities of both of those Committees. The work programme comprises the work of both of the Committees.

The role of the Committee is to call to account providers and purchasers of care. It also has the ability to refer matters to the Secretary of State where it decides that there has been a substantial variation of a contract – this is a unique role in the Council. It also has responsibilities for children's health; has an overview of the social care of adults; has an overview of the merger of health and social care as part of the Deal for Cornwall, and can call individuals and organisations to account and demand reports.

Scrutiny Management Committee

The Committee examines the process rather than the decision and this does cause frustration at times as the decision cannot be changed. The Committee has dealt with three call-ins. I called in one decision myself but this caused an issue as I was judge, jury and executioner.

The Committee looks at the wider aspects of how people are served. We have held a series of Select Committees. The one on Domestic Homicide Reviews has had national attention and brought a wide range of witnesses together and resulted in 19 recommendations being made to the decision makers. We also held one on transport and how it was being delivered and heard from taxi drivers what was happening on the ground and benchmarked with other areas. These come back to the Committee on a regular basis. We also have statutory duties set by law.

*What decisions does the HASCOSC make?*

At its first meeting the Committee received a report from NHS England and NHS Kernow on a proposal to restructure a service. It had failed miserably in this task and the Committee required the organisation to attend and explain what had happened. The Committee decided that it was a substantial variation and could have stopped the process and referred it to the Secretary of State. However, this was inadvisable due to the expiry date of the contract, which would have meant alternative provision was not in place. However, the Committee has reserved the right to refer it if satisfactory process is not made and has required the NHS to attend every future meeting until further notice so that we can hold them to account.

*Could you outline the main areas of responsibility that you are required to deal with in your role and can you describe the role of the Vice-Chairman?*

HASCOSC

I have been involved in the health sector for a long time and understanding it and the structure of the NHS and social care is important. The work also includes the general chairmanship role of managing the membership, managing the agenda and understanding the policy issues behind agenda items. There is also the political dimension in the healthcare sector that must also be managed. Working with NHS England and NHS Kernow runs in parallel to the work on the Committee.

It is difficult to explain the Vice-Chairman's role as there have only been two Committee meetings so far and I have not defined how the responsibilities will be shared.

SMC

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The Vice-Chairman and I keep a watching brief on what is happening at the Policy Advisory Committees (PACs) and attend as many as we can. I have probably been to around half of those that have met to listen to the debate and get a feel for where things may be going wrong. It is important to establish if the process is correct – this is where call-in can be used if necessary.

I also feed into the work programme by suggesting issues that may need to come to scrutiny and may suggest a select committee review where that is necessary.

*How often does your Committee meet and on average how long are its meetings?*

HASOSC

There are 6 meetings a year but there are likely to be more. We will also have sessions on the work programme separately to enable us to bring the two existing plans together. We also have to be prepared to be reactive as issues arise.

The first meeting lasted a full day and I have made it clear to the Committee that the expectation will be that they will last from 10-4 on most occasions. The extraordinary meeting was shorter but that was because it was a very detailed and specific issue.

SMC

We have 6 per year and then extra meetings for call-ins and select committee reviews. Our meetings tend to last around 3 hours. A select committee will last for two days.

*What is the nature of your work outside the formal meetings of the Committee?*

HASCOSC

Outside meetings it includes working with the purchasers and commissioners and NHS England/NHS Kernow and shifting from a reactive to strategic relationship and discussing how future plans will impact on Cornwall. Other issues that will be worked on outside of meetings include looking at the principle of the acute hospital at Treliske and its perpetual problems relating to black status. Previously they have been called to account at Committee every time they have had this status and I want to set a different agenda to look, instead, at how the Committee can help them. I also work with the third sector to look at their needs and the Care at Home Select Committee review outcomes are coming to the next Committee meeting.

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It is a big task and the Vice-Chairman will be involved. It is my responsibility as Chairman to delegate and I cannot do everything myself. It is a big Committee and comprises some very experienced people and as Chairman I want to be able to use their skills.

SMC

I attend meetings such as the Safer Cornwall Partnership and the Health and Wellbeing Board. I also have meetings with senior officers and meet the Leader where necessary. I had a recent meeting with the new Chief Executive to discuss the work programme and my Vice-Chairman was involved in that.

*Do you have any engagement with the public in your role?*

HASCOSC

Yes. The first item on the agenda for the first Committee meeting had major public concern and there was liaison with the Town Council and pressure groups. I was also required to communicate with the media on the issues discussed. The Communications team facilitate live radio interviews and help phrase statements.

SMC

This is through the Select Committees where they attend as witnesses. I do not have dealings with the press as they do not seem to be interested in what the Committee does.

*What is the average time you spend a week on the role that you receive an SRA for?*

HASCOSC

Two days a week but that may be conservative. Previously I was Chairman of the Resources PAC and that took 1 day per week. The scale of the issues and the tasks ahead for the new Committee indicate greater time commitment is needed.

SMC

I attend the PACs, formal SMC meetings and Select Committees. There is travel time to consider. I estimate I spend 12 days a month on my scrutiny role.

*In your view is the SRA paid appropriate for the role and why do you believe this?*

HASCOSC

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In one sense the SRA is not relevant. I do it because I want to, although the remuneration is nice. However, speaking objectively it is probably on the low side given the responsibilities.

SMC

The main Committees should receive a higher SRA. The Vice-Chairman SRA level is inadequate as they perform a supportive and crucial role. Some Members do more than others.

*How does the level of SRA you receive compare with other SRAs in the scheme?*

HASCOSC

It is a unique role. The role of PAC Chairman is very different and is not comparable as it has less responsibility and requires less hours. There is also more officer input into PACs than to the HASCOSC. It is a combination of two committees. This does not necessarily mean that the SRA should be twice as much. Neither can it be compared to a Cabinet role but it could be half way between the two.

The SRA for the Vice-Chairman looks like a 'token' gesture and does not reflect the workload or responsibility.

SMC

The SRA for SMC, Strategic Planning and HASCOSC are comparable. If these roles are to be carried out properly the SRA could be uplifted. It should not be as high as Cabinet as that would undermine the Portfolio Holder role.

*Would you say that the role of the Chairman is worth five times more as is set out in the current scheme?*

HASCOSC

Yes.

*When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration?*

HASCOSC

The breadth of responsibilities. For my Committee there are major tasks both in health and adult care and in bringing them together with the merger of health and social care. There is a lot of politics in this area which can be poles apart and the role of the Chairman is to not let this get in the way of what needs to be done. I have previously been on a PAC

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and on the HSCSC and neither compares. You should not be a Chairman if you cannot handle the issues.

There is also the matter of personal credibility as people need to know that when the Chairman speaks it is from the perspective of understanding, experience and knowledge and that they are being apolitical.

SMC

If you hold a position of Special Responsibility you are unlikely to be able to have a full time job. It does not equate to a living wage. The Basic Allowance and travel have been diminished. If the Council wants people to do a good job they need to be adequately remunerated. It should have a relationship with what officers are paid. The issue is how you define what a Member does.

*Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances?*

HASCOSC

The level of the Basic Allowance pitches itself at a certain group of people, those that are retired and self-employed. If the Council wants to broaden the spectrum of people it needs to be increased. The current composition does not reflect the population of Cornwall.

SMC

The lack of diversity on the Council is an issue. When I joined the Council 30 years ago there was more diversity. It has been an issue in the past when those claiming benefits lose them because they are elected as a Councillor. The government has stopped Members from having pension rights. These things all have an impact on young people and are considerations when they think about standing. There are no career prospects because of the four yearly election cycle. Although we are not classed as employees the allowance is still taxed. If it was increased it could encourage others to stand. In Cornwall with no public transport in many areas you have to have a car and the 45 pence per mile is therefore reasonable.

**15.00PM - 16.30PM - BACK BENCHERS**

(Agenda No. IRP/3.2)

IRP40 *When do you carry out your Councillor duties (e.g. office hours, evenings, weekends, fit around work/child care commitments etc.?) and how many hours in an average week do you spend on Council business?*

- (i) It can take over your life. If you are in a political group you also need to separate that from your Council work. When I originally



stood I was self-employed and envisaged that I would be able to maintain my career but found this was not the case. Council work is difficult to structure and it grows to fill the time that you have. You also need to be there for your local people and this may or may not be on Council issues but is a community leader role.

- (ii) It varies depending on the issues that are happening at the time. Travel to County Hall is a significant call on time so I do as much as I can when I am here. The role is like that of a vicar as you need to be on call at any time of the day or night and you are dealing with a huge range of different issues. Members of the public may not realise that they are ringing your home when they call you.
- (iii) Even when I am on holiday I check my telephone. I try not to do too much on a Sunday.

*How is this time split between the four-hatted roles of a Member?*

- (i) I have a number of Parish Councils and a big geographical area. Also being in opposition brings different issues.
- (ii) Most of the time my emphasis is on the community, not just casework but also involvement in devolution issues such as libraries and being the facilitator between groups who have different stances. I also get involved in planning applications which are time consuming.
- (iii) It is peaks and troughs and can be as high as 40-50 hours in a week and is rarely less than 20 hours a week. A lot of work is done in the community for which we are not paid mileage costs. I am always on the end of the phone or email.

*What is your understanding of what the Basic Allowance designed to cover?*

It is as close to a salary as anything else. It is supposed to cover the costs of performing the role. The community role is almost devalued as travel is not paid for that.

*Do you believe the Basic Allowance is a contributory factor when people are considering standing for the Council?*

- (i) Yes. It is not enough to live on and so you can only do it if you have another income. A high number of Councillors are retired.
- (ii) Many thought there would be a higher Basic Allowance previously.
- (iii) £12,000 does not equate to the minimum wage.
- (iv) Unlike MPs, we have to vote on our allowances which has an impact if you standing for election in terms of public perception.
- (v) The gap is growing because it has not been increased for some time.

*In a recent questionnaire most Members thought that the Basic Allowance was not fair – what is your view on this?*

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- (i) Cornwall is a low paid area.
- (ii) Some will always say that Councillors are paid well.
- (iii) What we do is not valued.
- (iv) If you are to get a more diverse group of Councillors you need to make the allowance an enabler to take on the role.
- (v) The national minimum wage should apply to everyone. If you spend 35-40 hours per week on your Councillor role there is not time to do another job.

*The current basis allowance includes a public service discount of just over 30%, do you believe this to be appropriate and why?*

Some things may have a voluntary aspect, such as holding surgeries.

*What do you believe the Panel should take into consideration when reviewing the allowance?*

- (i) Diversity is an issue. There is a need to consider what might remove the boundaries to people standing – money may not solve it but could help.
- (ii) There is a need for Councillors to be valued. If they are poorly remunerated what is the incentive. A higher allowance would provide greater scope to perform the role.

*In the past Council has opted not to go with the recommendation to increase the allowance. What do you believe where the main factors for reaching this decision and in what circumstance could you foresee an increase being agreed?*

- (i) It should not be voted on before an election.
- (ii) For an increase to be agreed there should be a vote by Council prior to the report being released that says that the Council will agree to support whatever the recommendations from the IRP are.
- (iii) It is not purely about the money – an increase would not lead to more standing.
- (iv) Politics stopped an increase being supported.
- (v) Political parties decide on the candidates that they will put forward for election. It may be easier for them to secure candidates if the allowance was higher.

*Currently there are different bandings for SRAs. Do you think all Committee Chairmen should be paid the same? What is the reason for your response?*

- (i) Simplifying it would make sense.
- (ii) The new Health and Adult Social Care Overview and Scrutiny Committee is an onerous task and this needs to be recognised.

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- (iii) The Deputy Leader does not receive any more remuneration than a Cabinet Member but has more responsibility and this needs to be recognised.

*In your view, what should the panel consider when reviewing the level of SRAs?*

- (i) The amount of work and its complexity.
- (ii) The breadth of focus of the Committee e.g. Health compared with Harbours.
- (iii) The frequency of meetings and preparation time involved.

*Are there roles that currently attract an SRA that you believe should not and why? Are there any roles that currently do not attract an SRA that you believe should and why?*

- (i) The Leader of the Opposition who is scrutinising the operation of the executive.
- (ii) Group Leaders.

*Are you aware that there is an allowance (Dependent Carer's Allowances, DCA) for Councillors who have caring responsibilities? And do you think that other Members are aware that they can claim for care cost?*

Yes, we are aware but many are not.

*The current allowance for DCA is set at the national minimum wage, what are your views on this?*

- (i) Childcare costs what it costs. If it more than the minimum wage we are out of pocket. I can understand the rationale but it needs to be more flexible.
- (ii) It should be the going rate in Cornwall for childcare.

*What is your experience of claiming to DCA?*

My child does not like being left with strangers. The scheme requires that carers have to be qualified. You cannot pay a family member to look after a dependent. I tend to rely on family, particularly during school holidays. Also you cannot claim DCA for community work, which is often in the evenings. It should not be a requirement to use a stranger just so that you can get a receipt.

If a professional is used you should be able to claim the actual cost. If you chose to use a family member there should be a flat rate.

*In your view are there any areas of the travel and subsistence allowances that you think need reviewing and please can you provide examples?*

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- (i) If you do not have much money you should be able to have money in advance to cover costs while you are away as it can be expensive.
- (ii) Sharing of vehicles should be encouraged – it is good to have a passenger supplement.

*What is your view on the fact that Councillors are paid 45 pence per mile whilst officers are paid 40 pence per mile for their travel?*

- (i) It should be the same as the costs of running a car are the same for everyone.
- (ii) Officers are paid at least the minimum wage whilst Councillors are not.

*What is your view on the current list of approved duties, and what is your reason for this view?*

- (i) So much of the role is local, in your division, and is not classed as an approved duty. Local duties include parish and town council meetings, constituent visits and other events and casework. This means a lot of ground is covered particularly in a big division and travel cannot be claimed. This gives the perception that local work is not important. However, it is recognised that this would be difficult to track. Perhaps the Basic Allowance could be increased to address this issue.
- (ii) Meetings with officers are not approved. It could be policed through completion of an attendance form or the officer signing the Member claim form.
- (iii) Town and Parish Council attendance could be confirmed by the clerk.
- (iv) The 30% reduction for public service is not appropriate – it should be a lot less.

*Are there any other comments you would like to raise in relation to the Members Allowance Scheme?*

It is the fact that we have to vote for the allowances and the public perception and politics relating to that.

**MATTERS TO BE CONSIDERED AT THE NEXT MEETINGS AND BACKGROUND INFORMATION**

(Agenda No. IRP/4)

IRP41 The Panel agreed that written submissions should be sought from the Chairman and Vice-Chairman of a number of Council Committees including Standards, Constitution and Governance, Audit and Pensions to seek their responses to the questions being asked of Chairmen.

The meeting ended at 16.12 pm.

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[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

### **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the Chairman's Dining Room - County Hall, Truro TR1 3AY on Monday 4 April 2016 commencing at 9.30 am.

Present:- Margaret de Valois (Chairman)  
Kirsty Hickson and Michael Willmore

Biscoe, Geoff Brown, M Brown, Bull, Eathorne-Gibbons,  
Egerton, German, Hannaford, Haycock, King, McKenna,  
Nicholas and Paynter.

#### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

IRP42 There were no declarations of interest.

#### **MINUTES OF MEETING HELD ON 21 MARCH 2016**

(Agenda No. IRP/3)

IRP43 The Panel agreed the Minutes of the Meeting held on 21 March 2016.

#### **MINUTES OF MEETING HELD ON 22 MARCH 2016**

(Agenda No. IRP/4)

IRP44 The Panel noted that the Minutes of the Meeting held on 22 March 2016 would be circulated as soon as they were available.

#### **FACE TO FACE EVIDENCE**

(Agenda No. IRP/5)

IRP45 The following evidence was received from Members.

#### **10.30PM - 12.30PM - BACK BENCHERS**

(Agenda No. IRP/5.1)

IRP46 *When do you carry out your Councillor duties (e.g. office hours, evenings, weekends, fit around work/child care commitments etc.?) and how many hours in an average week do you spend on Council business?*

- 1) I have not quantified it. I am retired without other work commitments. I have no routine and work when it suits me, such as weekends, days and evenings. The only scheduled time is for formal meetings and Parish Council meetings. It is flexible for me – I would have to be more disciplined if I was working. I do around 35-40 hours per week.

## Independent Remuneration Panel

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- 2) It depends on the demand and the amount of meetings. This varies every week. The public expect you to be there all the time.
- 3) I also work and have to fit in my Council duties around that so I have to prioritise. I do probably around 20 hours per week but that does not include reading.
- 4) I try to structure my week and have a day for casework. It depends what is happening in my division. Work on Strategic Planning is onerous and has an impact on your working week. Other work can be 'bolted on' to the role such as involvement in residents associations, political party meetings, Town and Parish Council attendance and it is often difficult to define the capacity in which you attend, as a Councillor or in a voluntary capacity because of who you are. I do about 30 hours per week including reading.
- 5) It varies week by week. I spend 20-25 hours per week on my basic Councillor duties which include Town/Parish Council meetings and meeting constituents. My formal Council duties include reading papers, talking to officers and providing challenge through questioning.
- 6) I spend around 35-40 hours per week. I deal with issues as they arise and this can be at weekends, Bank Holidays and evenings. Previously I worked full time and had a supportive employer who enabled me to spend a day a week on Council business at a time when I was also a Committee Chairman. Subsequently I went part-time and then retired. It is difficult to work when there are no set days for meetings. In my local area issues are diverse including highways and coastal erosion. I also get approached about health issues due to my knowledge.
- 7) I am fortunate as I can walk my division in half an hour as it is urban. I am on two Planning Committees and this takes considerable time and there is a lot of reading and public interest. The role is more or less equivalent to a full time role. There is often crossover between the Cornwall Councillor role and that of a Town/Parish Councillor.

*How is this time split between the four-hatted roles of a Member?*

- 1) I think the roles are evenly spread. It depends on how many Committees you sit on.
- 2) There is not enough time now for in depth scrutiny. It is often the latter that slips as local issues and the committees on which you are appointed have to take priority.
- 3) Everything has to stop for decision making, such as planning committees.
- 4) The local role and scrutiny role seem to me to be equal.
- 5) I would say it is a two thirds local versus one third central break down.
- 6) Planning is a considerable commitment as there is an onus on decision making and meetings are long.
- 7) It is impossible to predict what may happen from one week to another and the role is often reactive.

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*What is your understanding of what the Basic Allowance designed to cover?*

It is a hybrid of a quasi-salary, an allowance for costs and an ex gratia payment for public service. There is no job description and the amount paid is the same irrespective of the number of hours individuals work.

*Do you believe the Basic Allowance is a contributory factor when people are considering standing for the Council?*

- 1) It could be but was not for me. It would put people off if they were looking at it as a substitute for employment.
- 2) It could be a deterrent for younger people with families.
- 3) I am able to do it because my husband works. Otherwise standing as a Councillor would not have been a consideration.
- 4) It is questionable whether a significant increase would have a beneficial effect on individuals considering standing for Council.
- 5) Whatever the allowance it is not attractive for young people – even it was at £20,000 it is only for a four year term and provides no certainty.
- 6) I would not want to see the Basic Allowance increase substantially, given the average wage in Cornwall.
- 7) Younger people may not have the life skills and experience to deal with the role and the behaviours of some of the public.
- 8) As it stands it does not seem fair for the amount of work done.

*The current basis allowance includes a public service discount of just over 30%, do you believe this to be appropriate and why?*

- 1) I do other things that are nothing to do with the Council which I would consider to be public service. I do more than 30% because of the type of person that I am.
- 2) What a Member involves themselves in is voluntary. Parish and Town Councillors do a lot but are not paid.

*What do you believe the Panel should take into consideration when reviewing the allowance?*

There should be comparisons with other unitary authorities.

*In the past Council has opted not to go with the recommendation to increase the allowance. What do you believe were the main factors for reaching this decision and in what circumstance could you foresee an increase being agreed?*

- 1) Concern about what it might look like to the public and in the media.
- 2) The issue is not for the IRP but for the Council. The role is for the Council to accept or reject the proposals and some decisions are political.
- 3) At times of austerity the Council is aware of the public reaction in terms of any significant increase in allowance.



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- 4) There may be more work for Councillors going forward dependent on the outcome of the electoral review and whether that leads to a reduction in numbers.

*Currently there are different bandings for SRAs. Do you think all Committee Chairmen should be paid the same? What is the reason for your response?*

- 1) The work done is very different. Planning, for example, requires a lot of preparation. There is a need to understand the workload involved.
- 2) The new Health and Adult Social Care Overview and Scrutiny Committee is different from the PACs and its workload needs to be considered.
- 3) Many of the other Committees are not as critical and have less heavy workloads.

*In your view, what should the panel consider when reviewing the level of SRAs?*

- 1) The amount of extra time and responsibility both in and outside of meetings.
- 2) The breadth and depth of knowledge and experience required.
- 3) Recognition of the role of the PAC Vice-Chairman and the requirement to shadow the Chairman, attend meetings and take on extra workload without remuneration.
- 4) The different gradings are probably about right.
- 5) There is less officer resource to back up policy development and scrutiny than previously and this lack of capacity has an impact on the work that is done in some Committees.
- 6) In certain areas the differential between the Chairman and Vice-Chairman is too big particularly when they work closely together. Consideration should be given to the Vice-Chairman receiving half of the amount of the Chairman.
- 7) In order to adequately remunerate the Vice-Chairman the SRA for Chairmen may need to reduce.

*Are you aware that there is an allowance for Councillors who have caring responsibilities? And do you think that other Members are aware that they can claim for care costs?*

They should be aware that it is available.

*The current Dependent Carer's allowance is set at the national minimum wage, what are your views on this?*

- 1) Perhaps it should be the living wage.
- 2) The direct cost could be divisive.
- 3) It needs a higher profile to promote inclusivity.

*In your view are there any areas of the travel and subsistence allowances that you think need reviewing and please can you provide examples.*

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*What is your view on the fact that Councillors are paid 45 pence per mile whilst officers are paid 40 pence per mile for their travel?*

- 1) Mileage should be at the same level as staff.
- 2) The formula could be tied to the price of fuel and reviewed regularly.
- 3) Consideration should be given to staggered amounts due to the amount of mileage claimed.
- 4) It is not just about fuel costs but about wear and tear on the vehicle.
- 5) In terms of paying for lunch at County Hall there is confusion about whether or not Members can sign for lunch. Staff have to pay for theirs and Members should be the same.

*What is your view on the current list of approved duties, and what is your reason for this view?*

- 1) The list is what it is. To expand it to include the wide range of local duties would cause issues in terms of administering the Scheme.
- 2) Members should not be able to claim for attendance at Town/Parish Council meetings as they are in your local area.
- 3) Consideration should be given to being paid for attending a meeting at the request of an officer – this is not always the case currently and does require travelling to different offices.

**13.00PM - 14.30PM - CABINET MEMBERS**

(Agenda No. IRP/5.2)

*IRP47 Please could you outline the role and responsibilities of a Cabinet Member, included what decisions you are required to take?*

- 1) We each develop and sustain a professional understanding of the Portfolio area, in addition to having a working knowledge of what everyone else on Cabinet is doing.
- 2) We have to take a corporate view of what is happening.
- 3) There is a time commitment and physical effort required, in addition to an intellectual commitment, which is not defined insofar as the SRA is concerned.
- 4) The Council is operating with insufficient resources and, as such, Members will come to us for answers and we tend to act as a 'referrals agency'.
- 5) We attend internal meetings with a wide range and level of officers, often on the same topic. In addition, we have a lot of external meetings both within and outside of Cornwall and act as the Council's representative.
- 6) The devolution agenda means a lot of travel time with officers to attend Town and Parish Council meetings.
- 7) We will issue press releases and deal with the media, including radio interviews.

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- 8) The breadth of the role includes strategic thinking, corporate responsibilities, budget, decision making and recognising the impact of decisions on residents.
- 9) It is difficult for people of working age to carry out the role, due to the time commitment.
- 10) It is often a challenge to balance the strategic leadership role with the community leader role and a family life.
- 11) There is a lack of opportunity for thinking time and being proactive.
- 12) At events we are the Council's voice and put forward Cornwall's view. We also meet ministers and have the ability to influence government thinking and legislation.
- 13) We are often the object of collective hatred over Council decisions. This requires a certain mind-set and can have an impact on family life.
- 14) The amount of emails and phone calls is significant and we are often dealing with them late at night given meeting commitments.

*How does this role compare with other roles that attract an SRA, e.g. a Committee Chairman?*

- 1) Other Committees are focussed on one area and meeting commitments are far less.
- 2) In the previous administration I was able to hold a part time job alongside a Vice-Chairman position.
- 3) There are fewer emails to deal with as a Committee Chairman.
- 4) Previously I was Chairman of the Health and Social Care Scrutiny Committee. I spent 15 hours per week on that role compared to 35-40 on my Cabinet role now.
- 5) The Cabinet Member role can impact on the local Member role.
- 6) The Cabinet Member role is more onerous than other SRA roles as it deals with the Council strategy, there are public meetings and the media to deal with. It is also necessary to know what the wider Cabinet is doing.
- 7) The Chairman of the Council's role is onerous in a different way due to the number of engagements where her presence is demanded.
- 8) The role of Scrutiny should be very demanding and perhaps is not remunerated enough.

*What is the average time you spend a week on the role that you receive an SRA for?*

- 1) 55 hours a week – 35-40 on Cabinet and 20 on my local duties
- 2) 40 or so hours on Cabinet and 15 on my local role.
- 3) 55 hours on Cabinet.
- 4) The amount of driving also has an impact – it is worthy of note that at some meetings I attend other attendees have drivers.

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*In addition to Cabinet, please could you provide details of the formal meetings you are required to attend in your capacity as Cabinet Member and outline what your role is at these meeting?*

- 1) Health and Wellbeing Board which is countywide, meets quarterly and involves providers and commissioners; the Learning Disabled Partnership Board; chairing provider meetings; HASCOSC. I probably attend around 10-12 such meetings in addition to Cabinet.
- 2) Health and Wellbeing Board; Safer Cornwall Partnership; meetings with Heads of Service; Parish and Town Councils in relation to devolution of libraries; Police and Crime Panel; reactive work due to emergency planning.
- 3) 10-12 meetings outside of Cabinet including South West Coast Path; Local Nature Partnership; Health and Wellbeing Board; Mount Edgcumbe Joint Committee and local groups who want my attendance due to my portfolio responsibilities.
- 4) The Arts Council; Conference for Peripheral Maritime Regions; Local Enterprise Partnership; ITI Board which gives advice on European funding decisions and a wide range of external bodies some of which I chair.
- 5) Pre-agenda and briefing meetings; PAC meetings; informal meetings with officers; visits to offices; Chairman of the Cornwall and Isles of Scilly Transport Board; attend Tamar Bridge and Torpoint Ferry Joint Committee.

*Could you outline what public engagement, if any, is required as part of your role?*

- 1) I chaired 10 public engagement events in 15 days, from the Isles of Scilly to Bude, on the future of health care.
- 2) We are on call to the media as the face/voice of the Portfolio and this can be at any time.
- 3) Interviews on the radio and television and we also approve press releases.
- 4) There has been considerable public engagement on the devolution of libraries.
- 5) It often depends on the projects within the Portfolio. Examples include meetings on recycling and 1:1s on public conveniences. As Cabinet Member I have also instigated meetings to move issues forward such as with South West Water and the Environment Agency.
- 6) I consult on the Council's budget – this happens annually. I also am asked to attend Town and Parish Councils and Community Network Panels because of my Portfolio.
- 7) There are huge numbers of emails and phone calls from the public to deal with – not just in the local role but also because of the Cabinet role.

*In your view is the SRA paid appropriate for the role and why do you believe this?*

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- 1) No – we operate at the level of a relatively senior professional and the remuneration should reflect that.
- 2) The level is insufficient if you compare it with similar roles in the private sector. I do it because I enjoy it but it does require support from my family.
- 3) The role has changed in the past few years and more is expected of Cabinet Members.
- 4) As a Headteacher previously my time commitment was about the same. I now have more people responsibility and a larger budget and at that time I earned £40,000.

*How does the level of SRA you receive compare with other SRAs in the scheme?*

- 1) The grading is right but the level is not.
- 2) The SRA for the Scrutiny Management Committee and Health and Adult Social Care Overview and Scrutiny Committee should be higher.
- 3) The Chairman of the Council should be lower than Cabinet Members.
- 4) PAC Vice-Chairmen should receive an SRA.
- 5) There should be an increase for the Deputy Leader.

*When reviewing the SRAs paid to Members, what do you believe the Panel should take into consideration?*

- 1) The public reaction.
- 2) The fact that SRAs require a good level of knowledge.
- 3) The world has moved on since the scheme was last considered and there has been no uplift.
- 4) For Cabinet Members the amount of financial responsibility and the fact that we can sign off individual decisions to a high value.

*Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances?*

- 1) The Basic Allowance is insufficient to promote a more diverse Council.
- 2) We need to create conditions where those with children can take on the role as issues around childcare can impact on the ability of people to stand.
- 3) The Basic Allowance, combined with an SRA are not sufficient for a mortgage.
- 4) The ability to employ secretarial support to deal with correspondence is something I did previously out of my Basic Allowance and this was useful. An increase in the Basic to enable this would be beneficial.

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- 5) I am entitled to claim Dependent Carer's Allowance but I never have because part of the issue is finding care as I live in a rural area. Instead parents help.
- 6) An increase in the Basic Allowance is justifiable – to the average wage in Cornwall.
- 7) The Leader is vastly underpaid given his wide-ranging commitments.
- 8) Travel should be paid at the same level as staff – 40 pence per mile.

**MATTERS TO BE CONSIDERED AT THE NEXT MEETINGS AND BACKGROUND INFORMATION**

(Agenda No. IRP/6)

IRP48 The Panel noted that this completed its face to face evidence gathering sessions. It agreed that one final call for written evidence should be made given written responses to date were somewhat disappointing.

It agreed that at its next meeting it would start reviewing the written evidence and the benchmarking material with a view to coming to some conclusions.

The meeting ended at 14.22 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held on Tuesday 5 April 2016 commencing at 10.00 am.

Present:- Margaret De Valois (Chairman)  
Kirsty Hickson, Michael Willmore

Also in attendance:- Councillors: (None).  
Apologies for absence:- Councillors: (None).

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

There were no declarations of interest.

### **REVIEW OF EVIDENCE**

(Agenda No. IRP/3)

The Panel were advised by the Democratic and Governance officer that all the evidence had been collated for the Panel to review. The details included:-

- (i) Responses from the All Member Survey.
- (ii) Written evidence.
- (iii) Minutes from the face to face sessions.
- (iv) Legislative details and guidance.
- (v) The Constitution.
- (vi) Benchmarking information.

The Panel discussed the approach for the session and agreed that they would focus on setting the Basic Allowance and the Special Responsibility Allowances in the session.

### **Basic Allowance**

The Panel reviewed all the evidence that they had received in relation to the Basic Allowance.

The Panel concluded that the following factors needed to be taken into consideration when formulating the recommendation for the Basic Allowance:-

- (i) Time taken to carry out the role.
- (ii) The proportion of allowance which was voluntary and unpaid.
- (iii) Rate at which Members time should be valued.

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- (iv) Other items that should be included in the Basic Allowance.

The Panel had detailed discussions in relation to each of the factors and the key points were noted as follows:-

Time taken to consider the role.

- (i) There had been evidence provided by Members in relation to the time they committed to the role that ranged from 10 hours up to over 40 hours.
- (ii) There was no prescribed way for Members to carry out their role.
- (iii) A Member could be contacted 24 hours a day, seven days a week.
- (iv) The Panel considered the evidence and calculated the average number of hours to carry out the role as they concluded this would be the required time commitment to carry out the role.
- (v) There was evidence to show that the role could be carried out in fewer than 52 weeks.

The proportion of allowance which was voluntary and unpaid

- (i) The statutory guidance was noted.
- (ii) There had not been conclusive evidence to support a specific percentage.
- (iii) There were four aspects to a Councillor role.
- (iv) There was no evidence to support the current percentage of just over 33%.

The rate for the role.

- (i) Members had provided various comments in relation to their role and at what rate it should be valued at.
- (ii) There were various rates that could be used to calculate the Basic Allowance and there was a requirement to consider both Cornwall and national rates.
- (iii) The national living wage had been introduced
- (iv) The Local Government Day rate was no longer used.

Other items that should be included in the Basic Allowance

- (i) Members received support from the Council that fell outside the Scheme of Allowances, including IT provision.
- (ii) There had been several issues raised in the evidence.
- (iii) Detailed consideration should be given to each of these issues.

Following detailed discussion, the Panel agreed the calculation for the Basic Allowance be as follows:-

31.5 hours x 47 weeks x £12.27 = £18,165.74.

LESS voluntary aspect of the role of 25% = £4,541.44



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£18,165.74 - £4,541.44 = £13,624.30,

Plus:-

The 1% contribution toward pension provision = £136.24

Non-approved duty contribution = £100

Subsistence for Council meetings = £50

The Panel reviewed the benchmarking data in relation to the Basic Allowance and concluded that it was in line with similar unitary authorities and was in line with Cornwall Council officer pay.

It was **AGREED by the Panel** that:-

The Basic Allowance should be recommended at £13,910.54.

**Special Responsibility Allowances (SRAs)**

The Panel had detailed discussions in relation to the SRAs and agreed the following approach:-

- (i) Gather and review the evidence.
- (ii) Set criteria for assessing the roles.
- (iii) Score each role against the criteria.
- (iv) Total the score and rank the roles in order and into bands.
- (v) Consider which(if any) roles meet the criteria for an SRA.
- (vi) Agree how the remuneration would be reached.
- (vii) Compare the remuneration against the benchmarking information.

The Panel reviewed all the evidence that they had received regarding SRAs and ascertained which of the roles would be eligible for consideration for an allowance and they agreed the criteria for assessing the roles and how each criteria would be scored.

The Panel discussed the Vice-Chairmen roles and considered how these would be scored. The Panel noted that they could not be scored using the criteria, and concluded that a proportion of the Chairman role would be used to calculate the SRA for the Vice-Chairman roles.

The Panel used the criteria to assess each of the roles and concluded that the SRA for the role should be linked to the Basic Allowance by a factor of 1.85 as there was no evidence to support a change in the approach used by the previous two Independent Remuneration Panels.

In reaching the proposed SRA for the highest scoring role, the Panel agreed that the remaining SRAs should be calculated as a proportion of the highest scoring role.

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The Panel had detailed discussion in relation to the SRA's and referred back to the evidence and benchmarking data to assess if the ranking and proposed remuneration for each SRA was appropriate.

There was also consideration given to two other roles, Group Leaders and CC Group Non-Executive Director. The Panel assessed the roles and concluded that they had not met the criteria for a SRA.

Following the Panels detailed discussions and assessment of the SRAs, it was **AGREED by the Panel:-**

1. The SRAs be set with reference to the Basic Allowance amount.
2. That the SRA for the role Leader of the Council be set at £25,734.51, which is 185 % of the Basic Allowance.
3. That the SRA for the role of Deputy Leader of the Council be set at £19,300.87.
4. That the SRA for the role of a Cabinet Member and the role of the Chairman of the Council be set at £18,014.15.
5. That the SRA for of the Chairman of the Health and Adult Social Care Overview and Scrutiny Committee and the role of Chairman of the Strategic Planning Committee be set at £7,720.35.
6. That the SRA for the role of Chairman of the Sub-Area Planning Committees, Audit Committee, and Scrutiny Management Committee be set at £5,146.90.
7. That the SRA for the role of Chairman of the Miscellaneous Licensing, Licensing Act Committee, and Policy Advisory Committees be set at £3,860.18.
8. That the SRA for the Chairman of the Electoral Review Panel be set at £3,860.18.
9. That the SRA for the roles of Chairman of Pensions, Standards, Constitution and Governance Committee and Harbours Board be set at £2,573.45.
10. That the SRA for the role of Vice-Chairman of the Council be set at £5,404.24, which is 30% of the proposed SRA for the Chairman of The Council.

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11. That the SRA for the role of Vice-Chairman of the Health and Adult Social Care OSC and Strategic Planning Committee be set at £3,860.18.
12. That the SRA for the role of the Vice-Chairman of Sub-Area Planning, Audit and Scrutiny Management Committee be set at £1,544.07.
13. That the SRA for the role of the Vice-Chairman of Miscellaneous Licensing, Licensing Act, Policy Advisory Committees and Electoral Review Panel be set at £1,158.05.
14. That the SRA for the role of the Vice-Chairman of Pension, Standards, Constitution and Governance Committee be set at £772.04.
15. That the SRA for the role of Lay Members for Audit Committee be set at £1,300.42.
16. That the SRA for the role of Independent Lay Person for the Standard Regime be set at £1,300.42.
17. That the SRA for the role of Chairman of Joint Committees be set at £2,573.45.
18. That a maximum of one SRA be paid per Member.
19. That the SRA roles be indexed by the Cornwall Council officer annual pay award for four years.

The meeting ended at 17.00 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held on Friday 8 April 2016 commencing at 10.00am.

Present:- Margaret De Valois (Chairman)  
Kirsy Hickson, Michael Willmore

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

There were no declarations of interest.

### **MINUTES OF MEETING HELD ON 22 MARCH 2016**

(Agenda No. IRP/3)

The Panel agreed the minutes of the meeting held on 22 March 2016.

### **MINUTES OF MEETING HELD ON 4 APRIL 2016**

(Agenda No. IRP/4)

The Panel agreed the minutes of the meeting held on 4 April 2016.

### **REVIEW OF EVIDENCE AND REPORT PREPARATION**

(Agenda No. IRP/5)

The Panel were advised by the Democratic and Governance officer that all the evidence had been collated for them to review. The details included:-

- (i) Responses from the All Member Survey.
- (ii) Written evidence.
- (iii) Minutes from the face to face sessions.
- (iv) Legislative details and guidance.
- (v) The Constitution.
- (vi) Benchmarking information.

The Panel discussed the approach for the session and agreed that they would focus on the following aspects of the Scheme:-

- (i) Indexing.
- (ii) Approved Duties.
- (iii) Travel and Subsistence.
- (iv) The Dependent Carers' Allowance.
- (v) Review of the Evidence.

Approved Duties.

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The Panel reviewed the classified list of Approved Duties and were advised of the legislative requirements. There were discussions regarding the current list of Approved Duties and the Panel concluded that the main issue raised within the evidence related to local meetings not being included as an approved duty.

The Panel focused on this issue and the key points of the discussion were noted as follows:-

- (i) Adding local meetings to the list of Approved Duties would address the issue.
- (ii) Including the local meetings as an Approved Duty would complicate the claims checking process as it would be difficult to cross check attendance at these meetings.
- (iii) The Basic Allowance was in place to cover this type of meeting.

As a result of the discussions, it was **AGREED by the Panel** that:-

It be recommended that the Approved Duty list remain unchanged.

Travel and Subsistence.

The Panel reviewed the evidence that they had received in relation to the travel and subsistence allowances and concluded that there were three key issues that had been highlighted:-

- (i) The difference in car mileage that could be claimed in the Member and officer Schemes.
- (ii) Electric Car allowance.
- (iii) Subsistence at Full Council Meetings.

The Panel had discussions in relation to each of the key issues and the key points raised were noted as follows:-

Indexing

- (i) Indexing was important to ensure the Basic Allowance kept pace with the cost of living going forward.
- (ii) There was a variety of rates the Basic Allowance could be indexed by.
- (iii) The Special Responsibility Allowances were calculated using the Basic Allowance, therefore they should be indexed by the same rate.
- (iv) Evidence had been presented to support consistency with officers pay.

Difference in mileage.

- (i) There was not sufficient evidence to support a difference in the rate from the officer Scheme of 40 pence per mile.

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- (ii) Two rates based on engine size would complicate the administration of the Scheme.
- (iii) There had not been any evidence provided to support changing other aspects of the travel allowances.

Electric Car allowance.

The Panel asked for further information prior to considering the allowance and agreed that they would review this aspect of the allowance at the next meeting.

Subsistence at Full Council meetings

The Panel reviewed the allowances payable in relation to subsistence in conjunction with the evidence.

The Panel had concluded at a previous meeting that an amount be added to the Basic Allowance, and there was not sufficient evidence in relation to the subsistence aspect of the Scheme to support any changes.

Dependents Carers' Allowance

The Panel reviewed details of other Schemes in conjunction with the evidence that had been provided. The options for this Allowance were discussed in detail and the Panel concluded that they required additional time to consider the Allowance, requested further information, and agreed to defer consideration to the next meeting.

Review of the evidence.

The Panel felt it was important to re-review the evidence received to ensure that consideration had been given to the issues raised by Members. As a result, the Panel concluded that they had taken into consideration the issues and comments raised.

As a result of the discussions, it was **AGREED by the Panel** that:-

1. The rate for car mileage allowance be recommended at 40p per mile.
2. It be recommended that all other elements of the Travel and Subsistence Allowance remain unchanged.

The meeting ended at 15.40pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].

## **CORNWALL COUNCIL**

# **INDEPENDENT REMUNERATION PANEL**

MINUTES of a Meeting of the Independent Remuneration Panel held in the on Wednesday 13 April 2016 commencing at 12.00 pm.

Present:- Kirsty Hickson, Michael Willmore.  
(None).

Apologies for absence:- Margaret De Valois.

### **DECLARATIONS OF INTEREST**

(Agenda No. IRP/2)

IRP58 There were no declarations of interest.

### **REVIEW OF EVIDENCE AND REPORT PREPARATION**

(Agenda No. IRP/3)

IRP59 The Panel discussed the approach for the session and agreed that they would focus on the following aspects of the Scheme:-

- (i) Review of additional written submissions.
- (ii) Review of Internal Audit report recommendations.
- (iii) Electric Car Allowance.
- (iv) Dependents Carers' Allowance.

#### Additional written submissions.

The Democratic and Governance officer reported that there had been additional submissions of written evidence from Members. The Panel considered the written evidence and concluded that there were no new issues raised.

#### Internal Audit report recommendations

From the outset of the review the Panel had been advised that Internal Audit had produced a report following an audit of Members claims for allowances.

The Panel discussed the recommendation and concluded that the key issues related to ensuring the Scheme was as easy to administrate as possible and the length of time that Members claims could be backdated.

#### Electric Car Allowance

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The Panel were advised that the officer scheme had no provision for Electric Cars and that there was not currently guidance from the HMRC in relation to a rate.

Dependants' Carers' Allowance

The Democratic and Governance officer reported that she had been in direct contact with other Councils to ascertain details in relation to the Dependent Carers' Allowance.

The Panel considered this information alongside the evidence and discussed in detail the Allowance. The key points raised were noted as follows:-

- (i) The Allowance needed to be flexible.
- (ii) There was a difference in relation to formal care provision and informal arrangements.
- (iii) The current scheme allowed for friends and family to be paid for overnight stays.
- (iv) The full out of pocket cost for the care should be reimbursed.
- (v) The Allowance had to be flexible enough to meet the needs of the Member, whilst balancing the need for there to be the relevant safeguards in place to ensure the Allowance was not claimed inappropriately
- (vi) There was a clear difference between the cost of care for a child and for adult dependent care.

As a result of the detailed discussions, it was **AGREED by the Panel** that:-

1. It be recommended that Members claims be backdated for a maximum of 3 months.
2. There was no evidence to support an allowance for an electric car.
3. The Dependent Carers' Allowance Scheme be drafted and circulated to the Panel for approval.

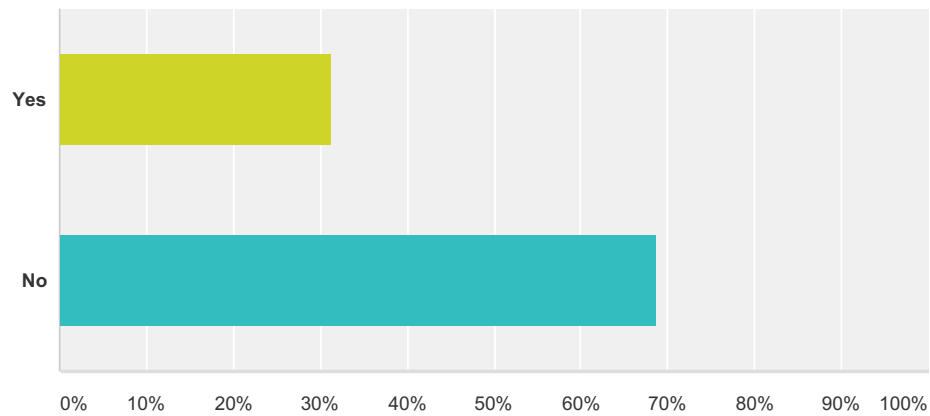
The meeting ended at 16.15 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].



Q2 Do you think the Basic Allowance of £12,249.68 is reasonable?

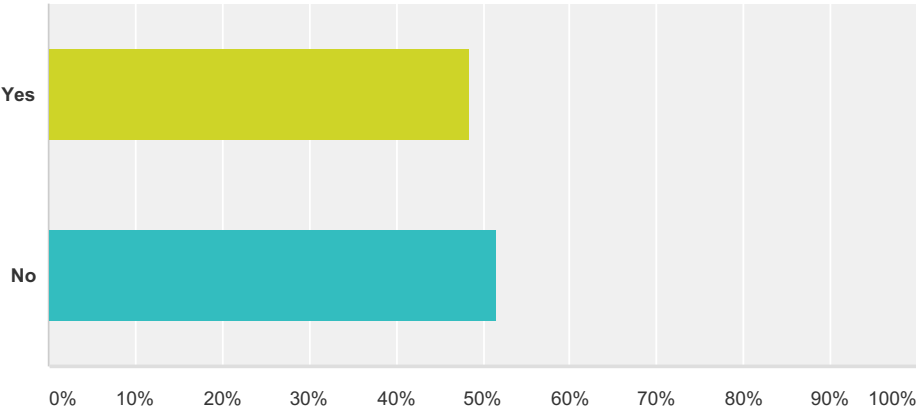
Answered: 32 Skipped: 1



Answer Choices	Responses	
Yes	31.25%	10
No	68.75%	22
Total		32

Q3 Do you receive a Special Responsibility Allowance?

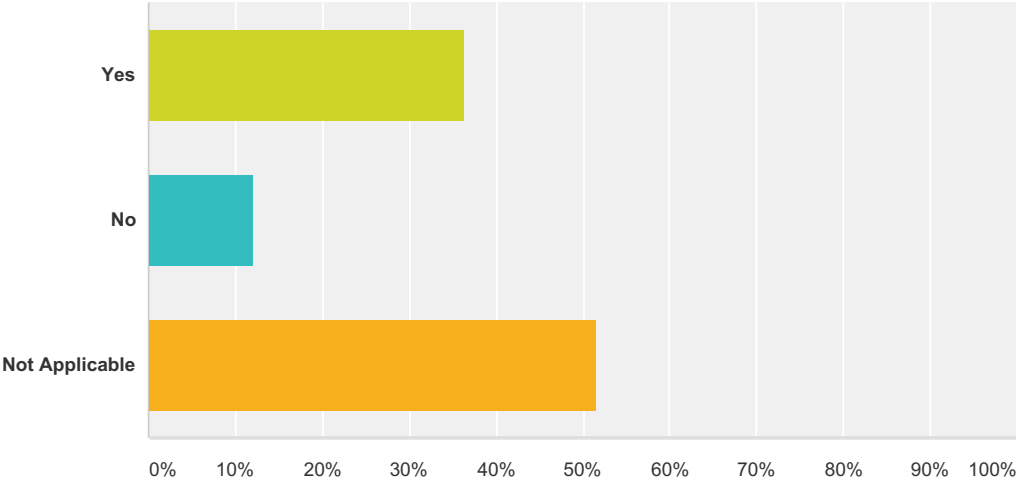
Answered: 33 Skipped: 0



Answer Choices	Responses	
Yes	48.48%	16
No	51.52%	17
Total		33

**Q4 If you receive a Special Responsibility Allowance do you think it is reasonable for the duties you are required to undertake?**

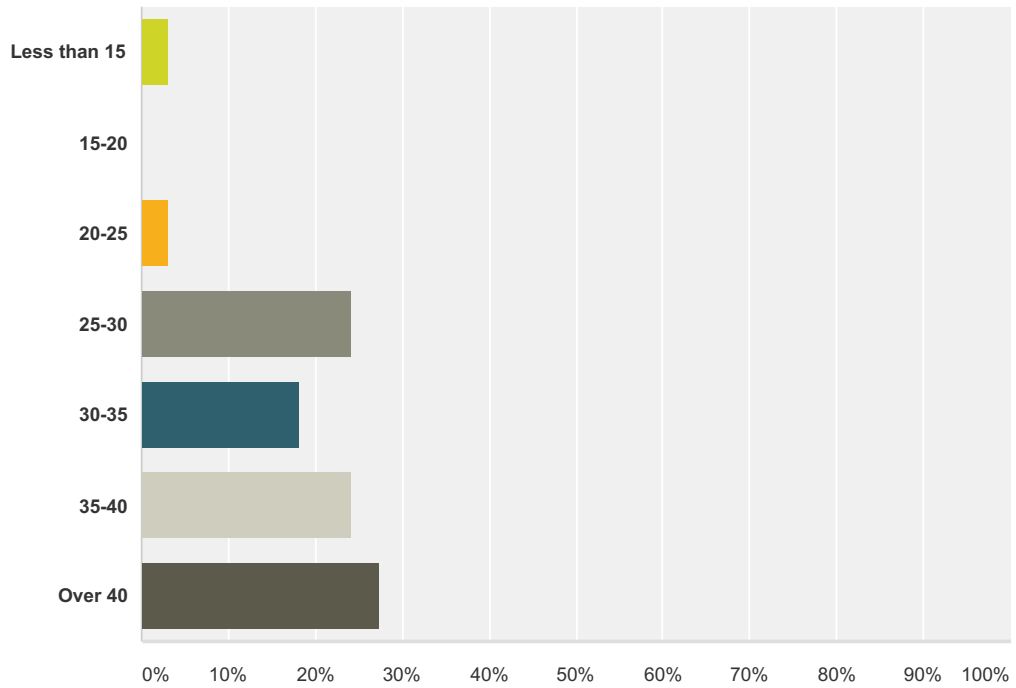
Answered: 33 Skipped: 0



Answer Choices	Responses	
Yes	36.36%	12
No	12.12%	4
Not Applicable	51.52%	17
Total		33

## Q5 How many hours per week on average do you spend on Council duties?

Answered: 33 Skipped: 0



Answer Choices	Responses
Less than 15	3.03% 1
15-20	0.00% 0
20-25	3.03% 1
25-30	24.24% 8
30-35	18.18% 6
35-40	24.24% 8
Over 40	27.27% 9
<b>Total</b>	<b>33</b>

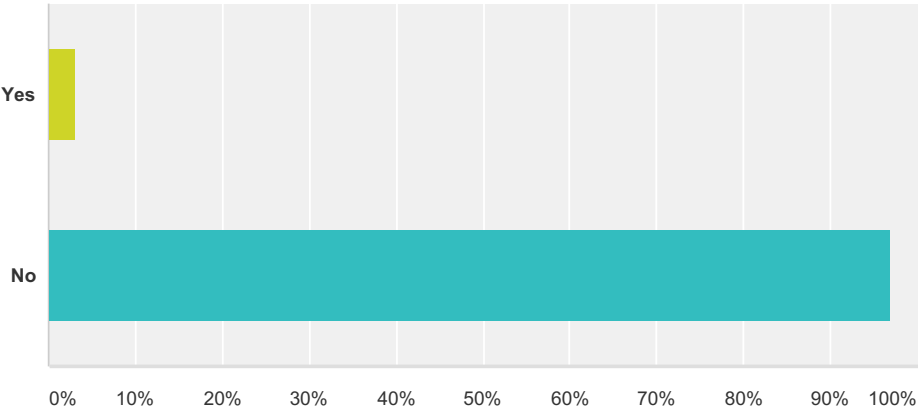
**Q6 If you spend more than 40 hours per week on average on Council duties, how many hours do you spend?**

Answered: 10 Skipped: 23

#	Responses	Date
1	45	2/2/2016 9:30 PM
2	It does vary, week on week, but I guess the average amount of time I spend on council duties and related community activities (as a community champion) is in excess of 45 hours a week.	1/29/2016 11:43 AM
3	N/A	1/28/2016 9:58 PM
4	Varies from 35 - 55	1/21/2016 11:38 PM
5	50	1/21/2016 3:15 PM
6	See 10 50 hpw	1/21/2016 10:04 AM
7	55	1/20/2016 9:41 PM
8	No idea....but lots	1/20/2016 1:32 PM
9	Varies but between 45 and 55 hours a week.	1/20/2016 1:06 PM
10	50-60	1/20/2016 12:52 PM

Q7 Do you claim Dependent Carer's Allowance?

Answered: 33 Skipped: 0



Answer Choices	Responses	
Yes	3.03%	1
No	96.97%	32
Total		33

## Members Allowances Scheme

### Q8 What are your views on the level of the Basic Allowance and its purpose?

Answered: 32 Skipped: 1

#	Responses	Date
1	The basic allowance should be enough for a "back bencher" to have a small part time job and live independently on these 2 incomes.	2/2/2016 9:30 PM
2	It is a full-time job to represent my local parish. I consider the basic allowance to, in effect, be my wage. At the present time, I would find it difficult to take on even a part-time wage without scaling back my council duties which would be detrimental to my community.	1/29/2016 11:43 AM
3	The allowance is fine for older councillors with other income but for the younger councillor it is essential that they have other sources of income and therefore cannot spend as much time as they should being a councillor. Therefore if we want some younger blood on the council which I think we do then the allowance has to increased one way or another.	1/28/2016 9:58 PM
4	The Basic Allowance is not enough to encourage a wide range of people to become a councillor - which is why most councillors tend to be retired. The Allowance is not enough for a young family so I need to bring in income from other work. Juggling all my work responsibilities with bringing up 2 children (both at primary school) is a struggle. The Basic Allowance does not take in to account the fact that much of the casework happens at 'unsocial hours' such as evenings or weekends. (I do try and have a life outside the Council, but it isn't always easy!) We mustn't forget, either, that there is no pension or other 'perks'.	1/28/2016 2:55 PM
5	Should be variable depending on geographic area covered along with the number of parishes.some councillors do very little in comparison to others	1/26/2016 8:47 PM
6	It is less than the full time minimum wage and therefore makes additional work essential for anyone who isn't a pensioner or independently wealthy, and this work gets in the way of performing council duties. Council work requires you to be available 24/7.	1/26/2016 5:12 PM
7	it is fine	1/26/2016 4:38 PM
8	The basic allowance does not cover the time we have to work or the hours we work. We have to pay for mileage to meetings other than those deemed official so mileage we do for our constituents is not reimbursed, nor are printing costs or phone or mobile phone costs or the cost of internet services! These all come out of our allowance. It is taken as an income by HMRC not an allowance. Such a low allowance means that many of working age cannot afford to be Councillors! The allowance should be for attending meetings but it does not take into consideration all the other work a Cllr has to undertake.	1/24/2016 4:57 PM
9	Sufficient for time and internal and external workload	1/24/2016 2:08 PM
10	I support the principle of the basic allowance but I think the system whereby councillors are expected to vote on proposals, usually for increases, close to the next round of elections makes it almost impossible for the issues to be considered rationally. The level at present helps those who have additional income sources but is clearly not realistic for the time incurred even after allowing for a voluntary element.	1/23/2016 11:53 AM
11	As I am a pensioner with a relatively generous pension, I do not "need" the allowance, although I do not consider that it is fair recompense for the type or hours of work which I do, even taking into account the "public service" discount. However, at current levels, allowances effectively preclude a substantial section of the population from considering becoming a councillor. The result of this is that the make-up of the Council is very different from the demographics of Cornwall and the Council is dominated by "old fogeys" such as myself. I would propose an allowance linked to the average wage of the county with some form of sliding-scale means test for those above this level	1/21/2016 11:38 PM
12	It should allow people of working age to afford to be a Councillor. The Basic Allowance should be the same as the average wage in Cornwall.	1/21/2016 3:15 PM
13	N/A	1/21/2016 10:04 AM
14	It should be enough to live on as it would be very difficult to have a paid job and do the job of a Cornwall Councillor effectively. at the moment some people are excluded by the level of the allowance	1/20/2016 9:41 PM

## Members Allowances Scheme

15	The Basic Allowance is insufficient. As a farmer my son has to carry out my farm work when I am on cc duties. As he is paid £9 per hour as a self employed worker (which is probably less than minimum wage as he is responsible for own sick pay, pension, holiday etc) my allowance only covers 26 hours of his time, so I am out of pocket because I am a Councillor. There is no encouragement for younger people, either employed or self employed. This encourages a high proportion of geriatric or early retired Councillors who wish to supplement their pension	1/20/2016 9:30 PM
16	As an allowance for those who wish to serve their communities it is adequate. It does not represent a wage for the job. It would not be enough to live on given the other expenses which it does not cover	1/20/2016 7:51 PM
17	In as much as divisions vary in their work enormously it is ok.	1/20/2016 7:08 PM
18	I think the Panel needs to think seriously about the nature of the meetings it requires members to attend and the distances some have to travel, at both a local and a county level. Since the position is a great commitment in terms of time and especially for those of us who are a long way from Truro, onerous in terms of travel-time, I think the present level of allowance under- represents what most members do and does not help attract younger and working-age people to become candidates. We cannot expect such people to give up reasonably well paid jobs if what is on offer is daytime meetings and appointments without sufficient remuneration.	1/20/2016 4:40 PM
19	I think the Basic Allowance should be doubled and the number of Councillors halved, giving people the chance to make this a full time career.	1/20/2016 4:22 PM
20	i do worry that we are not getting younger people to apply for the role and think this is because the allowance is not enough to encourage them. I think it should be raised, when the implementation committee did their initial work prior to the unitary being formed the allowances were expected to be in the region of £15K and that was in 2009.	1/20/2016 3:36 PM
21	Maybe a little low but seems slightly higher than the living wage. I would not like to see it rise above say the Cornwall average wage in the private sector whatever that is.	1/20/2016 3:36 PM
22	It should be periodically increased	1/20/2016 2:53 PM
23	It is generous for someone of independent means but not enough to raise a family comfortably which means it doesn't encourage a wider range of people from all demographics.	1/20/2016 2:05 PM
24	It should enable members not to be under pressure to work in addition to Councillor responsibilities. Equally it should provide remuneration above benefits levels. The allowance should cover casework & surgery duties, with the ward area.	1/20/2016 1:58 PM
25	I think that it is too low for the amount of hours that we put in. It also prevents younger members of the population from standing as councillors.	1/20/2016 1:32 PM
26	Way too low, employing someone to do what we are asked in business would I suggest cost over £35 k	1/20/2016 1:32 PM
27	The basic allowance should cover duties in the Division. At the moment a member can sit on as many or as few committees as they like. Some members do a lot but others... I am concerned that when the number of members reduces there is no way to ensure that committees have enough members willing to do the work	1/20/2016 1:28 PM
28	I would say it's too low, but the public would say it was too high.	1/20/2016 1:20 PM
29	We were promised circa. 18k 5 years + ago so I think a rise is due.	1/20/2016 1:19 PM
30	I think that it is a good compromise between an appropriate remuneration for a responsible job and the ethos of public service without expecting significant remuneration. At times of severe pay restraint in the public sector, and significant job losses, I do not think that it would be right to increase the current allowance.	1/20/2016 1:18 PM
31	It is meant to recompense for the time, effort and resource in carry out member's duties.	1/20/2016 1:06 PM
32	It should be to allow member to fulfill their duties to the electorate but it is discriminatory as it is not enough to allow full time which is required to fulfill those duties	1/20/2016 12:52 PM



**Q9 What do you think about the different levels of Special Responsibility Allowance and their purpose? If you are in receipt of an SRA please say so and include your views on whether you feel it is reasonable for the responsibilities that you undertake.**

Answered: 25 Skipped: 8

#	Responses	Date
1	I think it te basic allowance was raised, all the SRAs could stay the same. I work a lot of hours but that is expected at this level.	2/2/2016 9:30 PM
2	I belive that the SRA I receive is adequate to the work it entails.	1/29/2016 11:43 AM
3	I receive an SRA and believe this is sufficient.	1/28/2016 9:58 PM
4	I don't think the SRA should be paid at virtually 50% more than the basic allowance. The responsibilities are not that greatly increased with the role. £2,000 for chairing and £1,000 for vice chair is a reasonable pay.	1/24/2016 4:57 PM
5	I receive a small SRA and am content with it because it involves some additional time and expense for me but I find that acceptable and fair. I believe that Cabinet members should receive the high levels they now do because their commitment has to be full time.	1/23/2016 11:53 AM
6	As a recipient of a Planning VC SRA I am not dissatisfied, although I do not think that it necessarily relects the extra work/responsibility involved. However, in the present system, the level of input of SRAs is largely a matter of their committment and sense of responsibility. I think that SRAs should be subject to some form of independant appraisal	1/21/2016 11:38 PM
7	I am in receipt of an SRA as a portfolio holder. The portfolio holders have significant responsibilities and are responsible for significant budgets. The SRA is not reflective of this.	1/21/2016 3:15 PM
8	No opinion	1/21/2016 10:04 AM
9	I think that the SRA for Standards chair is adequate and without it I would find it even more difficult to make ends meet but i am not particularly in favour of some jobs attracting a high SRA (eg cabinet) I would prefer that all councillors received an adequate living wage rather than extras for some.	1/20/2016 9:41 PM
10	As Vice Chair of a PAC, I cannot understand why there is no SRA for this role, especially as you have to attend all the pre meetings etc, and could be called on to chair a lot of meetings if the chair were ill for a long period etc	1/20/2016 9:30 PM
11	Vice chair of Scrutiny. Allowance is adequate given that one attends the meeting anyway. There are a few extra trips to Truro but not too many	1/20/2016 7:51 PM
12	Odd. I am Chair of the Local Government Pension Scheme for Cornwall - extremely complicated investment and admin understanding necessary , responsibility for 40,000 members and £1.5 billion of assets. Only council duty I wake up worrying about ! However the lowest SRA possible !	1/20/2016 7:08 PM
13	I think a special allowance must be made for those with greater responsibility above the normal level. Obviously the level of such an additional allowance is a matter of debate. I am not in receipt of an SRA; however, I should say the levels shuld be set independently, in line with concomitant positions elsewhere (like the new IPSA at a national level).	1/20/2016 4:40 PM
14	I think the additional £500 for chairing 1 PAC meeting a month is a waste of tax payers money.	1/20/2016 4:22 PM
15	I am a chairman of one of the PACs and recieve an SRA for that, I feel it i a reasonable addition to my basic allowance to account for some of the additionla work and respnsibility I have.	1/20/2016 3:36 PM
16	Seem reasonable although Cabinet levels appear high by comparison with little logic attached - do they all do a 60-70 hour week and if so isnt that too much to expect? I know the perceived workload/responsibility/public aggression is off putting for many other councillors. Perhaps the workload etc should be spread further with a pro rata reduction in allowance.	1/20/2016 3:36 PM
17	I don't receive an SRA but don't understand the logic of it. Is it supposed to be related to the hours expected or the level of training or experience required? If it is the latter, why does it apply to PAC chairmen but not Group leaders?	1/20/2016 2:05 PM

## Members Allowances Scheme

18	I receive Vice Chairs Allowance & consider it commensurate with task. With combining the Adult Social Care PAC & Health & Social Care Scrutiny I do wonder whether that committee might be onerous for all members, but especially the Chair & Vice Chair. This review should pay particular attention to that committee.	1/20/2016 1:58 PM
19	I agree about the SRA particularly for those such as the Cabinet or those that have a budget responsibility	1/20/2016 1:32 PM
20	Vice Chair HOSC Fine with the allowance	1/20/2016 1:28 PM
21	I'm Chair of Strategic Planning, a massive job, very much in the public eye with meetings webcast, yet I get the same as the Chairs of the PACs. The meetings are very different, with me having to run things to a tight timetable, while PACs are much more relaxed. I would say the Chairs of all of the planning committees need their remuneration looked at.	1/20/2016 1:20 PM
22	Planning Chair allowance seems reasonable.	1/20/2016 1:19 PM
23	I think that they are about right.	1/20/2016 1:18 PM
24	I am in receipt. I feel it does not reflect the time, skills and knowledge required to carry out the required duties and the present levels compare unfavourably with elsewhere, albeit Cornwall is a low wage economy. But CC is a large Unitary Authority dealing with the Devolution Deal for Cornwall and the complex issues involved, not least on health and social issues, plus property and highways ones.	1/20/2016 1:06 PM
25	It is reasonable and i do receive it	1/20/2016 12:52 PM

## Members Allowances Scheme

### Q10 Do you have any other comments at this stage that you would like to make on the Members Allowance Scheme in general e.g. approved duties; rates for travel and subsistence; Dependent Carer's Allowance etc.

Answered: 26 Skipped: 7

#	Responses	Date
1	Dependent Carers Allowance is vital to ensure parents and people with other caring roles can afford to be a councillor. Otherwise we would restrict the role even more to older councillors with pensions.	2/2/2016 9:30 PM
2	No.	1/29/2016 11:43 AM
3	There is not enough consideration taken into account on how much time is spent travelling particulaly from the east of the county whether it be by train or car. I am also concerned with the younger councillors with children that there is a need for the carers allowance for older children to be inclusive.	1/28/2016 9:58 PM
4	The Basic Allowance does not take travel time in to account. From my home to County Hall and back, for example, takes 3 hours.	1/28/2016 2:55 PM
5	Travel rates are fair but it can be very difficult to attend things which aren't approved duties due to the cost of petrol and the huge distances which are often involved. Subsistence shouldn't be claimable - everyone has to eat regardless of whether they're a councillor.	1/26/2016 5:12 PM
6	more help in petrol allowances for rural councillors	1/26/2016 4:38 PM
7	I think all meetings we undertake in our role, including attending Town and Parish Council meetings should be approved duties and mileage should be reimbursed. We have to travel to Camborne to see planning officers but it's not an approved duty. Subsistence should also be reimbursed.	1/24/2016 4:57 PM
8	I fel el rates for travel and subsistence should be the same as for staff. Given how volatile the price of petrol is, I would have thought that travel rates should be adjusted more frequently than they now are.	1/23/2016 11:53 AM
9	See above	1/21/2016 11:38 PM
10	Travel rates should be reflective of our low carbon ambitions, therefore low carbon transport should receive higher levels of remuneration than vehicles with large petrol/deisel engines. The current mileage rates are perverse.	1/21/2016 3:15 PM
11	I have assumed for question 5 that this relates to ALL things I do which I would not do if I were not a member of the council (ie things in my local community that I do because of my membership of the council). This averages in the region of 50 hours per week. Members allowances at the current rate work against the imperative of bringing in younger members and those with difference experience, but who need to be able to pay a mortgage and feed their families. The council is very unrepresentative of the people it serves, and will remain so while it pays allowances that mean only the retired, the exceptionally committed or those of independent means can afford to serve.	1/21/2016 10:04 AM
12	I find it iniquitous that councillors should have subsistence for attending meetings but if this was removed the basic allowance should be increased to reflect that. Soemtimes I need to sign for food in order to eat. The definition of approved duties is difficult as for instance I have to travel to local meetings across my division which can be as much as 40 miles for a round trip but i am not eligible for any travel support for these journeys. Another councillor might only have to walk across town.	1/20/2016 9:41 PM
13	Mileage rate is okay, except to note that it is 14 miles by car to my furthest parish council meeting, and Councillors with rural divisions get no extra support for this compared to urban divisions where there may be only 1 Town Council meeting a month to attend I resent the fact that Allowances when I started "applying " for the role by campaigning were reduced by political interference by the party which represents the most affluent sector of Cornwalls population. The decision by Full Council to prevent members for claiming free meals when attending Truro, which is 50 miles, 75 mins drive from home for me, has a disproportionate affect on members who are less affluent. No other employees would have voted to change their terms and conditions.	1/20/2016 9:30 PM
14	Although they will pay for ink we have to supply our own paper. Country members with multiple parishes can't claim mileage but it is claimable against income tax	1/20/2016 7:51 PM

## Members Allowances Scheme

15	Members at the extremity of the county incur substantial extra travelling time - 2 1/2 hours extra on your day. There is no such thing as a morning or afternoon meeting for us - it affects your whole day .	1/20/2016 7:08 PM
16	I think allowance should take into account the large distances some members travel to get to rural parish councils- attendance at which should be the de facto position for all good local councillors. I also think visitiing constituents in often remote locations needs some form of reimbursement and this needs looking into.	1/20/2016 4:40 PM
17	Because I do not live in my ward I spend far more money on petrol carrying out my case work, attending network meetings and Parish council meetings then I obtain from attending County Hall.	1/20/2016 4:22 PM
18	Any rise should be no more than that received by Council workers over the last few years. How can we morally expect to get more?	1/20/2016 3:36 PM
19	The approved duties system seems to work well and mileage rate seems reasonable. The current system doesn't seem to value case work. I believe this is supposed to be covered by the allowance but there doesn't seem to be any recognition of the difference for someone covering a town division and someone covering a rural area.	1/20/2016 2:05 PM
20	Casework and meetings with officers regarding situations locally and possibly even surgery time, should be considered approved duties, particularly attracting carers allowance. Not to do so puts particular pressures on those with caring responsibilities. Equally, some members might, struggle to meet travel costs, for these meeting which can be crucial to ensuring local services meet local residents needs.	1/20/2016 1:58 PM
21	I am content about the rates for travel that is reasonable.	1/20/2016 1:32 PM
22	No	1/20/2016 1:28 PM
23	Need to bear in mind that approved duties are a small part of the travelling that we do for the division.	1/20/2016 1:19 PM
24	No	1/20/2016 1:18 PM
25	The need for a review is well overdue but I recognise the public reaction to any increase given the present period of austerity. But if the Council is to attract people of the right calibre to do what is an increasingly time consuming and demanding job, allowances do need to change.	1/20/2016 1:06 PM
26	It needs to reflect a living wage	1/20/2016 12:52 PM

**Q11 As part of its evidence gathering and to make informed recommendations, the Panel will be meeting with individual and groups of Members. If you would like to meet with them on any particular issues please can you indicate.**

Answered: 19 Skipped: 14

#	Responses	Date
1	I would be pleased to meet with the Panel.	1/29/2016 11:43 AM
2	Happy to meet and discuss	1/28/2016 9:58 PM
3	Happy to meet.	1/28/2016 2:55 PM
4	I would like to meet with them to discuss/ explore the difference in work loads for those who are Cllrs in Towns and those in Rural areas.	1/24/2016 4:57 PM
5	It may also be relevant that I am Deputy Leader of the Lib Dem Group. If my comments above are thought to warrant face to face discussion with the Panel, I'd be pleased to help.	1/23/2016 11:53 AM
6	I would be happy to meet the Panel	1/21/2016 11:38 PM
7	Local journeys Living wage Widening participation	1/20/2016 9:41 PM
8	Happy to meet, but note that, unless it coincides with a day that I am in Truro, or is an approved duty, you can travel to me! As I might refer to my own finances, and my family's, I would rather meet as an individual.	1/20/2016 9:30 PM
9	Can be available if you wish	1/20/2016 7:51 PM
10	Not really unless the panel wish to talk to me.	1/20/2016 7:08 PM
11	Rural councillor issues (costs) Meetings away from the centre Increasing diversity of intake	1/20/2016 4:40 PM
12	Not really - happy for them to justify any recommendations they make and I'll then vote with my conscience as always.	1/20/2016 3:36 PM
13	I would be interested in contributing to any debate about how younger people can be encouraged to consider standing.	1/20/2016 2:05 PM
14	Happy to meet but no special requests.	1/20/2016 1:58 PM
15	If asked	1/20/2016 1:32 PM
16	Happy to meet in a group setting.	1/20/2016 1:19 PM
17	Comparisons with other local authorities	1/20/2016 1:18 PM
18	I would be pleased to meet with the Panel.	1/20/2016 1:06 PM
19	Yes	1/20/2016 12:52 PM

### Questions for Chairman/Vice Chairman of Committees - Audit

1. Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in?

Audit Committee: The Committee is a key component of the Council's governance. It provides independence assurance of the adequacy of the Council's Risk Management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. And it provides the assurance to the Council's External Auditors, who attend and observe all meetings, of the financial accountability of the Council

The Committee has delegated authority (amongst others) to

- To review and approve the Council's annual Statement of Accounts
  - To approve the Annual Governance Statement
  - To approve the annual internal audit and counter fraud programme
  - To monitor for the Council and its associated entities risk management arrangements, the control environment and the associated anti-fraud and anti-corruption
2. Could you outline the main areas of responsibility that you are required to deal with in your role?
    - To sign the Council's annual Statement of Accounts
    - To sign the Letters of Assurance concerning fraud to the External Auditors
    - To agree the Agendas and chair the meetings
    - To lead on recruitment of Lay members etc
    - To present to Council the annual Audit Committee Annual Report
    - To present to Full Council the Annual Governance Statement calling to the Council's attention any key areas of control weakness

3. How often does your Committee meet and on average how long are its meetings?

Four Quarterly meetings a year and Extraordinary meetings for specific areas of concern – say One a year. Aim for 2 hours, more likely 2.5-3 hours.

4. Do you have any engagement with the public in your role?

No – unless a member of the public attends the meeting as observer

5. What is the average time you spend a week on the role that you receive an SRA for?

Not a weekly load – Agenda Planning and the Committee Meeting itself, probably two days a quarter plus the reading expected of all members. Extensive reading beforehand and training is a requirement – but that is expected of all members. Recruitment of Lay members – say a 4 day exercise. Plus intermittent consultation with Chief Audit Executive

6. In your view is the SRA paid appropriate for the role and why do you believe this ?

Effectively the money is a matter of Status – reflecting the importance of the Audit role. I would, however, welcome a fairer distribution of the SRA allocated to the Audit Committee to the Vice-Chair who plays an equal role in all preparation prior to the meeting. I believe the Chair/Vice-chair with their responsibility with the External Auditors work far more closely together than in other committees.

7. How does the level of SRA you receive compare with other SRAs in the scheme?
8. There are a number of bands within the existing scheme for SRAs – do you think yours is placed in the right one? What is the reason for your response?

I have some concern that the placing in the role in band 4 sets it at a lower status than the roles in Band 3 – indeed at 50% less. i.e. That Governance and Risk Management are less important than operations and policy. I accept that Planning Committees meet more frequently (I'm also a member of a planning subcommittee) but the direct responsibility of the role is greater. The money itself is irrelevant, after tax, the difference is fairly minimal

To repeat the point above – the role of Vice-Chair is clearly at too low a banding – band 6 would be more appropriate, certainly the higher Band 8

9. When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration?

Responsibilities – amount of extra effort required of chair, over and above the time put in by ordinary members.

10. Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances.

As with all members allowances, it is not appropriate that we take the decision on our own allowances. An independent body does the review – and an independent body should take the decision. Personally in these days of austerity, I would never vote myself a pay rise.

## Questions for Chairman/Vice Chairman of Committees

1. Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in?

Audit Committee: The Committee is a key component of the Council's governance. It provides independence assurance of the adequacy of the Council's Risk Management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. And it provides the assurance to the Council's External Auditors, who attend and observe all meetings, of the financial accountability of the Council

The Committee has delegated authority (amongst others) to

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  - To approve the Annual Governance Statement
  - To approve the annual internal audit and counter fraud programme
  - To monitor for the Council and its associated entities risk management arrangements, the control environment and the associated anti-fraud and anti-corruption
2. Could you outline the main areas of responsibility that you are required to deal with in your role?
    - To sign the Council's annual Statement of Accounts
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    - To present to Council the annual Audit Committee Annual Report
    - To present to Full Council the Annual Governance Statement calling to the Council's attention any key areas of control weakness
  3. How often does your Committee meet and on average how long are its meetings?

Four Quarterly meetings a year and Extraordinary meetings for specific areas of concern – say One a year. Aim for 2 hours, more likely 2.5-3 hours.

4. Do you have any engagement with the public in your role?

No – unless a member of the public attends the meeting as observer

5. What is the average time you spend a week on the role that you receive an SRA for?

Not a weekly load – Agenda Planning and the Committee Meeting itself, probably two days a quarter plus the reading expected of all members. Extensive reading beforehand and training is a requirement – but that is expected of all members. Recruitment of Lay members – say a 4 day exercise. Plus intermittent consultation with Chief Audit Executive



6. In your view is the SRA paid appropriate for the role and why do you believe this ?

Effectively the money is a matter of Status – reflecting the importance of the Audit role. I would, however, welcome a fairer distribution of the SRA allocated to the Audit Committee to the Vice-Chair who plays an equal role in all preparation prior to the meeting. I believe the Chair/Vice-chair with their responsibility with the External Auditors work far more closely together than in other committees.

7. How does the level of SRA you receive compare with other SRAs in the scheme?
8. There are a number of bands within the existing scheme for SRAs – do you think yours is placed in the right one? What is the reason for your response?

I have some concern that the placing in the role in band 4 sets it at a lower status than the roles in Band 3 – indeed at 50% less. i.e. That Governance and Risk Management are less important than operations and policy. I accept that Planning Committees meet more frequently (I'm also a member of a planning subcommittee) but the direct responsibility of the role is greater. The money itself is irrelevant, after tax, the difference is fairly minimal

To repeat the point above – the role of Vice-Chair is clearly at too low a banding – band 6 would be more appropriate, certainly the higher Band 8

9. When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration?

Responsibilities – amount of extra effort required of chair, over and above the time put in by ordinary members.

10. Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances.

As with all members allowances, it is not appropriate that we take the decision on our own allowances. An independent body does the review – and an independent body should take the decision. Personally in these days of austerity, I would never vote myself a pay rise.

## Questions for Chairman of Standards Committee

1. Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in?  
The committee is responsible for ensuring high standards in public life in all local authorities in Cornwall. (please refer to annual report)
2. Could you outline the main areas of responsibility that you are required to deal with in your role? (please refer to annual report)
3. How often does your Committee meet and on average how long are its meetings?  
Formal meetings are usually half a day and usually we have 4 a year (5 in 2015). On top of that we have working parties and panels as required and members also contribute to training sessions for Parish and Town Councillors.
4. What is the nature of your work outside the formal meetings of the Committee? Working groups, Standards committee panels, training for Parish and Town Councils, Interviews for Independent Persons and Lay members.
5. Do you have any engagement with the public in your role?  
Training for Parish and Town Councils in the Code of Conduct, Press briefing on standards issues. The committee itself includes lay members and parish/town councillors
6. What is the average time you spend a week on the role that you receive an SRA for?  
There is no average – it depends on the amount of serious complaints. Over the last year there has been a significant number of high profile cases. An estimate would be that I spend around 4 hours a week on average.
7. In your view is the SRA paid appropriate for the role and why do you believe this ?  
It is adequate for the role timewise but probably underrepresents the amount of responsibility involved (Public face of Council's standards and ethics, maintaining good communication with town and Parishes and lay members, dealing with confidential issues etc)
8. How does the level of SRA you receive compare with other SRAs in the scheme? Band 4
9. There are a number of bands within the existing scheme for SRAs – do you think yours is placed in the right one? What is the reason for your response? Probably – legal and statutory responsibilities
10. When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration?  
Public face of the Council, legal and statutory responsibilities

11. Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances.

Not enough to live on unless you have other income or pensions!

## Questions for Vice Chairman of Committees - SCM

1. Please could you outline the role of the Committee that you receive an SRA for? And what are the nature of the decisions that it is involved in? *Scrutiny Management Committee which looks at the processes by which decisions are reached by cabinet and portfolio holders*
2. Could you outline the main areas of responsibility that you are required to deal with in your role? *I attend pre-meetings with the Chairman and help him during meetings by noting those who wish to speak and formulating resolutions*
3. How often does your Committee meet and on average how long are its meetings? *Every other month and as required for select committees. Committee meetings are normally about 3, hours Select Committees last two full days*
4. What is the nature of your work outside the formal meetings of the Committee? *Attending pre-meetings considering Cabinet decisions and whether there is a need for call in.*
5. Do you have any engagement with the public in your role? *Not unless there is a petition to consider as petitions to the council are dealt with by Scrutiny Management.*
6. What is the average time you spend a week on the role that you receive an SRA for? *Possibly 2 hours per week averaged across the 52 weeks*
7. In your view is the SRA paid appropriate for the role and why do you believe this? *As I have to attend the meetings as a member of the committee the allowance is adequate for the extra time taken as Vice Chairman*
8. How does the level of SRA you receive compare with other SRAs in the scheme? *I feel it is appropriate*
9. There are a number of bands within the existing scheme for SRAs – do you think yours is placed in the right one? What is the reason for your response? *Yes it is correctly banded because it recognises the amount of extra time required to fulfil the role*
10. When reviewing the SRAs paid to Members what do you believe the Panel should take into consideration? *The time requirements and level of responsibility of each role*
11. Are there any additional comments that you would like to make in relation to the wider Scheme of Members Allowances. *No set allowance for any member can be entirely equitable as different members put differing amounts of time and effort into their role, live at different distances from County Hall and therefore some spend much longer travelling than others, Also some members have very large rural divisions with multiple parishes and some only have a ward of a town. None of these issues are taken into account in a standard allowance.*

## **Independent Remuneration Panel**

WRITTEN SUBMISSION FROM RICHARD WILLIAMS, MONITORING OFFICER

### Electoral Review Panel

The Electoral Review Panel is a time-limited Panel that has been established by the Council to oversee the Council's significant contribution to the Local Government Boundary Commission review into the number of councillors that will be required for Cornwall Council after the unitary elections in 2021 and what should be the boundaries for the new divisions thereby created.

As a rule, Chairmen of time-limited Panels are not paid an SRA but this will be a substantial piece of work which will require regular officer liaison and strong Member leadership.

I'm relaxed about whether an SRA is recommended but I think it is worthy of the Panel's consideration.

### Budget

Although it has been emphasised to you many times that you cannot take financial considerations into account when determining the level of allowances you consider should be paid to Members, I felt I needed to bring to your attention formally that under the current 4 year budget settlement, the Governance and Information Service is required to make a 30% saving across all its budgets.

That, of course, is an average and there will be more savings made against some budget heads than others but clearly, it is extremely difficult to make any savings against an allowances budget that once set, cannot be changed without the specific approval of the whole Membership at Full Council.

The problem exists because all budgets are allocated to a budget holder and savings have to be found against that budget even if you have no control and limited influence over how that budget is managed or spent.

There are examples of other budgets where Heads of Service responsible for their management have little control over the generation of savings from those budgets but I would argue that the Members' Allowances budget is unique given the fact that those allowances are set by full Council following a series of recommendations from an independent panel.

Whilst this is incidental and contextual information in respect of your primary responsibility, I wanted to bring it to your attention in case you felt it was worthy of comment in your report.

I would be happy to discuss this with you in more detail should you consider that helpful.

**Example of outside bodies / additional meetings attended. Supplied by the Cabinet Member for Economy and Culture.**

Chair Cornwall Culture Investment Board. 3-4 meetings a year. Half day with two hours prep

Chair Cornwall and West Devon Mining Landscape World Heritage Site. 6 meetings a year, half day. 1 hour prep. Half day a month on WHS issues

Cornish Language Forum - Twice a year, half day. Hour prep. Ongoing issues, this area has taken up much time due to Government lobbying for funding.

Director Cornwall and Isles of Scilly Local Enterprise Partnership. Eight full day meetings a year, 2-3hours prep. Ongoing meetings outside of formal Board.

Board Member; Cornwall and Isles of Scilly Local Transport Board, 6 meetings year. 1-2 hours prep

Eco-communities Strategic Board 3-4 half day meetings a year. 2 hours prep

Rural Cornwall and Isles of Scilly Partnership,

Tate St Ives Advisory Committee 3-4 meetings a year. 1 hour prep

Cornwall and Isles of Scilly Convergence Management Committee,

Visit Cornwall CiC, Observer to the Board 6 meetings a year. 1 hour prep

Combined Universities in Cornwall Partnership 3-4 meetings a year. 2hours prep

Hayle Harbour Board 6 meetings a year

Finistere Protocol of Co-operation approx. 5 days a year. Monthly 1 hour briefing

Better Business for All Partnership 6 meetings a year. 1 hour prep

Cornwall and Isles of Scilly Integrated Territorial Investment Board 8 full day meetings a year. 3 hours prep

Chair, Cornwall Records and Archive working group (the new Records office – Kresen Kernow. Major capital scheme) 6 meetings a year. 1 hour prep

Newquay Cornwall Airport Enterprise Zone Board 6 meetings a year, 1-2 hours prep

Arts Council England South West Board 6-8 meetings a year. Full day, 2 hours prep

LGA Economy, Environment, Housing and Transport Board 4 full day meetings a year, 2 hours prep

UK lead, Conference for Peripheral Maritime Regions 6 meetings a year, minimum 1 day, 3 hours prep

Category	Comment
General	I would very much like to be able to meet with the Panel, but unfortunately 2 of the very issues I would like to raise prevent me from attending. 4th April falls right in the middle of the Easter holidays. With 2 children at primary school any meeting in the holidays means I need to arrange for childcare. This has proved impossible for next week. The meeting venue is in Truro – which is a 3-hour round trip from my house. While I get reimbursed for the train fare there is no allowance made for the length of time it takes me to get to the meeting. This situation makes it financially difficult for me to continue being a councillor. I'm afraid that until such issues are addressed it will be difficult to encourage parents with young children to become councillors. The majority of councillors will be retired men and then Cornwall Council will not be representative of the people it serves.
SRAs	Here are a few comments to pass on to the remuneration panel. Council Chairman should have less than a cabinet member perhaps 75 % of. PAC vice chairs should have a small SRA. Deputy Leader of the council should have a small SRA. Travel and subsistence do not need to change.
SRAs	As a PAC vice-chair, I do feel that I get a tremendous amount from the role, particularly through being involved in agenda and pre-meeting preparatory meetings. This extra knowledge and understanding helps me to fulfil my role as a councillor more effectively.
General	Please give my apologies to the IRP. I supported their work and their conclusions in the last review. I cannot imagine a situation where councillors will actually vote for a realistic settlement, so it seems the retired and/or independently wealthy will continue to dominate the democratic decision making of Cornwall indefinitely. I would be grateful if you could convey my comments to the Panel, but I can't see the point of any of us spending more time on yet another review that will be ignored.
General	On the way home I thought of things. Typical! It struck me that some councillors are members of a number of committees and rarely miss one whereas others are member of just one. Not sure whether there could be an element of the remuneration according to attendance but know that can have problems and again, poses the problem of putting more weight on formal meetings than constituency work/ community leadership. Might be interesting to know how other councils deal with constituency work and attendance/ active participation. My other thought relates to the difficulty of Council voting to accept what the Panel recommends. I wondered whether the Panel or the Council has the option to phase the increase over the term of a Council? Just thinking that in that the last review was not implemented, it is likely the recommendation will be for an increase larger than can be explained reasonably to the electorate. If that was phased over 4 years, it might be easier



## Basic Allowance Comparisons

Council		No of Members	Population per Member	population	Basic Allowance
Cornwall	Unitary	123	4328	532,300.00	*£13,910.54
Durham	Unitary	126	2471	311,377.00	£13,300.00
Nottinghamshire		67	11728	785,802.00	£13,190.00
Northumberland	Unitary	67	4716	316,000.00	£12,819.03
Kirklees		69	6123	422,458.00	£12,566.04
Wiltshire	Unitary	98	4806	470,981.00	£12,288.96
Nottingham City		55	5559	305,738.00	£11,761.71
Shropshire	Unitary	74	4136	306,100.00	£11,514.00
Cheshire East	Unitary	82	4513	370,100.00	£11,466.00
Newham		60	5133	308,000.00	£10,829.00
East Riding		67	4988	334,179.00	£10,810.00
Suffolk		75	9709	728,200.00	£10,274.00
Leicestershire		55	5091	280,000.00	£10,152.00
Lincolnshire		77	3773	290,500.00	£10,100.04
Leicester		54	6111	330,000.00	£9,828.96
Dudley		72	4346	312,925.00	£9,444.75
Norfolk		84	10213	857,888.00	£9,067.59
Newcastle City Council		78	3746	292,200.00	£8,775.00
Medway		55	4799	263,925.00	£8,730.84
North Lincolnshire		43	3894	167,446.00	£6,873.96

\* Proposed Basic Allowance for Cornwall Council - May 2017

Title	Category	Calculation	No of Roles	Recommendation	Total for SRA	Current	Total for SRA
Basic Allowance			123	£13,910.54	£1,710,996.42	£ 12,249.68	£ 1,506,710.64
Leader	Chair	1.85 of BA	1	£ 25,734.51	£ 25,734.51	£ 20,200.00	£ 20,200.00
Deputy Leader	Vice-chair	75% of leader	1	£ 19,300.87	£ 19,300.87	£ 15,150.00	£ 15,150.00
Cabinet Members	n/a	70% of leader	8	£ 18,014.15	£ 144,113.20	£ 15,150.00	£ 121,200.00
Chairman of Council	Chair	70% of leader	1	£ 18,014.15	£ 18,014.15	£ 15,150.00	£ 15,150.00
Vice Chairman of Council	Vice-chair	30% of Chair	1	£ 5,404.24	£ 5,404.24	£ 3,797.58	£ 3,797.58
Health	Chair	30% of leader	1	£ 7,720.35	£ 7,720.35	£ 6,060.00	£ 6,060.00
Strategic Planning	Chair	30% of leader	1	£ 7,720.35	£ 7,720.35	£ 6,060.00	£ 6,060.00
Sub Area Planning	Chair	20% of leader	3	£ 5,146.90	£ 15,440.71	£ 6,060.00	£ 18,180.00
Audit	Chair	20% of leader	1	£ 5,146.90	£ 5,146.90	£ 3,253.01	£ 3,253.01
Scrutiny Management	Chair	20% of leader	1	£ 5,146.90	£ 5,146.90	£ 6,060.00	£ 6,060.00
Misc. Licensing	Chair	15% of leader	1	£ 3,860.18	£ 3,860.18	£ 3,253.01	£ 3,253.01
Licensing Act	Chair	15% of leader	1	£ 3,860.18	£ 3,860.18	£ 3,253.01	£ 3,253.01
PACS x 9	Chair	15% of leader	9	£ 3,860.18	£ 34,741.58	£ 6,060.00	£ 54,540.00
Electoral Review Panel (NEW)	Chair	15% of leader	1	£ 3,860.18	£ 3,860.18	£ -	£ -
Pensions	Chair	10% leader	1	£ 2,573.45	£ 2,573.45	£ 2,168.71	£ 2,168.71
Standards	Chair	10% leader	1	£ 2,573.45	£ 2,573.45	£ 2,168.71	£ 2,168.71
Harbours Board	Chair	10% leader	1	£ 2,573.45	£ 2,573.45	£ 1,363.50	£ 1,363.50
Constitution and Governance	Chair	10% leader	1	£ 2,573.45	£ 2,573.45	£ 3,253.01	£ 3,253.01
Joint Committees	Chair	10% leader	1	£ 2,573.45	£ 2,573.45	£ -	£ -
Health	Vice-chair	50% Chair	1	£ 3,860.18	£ 3,860.18	£ 1,052.03	£ 1,052.03
Strategic Planning	Vice-chair	50% Chair	1	£ 3,860.18	£ 3,860.18	£ 1,628.98	£ 1,628.98
Sub Area Planning	Vice-chair	30% Chair	3	£ 1,544.07	£ 4,632.21	£ 1,628.98	£ 4,886.94
Audit	Vice-chair	30% Chair	1	£ 1,544.07	£ 1,544.07	£ 544.57	£ 544.57
Scrutiny Management	Vice-chair	30% Chair	1	£ 1,544.07	£ 1,544.07	£ 1,052.03	£ 1,052.03
Misc. Licensing	Vice-chair	30% Chair	1	£ 1,158.05	£ 1,158.05	£ 544.57	£ 544.57
Licensing Act	Vice-chair	30% Chair	1	£ 1,158.05	£ 1,158.05	£ 544.57	£ 544.57
PACS x 9 (NEW)	Vice-chair	30% Chair	9	£ 1,158.05	£ 10,422.48	£ -	£ -
Electoral Review Panel (NEW)	Vice-chair	30% Chair	1	£ 1,158.05	£ 1,158.05	£ -	£ -
Pensions	Vice-chair	30% Chair	1	£ 772.04	£ 772.04	£ 544.57	£ 544.57
Standards	Vice-chair	30% Chair	1	£ 772.04	£ 772.04	£ 2,168.71	£ 2,168.71
Constitution and Governance	Vice-chair	30% Chair	1	£ 772.04	£ 772.04	£ 544.57	£ 544.57
Total			58				
Co-optees Allowance:							
Independent non-elected Members and Parish/Town Council - x6			6	£ 1,300.42	£ 7,802.52	£ 1,300.42	£7,803
Independent Lay Members on the Standards Committee x 4			4	£ 1,300.42	£ 5,201.68	£ 1,300.42	£5,202
Independent Lay Members for Audit x 2			1	£ 1,300.42	£ 1,300.42	£ 1,300.42	£1300,42
Independent Lay Members for the Standards Regime x 3			3	£ 1,300.42	£ 6,930.00	£ 2,310.00	£3,901
Total BA				£ 1,710,996.42		£ 1,506,710.64	
Total SRA				£ 365,819.62		£ 315,527.54	
Overall Total				£ 2,076,816.04		£ 1,822,238.18	
BA difference				£ 204,285.78			
SRA Difference				£ 50,292.08			
Overall Difference				£ 254,577.86			

## SRA Prioritisation

Items in Yellow are objective

Items in Blue are ranked based on evidence

Data based on 1/4/15 to 31/3/16

RATE = Responsibility; Accountability; Time, Effort (as per page 25 of "A practical Guide...")

Factors affecting role (Split by RATE)

Note: Effort was not taken into account as the panel believed "Effort" is personal to an individual and should not be rewarded via SRA

Committee	Financial Budget Responsibility /Level of Delegation	Number of Meetings	Ranking	Level of Strategic Understanding (3 = High, 2 = Med., 1 = Low)	Knowledge and Skill	Volume of Reading per year (in pages)	Ranking	Av. Length of meetings	Ranking	PR Involvement	Public Interest Level	Involvement with outside bodies	Responsibility /Accountability	Decision Making Power of Committee	Score	Notes
Leader	1	8	2	3	3	2781	3	2.85	2	1	3	3	3	1	25	
Cabinet Members	1	0	2	3	3	0	3	0	2	1	2	3	3	1	24	
Health	0	6	2	3	3	384	1	3.15	3	1	3	3	3	1	23	Data from Adult CARE and Health Overview, assumed from two meetings
Chairman of Council	0	9	2	3	2	2306	3	4.1	3	1	3	3	2	0	22	
Deputy Leader	1	8	2	3	3	2781	3	2.85	2	1	2	2	2	1	22	
Strategic Planning	0	14	3	1	2	4672	3	5.61	3	1	3	0	3	1	20	
Vice Chairman of Council	0	9	2	3	2	2306	3	4.1	3	1	2	2	1	0	19	
East Sub Area Planning	0	12	3	1	2	1891	2	4.81	3	0	2	0	2	1	16	
Central Sub Area Planning	0	12	3	1	2	1652	2	4.39	3	0	2	0	2	1	16	
West Sub Area Planning	0	12	3	1	2	1579	2	2.68	2	0	2	0	2	1	15	
Audit	0	4	1	2	3	729	1	3.03	3	0	1	0	2	1	14	
Scrutiny Management	0	9	2	3	1	544	1	2.67	2	0	1	0	3	0	13	
Misc Licensing	0	13	3	1	1	771	1	3.44	3	0	1	0	1	1	12	
Electoral Review Panel	0	7	2	1	1	1001	2	2.75	2	0	1	0	3	0	12	Assumed from one meeting
Licensing Act	0	3	1	2	2	800	1	1.33	1	0	2	0	2	1	12	
PAC	0	8	2	1	1	667	1	3	3	0	1	1	1	0	11	
Pensions	0	5	1	1	1	956	1	2.6	2	0	1	0	1	1	9	
Standards	0	4	1	1	1	632	1	2.1	2	0	1	0	2	0	9	
Harbours Board	0	5	1	1	2	459	1	1.46	1	0	1	0	2	0	9	
Constitution and Governance	0	5	1	1	1	579	1	1.32	1	0	1	0	1	0	7	
Basic Elected Council Member (Control Rate)	0									Y				Y		Assumes attendance at 6 meetings a year
Independent Non Elected Members	0	4				632		2.1		n				none		
Parish/Town Council Members of Standards	0	4				632		2.1		n				none		
Independent Standards Advisors	0	n/a						141 hours per year		n				none		
CC Non Directors	0									n				Y		
Group Leaders x 7	n/a	0	0			0		0		n				Y		

## Meeting Statistics

Meeting	Number of Meetings	Total Duration	Av. Number of Pages Per Meeting	Total Pages to Read during Year	Av. Length of Meetings	PAC?
Adult Care PAC (No longer exists)	6	10.3	62	373	1.72	y
Audit Committee	4	12.1	182	729	3.03	
Cabinet	8	22.8	348	2781	2.85	
Central Sub Area Planning	12	52.7	138	1652	4.39	
Communities PAC	8	19.9	87	692	2.49	y
C&G	5	6.6	116	579	1.32	
Council	9	36.9	256	2306	4.10	
East Sub Area Planning	12	57.7	158	1891	4.81	
E&C PAC	7	21.6	117	822	3.09	y
Harbours Board	5	7.3	92	459	1.46	
H&SC OSC (4 months only)	6	18.9	64	384	3.15	
H&SC SC (No longer exists)	6	34.2	161	968	5.70	
H&E PAC	7	20	69	482	2.86	y
Licensing Act Committee	3	4	267	800	1.33	
Licensing Act Sub Committee	24	42.3	110	2645	1.76	
Localism PAC	8	18.5	61	486	2.31	y
Misc Licensing	13	44.7	59	771	3.44	
Partnership Portfolio AC	13	44.7	59	771	3.44	y
Pensions Committee	5	13	191	956	2.60	
Planning PAC	8	28.4	238	1904	3.55	y
R&P PAC	7	11.1	44	311	1.59	y
Resources PAC	7	22.6	71	494	3.23	y
Scrutiny Management Committee	9	24	60	544	2.67	
Standards Committee	4	8.4	158	632	2.10	
Strategic Planning Committee	14	78.6	334	4672	5.61	
Transport PAC	7	15.3	66	461	2.19	y
West Sub Area Committee	12	32.1	132	1579	2.68	
Young People PAC	6	15.2	91	546	2.53	y

PAC Average                      8                      21                      88                      667                      3

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**Cornwall Council Members' Allowances Scheme 2017/18**  
**Schedule of Allowances**

<b>Allowance</b>	<b>Rate 2017/18 (per annum unless stated)</b>
<b>Basic allowance</b>	
All Councillors (excluding co-opted members)	£13,910.54
<b>Special responsibility allowances</b>	
Band 1 - Leader	£25,734.50
Band 2 - Deputy Leader	£19,300.87
Band 3 - Cabinet Members, Chairman of the Council	£18,014.15
Band 4 - Chairmen, Health and Adult Social Care Overview and Strategic Planning Committee.	£7,720.35
Band 5 - Vice Chairman of the Council	£5,404.25
Band 6 - Chairmen, Sub Area Planning Committee, Audit, and Scrutiny Management Committee.	£5,146.90
Band 7 - Chairmen, Electoral Review Panel, Licensing Act Committee, Audit Committee, Miscellaneous Licensing Committee, Policy Advisory Committees.  Vice-Chairmen, Health and Adult Social Care Overview and Strategic Planning Committee.	£3,860.18
Band 8 - Chairmen, Constitution and Governance Committee, Harbours Board, Joint Committees Pensions Committee, Standards Committee.	£2,573.45
Band 9 - Vice-Chairmen, Sub Area Planning Committee, Audit, and Scrutiny Management Committee	£1,544.07
Band 10 - Vice-Chairmen, Electoral Review Panel, Licensing Act Committee, Audit Committee, Miscellaneous Licensing Committee, Policy Advisory Committees.	£1,158.05
Band 11- Vice-Chairmen, Constitution and Governance Committee, Pensions Committee, Standards Committee.	£772.04
Co-optees Allowance: Independent non-elected Members and Parish/Town Council Members of Standards Committee Independent Lay Members for the Standards Regime Independent non-elected Members of Audit	£1300.42

### **Cornwall Council Members' Allowances Scheme – Classification of Approved Duties**

Members may claim for travel, subsistence or dependants' carers' allowances in respect of costs necessarily incurred in undertaking approved duties in accordance with the Regulations as follows:-

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations (but only as or on behalf of the appointed/nominated person), or of any committee or sub-committee of such a body;

[Under this paragraph attendance at pre-agenda and briefing meetings for the Chairman, Vice-Chairman and Party Group Spokesman is eligible]

- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that
  - (i) where the authority 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 authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) 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;
- (f) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools); and
- (h) additional duties for the purposes of paragraph(h) of the Regulations and which may only be for the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of

its committees or sub-committees:

- (i) Scheduled Community Network Panels included in the Members' Diary.
- (ii) Formal site meetings and visits if they are arranged by officers in accordance with the Council's approved procedure or protocol for such visits.
- (iii) Meetings at the invitation of a Cabinet Member, the Chief Executive, a Corporate Director, the Section 151 Officer or the Monitoring Officer.
- (iv) Training activities and seminars as part of the approved annual training programme or approved by the Leader.
- (v) Conferences and seminars included in the annex to the Members' Allowances Guidance and those approved in advance by the Leader/Corporate Support Cabinet Member.
- (vi) Public inquiries and court hearings, e.g. Licensing, where required to attend on behalf of the appropriate committee.
- (vii) Office-holders in receipt of SRA undertaking duties directly relevant to their position of responsibility.
- (viii) Other duties approved in advance by the Monitoring Officer.

Exemptions:

- (a) any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the Council's functions;
- (b) any duty or activity undertaken by virtue of being a school governor;
- (c) meetings with officers, individuals or groups of electors to discuss constituency issues which are covered by the basic allowance;
- (d) informal site visits, not arranged by officers in accordance with the Council's approved procedure or protocol (see (h) (ii) above);
- (e) attendance at meetings of outside bodies where the bodies themselves pay expenses; and
- (f) other meetings, inquiries/hearings or events organised by other organisations.

Invitations from groups or bodies to attend meetings as a Local Member are not approved duties for the payment of travelling, subsistence and dependants' carers' allowances. These duties are constituency matters not connected with the discharge of the functions of Cornwall Council.



### **Cornwall Council Members' Allowances Scheme – Dependants' Carers' Allowance (DCA)**

A Councillor may claim an allowance where they have incurred expenditure on engaging a carer for a dependent in order to carry out an approved duty as detailed in Appendix 2, subject to the following conditions:-

1. A carer will be any responsible mature person who does not normally live with the councillor as part of their family.
2. An allowance will be payable if the dependent normally lives with the councillor as part of their family and is unable to be left unsupervised.
3. Rates for the allowance:-

Formal Arrangements – Where formal arrangements for care of the dependant are in place, the full cost incurred will be reimbursed on the production of receipts.

Informal Arrangements – Where a person who is not a member of the Councillor's household is used for care a maximum rate of £7.20 per hour can be claimed per adult dependants and £4.25 per hour for childcare will be reimbursed.

4. The period of duty is calculated on 'door-door' basis i.e. from the time a councillor leaves their place of residence to carry out the council duty to time they return.
5. Claims are to be made on the appropriate form, signed by both the Councillor and carer.
6. Approved duties for the purposes of the dependant are those set out in paragraphs (a) to (g) of regulation 7(1) of the Local Authorities (Members' Allowances)(England) Regulations 2003 ("the Regulations") and which are listed in Appendix 1 to the Scheme of Allowances and also the additional duties in Appendix 1 which are specified for the purposes of paragraph (h) of regulation 7(1).
7. In order to receive any payment of the allowance a Member must first register their need to claim with the Monitoring Officer. The Member shall provide the Monitoring Officer with such information as the Monitoring Officer reasonably requires to demonstrate their entitlement to the allowance.
8. It is ultimately the Members responsibility to make the adequate provision of care and they must satisfy themselves that the arrangements meet legal requirements.



**Travelling and Subsistence Allowances.**

<p><b>Travelling Allowance **</b> (paid when carrying out approved duties as defined in Appendix 1 to the Scheme of Allowances) (<b><i>VAT fuel receipts dated the month for which the claim relates must be attached to the claim form</i></b>):</p> <p>Car Motorcycle Bicycle Passenger supplement: each passenger up to 4</p> <p><b><i>Reimbursement for mileage beyond Cornwall</i></b> shall be based on the cheapest standard class return rail fare available for use at the necessary time of outward travel and not on actual distance travelled.</p>	<p>40p per mile 24p per mile 20p per mile 5p per mile</p>
<p><b>Subsistence Allowance **</b> (paid when carrying out approved duties as defined in Appendix 1 to the Scheme of Allowances).</p> <p><b>A valid receipt for the actual expenditure incurred must accompany and support each claim otherwise no reimbursement shall be made apart from those meals taken in the Restaurant at County Hall which may be signed for.</b></p> <p>Breakfast Lunch Evening Meal</p> <p>Overnight Provision (bed and breakfast) Major cities (except London) London Accommodation with relatives or friends</p>	<p>Maximum claimable:</p> <p>£ 6.00 £ 5.00 £12.95</p> <p>£ 77.72 £100.00 £130.00 £ 25.88</p>

# Members' Allowances Scheme

## 1. Introduction

The Cornwall Council is statutorily required to make a scheme of allowances for Members of the Council and to periodically establish an Independent Remuneration Panel which advises the Council on the scheme of allowances and the amounts that should be paid.

On 17 May 2017 Cornwall Council considered reports from the Independent Remuneration Panel and, having regard to those reports and other relevant considerations and in exercise of the powers available to it under the Local Authority (Members' Allowances) (England) Regulations 2003, as amended, agreed that the following scheme should apply to Cornwall Council on the basis set out below.

The scheme may be referred to as the Cornwall Council Members' Allowances Scheme 2017/18. It will have effect until varied pursuant to the prescribed process.

## 2. The Schedule of allowances for Cornwall Councillors

The allowances for Members of Cornwall Council are as set out in the Schedule below. The allowances set out are effective from May 2017.

## 3. Approved duties

The approved duties for which allowances are payable under this Scheme are set out in Appendix 1 to this Scheme. Claims for allowances for duties that are not within the list of approved duties shall not be paid.

## 4. Dependants' Carers' Allowance

Dependants' carers' allowance is payable in accordance with the provisions set out in Appendix 2 to this Scheme. The form for registering with the Monitoring Officer the need to claim this allowance is available from Democratic Services and available on the Intranet.

**Cornwall Council Members' Allowances Scheme 2017/18**  
**Schedule of Allowances**

<b>Allowance</b>	<b>Rate 2017/18 (per year unless stated)</b>
<b>Basic allowance</b>	
All Councillors (excluding co-opted members)	£13,910.54
<b>Special responsibility allowances</b>	
Band 1 - Leader	£25,734.50
Band 2 - Deputy Leader	£19,300.87
Band 3 - Cabinet Members, Chairman of the Council	£18,014.15
Band 4 - Chairmen, Health and Adult Social Care Overview and Strategic Planning Committee.	£7,720.35
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Band 6 - Chairmen, Sub Area Planning Committee, Audit, and Scrutiny Management Committee.	£5,146.90
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Band 8 - Chairmen, Constitution and Governance Committee, Harbours Board, Joint Committees Pensions Committee, Standards Committee.	£2,573.45
Band 9 - Vice-Chairmen, Sub Area Planning Committee, Audit, and Scrutiny Management Committee	£1,544.07
Band 10 - Vice-Chairmen, Electoral Review Panel, Licensing Act Committee, Audit Committee, Miscellaneous Licensing Committee, Policy Advisory Committees.	£1,158.05
Band 11- Vice-Chairmen, Constitution and Governance Committee, Pensions Committee, Standards Committee.	£772.04
Co-optees Allowance: Independent non-elected Members and Parish/Town Council Members of Standards Committee Independent Lay Members for the Standards Regime Independent non-elected Members of Audit	£1300.42

<p>Dependants' Carers' Allowance: Child Care; Care of Elderly or Disabled People (in accordance with the provisions in Appendix 2 to the Scheme of Allowances)</p>	<p>Formal Care – Full cost.</p> <p>Informal Care- £7.20 per hour per adult dependant. £4.25 per hour for childcare</p>
<p><b>Travelling Allowance **</b> (paid when carrying out approved duties as defined in Appendix 1 to the Scheme of Allowances) (<b><i>VAT fuel receipts dated the month for which the claim relates must be attached to the claim form</i></b>):</p> <p>Car Motorcycle Bicycle Passenger supplement: each passenger up to 4</p> <p><b><i>Reimbursement for mileage beyond Cornwall</i></b> shall be based on the cheapest standard class return rail fare available for use at the necessary time of outward travel and not on actual distance travelled.</p>	<p>40p per mile 24p per mile 20p per mile 5p per mile</p>
<p><b>Subsistence Allowance **</b> (paid when carrying out approved duties as defined in Appendix 1 to the Scheme of Allowances).</p> <p><b>A valid receipt for the actual expenditure incurred must accompany and support each claim otherwise no reimbursement shall be made apart from those meals taken in the Restaurant at County Hall which may be signed for.</b></p> <p>Breakfast Lunch Evening Meal</p> <p>Overnight Provision (bed and breakfast) Major cities (except London) London Accommodation with relatives or friends</p>	<p>Maximum claimable:</p> <p>£ 6.00 £ 5.00 £12.95</p> <p>£ 77.72 £100.00 £130.00 £ 25.88</p>

\* No Member will receive payment for more than one SRA and they will be permitted to choose which they accept where such circumstances apply.

## **Cornwall Council Members' Allowances Scheme – Appendix 1**

### **Classification of Approved Duties**

Members may claim for travel, subsistence or dependants' carers' allowances in respect of costs necessarily incurred in undertaking approved duties in accordance with the Regulations as follows:-

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations (but only as or on behalf of the appointed/nominated person), or of any committee or sub-committee of such a body;

[Under this paragraph attendance at pre-agenda and briefing meetings for the Chairman, Vice-Chairman and Party Group Spokesman is eligible]

- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that
  - (i) where the authority 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 authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) 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;
- (f) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools); and

- (h) additional duties for the purposes of paragraph(h) of the Regulations and which may only be for the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees:
- (i) Scheduled Community Network Panels included in the Members' Diary.
  - (ii) Formal site meetings and visits if they are arranged by officers in accordance with the Council's approved procedure or protocol for such visits.
  - (iii) Meetings at the invitation of a Cabinet Member, the Chief Executive, a Corporate Director, the Section 151 Officer or the Monitoring Officer.
  - (iv) Training activities and seminars as part of the approved annual training programme or approved by the Leader.
  - (v) Conferences and seminars included in the annex to the Members' Allowances Guidance and those approved in advance by the Leader/Corporate Support Cabinet Member.
  - (vi) Public inquiries and court hearings, e.g. Licensing, where required to attend on behalf of the appropriate committee.
  - (vii) Office-holders in receipt of SRA undertaking duties directly relevant to their position of responsibility.
  - (viii) Other duties approved in advance by the Monitoring Officer.

Exemptions:

- (a) any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the Council's functions;
- (b) any duty or activity undertaken by virtue of being a school governor;
- (c) meetings with officers, individuals or groups of electors to discuss constituency issues which are covered by the basic allowance;
- (d) informal site visits, not arranged by officers in accordance with the Council's approved procedure or protocol (see (h) (ii) above);
- (e) attendance at meetings of outside bodies where the bodies themselves pay expenses; and
- (f) other meetings, inquiries/hearings or events organised by other organisations.

Invitations from groups or bodies to attend meetings as a Local Member are not approved duties for the payment of travelling, subsistence and dependants' carers' allowances. These duties are constituency matters not connected with the discharge of the functions of Cornwall Council.

## **Cornwall Council Members' Allowances Scheme – Appendix 2 Dependants' Carers' Allowance (DCA)**

A Councillor may claim an allowance where they have incurred expenditure on engaging a carer for a dependent in order to carry out an approved duty as detailed in Appendix 2, subject to the following conditions:-

1. A carer will be any responsible mature person who does not normally live with the councillor as part of their family.
2. An allowance will be payable if the dependent normally lives with the councillor as part of their family and is unable to be left unsupervised.
3. Rates for the allowance:-

Formal Arrangements – Where formal arrangements for care of the dependant are in place, the full cost incurred will be reimbursed on the production of receipts.

Informal Arrangements – Where a person who is not a member of the Councillor's household is used for care a maximum rate of £7.20 per hour can be claimed per adult dependants and £4.25 per hour for childcare will be reimbursed.

4. The period of duty is calculated on 'door-door' basis i.e. from the time a councillor leaves their place of residence to carry out the council duty to time they return.
5. Claims are to be made on the appropriate form, signed by both the Councillor and carer.
6. Approved duties for the purposes of the dependant are those set out in paragraphs (a) to (g) of regulation 7(1) of the Local Authorities (Members' Allowances)(England) Regulations 2003 ("the Regulations") and which are listed in Appendix 1 to the Scheme of Allowances and also the additional duties in Appendix 1 which are specified for the purposes of paragraph (h) of regulation 7(1).
7. In order to receive any payment of the allowance a Member must first register their need to claim with the Monitoring Officer. The Member shall provide the Monitoring Officer with such information as the Monitoring Officer reasonably requires to demonstrate their entitlement to the allowance.
8. It is ultimately the Members responsibility to make the adequate provision of care and they must satisfy themselves that the arrangements meet legal requirements.