

**A Review of the Isle of Wight Council
Members' Allowances Scheme**

Ninth Report of the Independent Remuneration Panel

December 2011

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FOREWORD

This is the ninth Report of the Isle of Wight Independent Remuneration Panel. In carrying out its investigation, the Panel wishes to thank those members and officers who provided their views. We also wish to acknowledge the administrative and technical support given to us by the Corporate Governance Manager and staff in undertaking this work.

*Peter W Savory
Chairman, Isle of Wight Independent Remuneration Panel
December 2011*

EXECUTIVE SUMMARY

1. The Independent Remuneration Panel has undertaken a review of the Members' Allowances Scheme in the light of the prevailing economic circumstances, taking account of any anomalies in the Scheme or any unintended consequences of its report dated December 2010. This report can be viewed at: <http://www.iwight.com/council/committees/mod-council/19-1-11/Paper%20C%20-%20Appendix%201.pdf>.
2. The Panel was also asked to give a recommendation on the Special Responsibility Allowance (SRA) for the new Cabinet Secretary post, and also for the potential new posts of Regulatory Committee Chairman and Vice Chairman.
3. As a result of this review the Panel recommends that:
 - a) The Members' Allowance Scheme be amended to simplify the on Island travel allowance so that on 31 January 2012 the amount paid to each councillor be fixed at the rate currently being paid, until the end of their term of office, only to be altered if the member changes address or responsibility so that they would be entitled to a different amount in accordance with the two bands set out in the scheme. The rate to be fixed again after each election for the life of the administration, or unless altered following a recommendation of the Independent Remuneration Panel.
 - b) The ability for Members to claim off Island subsistence be removed.
 - c) The SRA for the new Cabinet Secretary post be a factor of 0.9, equating to £7,113 pa. This amount to be backdated to the date of appointment.
 - d) The SRA for the proposed new Chairman of Regulatory Committee be a factor of 1.5 equating to £11,854 pa and the SRA for the proposed new Vice Chairman of Regulatory Committee be a factor of 0.7 equating to £5,532 pa. These SRA's to be reviewed in September 2012, assuming the committee has been created and role descriptions for the posts developed, so as to assess the appropriateness of these figures based on actual experience. On reviewing the SRA's, should the Panel find that their recommendation is significantly different to this recommendation, the new recommended SRA's to be backdated to the date of appointment.
 - e) An annual review of the Scheme should take place in Autumn 2012 unless an amendment of the member structure necessitates an earlier review.

INTRODUCTION AND BACKGROUND TO THE REVIEW

Introduction

4. This is the ninth Report from the Independent Remuneration Panel, the previous ones having been considered by Council in 2001, 2003, 2004, two in 2006, one in 2009 and 2010 and the most recent one in January 2011. The first two reports were chaired by Dr Declan Hall and the others by Professor David Farnham. This report has been chaired by Mr Peter Savory.
5. The membership of the Panel has changed on five occasions and the current members are:

Mr Peter W Savory – Chairman
Mr Brian Herbert
Ms Annette Mosdell
One Vacancy

6. Under the Local Authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to these regulations (SI 1022 and SI 1692), all authorities have to establish an Independent Remuneration Panel to make recommendations to the Council on Members' allowances. The Council needs to have regard to the recommendations of the Panel but can substitute its own decisions. It is crucial to recognise this, as the existing Members' Allowances Scheme (as set out in the Council's Constitution) has been developed over the last ten years, with not all the recommendations of previous Panels having been adopted.
7. However the Panel are aware that at its Annual meeting on 17 June 2009 Council agreed that when receiving the recommendations of any future review, Council would adopt a Members' Allowance scheme in line with those recommendations and Council have consequently adopted, in full, the Panel's recommendations since that date.
8. Whilst we acknowledge that it is outside of the Panel's remit, some concerns have been raised by the Panel about the performance monitoring of the role of elected members. This is not something that the Panel can consider other than raising it in this report.

Background

9. The last review undertaken by the Panel reviewed all aspects of the Members' Allowances Scheme and the Panel's recommendations were accepted in full by the Council on 19 January 2011. In agreeing the recommendations the Council requested that an annual review of the Scheme take place in 2011 in time for the 2012/13 budget unless an amendment of the member structure necessitated an earlier review.
10. The Panel was also asked to look at other aspects of the scheme, so the work of this review can be divided into five parts:

- Review the Members' Allowances Scheme in the light of prevailing economic circumstances and any anomalies.
- Review the on Island travel allowance.
- Review the off Island subsistence allowance.
- Recommend an SRA for the new Cabinet Secretary post.
- Make a recommendation for the SRA's for the posts of Chairman and Vice Chairman of the new Regulatory Committee, should this new committee be created.

Methodology

11. The Panel began its review of the Members Allowances Scheme in September 2011. The Panel agreed at an early stage that, in the prevailing economic circumstances, it was unlikely that it would feel it appropriate to agree any across the board increases in allowances. However, the Panel was keen to hear the views of the members about how the scheme was working and whether there might be any other proposals that the Panel should address.
12. The Chairman of the Panel sent a letter (Appendix 1) to all members seeking their views.

THE PANEL'S DELIBERATIONS AND ANALYSIS

Review of the scheme in the light of prevailing economic circumstances and any anomalies.

13. The Panel only received one response to the Chairman's letter, which stated that the allowances should be frozen for the forthcoming financial year as a reflection of the current economic climate. This response also asked the Panel to consider removing the ability for members to claim off Island subsistence, and to recommend an SRA for the potential new posts of Chairman and Vice Chairman of a proposed Regulatory Committee.
14. The Panel was surprised at the low response rate but felt that this reflected broad satisfaction with the scheme as well as a general feeling that any increases would be inappropriate at this time. As a result the Panel found that there should be no changes to the scheme other than those set out below.

Review of on Island travel allowance.

15. As a result of administrative changes within the Council the Panel were asked to review the allocation of the on Island travel element of the scheme. The Panel were advised that the method for amending payments to councillors now required significant additional administration when, for example, a change in the amount of on Island travel allocated to one member would have a knock on effect on all 40 members.

16. In order to avoid the increased administration, the Panel decided to recommend that the on Island travel element paid to members be frozen as at a point in time (initially 31 January 2011 and then again after each election and for the life of the administration). However, should a member increase or decrease their responsibility, or move house, so that either the meetings or miles band of their entitlement changed, the change to their on Island travel allowance should only affect them and not other members. In this way there would only be one form to complete and process rather than a potential 40.
17. The Panel accepted that in recommending this change there was a risk that the cost of on Island travel could marginally exceed the budget, but it could also come in under budget and the gain in administrative efficiency would far outweigh any marginal overspend.

Off Island subsistence

18. The Panel was requested to review this by the one member who responded to the Chairman's letter. In the financial year 2010/11 only £228.21 was claimed for off Island subsistence and so the Panel agreed that this was an element of the scheme which was little utilised and could be removed.

Cabinet Secretary SRA

19. On 18 May 2011 Council resolved that should the Leader appoint to the role of Cabinet Secretary, the Independent Remuneration Panel should be instructed to review the post of Cabinet Secretary and provide a report to Council with a recommendation for the Special Responsibility Allowance for the role to be added to the Members Allowances Scheme.
20. The Leader duly appointed to this role on 23 May 2011. It was considered expedient for this particular review to be carried out as part of the Panel's annual review.
21. The Panel compared the 2007 role description with the current version and in order to gain views on the work load, time commitment and efficacy of the post they interviewed the current post holder, a Cabinet Member, the Leader (also a previous post holder), a back bencher, the Chief Executive and the Strategic Director of Resources. The Cabinet Member and back bencher interviewed were selected by random draw. Evidence was sought from the interviewees to quantify the level of responsibility the new post carried, to whom the post was accountable, the time commitment/work load, and the efficacy of the post from both a member and officer view point. An anonymised summary of the evidence taken can be found at Appendix 2.
22. It was noted that the SRA for the current Cabinet Secretary was based on the level of the SRA that was paid to the Cabinet Secretary's role that existed from 2005 to 2007. However the job profiles for these two roles, and indeed the environment with which they work, was now quite different.
23. The Panel acknowledges that the re-establishment of a Cabinet Secretary role in 2011 means that the present Cabinet can operate with one less formal

Cabinet Member. However, the ultimate responsibility for matters within the remit of the Cabinet Members rests with them and this responsibility cannot be assumed by the Cabinet Secretary. Hence, the responsibilities of the “missing” Cabinet Member have been dissipated across the Leader and the remaining Cabinet Members. This therefore means that the SRA for the Cabinet Secretary role must be below that of a Cabinet Member.

24. The evidence illustrated that the Cabinet Secretary’s role is an entirely inward facing role to help support the Cabinet Members to undertake their responsibilities and accountabilities with more clarity, information and knowledge at their disposal. Whilst this responsibility is there, it is important to note that this is an internal facing responsibility and not one that is external to the Council. It is also of note that the previous Cabinet role had a much wider internal remit that dealt with the whole Member/political machinery and ensured its effective operation, whereas the current Cabinet Secretary’s role is confined just to that of the Cabinet.
25. Having that internal responsibility to the Cabinet means that the profile and visibility of this role is not necessarily always present. This does not necessarily mean that it has no responsibility.
26. Comparing it to the other SRA’s, as this role has no external facing role, it is difficult to see it has an SRA equivalent to that of say the Planning Committee, that has a very high profile external role. Equally, given the level of innovation required and lack of procedures or rules around the role then this means the SRA for this post should be greater than that of the Chairman of the Council.
27. It is also appreciated that as always with any posts, each individual will bring their own approach to the level of work and their own capacity to attend to whatever detail they feel is necessary to undertake the role; that is entirely a matter for their choice and does not necessarily reflect upon the responsibility of the post.
28. From evidence taken during interviews, the Panel recognises that the role of Cabinet Secretary, as it stands today, is appreciated by the Cabinet and provides very useful support to them in carrying out their duties and also in their dealings with officers.
29. Given that the Panel’s view is that this post falls somewhere below the responsibility of the Planning Committee Chairman (a factor of 1.0), but higher than that of the Chairman of the Council (a factor of 0.7), it is recommended that this post should have an SRA of a factor of 0.9.

Regulatory Committee Chairman and Vice Chairman

30. The Panel was requested to give consideration to the recommendation of SRA’s for the post of Chairman and Vice Chairman of the Regulatory Committee. It was explained that this would be a new committee which would, if created, replace the existing Planning and Licensing committees.
31. These two posts would replace the following three SRA posts:

- Chairman of the Planning Committee
- Vice-Chairman of the Planning Committee
- Chairman of the Licensing Committee.

32. The Regulatory Committee would serve as the Planning Committee and also the overall Licensing Committee. Licensing (Determinations) Sub Committees would be drawn from this membership.

33. In order to seek views on this proposal, the Panel interviewed the Leader, the Chairman and Vice Chairman of the Planning Committee, the Chairman of the Licensing Committee, the Cabinet Member for the Economy and the Environment and the Head of Planning and Regulatory Services. The Panel also notes that the new posts are a combination of two SRA's which had been increased at a previous review by the Panel due to their high work load, responsibility and complexity.

34. Questions asked of interviewees included:

- Would the new committee work?
- How great is the work load?
- What would be the benefits of the restructure of these committees?
- Could one person carry the combined responsibility?

35. An anonymised summary of the evidence taken can be found at Appendix 3.

36. In considering what recommendation to make the Panel acknowledged that the workload for the Chairman and Vice Chairman of this large Committee would be significant, although appeared to be manageable depending upon the work styles and processes that would be in place.

37. The Panel notes that no definitive role descriptions for these posts exist at the time of this review nor is there any detail of the organisation of the Committee

38. The extended responsibility for the two roles was acknowledged and therefore the Panel recommend that the SRA for the Chairman of this new Committee be a factor of 1.5, and the Vice Chairman a factor of 0.7 but that in view of the preceding paragraph the SRA's for these roles should be reviewed in September 2012 if the new Committee is created.

General

39. The Panel also recommend that they review the overall scheme in the Autumn of 2012, in the light of the then prevailing economic climate and any apparent anomalies or changes to structure and organisation.

CONCLUSIONS AND RECOMMENDATIONS

40. The Panel noted the views expressed and all the evidence received. It was also very mindful of the current economic climate and severe financial pressure under which the Council found itself.

41. As a result of this review the Panel recommends that:

- a. The Members' Allowance Scheme be amended to simplify the on Island travel allowance so that on 31 January 2012 the amount paid to each councillor be fixed at the rate currently being paid, until the end of their term of office, only to be altered if the member changes address or responsibility so that they would be entitled to a different amount in accordance with the two bands set out in the scheme. The rate to be fixed again after each election for the life of the administration, or unless altered following a recommendation of the Independent Remuneration Panel.**
- b. The ability for Members to claim off Island subsistence be removed.**
- c. The SRA for the new Cabinet Secretary post be a factor of 0.9, equating to £7,113 pa. This amount to be backdated to the date of appointment.**
- d. The SRA for the proposed new Chairman of Regulatory Committee be a factor of 1.5 equating to £11,854 pa and the SRA for the proposed new Vice Chairman of Regulatory Committee be a factor of 0.7 equating to £5,532 pa. These SRA's to be reviewed in September 2012 , assuming the committee has been created and role descriptions for the posts developed, so as to assess the appropriateness of these figures based on actual experience. On reviewing the SRA's, should the Panel find that their recommendation is significantly different to this recommendation, the new recommended SRA's to be backdated to the date of appointment.**
- e. An annual review of the Scheme should take place in Autumn 2012 unless an amendment of the member structure necessitates an earlier review.**

LIST OF APPENDICES

Appendix 1: Letter to members.

Appendix 2: Summary of evidence taken regarding the SRA for the new Cabinet Secretary role.

Appendix 3: Summary of evidence taken regarding the SRA for the proposed Chairman and Vice Chairman of Regulatory Committee roles.

Appendix 4: Amended Members' Allowances Scheme as recommended by the Panel, with changes highlighted in red.

APPENDIX 1

To All Members

Annual Review of Members' Allowance Scheme

The Independent Remuneration Panel is carrying out its annual review of the Members' Allowance Scheme.

As part of this review, you are invited to make any representations you may have on the scheme, in writing, to the Independent Remuneration Panel c/o April Ross, Democratic Services Manager, County Hall or by email to april.ross@iow.gov.uk by Wednesday 12 October 2011.

The Independent Remuneration Panel have also been asked to make a recommendation on the level of Special Responsibility Allowance for the new Cabinet Secretary post. As part of the research for that recommendation they will be interviewing those directly involved. However, if you wish to make any representations with regard to that particular post then please do so by the same means.

Yours sincerely

Peter Savory
Chairman, Independent Remuneration Panel

APPENDIX 2

- Rationale for the post was to keep Cabinet member numbers small which required someone to tie the threads together.
- The role has no accountability or responsibility. It is set up to help the Cabinet.
- Cabinet is a unit and they need to be linked by someone of equal status. They are a vital 6th person in the Cabinet team.
- The workload of Cabinet Secretary vs Cabinet Member are very similar.
- The post holder works closely with the Business Effectiveness Unit and with the individual Cabinet Members.
- Post has no role or responsibility with officers. It is not an officer interface position.
- The role involves sitting on the member review boards for each major project.
- There is a difference in responsibility between Cabinet Members and Cabinet Secretary – Cabinet Members are accountable for the decisions they make. The SRA should be less than Cabinet Member for that reason and I think it's about right.
- The thrust of the role is supporting the Cabinet.
- The role confuses matters for the Business Effectiveness Unit as to who they are accountable to.
- The value of the role needs to be linked to the value the Leader and Cabinet give to it. There is no accountability.
- The post brings a crosscutting role which didn't happen before and assists actual delivery of the priorities.
- The previous Cabinet Secretaries were useful. Cabinet Members' responsibilities have increased so very useful to have one again now. I think it's necessary and the current person is very useful as he has previously been a Cabinet Member.
- Cabinet Secretary assists the Cabinet Members.
- The role is no comparison to being a Cabinet Member in terms of working with directors, responsibility, reports to prepare, cabinet meetings and briefings to attend, and having to take public criticism, deal with enquiries from the MP, public, community groups, having to attend parish/town council meetings.
- The post should have a trial period before it undergoes any changes.
- The present Cabinet, with their responsibilities, need all the assistance they can get. Is a secretarial role and liaison between the Cabinet Members.

- The role is about delivery. There is a need for a cross cutting role - a Cabinet Secretary. The danger is for Cabinet Members to get stuck in silo's, but they need to work as a team.
- I suppose it is a benefit to officers – it's a matter of liaison.
- I think the SRA should be above a normal back bencher as it has this extra responsibility.
- This is a new type of role. The danger is that the Cabinet work in silo's and make decisions which effect other areas without knowing that. Need someone to co-ordinate, which this role does.
- The role focuses on performance issues and what's being delivered.
- The Cabinet Secretary ensures that all the priorities are delivered and that each cabinet member knows what needs to be delivered. He will organise the briefing meetings required, produce agendas and get officers there. He ensures cabinet member's work is linked across portfolios.
- The postholder goes through a lot of detail on behalf of the Cabinet.
- I would suggest that 1 is a more appropriate level because of workload and lack of accountability. It is a supporting role played from the sidelines.

APPENDIX 3

- Members who get involved usually like both Planning and Licensing committees.
- The Chairmen of both the existing Committees need good work relationships with the Officers and there is good synergy between the roles.
- The Chair of Regulatory would also be chair of Planning Committee. Vice Chair would share the licensing hearings with the Chair. Regulatory Committee would be 12 members which would also sit as the Licensing Committee. Regulatory Chair 1.5, Vice Chair about 0.7 same as Scrutiny Chair, but not suggesting should increase the overall expenditure on SRA's.
- There may be some impending changes to the licensing regime next year which might impact upon the role of the Committee.
- The Chairman post should attract a cabinet level SRA of 1.5, supported by a Vice Chairman who may well lead on the licensing.
- In terms of the size of the job, the existing two positions are quite large as it is, although the joining together of the two would not make new Committee's role a sum of the two, but somewhere between the existing and the sum of the two.
- The existing licensing processes need to be drawn much clearer and closer to the existing planning processes, although it is accepted that under current legislation the amount of discretion is greater for the Planning Committee than it might be for the Licensing Committee.
- The amalgamation of the two committees into one could work, provided we have got the processes and procedures around it correct.
- Whilst it is acknowledged that the role of the Chairman of the Planning is significant, it is felt that the role of the Chair of the existing Licensing Committee is not quite so large due to its current lack of flexibility.
- It is reasonable that one person could undertake this role.
- The Chairman of the existing Planning Committee spends considerable time at the office as he has to "sign off" Delegated Decision Reports and needs to be fully briefed to ensure he is able to conduct the public facing element of the role correctly.
- The new position would work and it has a lot of similarities between the two roles which are quasi-judicial.
- Extending the role could be accommodated by one person who would bring greater synergy and streamlining of the operation, particularly as there was one Head of Service responsible for both areas.

- The amalgamation would be a very big role for someone, therefore they would require a lot higher support from the Vice Chairman than might originally be envisaged.
- The Chairman of the existing two Committees should be on a par in terms of SRA's.
- Currently the two processes are quite different but licensing does need (within the law) to be brought closer to the planning process and transparency. Licensing seems to be unnecessarily complicated.
- Under new proposed arrangements not sure how the current Licensing Panels would work. Also difficult to judge as no role profile for the proposed posts.
- There would be benefits in bringing the two roles together. Chairmen of the current Committees would have a good handle on the workload.

MEMBERS' ALLOWANCES SCHEME

This Member' Allowances Scheme has been established under the Local Authorities (Members' Allowances) (England) Regulations 2003 (and any amendments to those regulations).

1. This scheme may be cited as the Isle of Wight Council Members' Allowances Scheme.

2. In this scheme,

"councillor" means a member of the Isle of Wight Council who is a councillor;

"co-opted member" means a Co-opted or Independent Member of the Scrutiny Committee and Ethical Standards Committee;

"year" means the 12 months ending with 31 March.

3. **Basic Allowance**

Subject to paragraph (6), for each year a basic allowance shall be paid to each councillor. The amount of the allowance will be reviewed in accordance with paragraph (8). For the year **2011/2012** the allowance is £7,903.

4. **Special Responsibility Allowances**

(a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

(b) Subject to paragraph (6), the amount of each such allowance for 2009/2010 from 17 June 2009 shall be the amount specified against that special responsibility in that schedule. The allowances will be reviewed in accordance with paragraph (8).

5. **Renunciation**

A councillor or co-opted member may by notice in writing given to the Chief Financial Officer elect to forego any part of his entitlement to an allowance under this scheme.

6. **Part-year Entitlements**

(a) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor or co-opted member to allowances where, in the course of a year, this scheme is amended or that councillor or co-opted member becomes, or ceases to be, a councillor or co-optee, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

- (b) If an amendment to this scheme changes the amount to which a councillor or co-opted member is entitled by way of any allowance, then in relation to each of the periods
- (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, and
 - (ii) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- (c) Where the term of office of a councillor or co-opted member begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor or co-opted member to any allowance shall be to the payment to such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (d) Where this scheme is amended as mentioned in sub-paragraph (b), and the term of office of a councillor or co-opted member does not subsist throughout the period mentioned in sub-paragraph (b)(i), the entitlement of any such councillor or co-opted member to any allowance shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that subparagraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor or co-opted member subsists bears to the number of days in that period.
- (e) Where a councillor or co-opted member has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (f) Where this scheme is amended as mentioned in sub-paragraph (b), and a councillor or co-opted member has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (b)(i) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's or co-opted member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

7. Payment of Allowances

- (a) Payments shall be made

- (i) in respect of any allowances, subject to sub-paragraph (b), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month;
 - (ii) in respect of claims for travelling, for Council business off the Isle of Wight, on the last working day of each month in respect of claims received up to the day 14 days before that date. Claims shall be made on the prescribed forms obtainable from the **Cabinet Support Officers or Democratic Services**. The maximum amounts reimbursable are prescribed by the Secretary of State for the Environment; the rates for **2011/2012** are set out in paragraph 12 below. The duties for which these claims are approved are all off Island activity connected with Council business. All such claims must be supported by evidence of expenditure for every item in the claim.
- (b) Where a payment of one-twelfth of the amount specified in this scheme in respect of any allowance would result in the councillor or co-opted member receiving more than the amount to which, by virtue of paragraph (6), he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

8. **Annual Review**

All the allowances shall be frozen for the year **2011/2012**. The Independent Remuneration Panel will review the Scheme in **2012**.

Motor Mileage Allowances and Subsistence Rates (for off Island business) are reviewed by the Secretary of State, normally on an annual basis.

9. **Pensions**

That all councillors who are eligible to join the Local Government Pension Scheme, be able to do so and that it should apply to both Basic Allowance and Special Responsibility Allowance.

10. **Dependant Carer's Allowance**

Where a councillor or co-opted member has either:

- a dependant child living with them under the age of 14, or
- cares for a dependant elderly or disabled person

The following are claimable:

For child care: the actual expenditure incurred up to a maximum of **£6.08** per hour. This is the rate paid by the Local Government Association (LGA), which reviews it rates annually and therefore the amount quoted is subject to change.

For dependents who are elderly or disabled: the actual expenditure up to a maximum of **£10.90** per hour, which is the rate paid by the Isle of Wight

Council Adult Services Department under their Direct Payment Scheme. Adult Services review their rates annually and therefore the amount quoted is subject to change.

11. **Travel and Subsistence Allowances – on the Island**

Councillors can elect to have an additional sum added to their basic and special responsibility allowance that is payable instead of any claims for travel or subsistence for on Island activity. No other payments can be made for on island travel or subsistence.

This “Expenses Sum” is calculated as follows:

Factor A – distance from Member’s home to County Hall – 3 bands:
Band 1 – less than 3 miles, Band 2 – between 3 and 8 miles, and Band 3 – more than 8 miles.

Factor B – type of office held – 4 bands: Band 1 – frontline member (without an SRA); Band 2 – Leader of group with 4 or more members, Vice Chairman of the Council, Vice Chairman of Planning; Band 3 – Chairman of Council, Chairman of Planning, Licensing & General Purposes, Audit, Overview & Scrutiny Committees and Scrutiny Panels; Band 4 – Leader, Cabinet Member.

The two factors are added together to give a “Factor” for each member. All the factors are added together and this is then divided by £21,224. This is the “Amount Factor”. The “Factor” and “Amount Factor” are multiplied together to give the total “Expenses Sum”.

The amount paid to each councillor is fixed at the rate being paid as at 31 January 2012, until the end of their term of office, only to be altered if the councillor changes address or responsibility so that they would be entitled to a different amount in accordance with the two factors set out above. The rate paid will be fixed again after each election for the life of the administration, unless it is altered following a recommendation of the Independent Remuneration Panel.

12. **Accommodation and Expenses– Out of Authority**

Whenever a councillor or co-opted member has to travel off the Island on Council Business this paragraph applies.

That wherever possible Members organise their travel and accommodation through the Council which pre books and makes payment. If it is not possible to pre book travel and accommodation then these costs will only be reimbursed against production of a proper receipt. The most efficient form of transport to be used in all circumstances, any changes from this have to be supported by a detailed justification. In addition to paying the cost of the most efficient form of public transport for off island travel the following mileage rates (where it is more efficient not to use public transport) will apply:

Motor Mileage Allowances (for OFF ISLAND TRAVEL ONLY)

(a) Motorcycles

| | |
|----------------|----------------|
| Up to 150cc | 8.5p per mile |
| 151cc to 500cc | 12.3p per mile |
| Over 500cc | 16.5p per mile |

(b) Motorcars

| | |
|--------------|--------------|
| All vehicles | 40p per mile |
|--------------|--------------|

13. **Co-optees' Allowances**

That the following allowances be paid to co-optees on the following:

| | |
|---|-----------|
| Chairman of the Ethical Standards Committee | £3,573.00 |
| Ethical Standards Committee (to also include the representatives of the Parish/Town Councils) | £301.00 |
| Education Co-optees | £818.00 |

That, in addition to the above, the Independent Members and Town and Parish Council representatives of the Ethical Standards Committee (except the Chairman) can claim £30 per case that they consider (and by "case" this means every time a matter is considered by a sub-committee of the Ethical Standards Committee).

14. **Suspension of Allowances**

That when a councillor or co-opted member is suspended from acting as a Councillor or co-opted member by the Ethical Standards Committee or Adjudication Panel then the Ethical Standards Committee be empowered to suspend in whole or part the allowances payable to that member, for the period of the suspension.

15. **Reporting to Public**

Each Councillor is required to produce an annual report (no more than 300 words) covering what they have achieved, what they hope to achieve in the following year, and what they have been unable to achieve in the current year. This annual report is to be prepared for the annual Council each year and will not be required in the year of Council ordinary elections, when new and returning members all have the opportunity to set out their aspirations to the new Council.

SCHEDULE I

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, together with the amounts of those allowances for 2011/12. Only one special responsibility allowance will be paid to any member. These allowances are payable in addition to the basic allowance of £7,903.

| | Office Holder | Special Responsibility Allowance £ pa |
|-------|---|--|
| (3) | Leader | 23,709 |
| (1.5) | Cabinet Member | 11,854 |
| (0.7) | Chairman of the Council | 5,532 |
| (0.2) | Vice Chairman of the Council | 1,580 |
| (0.7) | Overview & Scrutiny Committee Chairman | 5,532 |
| (0.7) | Scrutiny Panel Chairman | 5,532 |
| (0.5) | Audit Committee Chairman | 3,951 |
| (1) | Planning Committee Chairman | 7,903 |
| (0.2) | Planning Committee Vice Chairman | 1,580 |
| (0.8) | Licensing & General Purposes Committee Chairman | 6,322 |
| (0.2) | Leaders of Groups with four or more members | 1,580 |
| (0.9) | Cabinet Secretary | 7,113 |
| (1.5) | Chairman of Regulatory Committee* | 11,854 |
| (0.7) | Vice Chairman of Regulatory Committee* | 5,532 |

*The SRA's for these positions will only come into effect if and when the Planning Committee and Licensing & General Purposes Committee are merged to become the Regulatory Committee, after which point the SRA's connected with the Planning Committee and Licensing & General Purposes Committees will also cease.