

The Arc
High Street
Clowne
Derbyshire
S43 4JY

Date: 21st March 2017

Dear Sir or Madam,

You are summoned to attend a meeting of the Bolsover District Council on Wednesday 29th March 2017 at 1000 hours in the Council Chamber, The Arc, High Street, Clowne.

Notes for Members:

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on pages 2 to 4.

Yours faithfully,



Assistant Director – Governance & Solicitor to the Council & Monitoring Officer
To: Chairman & Members of the Council

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COUNCIL

AGENDA

**WEDNESDAY 29th MARCH 2017
IN THE COUNCIL CHAMBER AT 1000 HOURS**

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	Apologies for Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B)4(b) of the Local Government Act 1972	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:- a) any business on the agenda b) any additional urgent items to be considered c) any matters arising out of the business of those items and withdraw from the meeting at the relevant time, if appropriate.	
4.	Questions (a) Questions submitted by the Public pursuant to Rule 4.1.10 of the Council Procedure Rules.	None
	(b) Questions submitted by Members pursuant to Rule 4.1.10 of the Council Procedure Rules.	None

- | | | |
|-----|--|--------------|
| 5. | <p>Reports on special urgency decisions</p> <p>In any event the Leader will submit reports to the Council on the Executive decisions taken in the circumstances set out in Rule 17 (special urgency) in the preceding three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.</p> | None |
| 6. | <p>Minutes of Last Meeting</p> <p>To approve and the Chairman to sign the minutes of the Extraordinary Council Meeting held on 20th February 2017 and the Council Meeting held on 1st March 2017.</p> | To Follow |
| 7. | <p>Minute Books</p> <p>Members may put questions for clarification in respect of the minutes contained within the latest Minute Book dated 29th March 2017</p> | To Follow |
| 8. | <p>Namibia Expedition</p> | Presentation |
| 9. | <p>Recommended Items</p> <p>Recommended Item from UECC Committee – Early Voluntary Release Policy</p> <p><i>Recommendation on Page 6</i></p> | 5 to 12 |
| 10. | <p>Pay Policy Statement</p> <p><i>Recommendation on Page 14</i></p> | 13 to 27 |
| 11. | <p>Scheme of Members Allowances</p> <p><i>Recommendation on Page 31</i></p> <p><i>The Appendices to the report are available electronically at http://web.bolsover.gov.uk/publicagendaviewer/ or by contacting a member of the Governance Team</i></p> | 28 to 39 |
| 12. | <p>Motions on Notice</p> <p>In accordance with Council Procedure Rule No. 4.1.11 to consider motions on notice from members. Motions must be received in writing or by email to the Chief Executive Officer by 12 noon seven clear working days before the meeting.</p> | |

(a) To consider the following motion from
Councillor S. Statter

NHS /STP Motion

We call for the Health Secretary to consider:

The full reinstatement of a comprehensive, universal, publicly funded, publicly owned, publicly provided and publicly accountable, national health service which is free at the point of use and has the resources needed to provide excellent health care on a long term, sustainable basis.

We believe that the level of NHS funding is a political choice and reject the assumption within the Derbyshire and other Sustainable Transformation Plans (STP) that increased funding is not an option. We therefore call for a halt to the cash squeeze and full, comprehensive public consultation on the Derbyshire STP proposals

We support the Labour Party in calling for a sustainable funding settlement for Health and Social Care to enable the NHS and social care partners to provide care that responds to need rather than commercial interest.

13. **Chairman's Announcements**

To receive any announcements that the Chair of the Council may desire to lay before the meeting.

Bolsover District Council

29 March 2017

Early Voluntary Release Policy

Report of the Joint Assistant Director – HR & Payroll

Purpose of the Report

- To ask Council to introduce an Early Voluntary Release Policy to give the Chief Executive flexibility when managing organisational change, workforce planning and budgetary constraints.

1 Report Details

- 1.1 The attached report and draft policy went to the Council's Union Employee Consultation Committee (UECC) on 9 March 2017 and the minute is attached.

2 Conclusions and Reasons for Recommendation

- 2.1 As outlined in the report presented to UECC.

3 Consultation and Equality Impact

- 3.1 As outlined in the report presented to UECC.

4 Alternative Options and Reasons for Rejection

- 4.1 As outlined in the report presented to UECC.

5 Implications

5.1 Finance and Risk Implications

There would be financial implications in terms of redundancy payments and pension strain costs (for employees 55 years or over). However, in order for an early release to be viable, a cost saving should be demonstrated, usually over a three year period, or wider efficiencies achieved.

The risk of not utilising an early voluntary release solution would mean that potentially, in future, the Council may have no option but to utilise its compulsory redundancy scheme when staffing numbers need to be reduced in order to achieve financial savings.

5.2 **Legal Implications including Data Protection**

None arising specifically from this report.

5.3 **Human Resources Implications**

All outlined in the report.

6 **Recommendations**

6.1 That Council approve the Early Voluntary Release Policy.

7 **Decision Information**

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No.
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 **Document Information**

Appendix No	Title
	Minute from UECC Report presented at UECC Draft Early Voluntary Release Policy
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	2237

RECOMMENDED ITEM FROM UNION/EMPLOYEE CONSULTATION COMMITTEE HELD ON 9TH MARCH 2017

***. EARLY VOLUNTARY RELEASE POLICY**

Committee considered a report of the Assistant Director – HR & Payroll which sought approval to introduce an Early Voluntary Release Policy.

Although there was no requirement for the Council to have an enhanced redundancy scheme for either compulsory or voluntary redundancies, the introduction and use of voluntary early release would maximise the flexibility of workforce planning and mitigate the necessity for compulsory redundancies in future, though this could not be guaranteed in the current financial climate.

There were a number of circumstances where early voluntary release may be under consideration for an employee; these could relate to the individual situation of an employee if it enabled flexibility for change, or be through the result of employer-led organisational change.

Each application would need to be decided taking into account all considerations and be based on sound business reasons and affordability in both the short and long term.

The policy would not replace the existing compulsory redundancy scheme that was currently in place.

A Unison representative welcomed the policy and stated that Unison was happy with the scheme put forward, however, Unison would like to see measures that involve reductions in staffing numbers as a last resort even on a voluntary basis.

Moved by Councillor K. Reid and seconded by Councillor A. Joesbury
RECOMMENDED that Council approve the Early Voluntary Release Policy.

(Assistant Director – HR and Payroll/Governance Manager)

Bolsover District Council

Union Employee Consultation Committee

9 March 2017

Early Voluntary Release Policy

Report of the Joint Assistant Director – HR & Payroll

This report is public

Purpose of the Report

- To inform the Committee of the intention to put forward to Council a request to introduce an Early Voluntary Release Policy.

1 Report Details

- 1.1 Attached at Appendix A is a draft Early Voluntary Release Policy that is to be put forward to Council for consideration.
- 1.2 The Council currently does not have an enhanced redundancy payment should employees request and/or agree to a voluntary exit.
- 1.3 There is no requirement to have an enhanced redundancy scheme for either compulsory or voluntary redundancies but it is usual to offer some sort of enhancement when volunteers are requested by the employer (ie an employer led initiative).
- 1.4 This does not replace the existing compulsory redundancy scheme that is in place.

2 Conclusions and Reasons for Recommendation

- 2.1 There are a number of circumstances where early voluntary release may be under consideration for an employee. These can relate to the individual situation of an employee if it enabled flexibility for change, or be through the result of employer-led organisational change. A formalised scheme would set out the Council's approach to voluntary release through early retirement and severance arrangements.
- 2.2 Each application would need to be decided taking into account all considerations and must be based on sound business reasons and affordability in both the short and long term.
- 2.3 Early Voluntary Release schemes are used widely in the public sector and vary in terms of enhancement, although an enhancement of 50% (ie 1.5 weeks) is a standard approach to encourage volunteers.

- 2.4 There is the option within a Voluntary Release Policy to withhold the enhancement for those aged 55 or over as they have immediate access to pension benefits. However, to avoid age discrimination challenges, it would be good practice to offer the enhancement, if approved, to all staff regardless of age.
- 2.5 The introduction and use of Voluntary Early Release maximises the flexibility of workforce planning and mitigates the necessity for compulsory redundancies in future, although this of course cannot be guaranteed in the current financial climate.

3 Consultation and Equality Impact

- 3.1 This policy is discretionary and does not form part of terms and conditions of employment. The Council currently complies with all its statutory obligations in relation to compulsory redundancy policies should these need to be utilised.
- 3.2 It is good practice to consult generally on all employee related issues and for this reason, this draft policy has been submitted to this Committee for consultation purposes.

4 Alternative Options and Reasons for Rejection

- 4.1 There is no requirement to have such a scheme and the alternative option is to rely on the existing redundancy policy to facilitate any early exits from the organisation which offers no difference between someone volunteering for redundancy or being made compulsory redundant.
- 4.2 Not utilising Early Voluntary release as a method of delivering organisational change may restrict the Chief Executive in terms of achieving transformational change and budget savings targets.
- 4.3 Not utilising an Early Voluntary Release Scheme as a workforce planning tool may necessitate the need for compulsory redundancies if and when the budget situation worsens.

5 Implications

5.1 Finance and Risk Implications

There would be financial implications in terms of redundancy payments and pension strain costs (for employees 55 years or over). However, in order for an early release to be viable, a cost saving over a three year period must be achieved by either deleting the post from which the employee is exiting, or deleting a post elsewhere in the structure.

The risk of not utilising an early voluntary release solution would mean that potentially, in future, the Council may have no option but to utilise its compulsory redundancy scheme when staffing numbers need to be reduced in order to achieve financial savings.

5.2 Legal Implications including Data Protection

None specifically.

5.3 **Human Resources Implications**

Covered within the report.

6 **Recommendations**

- 6.1 That the Committee endorses the submission of an Early Voluntary Release Policy for consideration by Council.

7 **Decision Information**

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 **Document Information**

Appendix No	Title
A	Draft Early Voluntary Release Policy
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	2237

EARLY VOLUNTARY RELEASE

BOLSOVER DISTRICT COUNCIL

INTRODUCTION

1. There are a number of circumstances where early voluntary release may be under consideration for an employee. These can relate to the individual situation of an employee or be through the result of organisational change. This policy sets out the Council's application of voluntary release through early retirement and severance arrangements.
2. This policy is applicable to all staff of the Council.
3. Where it is decided, in each case, that after taking all considerations into account, early voluntary release is appropriate for sound business reasons, then discretion will be exercised reasonably and objectively with any payments agreed being affordable in both the short and long term.
4. This scheme sets out the arrangements for:
 - Voluntary Early Retirement – Business Efficiency
 - Voluntary Redundancy with Severance

VOLUNTARY EARLY RETIREMENT – BUSINESS EFFICIENCY

5. This is a voluntary scheme, unlike redundancy where there are circumstances when a dismissal may be compulsory.
6. Employees are allowed to leave their job before normal retirement age. There is usually a reduction in the monthly retirement benefit and possible cost implications to the Council.
 - (a) Local Government Pension Scheme (LGPS):

Members aged under 55 who volunteer, and are approved for early release, will be entitled to preserved benefits. Members aged 55 or over who volunteer and are approved for early release will automatically be entitled to immediate unreduced benefits.

VOLUNTARY REDUNDANCY WITH SEVERANCE

7. Should a change event realise a decrease in the number of employees, the Council will consider applications for voluntary redundancy with a lump sum payment. The payment will be in excess of the statutory redundancy payment provision. This will provide some incentive for those staff considering voluntary severance and potentially mitigating the need for compulsory redundancies from the remaining workforce. It should be noted that compulsory redundancy will not attract an enhanced payment. Please refer to the [Redundancy Policy](#).

EARLY VOLUNTARY RELEASE

8. Severance payments will be calculated in accordance with contractual terms and statutory redundancy provisions. The relevant statutory provisions are based on the employee's age and length of continuous service and a maximum weekly amount. The Council will provide an enhanced benefit of utilising the employee's actual weekly wage in addition to providing a multiplier of 1.5 times the statutory redundancy payment as per the following example:

An employee who is 33 years of age with 10 completed years' service and an actual weekly wage of £350 would be entitled to:

10 (weeks) x £350 (weekly wage) = £3500 x 1.5 = £5250 enhanced redundancy payment

9. Those staff accepted for the enhanced terms associated with voluntary redundancy will be required to participate in a settlement agreement which will negate any existing or future claims against the organisation.
10. Staff who are accepted for voluntary redundancy, and are aged less than 55, will receive the enhanced lump sum payment with preserved pension benefits. Staff aged over 55 will also receive the enhanced lump sum payment and may access their pension with immediate unreduced benefits.

**If you require any further guidance in relation to this policy,
please contact Human Resources**

Bolsover District Council

Council

29 March 2017

Draft Pay Policy Statement 2017/18

Report of Joint Assistant Director - HR & Payroll

This report is public

Purpose of the Report

- To ask Council to consider and approve for publication the draft Pay Policy Statement attached at **Appendix One**.

1 Report Details

- 1.1 The first Pay Policy Statement was produced in 2012 for Bolsover District Council, and this is updated annually, taking account of available guidance.
- 1.2 The Pay Policy Statement for the Council has now been reviewed and updated for 2017/18.
- 1.3 The information contained within the original Pay Policy Statement was collated from a variety of different sources, but there was no new information that had not been through an appropriate process of approval at the Council.
- 1.4 Whilst some guidance was provided on the nature of the information that should be contained within the Pay Policy Statement, much was left to individual Councils in terms of style and content.
- 1.5 The draft Pay Policy includes the application of the 1% pay award agreed nationally for 2017/18.
- 1.6 Amendments, reflective of the 1% pay award for 2017/18 have been made to update the document and other minor amendments and these are shown in the attached appendix as tracked changes.

2 Conclusions and Reasons for Recommendation

- 2.1 Under the Localism Act 2011 the Council is required to publish a pay policy statement, with particular reference to the pay of its chief officers and its lowest paid employees.

3 Consultation and Equality Impact

- 3.1 None arising from the report.

4 Alternative Options and Reasons for Rejection

4.1 N/A

5 Implications

5.1 Finance and Risk Implications

None arising from the report.

5.2 Legal Implications including Data Protection

‘Relevant authorities’ as defined by the Localism Act 2011 are required to prepare a pay policy statement for each financial year. This statement must set out an authority’s approach to a range of issues relating to the pay of its workforce, particularly its chief officers and its lowest paid employees.

An authority’s pay policy statement must be published on the authority’s website, and in any other manner that the authority thinks appropriate, in order to be accessible for citizens and enable local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds.

5.3 Human Resources Implications

None arising from the report.

6 Recommendations

6.1 That Council consider and approve for publication the draft Pay Policy Statement 2017/18 attached at Appendix One.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	

8 Document Information

Appendix No	Title
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1	Draft Pay Policy Statement 2017/18	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)		
Report Author		Contact Number
Stephanie Barker Joint Assistant Director – HR & Payroll		01246 212237

BOLSOVER DISTRICT COUNCIL

Pay Policy Statement 2017/18

1. Introduction

This Pay Policy for Bolsover District Council has been prepared in accordance with regulation 38 (1) of the Localism Act 2011.

The Council's Pay Policy for Chief Officer which covers appointments, remuneration and terms and conditions of appointment are set at Full Council before they come into force and are prepared annually. The responsibility to approve the Pay Policy cannot be delegated from Council.

This Policy relates to the period from 1st April ~~2016-2017~~ to 31 March ~~2017-2018~~ and may be amended by Council during this time.

2. Scope

The Pay Policy relates to Chief Officers as defined by the Local Government and Housing Act 1989 and includes the following posts:-

- Head of Paid Service (Chief Executive Officer)
- Monitoring Officer
- Statutory Chief Officer under Section 151 of the Local Government Act 1972
- Non Statutory Chief Officers who report directly to the Head of Paid Service
- Deputy Chief Officers who report directly to a Statutory or Non Statutory Officer

3. Background

3.1. This Council is committed to the principle of equal pay.

3.2. Whole Workforce

- 3.2.1. In order to secure equal pay within the organisation, job evaluation was applied to all posts (including Chief Officers). Chief Officers carrying out the role of Heads of Service were included in a new grading structure implemented for the whole workforce in April 2009. This grading structure placed Heads of Service who scored more than 741 points on Grade 12 within the Grading Structure at Appendix One. Grade 12 applies to Chief Officers who do not have joint post as described at point 3.3 below. Other Heads of Service scoring less than 741 points were placed within Grade

11 and are not conditioned to the JNC National Agreement for Chief Officers.

3.3. Shared Management Team

- 3.3.1. With a view to reducing expenditure and increasing efficiency, this Council has formed a Strategic Alliance with North East Derbyshire District Council
- 3.3.2. In respect of salaries payable for the senior managers appointed to joint posts, Full Council made the decision that payment would be based on North East Derbyshire District Council pay scales, which had been set following an independent review carried out of salaries payable to senior managers in 2008.
- 3.3.3. The costs of shared management posts are met on a 50/50 basis between the two Councils.

4. Remuneration

4.1. Regulation 43 (6) of the Localism Act defines remuneration to include salary, bonus, charges, fees and allowances, benefits in kind, increases / enhancements of pension entitlement (if resolved by the Council) and payments on ceasing to hold officer (other than those payable by any enactment).

4.1.1. The remuneration details given in this section refer to salary only, the reasons for this are:-

- 4.1.1.1. The Council does not pay bonuses, charges and allowances.
- 4.1.1.2. Fees are only related to the Returning Officer
- 4.1.1.3. Benefits in kind are minimal and exact details are prepared for the HMRC returns following the year end and not are available at the time of preparing the pay multiple in March each year. However the amounts for Chief Officers are published in the Statement of Accounts.

4.2. The majority of the Council's Chief Officers which include the Joint Chief Executive Officer, Joint Executive Directors and Joint Assistant Directors hold joint appointments with North East Derbyshire District Council. The post of Head of Housing relates solely to Bolsover District Council. The Grading Structure for these post are set out below:-

4.2.1. Joint Chief Executive and Joint Executive Directors

The shared management team salary scale for the Chief Executive of the Council ranges from ~~£106,000~~[£108,131](#) to ~~£115,000~~[£117,312](#), with increments of £3,000.

The Executive Directors' salaries are based on a scale of ~~£70,014~~[£71,422](#) to ~~£78,374~~[£79,950](#) with increments of just over £2,000. The incremental scale is shown below:-

Incremental points	Chief Executive	Executive Directors
1	£107,060 £108,131	£70,715 £71,422
2	£110,090 £111,100	£72,826 £73,554
3	£113,120 £114,251	£74,936 £75,685
4	£116,150 £117,312	£77,047 £77,817
5	N/A	£79,158 £79,950

4.2.2. Joint Assistant Directors

Assistant Director level posts are characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of the Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. At the time of the 2008 review at North East Derbyshire District Council, it was suggested that the market would support an appropriate salary scale of £46,000 to £52,000, with increments of just over £1,400, i.e. approximately 70% of the Chief Officers' salary. [This salary range has increased over time by nationally agreed pay awards and the current](#) ~~The~~ incremental scale is shown below:-

Incremental Points	Assistant Director
1	£49,500 £49,995
2	£50,978 £51,487
3	£52,455 £52,980

Incremental Points	Assistant Director
4	£53,933 £54,472
5	£55,410 £55,965

4.2.3. Chief Officer without a Joint Role

The pay scale which relates to all employees of the Council includes the salary range for the Chief Officer whose duties relate solely to Bolsover District Council. An extract which relates to the Chief Officer range is set out below:-

Grade	Incremental Points	Chief Officer
Grade 12	37	£46,188 £46,650
Grade12	38	£47,126 £47,596
Grade 12	39	£48,062 £48,542

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4.2.4. Remuneration of The Council's Lowest Paid

The Council adopted the Living Wage with effect from 1st December 2013. The annual full time equivalent value of the Living Wage from ~~November 2015-April 2017~~ is ~~£15,917~~£16,302

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4.2.4.1. With reference to point 5.4 below, during ~~2014/2015 and 2015/2016~~2016/17 and part of 2017/18, the Council will operate an Apprentice Scheme. The pay under this scheme has not been used to determine the pay multiple because of the special nature of the apprentice scheme.

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4.3. Relationship between the Remuneration of Chief Officers and employees who are not Chief Officers.

4.3.1. The following tables show the ratio between the Officer Grades paid in ~~2014/2015~~2017/18 based on full time equivalent salary records at ~~12th February 2015~~1 April 2017. An asterisk signifies that this Grade relates to Joint Chief Officers who are paid by North East Derbyshire District Council and there are no Chief Officers on the

same Grade at Bolsover District Council. In which case the median salary and the lowest paid salary relates to those employees paid by Bolsover District Council only.

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4.3.1.

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
CEO	3	116,150 117,312	22,153 22,375	5.2:1
Executive Director*	5	79,158 79,950	22,153 22,375	3.6:1
Assistant Director	1	49,500 49,995	22,153 22,375	2.2:1
Assistant Director*	2	50,978 51,487	22,153 22,375	2.3:1
Assistant Director	3	52,455 52,980	22,153 22,375	2.4:1
Assistant Director	5	55,410 55,965	22,153 22,375	2.5:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
CEO	3	116,150 117,312	15,917 16,302	7.3:1 7.2:1
Executive Director*	5	79,158 79,950	15,917 16,302	5.0:1 4.9:1
Assistant Director	1	49,500 49,995	15,917 16,302	3.1:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Assistant Director*	2	50,978 <u>51,487</u>	15,917 <u>16,302</u>	3.2:1
Assistant Director	3	52,455 <u>52,980</u>	15,917 <u>16,302</u>	3.3:1 <u>3:2:1</u>
Assistant Director	5	55,410 <u>55,965</u>	15,917 <u>16,302</u>	3.5:1 <u>3:4:1</u>

4.4. The tables in section 4 are available in a CVS file in the Transparency Section of the Council's Website.

5. Definition of Lowest-paid employees

5.1. Following the implementation of Single Status and the NJC Job Evaluation Scheme, local grades were implemented as set out at Appendix One to the Pay Agreement. The lowest paid employee is determined by those whose job evaluation score was below 301 points. These employees were placed on Grade 1, which is a fixed point grade.

5.2. The Council adopted the Living Wage with effect from 1st December 2013. The pay rates for Grades 1 or 2 of the local grades are lower than the Living Wage therefore employees who are evaluated on Grades 1 and Grade 2 are paid the Living Wage.

5.3.

~~5.3.~~ The annual full time equivalent value of the Living Wage from ~~December 2015~~April 2017 is ~~£15,917~~£16,302. ~~This will be updated when the Living Wage is reviewed in November 2016.~~

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5.4. With funding from the residual Working Neighbourhoods Fund, the Council will be engaged in an Apprentice scheme during ~~2016/2017~~2017/18 for a number of eligible 16 to 18 year olds. To reflect the nature and duration of their employment, this group of employees will not be paid in accordance with the local grades pay scale and will be paid the minimum wage rate for their age and not the national minimum wage for apprentices. The annual full time equivalent values of the minimum wage for these age groups are ~~£7,466~~£7,717 and ~~£10,225~~£10,707.

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6. This section sets out the Council's Policies relating to the requirements under Regulation 38(4) of the Localism Act.
- 6.1. The level and elements of remuneration of each Chief Officer
- 6.1.1. This is set out in section 4.2.
- 6.2. Remuneration of Chief Officers on recruitment
- 6.2.1. Decisions on the appropriate appointment within the grade for Chief Officer with a joint appointment are recommended to Full Council by an Appointments Panel.
- 6.3. For Chief Officers without a joint role, recruitment will normally be to the first point of the grade, or in exceptional circumstances (as agreed with the Joint Assistant Director Head of Human Resources and Payroll) will reflect a level commensurate with candidates existing skills and existing skills and experience in the job.
- 6.4. Increases and additions to remuneration of each Chief Officer
- 6.4.1. Incremental progression for joint posts are applied at 1st April each year subject to there being at least 6 months service in post at this date, otherwise the increment will be applied between 2nd April and 30th September once 6 months service has been achieved
- 6.4.2. Incremental progression for non joint posts for new recruits or existing employees who apply for and are appointed to a new post (including secondments). In both cases, increments will only become due from 1st of the month following completion of 12 month's service with the Council from appointment to post. Following this future increments will be awarded automatically on the anniversary of the first increment until the top of the grade is reached. (from pay agreement 2.2.3)
- 6.4.3. Honoraria and ex gratia payments
- 6.4.3.1. The Council does not make ex gratia payments.
- 6.4.3.1.1. A honorarium is payable in circumstances where an employee temporarily takes on duties and responsibilities which are at a higher level than those carried out within their substantive post. This is known as an 'Acting Up Allowance' and details of how this is applied to all employees, including Chief

Officers is set out in Paragraph 5.2 on page 15 of the Pay Agreement.

6.5. The Council does not use performance related remuneration.

6.6. The Council does not pay any bonuses.

6.7. Payment to Chief Officers on ceasing to hold office or employment with the Council

6.7.1. In the case of redundancy, the policy of the Council is to use its discretions under (The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) to pay compensation on the basis of actual weekly pay (Regulation 5);

6.7.2. However as the Senior Management of the Council work on a shared basis with North East Derbyshire District Council, whose policy on redundancy uses a multiplier on the national redundancy table, compensation is calculated on the basis of a combination of both schemes as follows:

6.7.2.1.1. Service up to date of joint appointment: based on original Council's scheme.

6.7.2.1.2. Service after date of joint appointment: based on 50% per each Council's scheme.

6.8. The publication of and access to information relating to remuneration of Chief Officers.

6.8.1. The Council will publish this pay policy statement within the transparency section on its website.

6.8.2. The tables in section 4 are available in a CVS file in the Transparency Section of the Council's Website.

6.8.3. For further information about this pay policy statement please contact the Councils on 01246 242424 and ask for the HR and Payroll Section.

7. Other Terms and Conditions

7.1. Place of Work

7.1.1. The principal place employment shall be the main offices of both Councils. If required to work at a different location no relocation payment is made. Travel expenses for journeys between the main

Council offices will not attract expense payment unless the purpose of the journey is to attend a meeting.

7.2. Hours of Work

- 7.2.1. The hours of work are a minimum of 37 hours per week, for joint posts this is across both Councils. Due to the nature of the post the precise cannot be specified, generally it is expected that a reasonable amount of hours is worked necessary to carry out duties of the post and will include evening and weekend meetings as appropriate and bank holiday working in an emergency.

7.3. Secondary Employment

- 7.3.1. Notification of any additional employment must be given to the Council or Councils for joint post. This is to ensure that there is no conflict of interest and to meet the Council obligations under the working time regulations.

7.4. Holiday Entitlement

- 7.4.1. For joint posts the annual leave entitlement across both Councils is 36 days per year plus 3 days per annum to cover the Christmas closedown period. The leave year runs from 1st April to 31 March annually.
- 7.4.2. For non joint post the annual leave entitlement is 31 days plus 3 days per annum to cover the Christmas closedown.
- 7.4.3. All Chief Officers are entitled to 8 bank holidays plus any additional bank holidays agreed at national level.

7.5. Pensions

7.5.1 Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances). The contribution rate for 2017/18 has increased to 13.9% from 12.9%

Band	Whole-time Pay Range (17/18)	Contribution rate
1	Up to and including £13,600	5.5%
2	Above £13,601 and up to £21,200	5.8%
3	Above £21,200 and up to £34,400	6.5%
4	Above £34,400 up to £43,500	6.8%
5	Above £43,500 up to £60,700	8.5%
6	Above £60,700 up to £86,000	9.9%
7	Above £86,000 up to £101,200	10.5%
8	Above £101,200 up to £151,800	11.4%

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<u>9</u>	<u>Above £151,800</u>	<u>12.5%</u>
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The Employer's contribution at BDC is currently **13.9%** of pensionable pay.

7.5.2 There are a number of discretions available under the Local Government Pension Scheme, and as a matter of policy, BDC does not exercise any discretion that would represent a cost to the Council.

7.5.

7.5.1. Chief Officers are contractually enrolled into the Local Government Pension Scheme. The contribution rates for employees are set nationally and viewed each year. The employer's contribution rate is determined by an actuary at the tri-annual fund valuation.

7.5.2. Employees may opt out of the Pension Scheme and if this happens the Council has to comply with the obligations of the Auto Enrolment.

7.5.3. Full details of the types of early retirement/flexible retirement are available in the Council's Re-deployment/Early Retirement Policy available on our website at www.bolsover.gov.uk.

7.5.4. Local Government Pension Scheme Employer Discretions

There are a number of discretions available under the Local Government Pension Scheme applicable to all employees. These are set out as follows:-

7.5.4.1. The Council as a general policy not exercise these discretion as they represents a significant cost to the Council:-

- Whether to augment membership of an active member (by up to 10 years)
- Whether to grant additional pensions to a member (by up to £5,000 per annum)
- Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement
- Whether to grant application for early payment of benefits on or after age 55 and before age 60
- Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early

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- ~~Whether to contribute to a shared cost Additional Voluntary Contribution (AVC) arrangement~~
- ~~Whether to increase the number of weeks redundancy pay (up to 104 weeks)~~

7.5.4.2

7.5.3 In respect of the following discretion, the Council has a general policy that any flexible retirement must normally be at no cost to the Council.

- Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement).

7.5.4.3 The Council has a policy to apply the following discretion:-

- Whether to base redundancy payments on the employee's actual weeks pay rather than limit a weeks pay to the statutory maximum.

7.5.5. Re-employment of employees in receipt of a pension

Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However where this happens the pension is subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly. There are currently no re-employed pensioners in senior management positions.

7.6. Car Allowances

7.6.1. North East Derbyshire Chief Officers are entitled to claim the lowest band of the national car allowances in the National Car Allowance Scheme for Chief Officers. Currently a lump sum of £846 per annum and 36.9p per mile to 8,500 miles and 13.7p thereafter for business journeys.

7.6.2. Bolsover District Council pay the HMRC rates for business journeys (currently 45p per mile and 5p per mile for passengers)

7.6.3. Chief Officers with joint post may choose which car allowance scheme to be paid under.

~~7.6.3.~~

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8. Terms and Conditions of Service

The Chief Executive is employed under the terms and conditions of service of the Joint Negotiating Committee for Chief Executives of Local Authorities, and Directors under the terms and conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities. There are currently no additional local agreements relating to the employment of Chief Officers that represent a charge on the public purse, with the exception of election duties (see following paragraph).

8.1. Election Duties

~~The fee for Returning Officer duties at the District and Parish Elections in May 2011 was based on calculations included within the Local Elections Fees scales determined by Derbyshire County Council so that they are implemented on a county wide basis. In 2011 the fee paid for the designated Counting Officer was prescribed by central government by means of a Fees and Charges Order.~~

The fee for Returning Officer duties is dependent upon the type of election, and is prescribed by Central Government by means of a Fees and Charges Order.

9. Other financial benefits

The Chief Executive and the Council's Directors and Assistant Directors are not in receipt of any financial benefits that are not also available to other employees.

Chief Officers are exempt from receiving the following benefits which other employees receive:

- Shift Allowance
- Weekend Working
- Bank Holiday Working
- Overtime Payments
- Standby/Call Out Payments
- Flexible Working

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Bolsover District Council

Council

29/03/2017

MEMBERS' ALLOWANCES

Report of the Monitoring Officer and Solicitor to the Council

This report is public.

Purpose of the Report

- To consider the Recommendations made by the Independent Remuneration Panel (IRP) in their report with regard to Members' Allowances for the 2017/18 municipal year. This was not a full review of the Members' Allowance Scheme.
- Council at their meeting on 13th July 2017 resolved the appointment of persons to the IRP and the remit to which they should work, as set out in 1.3 of this report.

1 Report Details

- 1.1 Bolsover District Council's Independent Remuneration Panel (IRP), has carried out a review of the Council's Scheme of Members' Allowances.
- 1.2 The IRP comprised of:
 - ❖ Mrs Susan Ambler, Head of Financial Accounting and Control at the University of Derby
 - ❖ Mr Gordon Inglis, Head Teacher at Bolsover School
 - ❖ Mrs Joanne Hill, Asset, Strategy and Development Manager at South Yorkshire Housing Association
- 1.3 The Panel were given the following remit:
 - ❖ To consider whether the Special Responsibility Allowances for the Chair and Vice Chair of Licensing Committee are adequate; and
 - ❖ To consider whether all allowances should be index linked to staff salaries (to apply a 1% increase to all allowances for 2016/17 and 2017/8)
- 1.4 The details of the recommendations made by the Independent Remuneration Panel are set out in their report as attached as Appendix 1.
- 1.5 The information considered by the Panel, and detailed within their report is attached as Appendix 2. The details of this information is set out clearly within the Panel's report.

2 Conclusions and Reasons for Recommendation

- 2.1 The Panel's conclusions and reasons for their recommendations are set out in section 4 of their report as appended.

3 Consultation and Equality Impact

- 3.1 The Bolsover District Council Independent Remuneration Panel consulted the Portfolio Holder for Health and Wellbeing, which includes the Licensing function, and the Leader of the Council within its deliberations
- 3.2 Factual information was provided on request to the Bolsover IRP by the officers supporting their meetings.

4 Alternative Options and Reasons for Rejection

- 4.1 The recommendations made propose that the current SRA levels paid to the Chairman and Vice Chairman of Licensing Committee are retained.

Chairman of Licensing Committee	£2,445.00
Vice Chairman of Licensing Committee	£1,222.00
	£3,667.00

If Members determined on alternatives and aligned the SRA with the Chair and Vice Chair of Scrutiny Committee, the following SRAs would be paid.

Chairman of Licensing Committee	£3,260.48
Vice Chairman of Licensing Committee	£1,630.24
	£4,890.72

This would create an overall increase to the Members Allowance Scheme of: £1223.72. This would be met from existing budget resources.

- 4.2 The recommendations made propose that the Members Allowance Scheme should not be index linked with staff salaries. This effectively proposes that the current payments, as set out in the Members Allowance Scheme remain as agreed without increase.

If Members were inclined to refuse the recommendation made and align the SRA and Basic Allowance payments with the 1% increase for staff salaries the following payments would apply:

Members' Allowance Scheme Special Responsibility Allowances as at 1 April 2017						
Post		No	Current Scheme £	Backdated 1% increase costs £	Index Linked cost for 17/18 £	Backdated plus Index Linked Cost for 17/18 £
Executive	Leader	1	14,672.16	14,818.88	14,818.88	14,967.07
	Deputy Leader	1	9,781.44	9,879.25	9,879.25	9,978.04
	Other Executive Members	6	4,890.72 (29,344.32)	4,939.93 (29,639.58)	4,939.93 (29,639.58)	4,989.33 (29,935.97)
Scrutiny	Chair	3	3,260.48 (9,781.44)	3,293.08 (9,879.24)	3,293.08 (9,879.24)	3,326.01 (9,978.03)
	Vice Chair	3	1,630.24 (4,890.72)	1,646.54 (4,939.62)	1,646.54 (4,939.62)	1,663.01 (4,989.02)
Standards	Chair	1	1,222.00	1,234.22	1,234.22	1,246.56
Planning	Chair	1	4890.72	4,939.63	4,939.63	4,989.03
	Vice Chair	1	2,445.00	2,469.45	2,469.45	2,494.14
Licensing	Chair	1	2,445.00	2,469.45	2,469.45	2,494.14
	Vice Chair	1	1,222.00	1,234.22	1,234.22	1,246.56
Audit	Chair	1	1,467.00	1,481.67	1,481.67	1,496.49
Main Opposition Group	Leader	1	4,890.72	4,939.63	4,939.63	4,989.03
Basic Allowance	All Members	37	9902.44 (366,390.28)	10,001.46 (370,054.02)	10,001.46 (370,054.02)	10,101.47 (373,754.53)
TOTALS:			453,442.80	457,978.86	457,978.86	462,558.61

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 If accepted, the IRP recommendations have no financial implications for the authority.
- 5.1.2 However, as set out in Section 4, should Members resolve to increase the SRA for Chair and Vice Chair of Licensing in line with Scrutiny, an overall increase to the Members Allowance Scheme of **£1223.72** would apply.
- 5.1.3 If Members were to resolve a 1% backdated allowance in line with staff salaries an overall increase to the Members Allowance Scheme of **£4,536.06** would apply.
- 5.1.4 A 1% increase in line with staff salaries gives an overall increase to the Members Allowance Scheme of **£4,536.06** would apply.
- 5.1.5 If Members were to resolve both a 1% backdated allowance and a further 1% increase in line with staff salaries an overall increase to the Members Allowance Scheme of **£9115.81** would apply.
- 5.1.6 Should Members resolve for all the alternative options to be implemented the to increase to the SRA for Chair and Vice Chair of Licensing (to a cost of £4989.02) an overall increase to the Members Allowance Scheme of £1322.02 would apply in addition to the figures set out in 5.1.5 – a total of **£10,437.833**.

5.2 Legal Implications including Data Protection

- 5.2.1 In making the decisions, the Council must take account the requirements of The Local Authorities (Members' Allowances) (England) Regulations 2003 in particular the duty to have regard to the recommendations of the Independent Remuneration Panel before making an amendment to the Members Allowance Scheme

5.3 Human Resources Implications

- 5.3.1 None

6 Recommendations

- 6.1 That Members consider the Independent Remuneration Panel's recommendations as set out within section 4 of their report.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
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Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	N/A
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	N/A

8 Document Information

Appendix No	Title
1	Report of the Independent Remuneration Panel
2	Information provided to the Independent Remuneration Panel during the 2017 review.
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
2014 Review of Members' Allowances	
Report Author	Contact Number
Nicola Calver, Governance Manager	(01246) 217753

Report Reference –

**THE INDEPENDENT REMUNERATION PANEL ON MEMBERS'
ALLOWANCES**

REPORT TO THE DISTRICT OF BOLSOVER

MEMBERS: -

- ❖ Mr Gordon Inglis, Head Teacher of Bolsover School
- ❖ Mrs Susan Ambler, Head of Financial Accounting and Control at the University of Derby
- ❖ Mrs Joanne Hill, Asset, Strategy and Development Manager at South Yorkshire Housing Association

1. INTRODUCTION

- 1.1 We, the members of the Independent Remuneration Panel (the Panel) were invited to participate by Bolsover District Council. This was done in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations require that before making or amending a Members' Allowance Scheme, the Authority must have regard to the recommendations of an Independent Remuneration Panel.
- 1.2 The Panel comprises three members; two of whom, Gordon Inglis and Joanne Hill, were members of the panel in 2014 when the Members' Allowance Scheme was last reviewed in full. Susan Ambler has previous experience of reviewing Members' Allowances with another Local Authority.
- 1.3 We represent a broad range of disciplines within our local society. We are also independent from the Authority and so are able to look at the matter of members' allowances objectively, with no self-interest. We have also been able to bring the experience of our own spheres to bear on the discussions.
- 1.4 We have been supplied with a range of information to consider during the formulation of our recommendations and have interviewed two Members to help with clarification around questions that arose during our deliberations.

2. THE PANEL'S TERMS OF REFERENCE

- 2.1 These terms of reference have been compiled with reference to The Local Authorities (Members' Allowances) (England) Regulations 2003.
- 2.2 In accordance with regulation 21 the Independent Remuneration Panel is required to make recommendations on the Members' Allowance Scheme in the form of a report to the Authority.
- 2.3 The remit requested by Members for the 2017 Review was:
 - ❖ To consider whether the Special Responsibility Allowances for the Chair and Vice Chair of Licensing Committee are adequate; and
 - ❖ To consider whether all allowances should be index linked.

3. THE PANEL'S METHODOLOGY

- 3.1 The Panel met on 13th January 2017 and were given the above remit.
- 3.2 The panel considered presented information and requested further details in order to inform their views. A further meeting took place on 6th February 2017 to consider the requested information and formulate recommendations to Council.
- 3.3 To inform the review, the Panel considered a number of factors including:
- figures paid by neighbouring and comparative authorities; (a)
 - comparison data considering overall spend on allowances distributed by capita and number of Members; (b)
 - LGA Submission Documents; (c)
 - The work undertaken by the IRP in 2014 during the last full review; (d)
 - Details of the duties and responsibilities of Chairmen of Licensing Committee and Scrutiny Committee Chairmen (e)
 - Details of information collated in relation to Licensing and Scrutiny Meetings (f);
 - Current salary levels for BDC Staff (g);
 - Deprivation levels for the area (h)
 - Efficiency Support Grant details (i)
 - Published details of payments made to Members of BDC during 2014/15 (j)
 - Financial implications of a 1% increase to allowances (k); and
 - The currently adopted scheme of Allowances. (l)
- Details of these are attached at **Appendix 2**.
- 3.4 The Panel considered the Members Allowance Comparison Data, comparing Bolsover District Council with other similar authorities in a CIPFA Data set comprised of similarities in population, tax base, unemployment levels, demographics and sparsity.

This comparative data showed Bolsover District Council as being one of the highest Allowance Schemes within the table. When referring back to previous information received comparing Bolsover District Council to the rest of Derbyshire County the BDC Allowances were the highest in terms of the Basic Allowance and mid range for all other SRAs.

Table 1: CIPFA Data Comparator Group

Authority	Allowance (£)	Notes
Bolsover	9,903.44	
Ashfield	6,368.00	
Mansfield	6,248.00	
Cannock Chase	5,339.00	Of which 1,224.00 is for consumables e.g. stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.
Nuneaton and Bedworth	4,935.00	
Bassetlaw	4,628.00	
Chesterfield	4,421.00	
Newcastle Under Lyme	3,365.04	
Rossendale	3,342.00	
Copeland	3,063.24	

Table 2: Derbyshire Comparator Group

Authority	Allowance (£)	Notes
Bolsover	9,903.44	
Ashfield	6,368.00	
Mansfield	6,248.00	
South Derbyshire	5,982.00	
Rushcliffe	5,188.00	
North East Derbyshire	5,171.32	
Bassetlaw	4,628.00	
Chesterfield	4,421.00	
Erewash	3,932.00	
Amber Valley	3,800.00	

On further analysis it was noted that there were large gaps between comparative authorities and Bolsover District Council, which created doubt that a justification could be made to warrant any increase to current allowances.

- 3.5 The Panel also considered salary grade levels for the Authority in order to make an informed decision around indexing. Members Remuneration in its entirety, including attendance and mileage, was considered and the previous years' claims were scrutinised in detail.

- 3.6 Two interviews were conducted during the course of the IRP meetings.
- ❖ Cllr Brian Murray-Carr – as Portfolio Holder responsible for the Licensing Function; and
 - ❖ Cllr Ann Syrett – as Leader of the Council.

These interviews put a number of questions to the Members concerned in regard to areas within the remit of the review, general consideration of the area of Bolsover and factors which may affect allowances, and queried anomalies in the Panel's understanding to ensure that the information provided created an accurate overall picture.

The Panel as a whole wish to express their thanks to both Members for taking the time to consider the questions put and for the clarity brought to our queries.

4. RECOMMENDATIONS

SRA'S FOR CHAIR AND VICE CHAIR OF LICENSING COMMITTEE

- 4.1 The Independent Remuneration Panel were asked to consider whether the Special Responsibility Allowances for the Chair and Vice Chair of Licensing Committee were adequate.

It was the Panel's view that given the level of basic allowance paid to Members of Bolsover District Council, the Panel felt conflicted in making decisions to increase any Special Responsibility Allowances.

On consideration of the information provided around;

- ❖ the roles and responsibilities of Chairs and Vice Chairs of Licensing Committee and Scrutiny Committee,
- ❖ the levels of allowance paid overall by Authorities, both regionally and within the Derbyshire Comparator Group
- ❖ the information provided within the interviews conducted

it was deemed that the roles and responsibilities of the two different committees were not comparable and that indication was clear that the current SRA for the Chair of Licensing was appropriate.

Further, it was considered that the role of the Vice Chair of Licensing Committee did not differ significantly from that of other Committee Members except when required to take the Chair. Whilst it was recognised the role of the Licensing Committee and the decisions that they were to take may affect livelihoods it was still deemed that an increase to either role in this case would not be appropriate.

RECOMMENDED THAT: Members retain the existing Special Responsibility Allowance payments to the Chairman and Vice Chairman of Licensing.

INDEXING ALLOWANCES

- 4.2 As part of their remit the Independent Remuneration Panel considered whether all allowances should be index linked to staff salary increase levels. It was noted that public sector employees had received a 1% increase for 2016/17 and request had been made by Members to consider linking to the increase levels for officers and backdating of Allowances for the 2016/17 financial year.

The Independent Remuneration Panel considered again the overall cost of allowances for the Council, divided by the number of residents (£5.88), and per the number of Members (£12,241), which rated second highest within the region behind Mansfield who employed a directly elected Mayor at circa £30,000.

It was deemed that a 1% rise on any part of the Allowance Scheme would exacerbate the differential between the highest paid Members and the lowest paid Members within the region.

Amber Valley	£1.79 per resident	£4,864 per Member
Bolsover	£5.88 per resident	£12,241 per Member

On full consideration it was deemed inappropriate at this time to link to an index which would increase payments to Bolsover District Council Members. Further it was suggested that indexing Members Allowances alongside staff pay level increases was not suitable. This was due to the differences that the Independent Remuneration Panel identified between salaries and allowances.

RECOMMENDED THAT: Members do not index Members Allowances in line with staff pay awards.

CONSIDERATIONS FOR THE NEXT FULL REVIEW OF BDC MEMBERS' ALLOWANCES

- 4.3 The Panel, as part of their deliberations, have identified a number of areas which they feel could be useful to consider when a full review of Members' Allowances is next carried out. The suggestions are set out below:

- ❖ That the process begin earlier, ideally the first meetings commencing in October, when reporting to Council in March.
 - This would allow sufficient time to schedule a number of meetings with Members in order to undertake a full consultation
 - Further a report could be shared with Members in January / February to allow a response to be made in advance of the March Council meeting.
- ❖ Questionnaires to be submitted to the Citizen's Panel to gauge public perception.
- ❖ Travel Allowances be reviewed in line with HMRC guidelines.
- ❖ Consideration be given to the level of Basic Allowance paid to all Members of the Council and Special Responsibility Allowances paid with a view to aligning them with local and national comparator groups.

RECOMMENDED THAT: Members refer the Panel's suggestions to the Independent Remuneration Panel appointed to conduct the next full review of Member's Allowances

APPENDIX 2

DATA CONSIDERED BY THE INDEPENDENT REMUNERATION PANEL

To inform the review, the Panel considered a number of factors including:

- a) figures paid by neighbouring and comparative authorities;
- b) comparison data considering overall spend on allowances distributed by capita and number of Members;
- c) LGA Submission Documents;
- d) The work undertaken by the IRP in 2014 during the last full review;
- e) Details of the duties and responsibilities of Chairmen of Licensing Committee and Scrutiny Committee Chairmen;
- f) Details of information collated in relation to Licensing and Scrutiny Meetings;
- g) Current salary levels for BDC Staff;
- h) Deprivation levels for the area;
- i) Efficiency Support Grant details;
- j) Published details of payments made to Members of BDC during 2014/15;
- k) Financial implications of a 1% increase to allowances; and
- l) The currently adopted scheme of Allowances.

a) figures paid by neighbouring and comparative authorities

Members Allowance Comparison Data

(as at 5/01/16)

DERBYSHIRE DATASET

Basic Allowance:

Authority	Allowance (£)	Notes
Bolsover	9,903.44	
Ashfield	6,368.00	
Mansfield	6,248.00	
South Derbyshire	5,982.00	
Rushcliffe	5,188.00	
North East Derbyshire	5,171.32	
Bassetlaw	4,628.00	
Chesterfield	4,421.00	
Erewash	3,932.00	
Amber Valley	3,800.00	

Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	53,682.00	Directly Elected Mayor
Chesterfield	27,785.00	
Ashfield	18,892.05	
South Derbyshire	17,940.00	
North East Derbyshire	17,776.67	
Bolsover	14,672.16	
Rushcliffe	14,545.00	
Bassetlaw	13,100.00	
Erewash	13,034.00	
Amber Valley	11,390.00	

Deputy Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	18,147.00	
Chesterfield	15,825.00	
Ashfield	14,169.04	
North East Derbyshire	12,773.98	
South Derbyshire	9,860.00	
Bolsover	9,781.44	
Rushcliffe	8,606.00	
Erewash	7,820.00	
Bassetlaw	7,800.00	
Amber Valley	5,700.00	

Cabinet Member:

Authority	Allowance (£)	Notes
Mansfield	15,033.00	
Ashfield	11,335.23	
South Derbyshire	8,960.00	Policy Committee Chairs
North East Derbyshire	8,147.38	
Chesterfield	6,101.00	
Erewash	5,865.00	
Rushcliffe	5,670.00	
Bassetlaw	5,600.00	
Bolsover	4,980.72	
Amber Valley	3,990.00	

Leader of the Opposition:

Authority	Allowance (£)	Notes
South Derbyshire	8,960.00	
Chesterfield	8,686.00	
Ashfield	7,556.82	
Erewash	5,078.00	
North East Derbyshire	4,914.80	
Bolsover	4,890.72	
Rushcliffe	4,684.00	
Bassetlaw	4,218.00	
Amber Valley	2,850.00	
Mansfield	1,075.00	

Deputy Leader of the Opposition:

Authority	Allowance (£)	Notes
Chesterfield	4,342.00	
South Derbyshire	2,240.00	
Ashfield	1,133.52	
Erewash	750.00	
Amber Valley	0	
Bassetlaw	0	
Bolsover	0	
Mansfield	0	
North East Derbyshire	0	
Rushcliffe	0	

Scrutiny Chair:

Authority	Allowance (£)	Notes
South Derbyshire	8,960.00	
Ashfield	7,556.82	This is for the main scrutiny board, scrutiny panel chairs receive £6,612.22
Mansfield	7,524.00	
Chesterfield	4,654.00	
North East Derbyshire	3,889.73	
Erewash	3,451.00	
Rushcliffe	3,276.00	
Bolsover	3,260.48	
Bassetlaw	3,100.00	
Amber Valley	1,710.00	

Scrutiny Vice Chair:

Authority	Allowance (£)	Notes
Chesterfield	2,327.00	
South Derbyshire	2,240.00	
Ashfield	1,889.21	
Bolsover	1,630.24	
North East Derbyshire	1,293.85	
Erewash	1,148.00	
Rushcliffe	1,092.00	
Bassetlaw	600.00	
Amber Valley	0	
Mansfield	0	

Chair of Planning Committee:

Authority	Allowance (£)	Notes
Mansfield	10,424.00	
South Derbyshire	8,960.00	
North East Derbyshire	7,779.00	
Ashfield	7,556.82	
Bolsover	4,890.00	
Rushcliffe	4,823.00	
Chesterfield	4,629.00	
Erewash	3,451.00	
Bassetlaw	3,100.00	Each Cttee Member receives £700
Amber Valley	570.00	All Cttee Members receive this amount

Vice Chair of Planning Committee

Authority	Allowance (£)	Notes
Ashfield	2,833.81	
Rushcliffe	2,411.00	
Bolsover	2,445.00	
South Derbyshire	2,240.00	
North East Derbyshire	1,293.85	
Erewash	1,148.00	
Bassetlaw	600.00	Each Cttee Member receives £700
Amber Valley	0	Each Cttee Member receives £570
Chesterfield	0	
Mansfield	0	

Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Mansfield	8,339.00	
Chesterfield	4,629.00	Including Appeals
Ashfield	3,778.41	
Erewash	3,451.00	
Bolsover	2,445.00	
South Derbyshire	2,240.00	Including Appeals
Bassetlaw	2,100.00	
Amber Valley	1,710.00	
Rushcliffe	1,200.00	
North East Derbyshire	0	Part of Environment Exec Responsibility

Vice Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Bolsover	1,200	
Erewash	1,148.00	
Bassetlaw	400.00	Additional £24 allowance per meeting for each Cttee Member
Amber Valley	0	
Ashfield	0	
Chesterfield	0	
Mansfield	0	
North East Derbyshire	0	
Rushcliffe	0	
South Derbyshire	0	

Chair of Audit Committee:

Authority	Allowance (£)	Notes
North East Derbyshire	3,889.73	
Ashfield	3,778.41	
Erewash	3,451.00	
Bassetlaw	3,100.00	
Chesterfield	2,277.00	Combined with Standards
Mansfield	2,075.00	
Amber Valley	1,710.00	
Bolsover	1,467.00	Chaired by a Co-optee
Rushcliffe	0	
South Derbyshire	0	

Vice Chair of Audit:

Authority	Allowance (£)	Notes
North East Derbyshire	1,293.85	
Erewash	1,148.00	
Bassetlaw	600.00	
Bolsover	366.75	For relief Chair
Amber Valley	0	
Ashfield	0	
Chesterfield	0	
Mansfield	0	
Rushcliffe	0	
South Derbyshire	0	

Chair of Standards:

Authority	Allowance (£)	Notes
North East Derbyshire	3,889.73	
Ashfield	3,788.41	
Erewash	3,451.00	
Chesterfield	2,277.00	
Amber Valley	1,710.00	
Mansfield	1,596.00	
Bolsover	1,222.00	Chaired by Co-optee
Rushcliffe	1,200.00	
Bassetlaw	0	
South Derbyshire	0	

Vice Chair of Standards:

Authority	Allowance (£)	Notes
North East Derbyshire	1,293.85	
Erewash	1,148	
Bolsover	203.67	For relief Chair
Amber Valley	0	
Ashfield	0	
Bassetlaw	0	
Chesterfield	0	
Mansfield	0	
Rushcliffe	0	
South Derbyshire	0	

Co-optees:

Authority	Allowance (£)	Notes
Chesterfield	2,277.00	
Amber Valley	1,140.00 Ind 345.00 Parish	
South Derbyshire	1,116.00	
Mansfield	519.00 Standards 289.00 Audit	
North East Derbyshire	516.11	
Bolsover	500.00 Standards 250.00 Audit	
Erewash	500.00	
Ashfield	307.04	
Rushcliffe	293.00	
Bassetlaw	0	

Members Allowance Comparison Data
(as at 24/01/16)

CIPFA DATASET

Basic Allowance:

Authority	Allowance (£)	Notes
Bolsover	9,903.44	
Ashfield	6,368.00	
Mansfield	6,248.00	
Cannock Chase	5,339.00	Of which 1,224.00 is for consumables e.g. stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.
Nuneaton and Bedworth	4,935.00	
Bassetlaw	4,628.00	
Chesterfield	4,421.00	
Newcastle Under Lyme	3,365.04	
Rossendale	3,342.00	
Copeland	3,063.24	

Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	53,682.00	Directly Elected Mayor
Chesterfield	27,785.00	
Copeland	25,534.44	
Ashfield	18,892.05	
Cannock Chase	18,150.00	
Bolsover	14,672.16	
Newcastle Under Lyme	13,590.00	
Rossendale	13,368.00	
Bassetlaw	13,100.00	
Nuneaton and Bedworth	12,336.00	

Deputy Leader of the Council:

Authority	Allowance (£)	Notes
Mansfield	18,147.00	
Chesterfield	15,825.00	
Ashfield	14,169.04	
Rossendale	10,026.00	
Bolsover	9,781.44	
Newcastle Under Lyme	9,510.00	
Cannock Chase	9,260.00	
Nuneaton and Bedworth	8,020.00	
Bassetlaw	7,800.00	
Copeland	6,358.68	

Cabinet Member:

Authority	Allowance (£)	Notes
Mansfield	15,033.00	
Ashfield	11,335.23	
Cannock Chase	8,025.00	
Nuneaton and Bedworth	7,051.00	
Rossendale	6,684.00	
Copeland	6,358.68	
Chesterfield	6,101.00	
Newcastle Under Lyme	5,660.00	
Bassetlaw	5,600.00	
Bolsover	4,980.72	

Leader of the Opposition:

Authority	Allowance (£)	Notes
Chesterfield	8,686.00	
Ashfield	7,556.82	
Cannock Chase	6,791.00	
Rossendale	6,684.00	
Copeland	4,975.56	
Bolsover	4,890.72	
Bassetlaw	4,218.00	
Nuneaton and Bedworth	2,588.00	
Newcastle Under Lyme	1,130.00	
Mansfield	1,075.00	

Deputy Leader of the Opposition:

Authority	Allowance (£)	Notes
Chesterfield	4,342.00	
Ashfield	1,133.52	
Bassetlaw	0	
Bolsover	0	
Cannock Chase	0	
Copeland	0	
Mansfield	0	
Newcastle Under Lyme	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Scrutiny Chair:

Authority	Allowance (£)	Notes
Ashfield	7,556.82	This is for the main scrutiny board, scrutiny panel chairs receive £6,612.22
Mansfield	7,524.00	
Copeland	6,358.68	
Chesterfield	4,654.00	
Nuneaton and Bedworth	3,883.00	
Rossendale	3,342.00	
Bolsover	3,260.48	
Bassetlaw	3,100.00	
Newcastle Under Lyme	2,830.00	
Cannock Chase	1,853.00	

Scrutiny Vice Chair:

Authority	Allowance (£)	Notes
Chesterfield	2,327.00	
Ashfield	1,889.21	
Bolsover	1,630.24	
Newcastle Under Lyme	1,130.00	
Bassetlaw	600.00	
Cannock Chase	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Chair of Planning Committee:

Authority	Allowance (£)	Notes
Mansfield	10,424.00	
Ashfield	7,556.82	
Copeland	6,358.68	
Bolsover	4,890.00	
Chesterfield	4,629.00	
Nuneaton and Bedworth	4,586.00	
Cannock Chase	4,322.00	
Newcastle Under Lyme	4,230.00	
Rossendale	3,342.00	
Bassetlaw	3,100.00	Each Cttee Member receives £700

Vice Chair of Planning Committee

Authority	Allowance (£)	Notes
Ashfield	2,833.81	
Bolsover	2,445.00	
Newcastle Under Lyme	1,410.00	
Bassetlaw	600.00	Each Cttee Member receives £700
Rossendale	150.00	One off payment when required to chair a full meeting
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	

Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Mansfield	8,339.00	
Chesterfield	4,629.00	Including Appeals
Nuneaton and Bedworth	4,586.00	
Ashfield	3,778.41	
Newcastle Under Lyme	3,430.00	
Bolsover	2,445.00	
Bassetlaw	2,100.00	
Cannock Chase	1,853.00	
Rossendale	1,671.00	
Copeland	0	Part of Executive Responsibility

Vice Chair of Licensing Committee:

Authority	Allowance (£)	Notes
Bolsover	1,200	
Rossendale	1,671.00	Vice Chair is required to act as Chair for Licensing Subs
Newcastle Under Lyme	1,130.00	
Bassetlaw	400.00	Additional £24 allowance per meeting for each Cttee Member
Ashfield	0	
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	

Chair of Audit Committee:

Authority	Allowance (£)	Notes
Ashfield	3,778.41	
Rossendale	3,342.00	
Bassetlaw	3,100.00	
Newcastle Under Lyme	2,830.00	
Nuneaton and Bedworth	2,588.00	
Chesterfield	2,277.00	Combined with Standards
Mansfield	2,075.00	
Cannock Chase	1,853.00	
Bolsover	1,467.00	Chaired by a Co-optee
Copeland	400.00	

Vice Chair of Audit:

Authority	Allowance (£)	Notes
Newcastle Under Lyme	1,130.00	
Bassetlaw	600.00	
Bolsover	366.75	For relief Chair
Ashfield	0	
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Chair of Standards:

Authority	Allowance (£)	Notes
Ashfield	3,788.41	
Newcastle Under Lyme	2,830.00	
Nuneaton and Bedworth	2,588.00	
Chesterfield	2,277.00	
Mansfield	1,596.00	
Bolsover	1,222.00	Chaired by Co-optee
Bassetlaw	0	
Cannock Chase	0	
Copeland	0	
Rossendale	0	

Vice Chair of Standards:

Authority	Allowance (£)	Notes
Newcastle Under Lyme	1,130.00	
Bolsover	203.67	For relief Chair
Ashfield	0	
Bassetlaw	0	
Cannock Chase	0	
Chesterfield	0	
Copeland	0	
Mansfield	0	
Nuneaton and Bedworth	0	
Rossendale	0	

Co-optees:

Authority	Allowance (£)	Notes
Chesterfield	2,277.00	
Mansfield	519.00 Standards 289.00 Audit	
Bolsover	500.00 Standards 250.00 Audit	
Ashfield	307.04	
Nuneaton and Bedworth	228.00 Scrutiny 208.00 Standards	30.23 for each half day session or Committee meeting
Bassetlaw	0	
Cannock Chase	0	
Copeland	0	
Newcastle Under Lyme	0	
Rossendale	0	

b) Comparison data considering overall spend on allowances distributed by capita and number of Members

Authority	Pop (est. 2016 data)	No of Members	Political Make-up	Total spent on allowances 15/16	Approx cost per capita	Approx cost per member	Last review of allowances	Can Members claim pensions	Are contributions based on basic, SRAs or both
Amber Valley	122,300	45	23 Con 22 Lab	£218,870	£1.79	£4,864	2016	No	N/A
Ashfield	122,500	33	24 Lab 6 LD 3 Other	£384,628	£3.14	£11,655	2015	No	N/A
Bassetlaw	114,140	48	34 Lab 11 Con 3 Ind	14/15 £328,356	£2.88	£6,084	2014	No	N/A
Bolsover	77,000	37	32 Lab 5 Other	£452,921	£5.88	£12,241	2014	No	N/A
Broxtowe	111,780	44	27Con 12 Lab 4 LD 1 Ind	£257,334	£2.30	£5,849	2014	No	N/A
Chesterfield	104,288	48	34 Lab 14 LD	15/16 £347,595	£3.33	£7,242	2016	No	N/A
Erewash	114,040	47	30 Con 17 Lab	£281,879	£2.47	£5,997	2016	No	N/A
Mansfield	100,000	36	17 Lab 17 Ind 2 Other	14/15 £448,723	£4.48	£12,465	2015	No	N/A
South Derbyshire	98,370	36	24 Con 12 Lab	£350,596.41	£3.56	£9,739	2016	No	N/A

c) LGA Submission Document

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d) The work undertaken by the IRP in 2014 during the last full review

THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES

REPORT TO THE DISTRICT OF BOLSOVER

MEMBERS: -

Gordon Inglis, Head of Bolsover School

Dorothy Wright, former Standard Committee Co-optee

Joanne Hall, manager at South Yorkshire Housing Association Limited

1. INTRODUCTION

We, the members of the Independent Remuneration Panel (the Panel) were invited to participate by Bolsover District Council. This was done in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations require that before making or amending a Members' Allowance Scheme, the Authority must have regard to the recommendations of an independent remuneration panel.

The Panel comprises three members; one of whom, Gordon Inglis, was a member of the panel in 2011 when the Members' Allowance Scheme was last reviewed in full. Another member, Dorothy Wright was a panel member in 2013 when a partial review took place.

We represent a broad range of disciplines within our local society, including social housing and education. Dorothy Wright and Joanne Hall were also previously co-opted members on Bolsover District Council's Standard Committee. We are also independent from the Authority and so are able to look at the matter of members' allowances objectively, with no self-interest. We have also been able to bring the experience of our own spheres to bear on the discussions.

We have been supplied with a range of information to consider during the formulation of our recommendations.

2. THE PANEL'S TERMS OF REFERENCE

These terms of reference have been compiled with reference to The Local Authorities (Members' Allowances) (England) Regulations 2003.

Regulation 10 (5) requires that where an authority relies on an index to update allowances within the scheme the index may not run for more than four years before a further recommendation on it is sought from the Independent Remuneration Panel in a form of a report to the Authority.

In accordance with regulation 21 the Independent Remuneration Panel is required to make recommendations on the Members' Allowance Scheme in the form of a report to the Authority on the following:-

Basic Allowance

- The amount of Basic Allowance which should be payable to its elected members. This is currently an index linked allowance, although it is subject to a freeze agreed by the Council in 2011.

Special Responsibility Allowance

- Whether Special Responsibility Allowances shall be included in the scheme.
- The responsibilities or duties for which a Special Responsibility Allowance should be payable and the amount of each allowance.
- This is currently an index linked allowance, although subject to a freeze.

Travelling and subsistence Allowances

- Whether travelling and subsistence allowances shall be included in the scheme.
- The responsibilities or duties for which travelling and subsistence allowances should be payable and the amount of each allowance.
- The effect on the Members' Allowance Scheme on proposed changes to the employees mileage allowances

These are currently index linked allowances, albeit subsistence allowances have not been increased for many years.

Dependants' carers' allowance

- To review this allowance is linked to an index

Reviews

- Whether the level of allowances may be determined according to an index and if so which index.
- How long the mechanism should be applied (subject to a maximum of four years) before its application should be reviewed

Monitoring

- The mechanism adopted for monitoring performance and to make recommendations for improving the monitoring procedure where appropriate.

3. THE PANEL'S METHODOLOGY

The 2011 panel was concerned at the high level of basic allowance compared to other district councils in its comparator groups. Following extensive work the panel recommended that the basic allowance be reduced from £10,047 to £5,149 (full reasons for this can be seen in the previous panels report).

We were informed that this recommendation was rejected by the Council and have noted in the minutes that the report received a significant amount of criticism from Members who felt that the panel's recommendations were flawed.

In order to avoid embarking on the same process and to have a better understanding of the Members views we invited the leaders of the labour group and the two opposition groups to nominate a member to come and talk to the panel. On the 12th May 2014 we met with Councillors Smith, Webster and Clifton.

We have also received one letter from Councillor Munks setting out her views.

Having heard what the Members had to say we looked at the various issues as follows:-

3.1 BASIC ALLOWANCE

The most striking aspect of the Members Allowance scheme is how much more Bolsover District Council's basic allowance is compared to all other shire district councils. In 2007, according to the Councillors Commission report on Members' Remuneration Bolsover District Council pays the highest basic allowance in the country. The disparity is still abundantly clear despite the fact that there has been no increase since the Council agreed to freeze the allowance.

At the meeting on 12th May Councillors Smith, Clifton and Webster put forward very good arguments as to how time consuming the role of a councillor is and it was suggested that councillors were underpaid.

We do not underestimate what is expected of a district councillor. However although there may be local differences to justify some difference in the basic allowance we have not heard any arguments to justify such a large disparity in allowances paid.

We, however, did not want to simply reaffirm the previous recommendation and have explored various options.

Option 1

We had been informed that the Council had experienced a net 8.8% reduction in central government funding for 2013/14 and 2014/15. The panel considered reducing the current allowance by the same percent reduction of grant funding- 8.8%. This would result in a reduction of £871 to £9,031. The panel felt that this was not adequate. Also to set a figure based on grant reduction levels could result in wide variations over the long term.

Option 2

We looked at using Grade 1 (£12,477) as suggested by one of the councillors at the meeting on 12th May. We could not simply agree to recommend a basic allowance at this level and would need to calculate an amount on a pro-rata basis. The current basic allowance was calculated based on the fact that Members work 96 days per year and if this applied to scale 1 would result in an allowance of £4,791 which is less than what the previous panel recommended. We therefore decided that using Grade 1 was not an appropriate basis for calculating the comparator data.

Option 3

We looked closely at the comparator data to see whether there was any factor that justified such a high allowance. The comparator neighbouring authorities are Ashfield, Mansfield, South Derbyshire, North East Derbyshire, Bassetlaw, Rushcliffe, Chesterfield, Erewash and Amber Valley. An in depth analysis reveals some interesting facts

- As well as paying the highest basic allowance in the region it pays the most per head of population-£4.82, with the average being £2.67 per population;
- Bolsover pay £3,314 more than the next highest (Ashfield)
- In Bolsover the population per councillor is the second lowest (2,054), North East Derbyshire is the lowest with 1,869. The highest is Ashfield with 3,621 residents per councillors;
- the average basic allowance having removed the highest and lowest is £5,156;
- on average Bolsover's basic allowance is £4,390 more than the other authorities
- Bolsover is ranked the 2nd most deprived local authority area (58th in the country) according to the indices of multiple deprivation. Mansfield is the most deprived (38th) with Ashfield 3rd (63rd)

We were also informed that Bolsover is one of 7 authorities that qualify for an efficiency support grant for 2012/13 and 2014/15. We decided to look at what the other 6 authorities pay as the basic allowance and where they ranked according to the indices of multiple deprivation:-

Hastings- £5,559; ranked 19th

Hyndburn- £4,498; ranked 34th

Great Yarmouth- £3,579; ranked 54th

Pendle- £3,000; ranked 33rd

Burnley- £2,700; ranked 11th

Barrow in Furness- £2,371; ranked 32nd

From these figures we were able to determine that there was no link between deprivation and poverty and a high basic allowance for members. On the contrary, Burnley, which is ranked 11th most deprived, pays well below the average basic allowance for a district council

Option 4

We considered maintaining the status quo however having considered all the comparator information and not having heard any arguments to support maintaining the current basic allowance the panel does not feel that there is any justification for this

We therefore decided to look at why the allowance was so much higher than anywhere else and to do this we looked at the very first IRP recommendation in 1999. The panel at that time set the allowance at £7146.24 which was accepted by the Council. The panel also stated as follows

"it [the allowance] is certainly a considerable increase in the previous allowances. It does not however address the motivation for being a Councillor which includes an element of public service and personal political aspiration. We think it is important that Members consider this and make a decision as to whether what they do should be fully reimbursed or whether it should be discounted to recognise this voluntary and personal element. We felt very strongly that Members should take this into account in arriving at their decision"

The 1999 panel then recommended *“that the Authority considers making a reduction of between 10% and 20% in the level of the basic Allowance to take account of the voluntary and personal element of the role of councillor”*.

This recommendation however was rejected by the Council.

We feel that the decision not to apply a voluntary reduction is the root cause of the basic allowance at Bolsover being so much higher than at any other district council. Government guidance states

“it is important that some element of work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that , despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained” (ODPM, 2001).

Taking this into consideration we felt that is essential to now apply a discount to the allowance. The 1999 panel suggested a reduction between 10% and 20% however the Councillors Commission paper on Members remuneration states that “the public service discount most often used (when the process is explicitly followed) is 30-33 per cent, but can vary between 25 and 50 per cent”.

In line with current practice we feel that a 30% voluntary reduction would be appropriate and therefore our recommendation is that the basic allowance should be reduced from to £9,902 to £6,932. If this recommendation is adopted then Bolsover councillors will still receive a basic allowance higher than any councillor in the comparator group.

3.2 SPECIAL RESPONSIBILITY ALLOWANCES

We have looked at the current SRA allowances and in comparison to the other local authorities in the group we feel that they are too low. We also feel that there should be greater differential between the Basic Allowance and the allowances paid to members with special responsibilities to encourage councillors to take on more challenging and demanding roles. In doing this we are not devaluing the role of councillors without special responsibilities. We are however reflecting what happens at every local authority in the comparator group, and in fact across the country, in that the SRAs, particularly for the Executive members, Leader and Deputy Leader are higher than the basic allowance.

We have looked at various ways of setting the allowances. For Members of the Executive we have settled on an average of the Executive/Cabinet allowance paid to other council’s across the comparator groups. This will give an allowance of £7,405 which is an increase from current allowance of £2,515 but a decrease in the overall allowances of £456 .

For the Leader and Deputy Allowance we feel that they should experience the same overall level of allowance reduction as the Executive Members. Therefore for the Leader we recommend an allowance of £17,186 and for the Deputy Leader £12,305. This will result in an overall reduction in allowance paid to these two Members of £456, the same as for the Executive.

The Scrutiny Chair is currently paid an allowance equivalent to two thirds of the Executive allowance, the Scrutiny Vice Chair is paid an allowance equivalent to 1/3 of the Executive Allowance, and the Leader of the main opposition party is paid an allowance equivalent to the Executive allowance. We do not feel that the basis for calculating these allowances should change therefore we recommend the Scrutiny Chair should receive £4,936, the Scrutiny Vice Chair should receive £2,468 and the Leader of the main opposition leader should receive £7,405.

As for the Planning Chair's SRA we note that this is now held by a non-Executive member for the first time since SRAs were paid. Consequently it is important to give this allowance more consideration and having viewed what other authorities pay we feel that an allowance equivalent to the Executive SRA would be appropriate (£7,405). We also feel that the Vice Chair of planning should receive an SRA equivalent to 25% of the allowance paid to the Chair of Planning (£1,851).

We also note that the Chair of Licensing Committee at Bolsover does not receive an allowance whereas all the other local Licensing Chairs do. To address this we recommend that the Licensing Chair should receive an allowance equivalent to 50% of the executive SRA (£3,702).

3.3 SAVINGS

Although our terms of reference did not achieving savings it should be noted that if our recommendations are adopted it will generate savings of £72,651.

3.4 TRAVELLING AND SUBSISTENCE ALLOWANCES

We consider that at this time there should be no changes to the Members' Allowance Scheme in relation to the travelling and subsistence allowances. We note that Members are able to claim mileage from their home to the Council offices whereas employees can only claim mileage once they have arrived at work. This is something that we are uncomfortable with and we would like to explore this further when we review the scheme next time.

3.5 CO-OPTEEES

We consider that there should be no changes to the Members' Allowance Scheme in relation to the Co-optees allowances

3.6 DEPENDANTS' CARERS ALLOWANCES

We understand that Bolsover District Council support the Living Wage. We therefore consider that the hourly rate for the Dependents' Carers allowances should be the minimum wage as opposed to the minimum wage (21+ rate)

3.7 MECHANISM WITHIN THE SCHEME FOR REVIEWING THE LEVEL OF ALLOWANCES

We consider that there should be no changes to mechanism for reviewing the Basic Allowance, Special Responsibility Allowance, Co-optees, travel/ subsistence and dependant carers allowances. We are however aware that different pay awards may be offered to different scales. In that situation we recommend that the increase to the higher of the scales will apply. We also intend to take a closer look at the mechanism next time to assess whether the allowance should be adjusted at all in between full reviews of the scheme.

3.8 MONITORING

We were asked towards the end of our review to consider either applying a different system of performance monitoring or not have monitoring at all. Unfortunately this request came too late into our review and so we have been unable to give this any consideration. We therefore do not propose to change the way Members performance is monitored and our recommendation will be as in 2011. We will however look at monitoring in more detail at our next scheme review.

4. RECOMMENDATIONS:-

Having outlined our main considerations, our recommendations are as follows:-

4.1 Basic Allowance

For the reasons set out in paragraph 3.1 the Basic Allowance for all Members be set at £6,932 per annum

4.2 Special Responsibility Allowances

For the reasons set out in paragraph 3.2 the Special Responsibility Allowances should be :-

Role	Recommended SRA (£) p.a.
Leader	17,186
Deputy Leader	12,305
Executive Member /	7,405
Leader of Largest Opposition Group	7,405
Planning Chair	7,405
Planning Vice Chair	1,851
Scrutiny Sub Chair	4,936
Scrutiny Sub Vice Chair	2,468
Licensing Chair	3,702

4.3 Travel and Subsistence Allowances

That the Members Scheme for Travel and Subsistence Allowances continues to mirror the employees' scheme

4.4 Co-optees

That the allowances for Co-optees remain at

Role	Recommended p.a. (£)
Audit Committee	250
Standards Committee	500
Additional Co-optee Chair of Audit	1467
Additional Co-optee Chair of Standards	1222
Additional Co-optee Relief Chair Audit per session	367
Co-optee Relief Chair Standards per session	204

4.5 Dependant Carer's Allowance

That the Dependant's Carers Allowance be the equivalent of the living wage with a maximum entitlement of four hours per day

4.6 Mechanism within the scheme for reviewing the level of allowances.

That the Basic Allowance and Special responsibility Allowance be increased on the same basis as the employees' local scale –

That the allowances for Co-optee chairs are increased on the same basis as the employees' local scale

Where different increases are applied to different scales the allowances shall increase on the same basis as the increase to the higher scale

That the hourly rate of the Dependant Carer's Allowance is updated each year when the living wage is updated

That travel and subsistence remains in line with the employee's rates.

4.7 Monitoring

That no changes are made to the monitoring of Members' performance.

REPORT:

CHAIR OF THE MEMBERS ALLOWANCE WORKING GROUP

This report provides my response as Chair of the Member Allowance Working Group to the recommendations of the Independent Remuneration Panel ("IRP") received by the Council in October 2014.

First of all I would like to offer my thanks to the members of the panel, Gordon Inglis, Dorothy Wright and Joanne Hill for their hard work and for coming to talk to the Working Group on 23rd January. I also thank them for producing a report and recommendations which are logical and well considered and backed up by reasoned arguments in an effort to be objective within ill defined government parameters.

I have set out below arguments and examples that the IRP would perhaps not have been privy to during their deliberations. Their recommendations have; however, concentrated members minds and set out below are my arguments as to why we do not necessarily need to adopt a scheme based on the recommendations.

Basic Allowance.

My starting point is the Independent Review Panel's starting point, i.e that the Basic Allowance is higher than other shire district council's. However, this is not necessarily wrong.

Member's allowances are set across the country based on a loose set of government guidelines. Consequently, there is no uniform approach to the setting of allowances. This results in a wide spectrum of allowances none of which amount is wrong. It is just that every authority has a different idea of what is appropriate. Yes, Bolsover pay a high basic allowance compared to other councils but that is the level that Bolsover Council feel is appropriate.

One of the explanations for this is the unique position the Council is in. Whereas other authorities pay much higher Special Responsibility Allowances (SRA) with a low basic Allowance, Bolsover District Council takes the opposite approach- high Basic Allowance and lower SRA. The philosophy behind this encourages more equality amongst members of the Council but still rewards those members for taking on or accepting additional duties. This carries on the traditional differentials that existed prior to the introduction of the Basic Allowance system and was laid down by government.

By adopting this approach the overall expenditure per member of the combined Basic Allowance/SRA paid by BDC is not so different to other near neighbours.

At Bolsover District Council the total amount paid to 'elected' Members (excluding travel and subsistence) in 2013/14 was £433,458.06. This equated to an average of £11,715.08 per member.

Ashfield District Council's total spend on Basic and SRA= £378,993.16 which provided an average of £11,484.64 per member.

Mansfield District Council's total spend on Basic and SRA = £449,668.25, an average of £12,153.19 per member. N.B. this amount includes an allowance to an elected Mayor of £53,682.

This demonstrates that if you look at the bigger picture the difference in basic allowance does not seem unreasonable. This argument however can only be maintained if we agree that the Basic Allowance should, on the whole, be higher and the Special Responsibility Allowance lower than the comparators used by the Independent Review Panel.

If, we as a Council, consider that monetary reward should be the driving force and that those members with a special responsibility should be paid more and we increase the SRA then the Basic Allowance must be reduced. If not the whole argument loses credibility. Therefore we can only keep a high Basic Allowance if the SRA remains low.

Public perception is also extremely important when assessing what is appropriate. If the people of Bolsover agree with the findings of the IRP then we would be told. However, I have not received any adverse comments from constituents and I am unaware of any other members who have received objections to the allowances paid. The previous panel's recommendation (2011) was advertised in the local press along with the Council's decision not to reduce the Basic Allowance without any stinging criticism. Over the past few weeks I have deliberately sought the views of many and varied constituents who in the main feel that the Basic Allowance is just reward for the diverse responsibility and problem areas disassociated with the district council. The most recent IRP recommendation was published last year without any comment from the public. I feel that it is therefore not an issue that the people of Bolsover have strong feelings for one way or another.

A higher Basic Allowance does however place a higher responsibility on all members. We are in a privileged position having been elected by our peers and being paid more than some other district councillors. We therefore must repay the trust by taking a full part in public life. Yes, there are some members who have an added responsibility however; we can not expect that those members will do the bulk of the work. In order to carry out the scrutiny function we must be fully engaged in everything the Executive does. We must read all reports. We must understand the reports and if we do not understand we must seek information from elsewhere usually outside the authority. This preparation takes time and commitment especially for newly elected inexperienced members.

A good example is the decisions being made by members that will have far reaching effects on the future of local politics; I refer of course, to the changes being considered due to the general cut backs in revenue support. This is a tremendous responsibility that cannot be left to a few people. Neither can it be left to government on the assumption that 'they know best'. Devolution of powers, city regions, strategic alliance and combined authorities are all decisions that have to be considered and made in light of possible consequences.

Next I turn to the Panel's methodology for their recommendations. To recap, they were generally happy with the formula that the original IRP used to set the basic allowance. They were however not happy that the basic allowance did not contain an element of voluntary contribution. The Council in 1999 had been given the option to apply a voluntary element of between 10% and 20% but the

Council decided not to do so. The panel in 2014 decided that there should be an in built voluntary element. Guidance suggested that this voluntary contribution should be between 25% and 50% and the IRP proposed a 30% reduction.

I do not disagree that there should be a voluntary element (see above); however, we need to consider the starting point for applying it.

The allowance was calculated using a daily rate multiplied by 96 days. I believe that this starting point is wrong.

The Councillor Census 2013 states that on average, a shire district councillor with no additional responsibility will do 14 hours of work per week. 14 hours per week is the equivalent to 98 days so the 96 days used by the original IRP and so is on a par with the average if not slightly less.

It is my belief that this 96 day starting point is incorrect. The reason for this is that I believe we do far more than 96 days per year. The 14 hours mentioned in the Councillor census is an average. Therefore there will be some councillors who do more and some who do less. I believe that we are the ones who do more than the average. This point of view was expressed by the three councillors who met the panel. It was also stated in the Councillor Munks letter to the panel.

The fact that the Council uniquely pays a higher basic allowance than SRA which places an exceptionally high expectation on all councillors is a strong indication that Bolsover councillors work harder than other shire district councillors. It is however difficult to calculate how much work over and above the norm we do. The panel applied a 30% discount. I don't think it would be too far off the mark to suggest that we do 30% more than the average if not more.

Guidance recommends that there should be a voluntary element to the basic allowance. It is my contention that the work that we do above the 96 days should be our voluntary contribution. If we accept that then the basic allowance should stay as it is.

At a meeting of Working Group on the 23rd February it was suggested that the allowance be increased in line with the recent staff pay agreement. The general consensus of opinion was that there should not be an increase at this time.

Special Responsibility Allowance

The panel recommended an increase in the SRAs. However, as I discuss above I think we should only accept this if the Council agrees a reduction in the basic allowance. I therefore suggest that on the whole the SRAs should not change from what they are paid now.

There are few issues that need to be addressed.

The philosophy and formula maintained by Bolsover District Council over the past 15 years should in the main be adopted by all other district authorities. When you compare the poor position of the district in relation to the various economic league tables following the decimation of the coal and engineering industry over the past 20 years with today's financial position, the benefit of all members sharing in the democratic process is plain for all to see.

1. The Panel recommended that the Planning Chair should receive the same as and Executive member. I think that this recommendation should be adopted (£4890).
2. The Panel recommended that the Vice Chair of planning should receive an SRA equivalent to 25% of the allowance paid to the Chair of Planning. 25% of the existing SRA for Executive is £1,222 which I feel is too low particularly considering that the vice chair of the scrutiny receives £1,630 which is 50% of the chair of Scrutiny. I feel that if the vice chair of scrutiny receive 50% of the Chair of Scrutiny then the Vice Chair of Planning's SRA should be 50% of the Chair of Planning's allowance- £2,445.
3. The Panel recommended that the Chair of Licensing should receive an allowance equivalent to 50% of the executive SRA. This would give an allowance of £2445 which is less than the allowance paid to the Chairs of Scrutiny. I considered whether the Chair of Licensing should receive the same as a Scrutiny Chair however the current Chair of Licensing who is also the Chair of the Safe & Inclusive Scrutiny Committee does not think that Chair of Licensing should receive as much as a Scutiny Chair. Therefore I consider that the Panel's recommendation should be accepted.
4. The Chair of Licensing has however suggested that the Vice Chair of Licensing should receive 50% of the SRA for the Chair of Licensing £1,222. On the grounds that all other Council Vice Chairs receive an allowance it would seem sensible to recommend this to the Council.

It was also suggested that the

In conclusion:

1. For the reasons set out above I believe the current level of Basic Allowance is acceptable and we should continue to receive this amount;
2. The Chair of Planning should receive an allowance the equivalent of an Executive member (£4,890);
3. The Vice Chair of Planning should receive an allowance of £2,445;
4. The Chair of Licensing should receive an allowance of £2,445;
5. The Vice Chair of Licensing should receive an allowance of £1222.

Steve Fritchley

- e) **Details of the duties and responsibilities of Chairmen of Licensing Committee and Scrutiny Committee Chairmen;**

CHAIRS OF PLANNING/LICENSING COMMITTEES

(1) Purpose

1. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference
2. To provide leadership of and direction to the Committee
3. To demonstrate to the public, applicants, objectors etc., fair and open decision making by or on behalf of the Committee
4. To ensure that adequate resources (financial and officer support) are identified and sought from the Council

(2) Duties and responsibilities

1. To ensure Committee members obtain the necessary skills and training to contribute to the work of the Committee and to work with officers to provide training if necessary
2. To endeavour to engage all members of the Committee in its activities
3. To lead the Committee, in consultation with officers, in prioritising its work
4. To develop a constructive relationship with the relevant Director and their staff and where appropriate, with relevant portfolio holders
5. To be willing to learn about the professional disciplines and services relevant to the work of the Committee
6. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible
7. To Chair the Committee in a fair and open manner in accordance with the procedures of the Committee, applicants and objectors to put their arguments to the Committee

8. To ensure the Committee fully considers the merits of any applications taking account of national and local policies and guidance and any other material considerations
9. To guide, with the assistance of officers, the Committee to reach decisions based on the information presented to it
10. Where necessary, to act as witness for the Council at any court hearing, tribunal or other appeal against a decision made by that Committee

(3) Skills Required

1. Good communication and interpersonal skills
2. The ability to chair meetings and facilitate open discussion
3. Leadership skills
4. Project and time management skills
5. Ability to influence and work constructively with Members, officers, the public, external advisors and outside organisations

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor

CHAIRS OF SCRUTINY COMMITTEES

(1) Purpose

1. To provide leadership of, and direction to, their particular Committee
2. To ensure that adequate resources (financial & officer support) are identified and sought from the Council
3. To chair Committee meetings and ensure the Committee achieves its terms of reference

(2) Duties and responsibilities

1. To ensure that Committee members lead on developing an effective work programme
2. To encourage Committee members to obtain necessary skills to carry out the scrutiny role and to work with officers to provide training if necessary
3. To endeavour to engage all members of the Committee within the scrutiny process
4. To lead the Committee in prioritising its work so as to ensure effective scrutiny
5. To co-ordinate work with other scrutiny Committees & Chairmen and to share learning
6. To develop a constructive relationship with the Executive, especially with relevant portfolio holders
7. To develop a constructive relationship with the Joint Directors and Assistant Directors in the areas that the Committee scrutinises
8. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.

(3) Skills Required

1. Good communication and interpersonal skills

2. The ability to chair meetings and facilitate open discussion
3. Leadership skills
4. Project and time management skills
5. Ability to influence and work constructively with Members, officers, the public and outside organisations
6. Ability to work as part of a team

NOTE The above duties and responsibilities are in addition to the Member's role as a Councillor.

f) Details of information collated in relation to Licensing and Scrutiny Meetings

Licensing Committees

INFORMATION REQUIRED	Bolsover
Frequency of Meetings	11 in a Civic Year Plus 3 Specials and 6 Hearings this year (C and CV not in attendance for Hearing)
Length of Meetings (Average over last 12 months)	3 Hours plus
Length of average Scrutiny Committee	1 hour, 10 mins this year, last year was 2 hours.
Frequency of Scrutiny meetings.	3 committees meeting 12 times a year. Plus 1 special towards year end.

g) Current salary levels for BDC Staff

APPENDIX ONE

GRADING STRUCTURE

Points From	To	Grade	Spinal Column Points	Salary points within each grade
-	Up to 300	1	1	13,550
301	344	2	2	14,165
			Living Wage	15,916
345	388	3	3	16,264
			4	16,503
			5	17,048
389	432	4	6	17,816
			7	18,617
			8	19,455
433	476	5	9	20,098
			10	20,760
			11	21,446
			12	22,153
477	520	6	13	22,928
			14	23,731
			15	24,562
			16	25,420
521	564	7	17	26,184
			18	26,969
			19	27,777
			20	28,611
565	608	8	21	29,870
			22	31,184
			23	32,556
			24	33,989
609	652	9	25	35,196
			26	36,446
			27	37,739
			28	39,079
653	696	10	29	39,860
			30	40,657
			31	41,471
			32	42,301
697	740	11	33	43,041
			34	43,793
			35	44,559
			36	45,339
741+	-	12	37	45,731
			38	46,659
			39	47,586

h) Deprivation levels for the area

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i) Efficiency Support Grant details



Department for
Communities and
Local Government

To the Chief Executive

Our Ref: ESG

Your Ref:

28 May 2014

Dear colleague,

Efficiency Support Grant GRANT DETERMINATION (2014/15): No 31/2366

The Parliamentary Under Secretary of State ("the Parliamentary Under Secretary of State"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the Efficiency Support Grant Determination (2014/15) No.31/2366.

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Parliamentary Under Secretary of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Treasury consent

4) Before making this determination in relation to local authorities in England, the Parliamentary Under Secretary of State obtained the consent of the Treasury.

Signed by authority of the Parliamentary Under Secretary of State for local government.



SHEHLA HUSAIN

A senior civil servant within the Department for Communities and Local Government

ANNEX A

Authorities to which Amount of grant
grant is to be paid to be paid £

Barrow-in-Furness	1,175,000.00
Bolsover	1,064,000.00
Burnley	1,859,000.00
Great Yarmouth	1,864,000.00
Hastings	975,000.00
Hyndburn	1,272,000.00
Pendle	1,026,000.00
East Lindsey	113,000.00
Chesterfield	39,000.00

j) Published details of payments made to Members of BDC during 2014/15

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k) Financial implications of a 1% increase to allowances

Responsibility	2016/17 Allowance	2017/18 Allowance (1% Increase)
Basic Allowance	9,902.44	10001.46
Leader Of Authority	14,672.16	14,818.88
Deputy Leader Of The Authority	9,781.44	9,879.25
Members Of The Executive	4,890.72	4,939.63
Chair Of The Scrutiny Committee	3,260.48	3,293.08
Vice Chair Of Scrutiny Committee	1,630.24	1,646.54
Largest Opposition Political Group Leader	4,890.72	4,939.63
Chairs Of Planning Committee	4,890.72	4,939.63
Vice Chair Of Planning Committee	2,445	2,469.45
Chair Of Licensing Committee	2,445	2,469.45
Vice Chair Of Licensing Committee	1,222	1,234.22
Chair Of Standards Committee (co-optee)	1,222	1,234.22
Chair Of Audit Committee (co-optee)	1,467	1,481.67
TOTAL	419207.76	423399.67

l) The currently adopted scheme of Allowances.

MEMBERS ALLOWANCE SCHEME

1. Scheme

The Bolsover District Authority, in exercise of the duty conferred on it by the Local Authorities (Members' Allowances) (England) Regulations 2003, as amended, hereby make the following Scheme:

(1)

(2)

This Scheme may be cited as the Bolsover District Authority Members' Allowances Scheme, and shall have effect from 1st April 2016.

In this Scheme -

(i)

"Member" means a "Member" of the Bolsover District Authority.

(ii) "scheme year" means the 12 months ending with 31 March.

(iii) "Regulation" refers to a regulation contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

2. Basic Allowance

Subject to paragraph 9 of this Scheme, a Basic Allowance of £9902.44 will be paid to each Member.

3. Special Responsibility Allowance

(1)

For each year a Special Responsibility Allowance shall be paid to those Members who hold special responsibilities in relation to the Authority.

(2)

Subject to paragraph 9 of this Scheme, the amount of each such allowance shall be the amount specified against that special responsibility.

(3) No Member shall be entitled to receive more than one Special Responsibility Allowance.

(4) The following are specified as having special responsibilities in respect of which Special Responsibility Allowances are payable and the amounts of those allowances:-

Leader of the Authority-	£14, 672.16
Deputy Leader of the Authority-	£9,781.44
Members of the Executive	£4,890.72
Chair of the Scrutiny Committee -	£3,260.48
Vice Chair of Scrutiny Committee-	£1,630.24
Largest Opposition Political Group Leader-	£4,890.72

Chairs of Planning Committee-	£4,890.72
Vice Chair of Planning Committee	£2,445
Chair of Licensing Committee-	£2,445
Vice Chair of Licensing Committee-	£1,222
Chair of Standards Committee (co-optee)-	£1,222.00
Chair of Audit Committee (co-optee)-	£1,467.00

(5)

The following rules apply to payments of Special Responsibility Allowances in relation to the Leader/Deputy Leader or person acting as the spokesperson of an opposition political group:-

(i) Either where there are two or more opposition political groups and one of these opposition groups is larger than any of the others the Leader of that group only will be paid a Special Responsibility Allowance of £4,890.72

(ii) Or where there are two or more opposition political groups and there is no one larger group because 2 or more of those political groups are equal in size, the Leaders of the largest political groups will receive £4,890.72 divided equally amongst them, and
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(iii) In (i) or (ii) above no payment of a Special Responsibility Allowance will be made to any other opposition group.

(iv) Where there is one opposition political group the Leader of that group will be paid a Special Responsibility Allowance of £4,890.72 in total.

4. Travelling allowance and subsistence reimbursement

(1) Travelling allowance and subsistence reimbursements shall be paid to Members for carrying out approved duties under the categories set out in Appendix A to this scheme.

(2) Co-optees shall be entitled to the same rates of travelling allowance and subsistence arrangements as Members.

(3) Members shall claim for travelling allowance and subsistence reimbursements and in doing so shall be expected to satisfy themselves that they are entitled to receive the allowances claimed.

(4) The rates of travelling allowance and subsistence reimbursements applicable to Members shall be the same as the rates applicable to the officers of the Authority.

(5)

Travelling allowance and subsistence reimbursements shall be paid in accordance with Appendix C & D.

5. Co-optees' allowance

(1) An annual allowance of £500 shall be paid to Co-optees for their duties on Standards and £250 for their duties on Audit Committee.

(2) The above allowances are subject to the Co-optee not receiving payment from any other source for the same duties.

(3)

(4)

If someone is a Co-optee of both the Standards and Audit Committee, he/she shall be entitled to both the £500 and £250 allowance in respect of both Committees.

If a non co-opted member other than the Chair is called on to chair a meeting of the Audit Committee, then a session relief payment of £366.75 is payable. If a non co-opted member other than the Chair is called on to chair a meeting of the Standards Committee, then a session relief payment of £203.67 is payable.

6. Carer's dependents allowances

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(1) An hourly rate equivalent to the national minimum wage (21+ rate (See Minute No. 878 – Authority – July 2011) for a maximum of 4 hours per day is payable in respect of approved duties, this includes up to 30 minutes travelling time each way.

(2) Prior approval to claim this allowance must be obtained from the Chief Executive.

7. Adjustment of allowances

Where changes are retrospectively made to allowances or pay on which allowances under this scheme are based the following shall apply:-

Allowances under this scheme shall have the same effective date where the change is within the scheme year provided that Members are not worse off as a result of the retrospective amendment.

8. Election to forgo allowance

A Member may, by notice in writing given to the Chief Executive Officer elect to forego any part of his entitlement to an allowance under this scheme, and a copy will be forwarded to the Payroll Section.

9. Part year entitlements

(1)

The provisions of this paragraph shall have effect to regulate the entitlements to Basic, Special Responsibility and Co-optees Allowances where, in the course of a year, this scheme is amended or that individual to whom the allowances applies, becomes, or ceases to be, a Member or Co-optee, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

(2) If an amendment to this Scheme changes, the amount to which a Member is entitled by way of a Basic Allowance or a Special Responsibility Allowance, or the amount to which a Co-optee is entitled to a Co-optees 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 determined by the following formula:-

entitlement = $A \times C$

B

Where A = number of days for which claim for allowance is being made

B = 365 days

C = appropriate yearly rate for Special Responsibility

Allowance, Basic Allowance or Co-optees

Allowance.

(3)

If an amendment to this Scheme changes the duties specified in the Schedule as approved duties, or the amount payable by way of Travelling allowance and subsistence reimbursements, the entitlement to such allowances shall be to the payment of the amount of the allowance under the Scheme as it has effect when the duty is carried out.

(4) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Member to a Basic Allowance shall be determined as set out in *paragraph 9(2)*.

(5) Where the term of office of a Co-optee begins or ends otherwise than at the beginning or end of a year, the entitlement of that Cooptee to a Co-Optees Allowance shall be determined as set out in *paragraph 9(2)*.

(6) Where a Member has during part of but not throughout a year, such special responsibilities as entitle him or her to a Special Responsibility Allowance that Members entitlement shall be determined as set out in *paragraph 9(2)*.

10. Claims and payments

(1) Subject to *paragraph 9* of this Scheme, Basic, Special Responsibility and Co-optees Allowances shall be paid by monthly instalments of one twelfth of the amount specified in this scheme on the 26th day of each month.

(2)

Where a payment of one-twelfth of the amount specified in this Scheme in respect of these Allowances would result in the individual receiving more than the amount to which, by virtue of *paragraph 9* and its sub-paragraphs, the Member 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.

(3) Claims for Travelling allowance, subsistence reimbursements, and dependent carers covering a calendar month are required to be submitted by the 6th of the following month.

(i)

Payment of these claims received by the due date shall be made on the 26th day of the month in which they are

received.

(ii)

Payment of claims received after the due date shall be made on the 26th day of the following month.

(iii) Members expense claims submitted more than three months after the expenses were incurred will be paid only with the express approval of the Director of Corporate Resources.

11. Level of allowances

(1)

The level of allowances payable under the Scheme were set following the recommendations of an independent panel which was appointed to review the remuneration paid to Members of this Authority.

12. Repayment of allowances

Where payment of any allowance has already been made in respect of any period during which the Member or Co-optee concerned :-

(i) ceases to be a Member or Co-optee of the Authority,

(ii)

is in any other way not entitled to receive the allowance in respect of that period.

The Authority may require that such part of the allowance as relates to the period be repaid.

13. Duplication of allowances

Where a Member of this Authority is also a Member of another authority or body, that Member may not receive allowances from more than one authority or body in respect of the same duties.

MEMBERS' ALLOWANCES – GUIDANCE

6.1 Introduction

(1) The aim of this section is to provide Members with a guide to the expenses and allowances that are payable to them under the Members' Allowance Scheme.

(2) Any queries not addressed by this section should be directed to the Assistant Director of Governance and Monitoring Officer.

(3) The official duties carried out by the Chairman and Vice-Chairman of the Authority are civic duties of the civic leader of the Authority and are not covered by the Members' Allowance Regulations. Expenses for these duties are met from the Chairman's Allowance.

(4) The work of the Independent Persons are governed by the Localism Act 2012 and not covered by the Members' Allowance Regulations.

(5) In accordance with the recommendations of the Independent Remuneration Panel on Members' Allowances the monitoring is carried out in respect of Members.

6.2 Allowances/Reimbursements

(1) The Authority's Members' Allowance Scheme (from page 437) ("the Scheme") made under the provisions of the Regulations for the payment of the following allowances:-

- Special Responsibility Allowances,
- Basic Allowance
- Travelling Allowance and Subsistence Reimbursements
- Cooptees Allowance
- Dependent/Carers Allowance

6.3 Publishing

(1) The Regulations require that the Authority publish within the Authority's area:-

(i)
The Scheme.

- Following any amendment or making of a Scheme
- Every twelve months

(ii) In respect of each year, details of the amounts of allowances paid under the Scheme to each member.

(2) The Freedom of Information Act 2000 requires the Authority to produce its publication scheme which has been approved by the Information Commissioners' Office, an independent body that reports directly to Parliament and monitors the Data Protection Act 1998 and the Freedom of Information Act 2000.

6.4 Payment Restrictions

(1) Certain bodies pay their own expenses and allowances. Members should therefore claim their expenses from these bodies direct and not from this Authority.

(2) Certain duties necessarily carried out by Members of the District Authority are not duties for the purposes of claiming Members' Allowances (see Appendix B).

(3) Where a Member is a Member of more than one local authority or public body payment of Members' Allowances will, in general, be made by the local authority or public body, for which the approved duty is undertaken. For example:-

if a Member serves as a co-opted Member on a County Authority Committee the allowances will be payable by the County Authority.

6.5 Special Responsibility Allowances

These allowances are paid to such Members of the Authority who hold positions with a special responsibility under the provisions of the Regulations; the positions in this Authority are listed in the Scheme.

6.6 Basic Allowances

(1) This allowance is intended to recognise the time devoted by Members to their work as elected representatives, including inevitable calls on their time such as meetings with constituents, Member's surgeries and political group meetings. It is also intended to cover incidental costs incurred in the course of a

Members work.

(2) This allowance is payable to all Members, each Member receiving the same amount of allowance.

6.7 Travel Allowances/Expenses – See Appendix C

(1) See Appendix C for information on Car Parking and Travel Fees.

(2) Criteria for the use of taxis are detailed below:

(i) The rate for taxi fares must not exceed the amount of the actual fare and any reasonable gratuity paid.

Reimbursement will only be made on the production of receipts.

(3) Where a Member travels in his own car any fixed penalty parking fines or other traffic violation fines are the personal responsibility of that Member.

(4) Where a Member travels with an officer or other Member who is entitled to claim allowances, the Member may not claim travelling allowances for that journey.

(5) When mileage allowances are claimed the miles claimed must be based on the most reasonable route. However, in respect of home to The Arc mileage, the miles claimed will always be in accordance with the approved schedule. Prior to making their claim for home to The Arc mileage, the Member must seek from Audit Services the acceptable number of miles.

(6) Private mileage must not be included in the claim.

(7) Where Members have to travel between their place of work and the Authority Offices to carry out approved duties the mileage allowance or travel expenses claimable shall be the lesser of:-

Home to approved duty

Work to approved duty

(8) Members, in their own interests, must ensure that their car insurance policy covers them for use on official business for the Authority. The Assistant Director of Human Resources and Payroll will carry out spot checks of insurance certificates to ensure full compliance.

Members Car Insurance / Business Mileage

Members are required to have car insurance that covers them for **business use** and they must sign the declaration on the claim form to confirm this.

The extract below explains the different types of insurance cover and the importance of having the correct cover.

What are the different use types?

REMEMBER - it is important that you have the right use for your car, if you have the wrong use you may find that your insurance company will not pay out on a claim.

Social, Domestic & Pleasure - this covers you for normal day to day driving, such as driving to visit family or friends, or shopping.

Commuting - this covers you to drive back and forth to a permanent place of work. Please note that travelling to a

railway station, where you park your car, is classed as commuting.

Business Use - this covers you to use the car in connection with your job, driving to different sites, travelling to training courses or prearranged meetings away from your normal place of work.

Commercial Travelling - This covers the car to be used for such things as door-to-door sales.

Insurance cover for commuting does **not** cover business use.

Members work from home; this means that journeys between their home and the Authority offices are **not** classed as commuting if the journeys are made during the course of their duties.

(9) Travel expenses may be subject to income tax and national insurance contributions.

(i) Members are deemed to have two places of work and as such the HMRC guidance states that Members can receive tax (and NI free) home to work payments where:-

The Member routinely uses their homes to see constituents (and not merely used for reading Council papers, correspondence etc) and

(ii) The mileage allowance paid does not include any element of profit and is dealt with under the HMRC's approved mileage allowance payments.

(iii) If the criteria in (i) and (ii) above are not met the home to work travel expenses will be subject to tax and national insurance.

(iii) The Council must hold relevant documentation to demonstrate that any Members paid home to work mileage free from tax have confirmed that they meet the relevant criteria. Where this is the case, Members will need to complete a declaration to confirm this.

(iv) Additionally the declaration on the Members' Allowance Claim form requires Members to indicate where the travel claim is classed as non taxable.

6.8 Subsistence Reimbursements

(1) In order to claim a Subsistence Reimbursement a Member must have personally incurred expenditure on subsistence. (See Appendix C for further information)

(2) Third parties (including spouse/partner) accompanying a Member on business trips:-

Where a Member is accompanied by a spouse, partner or a third party and there is an additional cost, the extra cost should be reclaimed from the Member. This would not be the case if the spouse, partner or third party is also representing the Authority. It is the Members responsibility to indicate on their claim form where reclaims from Members Allowances are due for this reason.

6.9 Royal Garden Party

(1) The HMRC do not consider that attendance at a Royal Garden Party is part of the duties of any Authority Member and as such

expenses incurred would not be classed as business expenses for PAYE purposes.

(2) This does not affect the Authority's decision to include this as an approved duty.

(3) Any travel and subsistence costs (reimbursement or payment made directly by the Authority) have to be subject to income tax and national insurance when paid.

6.10 Approved Duties outside the UK – See Appendices A, B & C

(1) There are no specific provisions covering payments of Members' Allowances in connection with overseas visits.

(2) Reasonable travelling expenses are paid by the Authority direct or reimbursed to the member on submission of a claim.

(3) Officers are required to keep a record of expenditure that they make on behalf of Members.

(4) Where possible details of amounts paid on the Members behalf including name of any officer of the Authority who has made any payments during the foreign visit.

6.11 Cash Advances

Cash advances can be arranged on request. In such cases the person receiving the advance must keep records of all expenditure made and whenever possible must obtain receipts. As soon as possible after the visit, the balance of the advance (if any) and/or the full record of the expenditure made together with the receipts must be returned to the creditors section of Financial Services.

6.12 Members' Surgeries

Members' Allowances are not payable in respect of the time spent on Member' surgeries. It has been agreed that an allowance is made, however, under section 111 of the Local Government Act 1972, to cover the cost of advertising and operating Members surgeries. Members should make their own arrangements for advertising and accommodation and, upon presentation of properly certified invoices, the Governance Team will reimburse up to the limit of approved allowances in any one year.

6.13 Making Claims

(1) *Expenses and Allowances*

There are rules enabling you to claim expenses and allowances in connection with some of your duties as a Member. These rules must be scrupulously observed.

(2) *Frequency of Claiming*

Members are requested to claim monthly as this helps in reducing administration costs. This is particularly important at the month ending 31st March, when prompt submission is required in order to assist with the closing down of the accounts, and also for income tax purposes.

(3) *Method of Payment*

Payments are made direct to a Members bank account.

(4) *Making a Claim (see 6.8 (2) re persons accompanying Members)*

(i) Where, a Member performs approved duties for more than one local authority or public body the amount that is claimed from the different bodies must not exceed the amount that would be claimed had the duty been carried out as a member of only one of these bodies.

(ii) A Member is not entitled to receive Members' Allowances under the Local Authorities (Members' Allowances) (England) Regulations 2003 in addition to any comparable allowances under any other enactment, in the same period of twenty-four hours for the same duties.

(iii) A claim for Members' Allowance is made by completing a Members' allowance claim form. The claim form is based on a statutory format and contains all the declarations required by law. The form is available via the Intranet.

(iv) The following details should be entered on the form in the appropriate columns:-

Name and address

Vehicle registration mark and cubic capacity of the motor vehicle (on the back of the form) if a mileage claim is made.

Date of approved duty.

Time approved duty started. This will be the time the Member left home or work to undertake the approved duty.

Place of Departure

Details of the approved duty (e.g. committee, etc.)

Place of return

Time the approved duty ended – including reasonable travelling time.

To claim a mileage allowance, enter the date, number of miles travelling on the approved duty, whether the expenses is taxable or non-taxable, the mileage rate claimed and the amount claimed.

The amount of other approved expenses (e.g. bus/train fare) indicating whether the expense is taxable or non taxable

If the journey had involved travel by more than one method of transport it is necessary to use a separate line for each such method.

The totals for each allowance claim should be entered at the bottom of each column.

The Declaration at the foot of the claim form must be signed. The certification is required by law and Members should read it carefully and ensure that the statements they are signing are correct. If in any doubt, Members should consult the Chief Executive Officer or the Head of Human Resources and Payroll.

VAT receipts must be attached for all reimbursements.

Pre dated VAT receipts for fuel must be attached where mileage is claimed.

(v) The completed form should be forwarded to the Personal Assistant to the Chief Executive Officer.

(5) Cases of Doubt

Where doubt arises, which cannot be settled between the Member and the Chief Executive Officer, the matter can be referred to the appropriate body.

(6) Checks Applied to a Members' Claim

(i) In Members own interest, the Personal Assistant to the Chief Executive Officer, checks as far as possible the attendance at official meetings, insofar as attendance records are available. It is therefore important for Members to ensure they sign the attendance sheet.

(ii)

This check does not in any way relieve the Member from personal responsibility for the correctness of the claim for allowances.

(iii)

An attendance register will be circulated at each meeting of the Authority, Executive and Scrutiny Committees, and every Member present at such meeting shall record their attendance thereat by signature. The attendance sheet together with the minutes will be the official record of attendance at meetings and will be used for the purpose of authorising payments of Members attendance allowances. Members may consider it prudent to maintain a personal diary recording more details of approved duties than is shown on their claim form. This would assist them personally should any query be made by objectors, or the External Auditor, possibly at a much later date.

(iv)

All claims are subject to scrutiny by the External Auditor and the statutory record of Members allowances is open for public inspection.

6.14 Statutory Sick Pay – effect on Members

(1) The provisions of the above came into force for 'Employees' on 6th April 1984. It has now been stated in a circular issued by the Department of the Environment that Members who are in receipt of Members' Allowances are considered to be 'employed' by their authority and will also be included where they meet the conditions of the scheme. The reasoning behind this is that these payments are subject to National Insurance contributions where they are greater than the lower earnings limit and consequently there may be an entitlement to State Incapacity Benefit from the Department of Social Security. As Statutory Sick Pay replaces State Sickness Benefit, Members whose allowances attract National Insurance contributions may qualify for this payment. The regulations are complex and wide-ranging, and although it is unlikely that the provisions of Statutory Sick Pay (SSP) will have any widespread relevance to Members of this Authority, it is felt, nevertheless, that all Members should be aware of the entitlement.

(2) Where Members wish to make a claim for payment of SSP it is essential that they notify the Human Resources & Payroll Section, telephone 01246 242474 on the first day of absence due to sickness.

(3) Further advice and documentation will then be issued. Also further details of SSP can be obtained from the Payroll Section.

6.15 Income Tax and National Insurance Contributions

(1) Income Tax and National Insurance contributions are deducted from Members' Allowances in accordance with the Authority's statutory obligations.

(2) The PAYE system operates for Members' Allowances. New Members who cannot supply a tax form P45 will be required to complete a form P46. This form can be obtained from the Payroll Office.

(3) Her Majesty's Revenue and Customs (HMRC) is sent an annual schedule giving details of allowances and expenses paid to each member.

(4) HMRC has allowed Members to receive an additional tax free pay allowance per annum to be used against Members' allowances; this is included in the Members tax coding.

(5) Reduced or no National Insurance contributions are payable by the Member if the Member is aged over state pensionable age, or is a married woman with a right to opt for reduced rate contributions (this option has now ceased but protected rights exist), or where the Member will pay the maximum amount of National Insurance contributions due to earnings from another job.

(6) Members must provide the payroll office with a certificate, which is obtained from the Members local contributions agency before no or reduced rate National Insurance contributions are deducted from a Members' Allowance.

6.16 Social Security Benefits

(including Housing Benefit and Authority Tax Benefit)

(1) The benefit system is very complicated and it is difficult to know exactly how the payments a Member is entitled to receive or does receive will affect any benefits payable to that Member.

(2) Members claiming any benefit are advised to keep their benefit provider informed about any Members' Allowances they are **ENTITLED** to receive or do receive.

6.17 Insurance Cover for Members, provided by the Authority.

The following types of insurance cover are provided for Members:-

(1) Officials Indemnity

To indemnify the Assured against legal liability for damages as a result of a claim or claims made arising out of any negligent act, error or omission committed or alleged to have been committed by or on behalf of the Assured in or about the conduct of the Assured's business.

Including indemnity to all employees and elected Members of the Authority or any co-opted Members of any committee or sub – committee.

(2) Public Liability

Indemnity against legal liability for accidental bodily injury to any person or loss of or damage to material property.

Only applicable when representing the Authority.

(3) Libel and Slander

To indemnify the assured in respect of any amount the assured

shall become legally liable to pay as damages resulting from any libel and slander committed in any form whilst undergoing the conduct of the Assured's business.

Members should be aware that statements made in official meetings are only covered by qualified privilege and that accordingly a Member may be sued on a defamatory statement made in such a meeting.

APPENDIX A

CATEGORIES OF APPROVED DUTIES

Travelling Allowance and *Subsistence Reimbursements (Exceptional circumstances only – see Appendix D)

Travelling and Subsistence may be paid to Members for certain types of meeting the categories of which are defined in the Local Authorities (Members' Allowances) (England) Regulations 2003. The following is a list of those categories as defined.

Some of the categories allow for discretion to be exercised. In particular category 5 allows the Authority to approve a class of duty for the payment of Travelling allowance and subsistence reimbursements. The classes of duty approved by this Authority are listed below number 5. Any meeting which falls within that class of duty as defined under category 5 automatically qualifies for payment of Travelling allowance and subsistence reimbursements and does not need to be approved by Authority or Committee.

(1) Authority and committee meetings where expenditure necessarily incurred in connection with the performance of an approved duty.

(2) Meetings of outside bodies to which the Authority makes appointments and nominations and where the member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty.

(3) Meetings the holding of which is authorised in advance and where Members of both political groups have been invited and where expenditure is necessarily incurred in connection with the performance of an approved duty.

(4) Meetings of associations where the Authority is a Member of the association and where expenditure is necessarily incurred in connection with the performance of an approved duty.

(5) A duty or class of duty approved for the purpose of or in connection with the discharge of functions:

(a) Any partnership of which the Authority is a partner and to which the member is appointed by the Authority.

(b)
Formal liaison meetings with other local authorities, representatives of other bodies and individuals.

(c)
With the prior approval of the committees concerned visits, official visits, site visits and inspections within the Authority's area.

(d) Visits by Members of Executive to the Authority's offices to discuss Authority business.

(e) Any duty of a Chairman of a Committee within the Authority's

area.

(f) Any duty of a Vice-Chairman of a Committee within the Authority's area.

(g) Visits by Leaders and Deputy Leaders of each party (and who are nominated as such to the Chief Executive Officer) to the Authority's offices to discuss Authority business. Such visits by a Leader and Deputy Leader to be additional to the visits permitted as Chairman or Vice Chairman of a Committee of the Authority.

(h) Visits by Members (other than Leaders, Deputy Leaders and Chairmen of Committees) to the Authority's Offices to discuss Authority business or to attend, by prior agreement of the appropriate Chairman, a meeting of a Authority Committee of which the Member is not a member.

(i) Attendances at commercially provided conferences and seminars as approved by the Chief Executive Officer including externally provided training held at the Authority offices.

(j) Attendances at internally provided training held at the Authority offices.

(k) Attendance at public meetings and public inquiries with the prior approval of the appropriate Committee.

(l) Attendance with **the prior written approval** of the Chief Executive Officer at any meeting or visit not otherwise provided for in the scheme where the Chief Executive Officer considers it appropriate and necessary on the grounds of urgency or in the interests of the Authority's improvement and learning agenda, grant such approval in the interests of efficient conduct of the Authority's affairs **provided** such approval is reported to the next available meeting of Authority together with reasons. Such attendance is additional to any entitlements contained in other headings in this scheme.

(m) Working Parties of this Authority with prior approval.

(6) Conferences inside or outside the UK to discuss matters relating to the interest of the area or the inhabitants or any part, provided conference is not organised by a commercial operator or political party provided the attendance is in connection with discharging the duties of the Authority or its Committees or Sub Committees.

(7) Meetings inside or outside the UK to discuss matters relating to the interests of the area or the inhabitants or any part provided meeting is not organised by a commercial operator or political party provided the attendance is in connection with discharging the duties of the Authority or its Committees or Sub-Committees.

EXAMPLES OF MEETINGS WHERE TRAVELLING ALLOWANCE AND SUBSISTENCE REIMBURSEMENTS ARE PAYABLE

N.B. Subsistence Reimbursements are not payable for duties carried out at The Arc, Bolsover

(1) Authority and Committee Meetings where expenditure is necessarily incurred in connection with the performance of an approved duty – includes for example:

Strategic Alliance Joint Committee

Bolsover Conservation Area Joint Advisory Committee

(2) Meetings of outside bodies to which the **Authority** makes appointments and nominations and where the Member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty – includes for example:

Isabella Smithson's Charity

(3) Meetings, the holding of which is authorised in advance and where Members of both political groups have been invited and where expenditure is necessarily incurred in connection with the performance of an approved duty.

Duties under this category are to be approved at Committee prior to the duty being performed.

(4) Meetings of associations where the Authority is a member of the association and where expenditure is necessarily incurred in connection with the performance of an approved duty- including for example:

Association of District Authorities

(5) A duty or class of duty approved for the purpose of or in connection with the discharge of functions.

(a) Any partnership of which the Authority is a partner and to which the Member is appointed by the Authority.

(b) Any formal liaison meetings with other local authorities, representatives of other bodies and individuals.

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(c) With the prior approval of the Committees, official visits, site visits and inspections within the Authority's area.

(6) Meetings of outside bodies to which the **Executive** makes appointments and nominations and where the Member has been nominated by the Authority and where expenditure is necessarily incurred in connection with the performance of an approved duty – including for example:

Chesterfield and District Crematorium Joint Committee

Groundwork Creswell

(7) Members should seek advice from Legal Services if they are unsure of any of the above.

APPENDIX B

DUTIES WHICH ARE NOT “APPROVED DUTIES” FOR MEMBERS’ ALLOWANCE PURPOSES

Governing Bodies of Nursery, Primary and Secondary Schools
Local/Town/Parish Authority Meetings
Members Surgeries
Party Political Meetings
Visits to Authority Officer to collect correspondence, etc.
Youth Centre Management Committees

APPENDIX C

REIMBURSEMENT OF EXPENDITURE

(1) Meal Allowances

- (i) Reimbursement of expenditure for meals (subsistence) will no longer be paid.
- (ii) Exceptionally, where attendance at a seminar or similar does not include the provision of meals, reimbursement of reasonable expenses, subject to submission of receipts, may be subject to the prior approval of the Leader or Deputy Leader.
- (iii) No reimbursement of expenditure is payable for Members attending qualification training courses.

(2) Overnight Accommodation

- (i) For Members, overnight accommodation is currently booked through the Governance Team as part of the training and seminar booking procedure. There is no current limit on overnight accommodation, but the Leader or Deputy Leader who signs the booking form must ensure that the expenditure is reasonable.
- (ii) In exceptional circumstances, where the Authority is not being invoiced directly by the hotel, payment of expenditure will be in arrears, subject to the prior approval of the Leader or Deputy Leader and subject to submission of receipts. The expenses should be deemed to be reasonable in the circumstances.

(3) Car Parking

- (i) Fees will be paid at actual costs but they must be supported by receipts.

(4) Travel Fees

- (i) In determining the mode of transport to be used for business journeys, employees must take into account economic and environmental issues.
- (ii) The rate for public transport should not exceed the ordinary fare. Or in the case of rail travel, the second class rate. In exceptional circumstances, first class rail fare may be permitted with the prior approval of the Leader or Deputy Leader. Receipts and/or tickets must support all retrospective claims for travel fares.

- (iii) Reimbursement of expenditure will not be paid in relation to mileage incurred in relation to qualification training courses.
- (iv) With effect from 1st April 2013 the mileage rates will be the HMRC mileage rate (currently £0.45p)

(5) Medical Expenses

- (i) Medical expenses incurred with their approved duties will be made in accordance with the relevant Authority Policy, e.g. Eye Tests.

APPENDIX D

MILEAGE RATES –

Allowance for the performance of approved duties

- (1) Travelling allowances from 1st April 2016

Mileage will be paid at the HMRC rate

- (2) Overnight Absence from Home – Overnight Garaging Allowances

Not more than the amount of any expenditure incurred in tolls, ferries, or parking fees.

DERBYSHIRE COUNTY COUNCIL

CABINET

3 November 2015

REPORT OF THE CHIEF EXECUTIVE

**The English Indices of Deprivation – 2015
(Strategic Policy, Economic Development and Budget)**

1. Purpose of the Report

To present the key findings from the English Indices of Deprivation 2015 to Cabinet highlighting the latest position for Derbyshire and change since 2010.

2. Information and Analysis

Background

The English Indices of Deprivation 2015 (ID 2015) is the official measure of deprivation for small areas and provides a consistent measure of deprivation across England. Each area is given a deprivation score and a deprivation rank, providing an indication of relative deprivation. It is common to describe how relatively deprived an area is by saying whether it falls within the most deprived 10 or 20 per cent of areas in England.

The ID 2015 has been published for the same geographical levels used for the 2010, 2007 and 2004 Indices, allowing comparison to be made with previous years. The main geography used is Lower-layer Super Output Area (LSOA). There are 32,844 such areas across England including 491 in Derbyshire. Each LSOA contains on average 1,500 people.

The Indices of Deprivation consist of two sets of deprivation measures: the Indices of Multiple Deprivation (IMD 2015) published at LSOA level and a range of summary measures published for higher geographies including local authority districts, upper-tier local authorities, Local Enterprise Partnerships (LEP's) and Clinical Commissioning Groups (CCG's).

The IMD 2015 combines a number of indicators from seven topic areas (domains) to arrive at an overall deprivation score and rank for each LSOA in England (the LSOA with a rank of 1 is the most deprived and 32,844 the least deprived). The seven domains are:

- Income deprivation;
- Employment deprivation;
- Education, Skills and Training deprivation;
- Health Deprivation and Disability;
- Crime;
- Barriers to Housing and Services; and
- Living Environment Deprivation.

Scores and rankings at LSOA level are also available for each of the individual domain areas listed above, along with two supplementary indices:

- Income Deprivation Affecting Children; and
- Income Deprivation Affecting Older People.

Summary of Key Findings

The key findings from the Indices of Deprivation 2015 are as follows:

- The most deprived LSOA within Derbyshire, Hopewell North, lies within Ilkeston North Ward and covers part of the Cotmanhay area. It ranks within the top 1% most deprived areas in England;
- There are 18 Derbyshire LSOAs within the 10% most deprived areas in England. Approximately 26,700 people live within these LSOAs, representing around 3.5% of the county's population. However, it is important to remember that not all people living in these LSOAs will be deprived. Chesterfield contains six of these LSOAs, Erewash contains four, Bolsover, High Peak and Amber Valley contain two each LSOAs, and North East Derbyshire contains one, as does Derbyshire Dales;
- 60 LSOAs in Derbyshire fall within the 20% most deprived in England. Each Derbyshire district contains at least one such area, and a third of all these now lie in Chesterfield (20). Erewash contains 12 LSOAs in the most deprived 20%, whilst Bolsover contains 10 and Amber Valley eight;
- Bolsover is the most deprived of Derbyshire's districts ranking 61st out of 326 local authorities. Chesterfield is the second most deprived district in the county with a ranking of 85;
- As a county Derbyshire ranks 100th out of 152 upper-tier local authorities, with 4% of the county's LSOAs falling within the most deprived 10% across England;
- The Derby, Derbyshire, Nottingham and Nottinghamshire (D2N2) Local Enterprise Partnership (LEP) ranks 14th most deprived out of a total of 39 LEP's across England. 10% of D2N2's LSOAs fall within the most deprived 10% across England;

- Analysis by CCG shows the most deprived CCG's in the county are NHS Tameside and Glossop CCG, where 16% of LSOAs fall within the most deprived 10% across England, followed by NHS Southern Derbyshire CCG where 10% of areas fall within the most deprived in England;
- Derbyshire scores the worst on the Education, Skills and Training domain, with around one fifth all LSOAs (102) in Derbyshire falling within the 20% most deprived areas in England on this domain;
- Employment is one of Derbyshire's most deprived domains in terms of the number of LSOAs in the most deprived 20% nationally, with 87 of all 491 LSOAs in Derbyshire within this band. Around 12% (51,000) of women aged 18 to 59 and men aged 18 to 64 in Derbyshire are employment deprived. All districts contain at least one such area;
- Health Deprivation and Disability is also one of Derbyshire's most deprived domains with 87 of all 491 LSOAs in Derbyshire falling within the most deprived 20% nationally. Whilst all districts contain at least one such area, 40% of these LSOAs are within Chesterfield;
- Approximately 13% (98,000) of people in Derbyshire are income deprived. There are 65 LSOAs within Derbyshire that fall within the 20% most deprived areas across England on this domain. All of Derbyshire's districts contain one such area;
- Over 23,000 (around 17%) children live in families that are income deprived in the county;
- Approximately 14% (28,000) of older people in Derbyshire are income deprived;
- The pattern of results for the Barriers to Housing and Services domain is vastly different from that of the other domains. Of the 13 highest ranking LSOAs in Derbyshire, 7 are within Derbyshire Dales. This is likely to reflect the high house prices and long distances to travel to key services in rural parts of the county.

The key findings from analysis on how deprivation has changed since 2010 are:

- The most deprived LSOA within Derbyshire covering part of the Cotmanhay area in Erewash remains unchanged since the IMD 2010;
- There has been little change in the number of LSOAs in Derbyshire falling into the most deprived 10% across England. In ID 2015, 18 LSOAs fall within the worst 10% of areas compared to 17 in ID 2010. The number of LSOAs in Derbyshire falling within the 20% most deprived in England has

remained the same as in 2010. However the distribution of the county's most deprived areas has changed considerably;

- Bolsover is noted as being one of ten local authority districts across England that has experienced the greatest relative improvement in deprivation levels. The number of LSOAs in Bolsover falling within the most deprived 10% across England has reduced from 5 LSOAs in ID 2010 to just 2 LSOAs in ID 2015;
- Chesterfield has seen an increase in the number of its LSOAs falling within the most deprived 20% of areas across England, from 17 in ID 2010 to 20 in ID 2015;
- Six of the eight districts in the county have shown a net improvement in their rankings between ID 2010 and ID 2015. Derbyshire Dales has shown the greatest improvement in ranking, followed by Bolsover, North East Derbyshire, South Derbyshire, High Peak and Amber Valley;
- Chesterfield and Erewash have shown a net worsening over this time;
- The number of LSOAs in the least deprived 10% of LSOAs in England has declined from 42 in ID 2010 to 37 in ID 2015;
- The Education, Skills and Training, Crime and Employment Deprivation domains have all shown a relative improvement in average rankings since ID 2010;
- The Health Deprivation and Disability domain shows a significant worsening in average rankings between ID 2010 and ID 2015. This improvement is reflected in LSOA level analysis, with 32 more LSOAs in the most deprived 20% nationally on this domain in ID 2015 compared with ID 2010;
- There has also been a significant worsening on the Income Deprivation Affecting Children domain compared with ID 2010.

Further detailed maps and analysis can be found in the Appendices attached to this report.

Next Steps

Further analysis of the Indices of Deprivation 2015 is currently taking place at an LSOA and district level to better understand the latest position, as well as change over time. Detailed analysis at a community level will be important in ensuring that information gathered is used to support the effective delivery of the Council's priorities moving forward. Links to recent work on customer segmentation will also be made to better understand the implications of ID 2015 at a smaller geography - output area – level (average population of 300 people).

The findings will be used to inform service and policy development across departments, for example supporting the implementation of the Derbyshire Partnership Forum's Anti-Poverty Strategy, the Council's Youth Employment Strategy and to enable targeting of work at a community level through for example Thriving Communities.

All maps and analysis of the Indices of Deprivation 2015 will be made available on the Derbyshire Observatory website. This will include maps and analysis for each of the individual seven domains of deprivation and the two supplementary indices of income deprivation affecting children and older people. Further district level analysis, rural-urban analysis, and comparisons of how deprivation has changed over time will also be undertaken.

3. Considerations

In preparing this report the relevance of the following factors has been considered: finance, legal, human resources, prevention of crime and disorder, equality of opportunity, human resources, environmental, health, property and transport considerations.

4. Key Decision

No

5. Call-in

Is it required that call-in be waived in respect of the decisions proposed in this report? No.

6. Background Papers

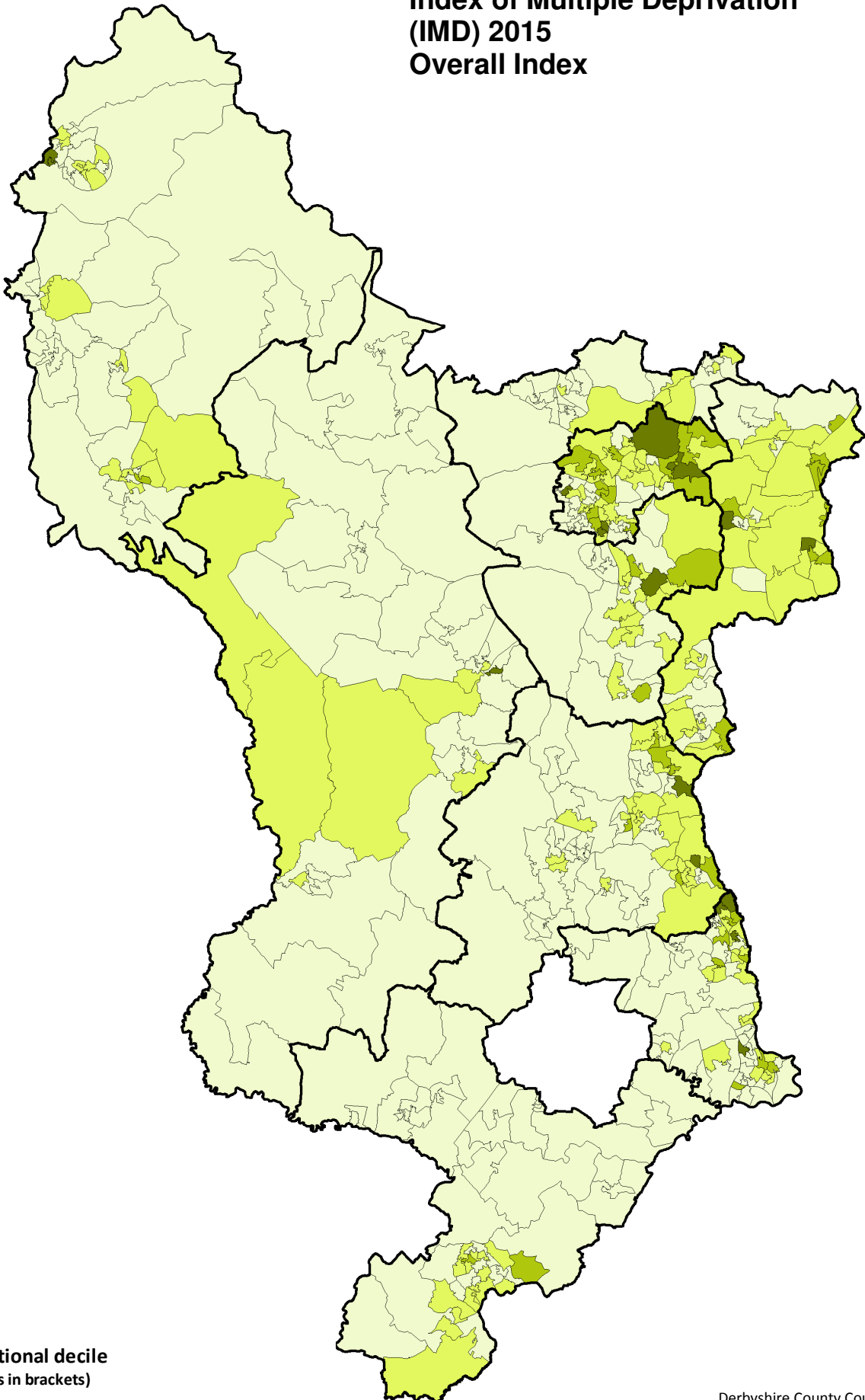
Files and supporting papers are held in the Policy and Research Division, Chief Executive's Office.

7. Officer's Recommendation

That Cabinet notes the latest position for Derbyshire on the English Indices of Deprivation 2015 and that the findings be used to support future service planning and policy development.

Ian Stephenson
Chief Executive

Index of Multiple Deprivation
(IMD) 2015
Overall Index



IMD by national decile
(no. of LSOAs in brackets)

Most deprived 10% in England (18)
Most deprived 10-20% in England (42)
Most deprived 20%-50% in England (155)
Least deprived 50% in England (276)

Public

LSOA	Ward containing LSOA	District	England rank (1 is most deprived)	England decile	County rank (1 is most deprived)
E01019663	Ilkeston North	Erewash	249	1	1
E01019578	Rother	Chesterfield	291	1	2
E01019444	Ironville and Riddings	Amber Valley	645	1	3
E01019561	Loundsley Green	Chesterfield	1126	1	4
E01019728	Gamesley	High Peak	1,172	1	5
E01019488	Bolsover West	Bolsover	1895	1	6
E01019650	Derby Road West	Erewash	2,145	1	7
E01019566	Middlecroft and Poolsbrook	Chesterfield	2196	1	8
E01019575	Rother	Chesterfield	2,248	1	9
E01019729	Gamesley	High Peak	2290	1	10
E01019509	Shirebrook North West	Bolsover	2,340	1	11
E01019568	Middlecroft and Poolsbrook	Chesterfield	2656	1	12
E01019527	Barrow Hill and New Whittington	Chesterfield	2,711	1	13
E01019662	Ilkeston Central	Erewash	2823	1	14
E01019808	North Wingfield Central	North East Derbyshire	2,902	1	15
E01019625	Matlock St. Giles	Derbyshire Dales	2979	1	16
E01019452	Langley Mill and Aldercar	Amber Valley	3,060	1	17
E01019664	Ilkeston North	Erewash	3262	1	18
E01019565	Lowgates and Woodthorpe	Chesterfield	3,341	2	19
E01019799	Holmewood and Heath	North East Derbyshire	3377	2	20
E01019549	Hollingwood and Inkersall	Chesterfield	3,380	2	21
E01019761	Stone Bench	High Peak	3383	2	22
E01019668	Kirk Hallam	Erewash	3,497	2	23
E01019796	Grassmoor	North East Derbyshire	3787	2	24
E01019463	Ripley and Marehay	Amber Valley	3,792	2	25
E01019682	Nottingham Road	Erewash	3827	2	26
E01019572	Old Whittington	Chesterfield	3,863	2	27
E01019646	Cotmanhay	Erewash	3938	2	28
E01019510	Shirebrook North West	Bolsover	3,957	2	29
E01019498	Elmton-with-Creswell	Bolsover	4390	2	30
E01019542	Dunston	Chesterfield	4,415	2	31
E01019469	Somercotes	Amber Valley	4650	2	32
E01019507	Shirebrook East	Bolsover	4,680	2	33
E01019505	Scarcliffe	Bolsover	4684	2	34
E01019863	Newhall and Stanton	South Derbyshire	4,756	2	35
E01019441	Heanor West	Amber Valley	5020	2	36
E01019523	Whitwell	Bolsover	5,038	2	37
E01019556	Holmebrook	Chesterfield	5048	2	38
E01019547	Hasland	Chesterfield	5,077	2	39
E01019483	Bolsover North West	Bolsover	5136	2	40
E01019576	Rother	Chesterfield	5,173	2	41

LSOA	Ward containing LSOA	District	England rank (1 is most deprived)	England decile	County rank (1 is most deprived)
E01019817	Shirland	North East Derbyshire	5179	2	42
E01019471	Somercotes	Amber Valley	5,212	2	43
E01019699	Sawley	Erewash	5228	2	44
E01019500	Pinxton	Bolsover	5,237	2	45
E01019579	St. Helen's	Chesterfield	5285	2	46
E01019563	Lowgates and Woodthorpe	Chesterfield	5,289	2	47
E01019403	Alfreton	Amber Valley	5309	2	48
E01019543	Dunston	Chesterfield	5,359	2	49
E01019644	Cotmanhay	Erewash	5390	2	50
E01019581	St. Helen's	Chesterfield	5,494	2	51
E01019571	Moor	Chesterfield	5699	2	52
E01019580	St. Helen's	Chesterfield	5,825	2	53
E01019842	Woodville	South Derbyshire	5866	2	54
E01019453	Langley Mill and Aldercar	Amber Valley	5,915	2	55
E01019567	Middlecroft and Poolsbrook	Chesterfield	5932	2	56
E01019497	Elmton-with-Creswell	Bolsover	6,028	2	57
E01019672	Little Hallam	Erewash	6052	2	58
E01019647	Derby Road East	Erewash	6,362	2	59
E01019688	Old Park	Erewash	6408	2	60

IMD 2015 (Overall Index) - Derbyshire LSOAs in the 20% Most Deprived in England – Change Compared with ID 2010

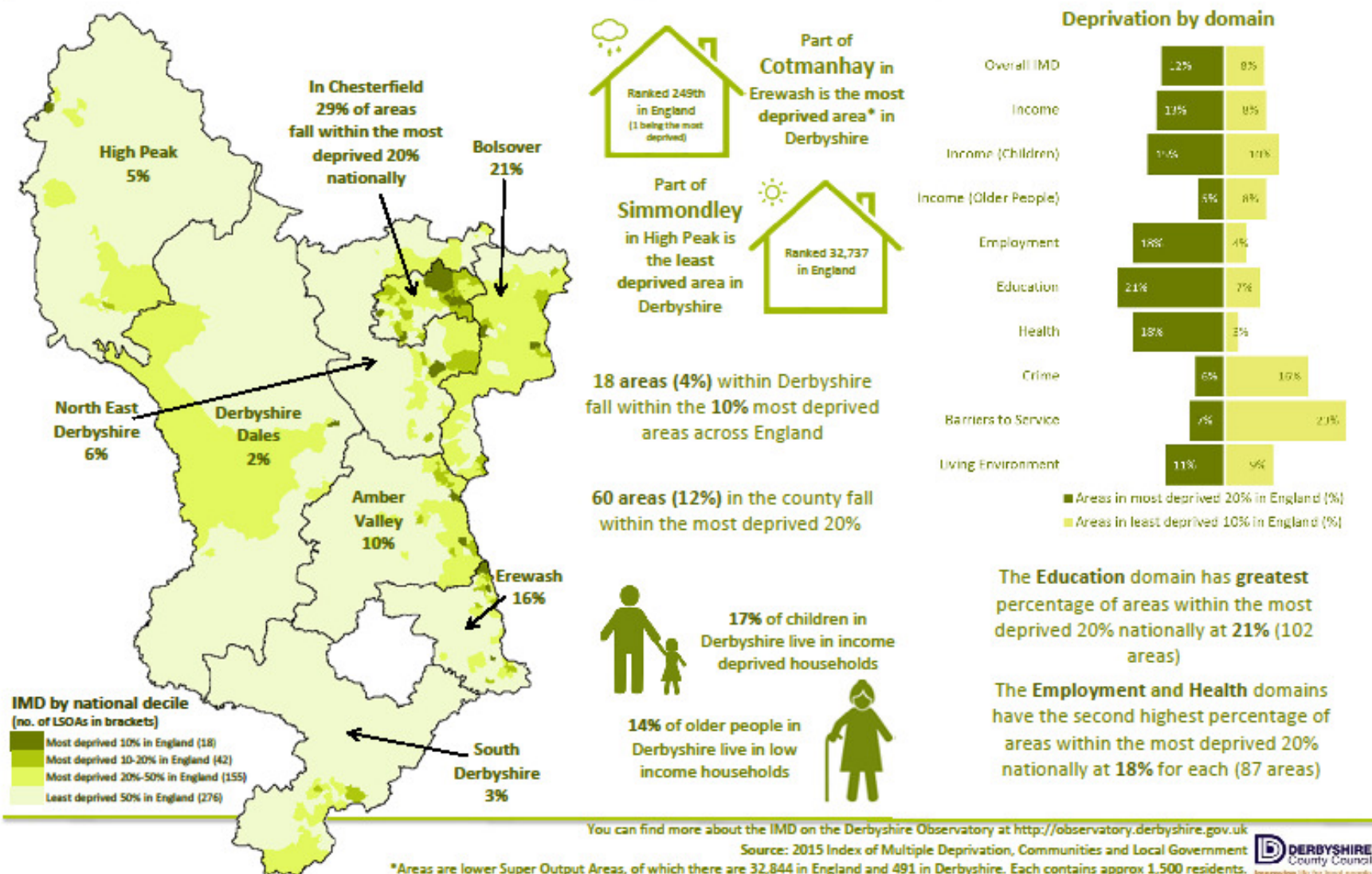
LSOA	Ward containing LSOA	District	IMD score 2015	England rank (1 is most deprived)	County rank (1 is most deprived)	Up/down movement and by how many places 2010 to 2015
E01019663	Ilkeston North	Erewash	70.65	249	1	↔
E01019578	Rother	Chesterfield	69.46	291	2	↔
E01019444	Ironville and Riddings	Amber Valley	63.56	645	3	↑3
E01019561	Loundsley Green	Chesterfield	57.89	1126	4	↑4
E01019728	Gamesley	High Peak	57.43	1,172	5	↔
E01019488	Bolsover West	Bolsover	51.91	1895	6	↑3
E01019650	Derby Road West	Erewash	50.45	2,145	7	↑9
E01019566	Middlecroft and Poolsbrook	Chesterfield	50.16	2196	8	↑4
E01019575	Rother	Chesterfield	49.86	2,248	9	↑2
E01019729	Gamesley	High Peak	49.59	2290	10	↓6
E01019509	Shirebrook North West	Bolsover	49.33	2,340	11	↓4
E01019568	Middlecroft and Poolsbrook Barrow Hill and New	Chesterfield	47.67	2656	12	↑10
E01019527	Whittington	Chesterfield	47.43	2,711	13	↑4
E01019662	Ilkeston Central	Erewash	46.82	2823	14	↓1
E01019808	North Wingfield Central	North East Derbyshire	46.38	2,902	15	↑12
E01019625	Matlock St. Giles	Derbyshire Dales	46.00	2979	16	↑8
E01019452	Langley Mill and Aldercar	Amber Valley	45.58	3,060	17	↑9
E01019664	Ilkeston North	Erewash	44.65	3262	18	↔
E01019565	Lowgates and Woodthorpe	Chesterfield	44.33	3,341	19	↑27
E01019799	Holmewood and Heath	North East Derbyshire	44.16	3377	20	↓5
E01019549	Hollingwood and Inkersall	Chesterfield	44.13	3,380	21	↑13
E01019761	Stone Bench	High Peak	44.13	3383	22	↑6
E01019668	Kirk Hallam	Erewash	43.68	3,497	23	↑6
E01019796	Grassmoor	North East Derbyshire	42.46	3787	24	↑8
E01019463	Ripley and Marehay	Amber Valley	42.45	3,792	25	↑8
E01019682	Nottingham Road	Erewash	42.34	3827	26	↑4
E01019572	Old Whittington	Chesterfield	42.20	3,863	27	↓8
E01019646	Cotmanhay	Erewash	41.93	3938	28	↑13
E01019510	Shirebrook North West	Bolsover	41.85	3,957	29	↓8
E01019498	Elmton-with-Creswell	Bolsover	40.41	4390	30	↓20
E01019542	Dunston	Chesterfield	40.34	4,415	31	↓16
E01019469	Somercotes	Amber Valley	39.51	4650	32	↓1
E01019507	Shirebrook East	Bolsover	39.42	4,680	33	↓30
E01019505	Scarcliffe	Bolsover	39.41	4684	34	↓14
E01019863	Newhall and Stanton	South Derbyshire	39.17	4,756	35	↑9
E01019441	Heanor West	Amber Valley	38.36	5020	36	↑13

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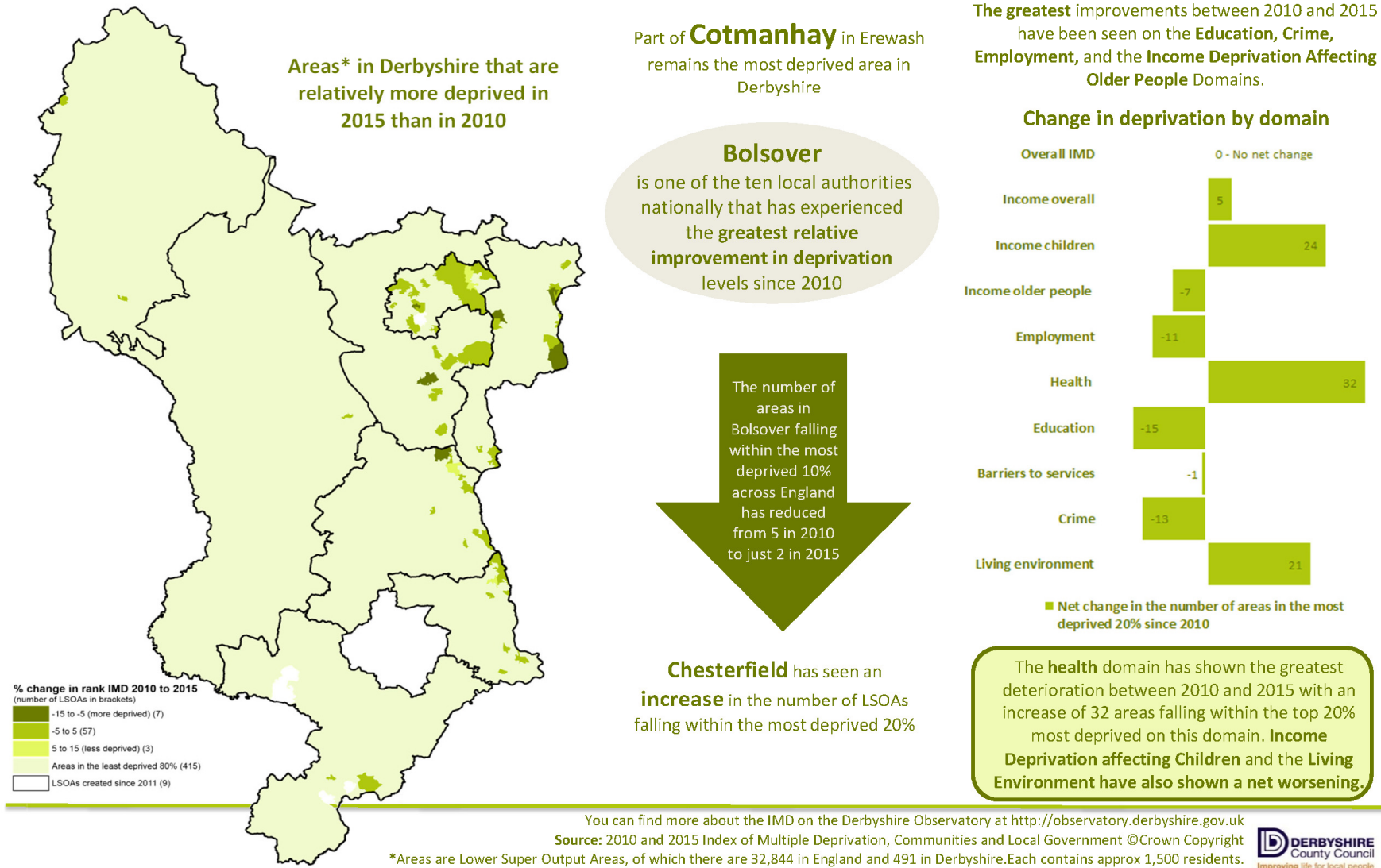
Public

LSOA	Ward containing LSOA	District	IMD score 2015	England rank (1 is most deprived)	County rank (1 is most deprived)	Up/down movement and by how many places 2010 to 2015
E01019523	Whitwell	Bolsover	38.30	5,038	37	↓14
E01019556	Holmebrook	Chesterfield	38.28	5048	38	↑1
E01019547	Hasland	Chesterfield	38.16	5,077	39	↓2
E01019483	Bolsover North West	Bolsover	37.99	5136	40	↓26
E01019576	Rother	Chesterfield	37.87	5,173	41	↑25
E01019817	Shirland	North East Derbyshire	37.84	5179	42	↑18
E01019471	Somercotes	Amber Valley	37.74	5,212	43	↑26
E01019699	Sawley	Erewash	37.70	5228	44	↓8
E01019500	Pinxton	Bolsover	37.67	5,237	45	↑3
E01019579	St. Helen's	Chesterfield	37.53	5285	46	↑15
E01019563	Lowgates and Woodthorpe	Chesterfield	37.52	5,289	47	↑3
E01019403	Alfreton	Amber Valley	37.45	5309	48	↓5
E01019543	Dunston	Chesterfield	37.29	5,359	49	↑18
E01019644	Cotmanhay	Erewash	37.17	5390	50	↑3
E01019581	St. Helen's	Chesterfield	36.87	5,494	51	↓26
E01019571	Moor	Chesterfield	36.20	5699	52	↓7
E01019580	St. Helen's	Chesterfield	35.85	5,825	53	↑21
E01019842	Woodville	South Derbyshire	35.73	5866	54	↑8
E01019453	Langley Mill and Aldercar	Amber Valley	35.61	5,915	55	↑8
E01019567	Middlecroft and Poolsbrook	Chesterfield	35.56	5932	56	↓5
E01019497	Elmton-with-Creswell	Bolsover	35.31	6,028	57	↓17
E01019672	Little Hallam	Erewash	35.23	6052	58	↑29
E01019647	Derby Road East	Erewash	34.44	6,362	59	↓4
E01019688	Old Park	Erewash	34.31	6408	60	↓8

What we know about deprivation in Derbyshire in 2015



How deprivation has changed in Derbyshire between 2010 and 2015



LGA Submission to CLG Select Committee Following the Government's Response to 'Councillors on the Frontline' report 10 April 2013



Submission

1.0 Key Messages

- 1.1 The LGA welcomes the opportunity to follow up on Government's response to the Communities and Local Government (CLG) Select Committee's Sixth Report of Session 2012-13, 'Councillors on the Frontline'. A Government response is often the final point in an inquiry and the Committee's continuing work to maintain momentum to drive this important issue forward is welcome. The LGA would like to work with the Select Committee to continue to promote the work of the councillors on the front line and we hope that this momentum is utilised by the sector, Whitehall, the voluntary sector, and all other stakeholders.
- 1.2 Councillors are at the heart of their local communities. The councillor role is a unique civic role; it is one with a democratic mandate. It is one that has a lasting impact on local communities, with responsibilities for hugely important services. Councillors give up a considerable amount of time, both from their work and from their families. They give their time to serve their communities and will have an even bigger role to play in the future not a smaller one.
- 1.3 The Prime Minister has accepted the importance of Community Budgets, which further underlines the changing role of councillors to become leaders of place. While councils are working to achieve this, it is still new territory for the rest of the public sector and Whitehall needs to recognise councillors' changing role. Whilst we are clear that we do not support a professional role for councillors, this new leadership of place role is putting more pressures on councillors' time and remuneration and the support they are given should reflect that.
- 1.4 The role of councillors is changing, becoming more demanding coupled with rising expectations. We need to see a step change in how we view and support councillors and all, from local stakeholders to central government, ministers and national politicians, need to play their part. The challenge of representation is not limited to local government; this is an issue across all political representation in England¹. As the role of councillor is fundamentally changing we need to ensure that all stakeholders, including the private sector, are also engaged in understanding and working with them. We also think that

¹ See the Speakers conference on parliamentary representation:

<http://www.parliament.uk/business/committees/committees-a-z/other-committees/speakers-conference-on-parliamentary-representation/>

councillors should continue to have access to the Local Government Pension Scheme because access to a pension is a factor in attracting a broad cross-section of people to become councillors

- 1.5 The LGA would like to support the Department for Communities and Local Government (DCLG) and the CLG Select Committee to explore how this could be achieved. But to make a real impact this is bigger than the local government sector alone. A whole system change is needed, across all bodies accountable to democratically elected representatives. We would welcome and support and work to address this. It is critical to get this right if we wish to maintain a vibrant representative democracy both locally and nationally.

2.0 Recommendations

- 2.1 The Committee asked us to give our view on the Government's response to recommendation 2-5, 8-9, 13-15 and 21-25 and we welcome the opportunity to continue our work with the Committee on this inquiry. Our views are listed below.

3.0 Recommendations 2 & 3 – the role of the councillor

- 3.1 The Committee recommended that the Government should not 'accidentally undermine the authority of councillors' and that councillors in turn should be getting out in their communities and encouraging their communities to make the most of all opportunities available to them, including those in the Localism Act 2011.
- 3.2 The Government responded by saying that it is committed to localism and the Localism Act 2011 has created powers for councils and communities: 'No longer should the Town hall (sic) be the focus for councillors, but rather their wards and the communities that live in them.'
- 3.3 The Committee's third recommendation was that councillors should be working with external organisations, broadening their understanding of key issues facing their community
- 3.4 The Government responded by saying that it should be for councillors themselves to determine 'how and with which individuals and organisations they should best build these relationships'.

3.5 LGA View

- The LGA is broadly supportive of the Government's response. As public services are transformed in an era of rising expectations and shrinking funding the relationship between the citizen and the state is being reshaped.
- The role of councillors is changing. As more powers are devolved to local communities and neighbourhoods, ward and division and town and parish councillors are more able to play active roles in their communities, so making a real impact on people's lives. It is not just the ward role that is changing.

- Council leaders are increasingly focused beyond authority boundaries, looking at conurbations and sub- regions. Councillors in cabinet roles are focusing not just on what is directly delivered, but on local public services as a whole.
- Councillors will increasingly need to influence other organisations and service providers to ensure their residents receive services that meet their needs and help them realise their local aspirations. To achieve this there needs to be greater understanding and two-way engagement with these organisations to make sure that councillors are supported to deliver the best outcomes for their local communities and the people they represent.

4.0 Recommendation 3 – supporting councillors in their role

- 4.1 The Committee recommended that councils should be seeking to devolve power and resources to councillors at the local level, ensuring they have an active role in their communities.
- 4.2 The Government's response stated that councils and councillors should determine what is appropriate in their particular circumstance. However, the Government does recognise the 'crucial role of councils in supporting and empowering their councillors'.

4.3 LGA View

- The LGA welcomes the recognition from both the Select Committee and DCLG of the crucial roles that councillors play in their communities. The LGA believes it is essential that councillors are appropriately supported to achieve their potential for their communities and encourage our members to review and share best practice of existing support arrangements. We are pleased that the Government recognises the LGA's work in this area.
- There are over 20,000 councillors in England and so the desire to support them to reach the best potential for their communities must be balanced by practical and financial constraints. However, as the councillor role becomes ever more challenging and demanding, the need for support will likely rise and the support offer will need to adapt in response.
- The LGA is engaging with councillors to take ownership of realising these ambitions and to reach their leadership potential for their local communities. We are working with councillors on a variety of fronts to support them in the changing policy landscape arising from the Localism Act 2011, public health changes, strategic commissioning and demand management, introduction of police and crime commissioners and more.

5.0 Recommendation 5 – relationships with external service providers

- 5.1 The Committee found that where services are delivered by external

providers, it is important that the role of the councillor is not reduced. The Government responded that irrespective of who is delivering services councillors should be able to 'influence provision of these services so that they might better reflect the needs and priorities of local people'. The Government stated that it will be for individual councils and councillors to develop working relationships with service providers.

5.2 LGA View

- The LGA agrees that councillors will increasingly need to influence other organisations and service providers to ensure their residents receive services that meet their needs and help them realise their local aspirations.

6.0 Recommendation 6 – localism

- 6.1 The Committee said that it remained concerned about the Government's 'mixed messages' on localism and urged 'the Government to rein in its interventionist instincts'. In response, the Government stated that there were no mixed messages on localism but said that 'whilst local government is freer of central control, this does not mean Ministers, as nationally elected politicians should be denied the right to express their opinions'.

6.2 LGA View

- The LGA firmly believes that powers should be decentralised to the lowest appropriate level and that services should be democratically accountable. We welcome the developments under the Government's localism agenda such as the introduction of the General Power of Competence which have demonstrated that there is a willingness from the current Government to begin to devolve powers to local government.
- However, control over local government's powers and funding remains in the hands of Westminster and Whitehall. Any improvement in councils' autonomy granted in the last few years could be eroded by the stroke of a future Secretary of State's pen or completely reversed at the whim of a future government.
- Parliament should enshrine in statute local government's right to greater financial autonomy and protect councils from the threat of interference in their daily business. A new model should be based on partnership working rather than dictat from central government. This is the accepted norm in most Western democracies; it should become the norm for local government in England too. To see the benefits of local decision-making, councils of all types need the freedom to make independent decisions about local issues.

7.0 Recommendation 8 – Boundary Commission

- 7.1 The Committee recommended that from time-to-time, councils 'give formal consideration to their electoral arrangements' and if they are minded to, seek to make the change.

- 7.2 In response, the Government stated out that the Local Government Boundary Commission for England (LGBCE) has statutory responsibility for the upkeep of electoral and administrative boundaries and councils can make representations to the body. However, only the Secretary of State can request reviews on the structure of local government and Ministers believe the priority should be on greater joint working across boundaries and sharing of back office functions.

7.3 LGA View

- The LGA believes that councils should have a greater say in the setting of electoral and administrative boundaries as part of greater independence for local government. However, council leaders are focused not just on their authorities but beyond their boundaries such as to cities and regions, sharing best practice, information and strategic vision. Cabinet members will also be looking not just at what is directly delivered, but at local public services as a whole.
- LGA research on shared services shows that at least 337 councils across the country are already involved in 281 shared service arrangements, resulting in £263 million of efficiency savings.²

8.0 Recommendation 9 – representation of communities

- 8.1 The Committee was concerned that the composition of councils does not always reflect that of the communities they serve and said that it is important that membership of councils is better aligned to the make-up of the local populations they serve.
- 8.2 In response, the Government stated that it recognises that 'with new emerging roles of councillors, there is a need to ensure that there is a good mix of people with appropriate skills and interests, ready to offer their services'. The Government does not believe there should be central prescription and pointed to the role of political parties in working locally with the communities they represent. They also highlighted initiatives such as the LGA's 'Be a Councillor' campaign.

8.3 LGA View

- The LGA believes that increasing the pool of talent from which councillors are elected is a key challenge for local government. Only by encouraging the brightest stars to stand for election can we ensure that councils are able to do the best for their communities. We need plenty of high-quality prospective councillors ready and willing to work hard to make a difference to their local communities.
- We are very pleased with the recognition of the LGA's 'Be a Councillor' campaign but believe we need to see a wider change across the system and would like to see more stakeholders engaged in the process.

² For more information, see http://www.local.gov.uk/web/guest/productivity/-/journal_content/56/10171/3511353/ARTICLE-TEMPLATE

- The LGA is keen to work with DCLG and the Select Committee as well as other relevant bodies and organisations to promote a much wider agenda to reinvigorate political representation.

9.0 Recommendation 10 – Political Parties

9.1 The Government agreed with the Committee's recommendation that political parties have a significant role to play in recruiting underrepresented groups to stand as councillors.

9.2 LGA View

- We agree with the view of the Committee and the Government that there is a significant role for political parties in recruiting candidates to stand as a councillor. 93 per cent of councillors in England represent one of the three main political parties – this means that we must have an understanding of those political processes to understand issues around recruitment. The different parties have their own methods for encouraging people to stand, selecting candidates, as well as supporting their members and colleagues. These processes will reflect the parties' values and principles and will often also have local elements to reflect local needs and challenges.
- Political activity outside of the three largest parties also provides various ways of finding and encouraging people to stand for election such as through Independent networks. There are a substantial number of independent councillors or councillors who stand for a smaller political party. Standing as an independent has its own strengths but carries additional challenges.
- The LGA, through our political groups, will continue to work with and support the political parties to consider their recruitment and selection practices and to encourage the drive for all in local government to actively talent spot and encourage people from all walks of life to become councillors.

10.0 Recommendations 13 & 14 – local democracy

10.1 The Government agreed with the Committee's recommendations that local authorities should be actively promoting democratic engagement, recognising that many already are but said that there is no need for central prescription.

10.2 The Government agreed with the Committee that there is no need for the establishment of any new organisation to promote democracy. Furthermore they praised the LGA's 'Be a Councillor' campaign which aims to increase involvement in democracy at a local level.

10.3 LGA View

- The LGA sees the public attitude toward politics,³ coupled with

³ The July 2011 Veracity Index compiled by Ipsos MORI showed politicians to be the least trusted profession. <http://www.ipsos-mori.com/researchpublications/researcharchive/2818/Doctors-are-most-trusted-profession-politicians-least-trusted.aspx>

the lack of awareness of the role of local politicians, as a key barrier for new people to get involved in politics. We need to improve the recruitment of councillors, use their time and skills better and to support them better. These are mutually supportive elements to reinvigorating local politics.

- Again, we are very pleased with the recognition of the LGA's 'Be a Councillor' campaign but believe we need to see a wider change across the system and would like to see more stakeholders engaged in the process.
- The LGA agrees that central prescription is not required, but believes that all institutions that are politically led must play an active role in growing public understanding of local democracy and championing the role all politicians play in their communities.

11.0 Recommendations 15 & 16 – Employers

11.1 The Committee recommends that councils consider assigning to each councillor an officer to assist with casework. In response, the Government stated that decisions on this should be taken at a council level.

11.2 However, the Government did not agree with the Committee that parallels could be drawn with the Ministry of Defence's consideration of support for military reservists.

11.3 LGA View

- Both the Select Committee evidence and the Speakers Conference report highlighted the difficulty that many people wish to become elected representatives without significantly impacting on their employment or careers. The LGA would like to see this issue explored further.
- It would also be helpful to Councillors in receipt of benefits to have more clarity about how their benefits may be affected when they are in receipt of a Special Responsibility Allowance. The LGA is supporting the Government Equalities Office 'Access to Elected Office for disabled people' initiative. Clarity on how benefits may be affected by working as a Councillor would be welcome.
- Councillors spend, on average, 23 hours per week on council/political business, with eight per cent spending more than 40 hours a week. Yet for the majority of councillors this is a voluntary role, with no salary, only basic expenses covered and some allowances for time spent in council meetings. This means it is not an alternative to full time work. In fact it often has a detrimental impact on their career prospects⁴ either when looking for work or through the demands on their time.
- We disagree with the Government that there are not parallels to be drawn with the MoD's consideration of support for military reservists. We need employers to view the time needed by

⁴ Source evidence from the select committee

councillors in the same way they view that taken by members of the Territorial Army.

- We would like to explore with employers their role in supporting the work of councillors as we believe that employers receive a significant benefit from the skills and experiences of employees who are councillors. We would like to hear from employers who do support their staff who are councillors.

12.0 Recommendations 17, 18 & 19 – Remuneration & councillors as volunteers

12.1 The Government did not support the Committee's recommendation that the Government give councils the ability to transfer responsibility for setting allowances to independent local bodies. It also did not support the option of providing loss of earnings.

12.2 The Government also said it has 'made clear the position that being a councillor is a voluntary public service'.

12.3 LGA View

- The councillor role is a unique civic role. It is distinct to any other voluntary role as it comes with a democratic mandate. Policy decisions and democratic oversight of how public money is spent and the vital services it provides cannot be carried out by attending the occasional meeting and signing off a few letters drafted by officials. Many councillors are indeed part-time, but others, particularly more senior councillors, have demands in excess of those of an average full time job. The decisions they take have a direct impact on everyone's lives. To describe a councillor's role simply as volunteering is out of touch with the demands of local communities and the expectations of Parliament.
- At a time of difficult decisions about public services, it is more important than ever that local government is representative of the people it serves and that anyone, whatever their means, is able to consider standing as democratically accountable councillors able to properly scrutinise and direct council staff.
- Councillors are dedicated public servants and publicly accountable. Allowances, on average £7,000 per annum and fully taxed, are not the motivation for serving their communities. However, they ensure that local democracy is not the preserve of just the retired, well-off and those on benefits.
- It is generally agreed that we would like to see more people from all walks of life interested in and standing for political office. We are clear that we do not want to see a professional class of councillor. However, if we want to see increasing representation of local councillors, particularly those of working age, we need to look at the role in its entirety. Remuneration alone will not overcome this issue; however, remuneration needs to reflect the loss of earnings councillors may face. We also think that councillors should continue to have access to the Local Government Pension

Scheme because access to a pension is a factor in attracting a broad cross-section of people to become councillors.

- Councils should also make sure they make best use of councillors' time and that local arrangements do not unduly place demands on councillors' jobs and family or caring commitments.

13.0 Recommendations 21-25 – councillor performance, training and support

13.1 The Government believes that it is a decision for political parties to make when deciding who to select to stand. They also said it should be for councils to decide whether to put in place light touch arrangements for monitoring councillor performance. The Government also said that it should be for councils to decide meeting their councillors' needs.

13.2 LGA View

- All councils provide training for councillors. There is however a challenge for councils to ensure that their local development offer adequately supports the evolving role of councillors. The LGA agrees that it is for each council to decide what training would best support their councillors. There are over 20,000 councillors in England and so the desire to support them to reach the best potential for their communities must be balanced by practical and financial constraints.
- The LGA's Local Government Workforce Survey shows that councils' median gross training expenditure in 2011-12 remained almost unchanged from in 2010-11.⁵
- As the councillor role becomes ever more challenging and demanding, the need for support will likely rise. If we are to see people from all walks of life becoming councillors then this support offer will need to adapt in response.
- The LGA works with councils to raise the capacity of the local government sector. We are committed to supporting our members to be bold and ambitious leaders, equipped to tackle the challenges facing their communities: reinvigorating local governance, ensuring strong democratic accountability, supporting local government to make a difference, deliver and be trusted. We also offer a suite of support and training for councillors.
- Beyond formal training and support – the role of mentors and peer-to-peer support, especially for those from traditionally under-represented groups is essential. Not only does it encourage people to stand but also supports them in the role so they are more likely to stay in the role. This was also highlighted in the Speaker's Conference report on parliamentary representation.
- Through the 'Be a Councillor' programme the LGA will explore the possibility of finding politicians across the parties and from the

⁵ Reports available from <http://www.local.gov.uk/research-pay-and-workforce>.

ranks of Independents and regions who can be champions and mentors for these under-represented groups. We would be open to discussions with the parties as to whether this would be relevant for MPs and PPCs as well.

Bolsover District Council

The Local Authorities (Members' Allowances) (England) Regulations 2003

In accordance with regulation 15 of the above regulations, set out below are the total amounts paid by Bolsover District Council in respect of Basic Allowance, Special Responsibility Allowance, Travelling Allowance, Subsistence Allowance, Carers' Allowance and Co-optees' Allowance to each member during the year 2014/15.

Councillor / Co-optee	Basic Allowance (£)	Special Responsibility Allowance (£)	Travel (£)	Subsistence (£)
Alexander T	8811.01		540.45	
Anderson A	9902.40	685.66		
Barnes P	8811.01			
Bennett J	9902.40			
Bowler R	9902.40	3352.54	571.50	
Bowman K	1091.39	359.36	94.50	
Bowmer P	9902.40			
Brooks R	1091.39		78.75	
Bullock D	8811.01			
Buxton G	8811.01			
Cannon T	9902.40			
Clifton J	9902.40	4220.22		
Connerton T	9902.40	4399.89		
Cooper C P	9902.40			
Cooper P	4764.87			
Crane M G	9902.40		108.00	397.03
Dixey M	8811.01			
Dooley M	9902.40	8799.80	3286.85	
Fritchley S	9902.40	2993.18		
Gilmour H	9902.40	359.36		
Hall J E	2954.75	331.77		
Heffer R	9902.40			
Hendry B W	1091.39			
Joesbury A	8811.01		279.45	
Kelly D	1091.39	539.03	225.00	
McGregor D	9902.40	4759.17	558.00	
Mills V	1091.39			
Moesby C	8811.01	1406.71	1008.00	
Munks C	1091.39	269.48	48.20	
Munro T	8811.01	2109.80	70.20	
Murray-Carr B	9902.40	4759.25	31.60	250.80
Parkin G	1091.39			
Peake S	9902.40	2813.51		
Phelan J J	1091.39			
Reid K	9902.40	4759.25		
Ritchie J	8811.01	4220.22		
Smith J E	9902.40	1586.38		
Smith P	8811.01		442.15	
Statter S	9902.40			
Stevenson E	8811.01		528.30	
Syrett A	9902.40	13199.68	895.25	208.13
Tomlinson A	1091.39	1078.06	281.00	
Turner R	9902.40			
Walker K F	9902.40	2109.79		
Wallis S E	1091.39			
Watson B	8811.01			
Watson D S	9902.40		1171.35	
Watts E	1091.39	1617.09		
Webster G	1091.39	539.03		
Wilson J	9902.40	1406.71	142.20	
Jaffray J R (Co-optee)	500.00		3.15	
Yates J (Co-optee)	3439.00		881.00	
Totals	£368,145.02	£72,674.94	£11,244.90	£855.96

N.B No carers' allowances were claimed.

D Swaine, Chief Executive Officer. 10th June 2016