APPENDIX A

Waveney District Council
Serving the Community

INDEPENDENT REMUNERATION PANEL REPORT

1. BACKGROUND INFORMATION

1.1 The current Members' Allowance Scheme expires on 31 March 2015 and so in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, an Independent Remuneration Panel (IRP) needed to review the current scheme and make formal recommendations on a revised scheme with effect from 1st April 2015 for a period of up to four years.

1.2 The Independent Remuneration Panel are required to make recommendations in relation to the following matters:

a) The level of the Basic Allowance for 2015/16 and beyond.

b) The extent and level of Special Responsibility Allowances for 2015/16 and beyond.

c) The level of travel and subsistence allowances for 2015/16 and beyond.

d) The level of Dependent Carers Allowance for 2015/16 and beyond.

e) Whether to pay 'Co-Optees Allowances' for 2015/16 and beyond and if so what that allowance should be.

f) Whether the revised level of allowances should be index-linked.

g) Whether or not the revised scheme should include provision for withholding payments.

1.3 Previously Waveney District Councillors had access to the Local Government Pension Scheme but entitlement to this was revoked and the national position now is that Elected Members are not able to join the Local Government Pension Scheme by virtue of their role as a Councillor.

1.4 This report outlines the issues that were considered by the Independent Remuneration Panel, explains the reasoning behind proposed changes and sets out formal recommendations for a revised Waveney District Council (WDC) Members Allowances Scheme with effect from 1st April 2015.

1.5 The IRP considered a range of documentation as part of their review of Members Allowances including the following:

- Independent Remuneration Panel Report from January 2011
- Current Waveney District Council (WDC) Members' Allowance Scheme
- WDC Member Role Descriptions (last revised in January 2014)
- Councillor Communication Guidelines
- Comparative Member Allowances information with other local authorities across Suffolk and other similar sized authorities
- National comparative data on Members Allowances
- Summary of Allowances paid to WDC Councillors for 2014/15 to-date.
- Schedule of Cabinet Member portfolio responsibilities

- Appointment to Committees for 2014/15
- Appointment to Working Groups for 2014/15
- Appointment to Outside Bodies for 2014/15
- Member IT Policy for post May 2015 Elections
- Details of Member Development courses that will be available post May 2015
- Costings for providing care for dependents for a qualified nurse, basic carer and for childcare.
- Results from the Member Questionnaire on Members Allowances and time spent on WDC activities.

1.6 In addition, the IRP conducted a series of interviews to allow them to question at first hand Waveney Councillors on a cross-party basis regarding their roles and responsibilities, including some holders of Special Responsibility Allowances (SRAs). The Members interviewed were:

- Councillor Colin Law – Leader of the Council / Cabinet Chair / Conservative Member.
- Councillor Sonia Barker – Labour Group Leader (main Opposition Group Leader) / Chair of the Overview & Scrutiny Committee.
- Councillor Peter Collecott – Chair of the Council / Independent Member
- Councillor Graham Elliott – Green Party Member
- Councillor Malcolm Cherry – Backbench Member / Labour Party.

2.0 REVIEW OF THE WAVENEY MEMBERS ALLOWANCE SCHEME

Basic Allowance

2.1 It was noted that the level of Basic Allowance (BA) payable from 1st January 2015 was £3,648.90 per annum. The IRP reviewed the following matters in respect of the Basic Allowance:

- The Member Role Description for an Elected Member
- Analysis of average time spent by Councillors on WDC business / activities
- Feedback received as part of formal interviews with WDC Members
- Comparison of both the Basic Allowance and Special Responsibility Allowances (SRAs) with other local authorities both Suffolkwide and nationwide.
- Past links with increases in line with officer pay.

2.2 It was agreed that the BA should be broken down into the following identifiable components and consideration was given to apportioning values to the various elements as a means of calculating the level of BA that would be recommended for 2015/16:

- Use of home facilities
- IT / phone / communications
- Attendance at Member Development courses
- Ward Councillor duties (including preparation / research for meetings)
- Attendance at formal / informal meetings, working parties etc.

2.3 An analysis was undertaken of an extract of national comparative data of Members Allowances information for local authorities of a similar size / population / number of Councillors to WDC. It was noted that WDC was bottom of the table in respect of the BA.

2.4 Particular consideration was given to the feedback received from Waveney Councillors as to how much time they spent on WDC ward related activities and within meetings in considering what the level of the BA should be.

2.5 The members of the IRP wished to express admiration for the Councillors of Waveney District Council and acknowledge that the BA for the work they do does not reflect their commitment, skills or the number of hours they devote to fulfilling their roles.

2.6 It was generally considered that the current BA and SRAs did not reflect the professional role of 'Councillor', the responsibilities for which has increased over time. There also needed to be a balance between the BA and the number of SRAs to maintain the 'special' element. It was recognised that there was a voluntary element in becoming a Councillor but equally if the Council wanted to attract a more diverse range of Councillor then appropriate remuneration needed to be in place, as otherwise, individuals on low incomes were unlikely to stand for election.

2.7 In a more financially secure climate the IRP would like to recommend payment recognising the wide variety of skills Councillors need to perform their roles and the general level of responsibility they carry. If this were possible the Basic Allowance would be increased considerably, with payment reflecting the skills needed, although there would always be a need for some unpaid hours as it is in the nature of the role that part of the time given should be voluntary. Such an increase would also enable those who may need to give up paid work to do so in order to serve their community. The IRP recommends that over the coming years the Council tries to move towards recognising that their paid hours should be related to professional employment.

2.8 A discussion was held regarding the recommendations that could be put forward by the IRP and whilst the IRP was clear that any budgetary implications of their recommendations were outside their remit, the IRP nevertheless wanted to put forward proposals that the District Councillors would adopt. Consideration was given to the principle of identifying a level of Basic Allowance and SRA that the authority should aspire to in the future and also to levels that they specifically wanted to recommend to the Council at this time.

2.9 The table below summarises the discussion held regarding the level of the Basic Allowance that the IRP think the Council should aspire to in the future:

Element of the Basic Allowance	Amount	Comments
Use of home / expenses	£500.00	HMRC allows £156 pa towards fuel / overhead costs. The additional amount over and above this would cover expenses such as stationery, wear and tear on furniture etc.
IT / phone	£1,000.00	This amount takes into account the revised arrangements whereby Councillors will now have to buy their IT / communication equipment (no longer provided by the authority). It also takes into account the need to replace and maintain IT equipment and financing internet links, seeking technical support and other general IT expenses.

Member Development courses	£500.00	Separate recommendation to be made re suggested mandatory courses for inclusion within the Joint Member Development Programme post May 2015 Elections.
Ward Councillor duties / preparation and research for meetings	£5,934.24	Considered to be average of 39 hours per month (about 9 per week) @ 12.68ph x 12 = £5,934.24. The figure of £12.68 per hour is the hourly rate used to establish the existing BA.
Meeting attendance	£1,978.08	Average report of about 13 hours per month (about 3 per week) @ £12.68ph x 12 = £1.978.08. The figure of £12.68 per hour is the current hourly rate used to establish the existing BA.
Total	£9,912.32	

2.10 As can be seen from the table above and taking into account an average of the number of hours spent on various WDC related activities and previous decisions agreed by the IRP for monetary values to be attached to some elements that make up the BA, the actual value of the BA would be £9,912.32. It was recognised that some element of the work of Councillors was voluntary and that not all of the hours spent on Council work would need to be remunerated (this principle was backed up by the Government Guidance issued to IRPs (Paragraph 68 refers).

2.11 A detailed discussion was held regarding the Member use of Information Technology (IT) and the proposed allocation of £1,000 as part of the Basic Allowance. If approved, there would be an expectation that all Councillors would purchase the relevant IT device / mobile phone in order to access WDC IT systems and to operate effectively as a District Councillor. In particular, the IRP considered the following:

- The requirement for all Councillors to be computer literate is included within the Role Descriptions for all Elected Members as all Councillors need to utilise IT.
- The Council was moving towards 'paperless' meetings.
- The Council had adopted 'Councillor Communication Guidelines' for responding back to constituents' queries, including by email.
- All newly elected Councillors would be offered a Personal Development Plan meeting within 3 months of being elected and this would identify immediate training needs (including IT).
- Should a Councillor not be proficient in the use of IT then dedicated training / support would be provided to bring them up to a basic standard of competence.
- The IT Helpdesk was not open 24/7 and therefore was not accessible to Councillors during evenings, weekends and bank holidays.
- Councillors could utilise some of the £1,000 allowance to purchase dedicated technical support from external organisations.

2.12 It was agreed that the current level of the BA should be increased by £1,000 in order to compensate Councillors for having to pay for / maintain their own IT equipment from post May 2015 elections onwards. From this date, WDC would provide all Councillors with a 'dongle' for accessing WDC IT systems but no other IT equipment or sundries. It was considered unfair for the financial burden of purchasing / maintaining IT / communications equipment of a sufficient specification and provision of internet supply

and IT consumables to be borne by the Councillors themselves in order to undertake WDC related work. In addition, this proposal offered good value for money / cost savings when compared with the costs for having to provide 48 Councillors with a laptop / tablet / phone / printer / ink / paper / technical support etc.

2.13 It was recognised that Waveney District Council had been awarded 'Charter Plus for Member Development' which was a national award. Member commitment in ensuring that they had the knowledge and skills for undertaking their community leadership was commended and it was considered that this commitment should be recognised when determining an appropriate level of BA. It was agreed that £500 should be identified as an appropriate component of any revised BA to recognise the commitment and best practice of Councillors undertaking Member Development activities.

2.14 Whilst recognising it was outside their formal remit, the IRP wish to put forward an additional recommendation to WDC that as a minimum the following courses should be made mandatory for all newly elected and any re-elected Councillors after the May 2015 elections:

- Code of Conduct
- Equality & Diversity
- Licensing
- Development Control
- Community Leadership

2.15 A discussion was held as to whether sanctions should be applied if a Councillor did not embrace the mandatory training courses above. It was suggested that any non-compliance should be referred to the Leader of the Council (who would also be the Chair of the Member Development Steering Group) to deal with as appropriate.

2.16 The IRP reviewed the arrangements adopted by Braintree District Council in April 2014 which linked Member Development / Training to the BA and authorised the withholding of part of the BA should a Councillor not attend specific training events. It was recognised that WDC was an exemplar authority with regard to Member Development and so this option was rejected. The IRP considered that Member Development was embedded within WDC and that attendance at Member Development events was not an issue. As part of the £500 allocated as part of the Basic Allowance, there was an expectation that Councillors would play a proactive part in ensuring their own personal development through attendance at courses / briefings etc. In addition, any new arrangements would also impose an unnecessary administrative burden.

2.17 The importance of Ward Councillor duties was highlighted as this also accords with the intentions of the Localism Act 2011 for Elected Members to be spending more time in their Wards working with / on behalf of the local community and less time in meetings.

2.18 The IRP recognised that it may not be feasible to increase the Basic Allowance to the level outlined in Paragraph 2.9 above but this figure could serve as a benchmark as to an appropriate level that the BA could be increased to in the future.

2.19 Following further discussion it was agreed that the BA for 2015/16 should be increased by £1,000 from £3,648.90 to £4,648.90. Monetary values placed upon the various component parts of the BA were as follows:

Element of the Basic Allowance	Amount	Percentage of the Basic Allowance	Comments
Use of home / expenses	£500.00	11%	To recognise the imposition of Councillors using their homes for Council business and to compensate to some extent for the amount each Councillor expends by using their residence as an office to provide the services to their constituents for which they were elected. It must be noted that the total figure includes an element of £156, as allowed by HMRC, towards fuel / overhead costs. The additional amount of £156 would cover expenses such as the cost of stationery, wear and tear on furniture etc.
IT / phone	£1000.00	21%	In recognition of WDC's commitment to its environmental policy and to work towards paperless meetings. It would also alleviate the financial strain of the Council providing IT / communication equipment and the cost of paper / ink cartridges etc as well as IT technical support.
Member Development courses	£500.00	11%	An amount allocated in recognition of the commitment to training Councillors have shown which has enabled them to achieve the prestigious 'Charter Plus' status for Member Development in order to improve the quality of the services they provide to their constituents.
The above amounts equate to 43% of the Basic Allowance. The remaining amount of £2,648.54 is split on a 25/75 % basis between the following two functions thought to be integral to the duties of a Councillor.			
Meetings	£662.00	14%	Represents 25% of the outstanding balance. Includes Council / Committee meeting attendance.
Ward Councillor duties	£1,986.90	43%	Represents 75% of the outstanding balance. Includes casework, surgeries, community meetings, attendance at Parish / Town Council meetings etc. Also reading, preparation and research for meetings
Total	£4,648.90	100%	

Special Responsibility Allowances

2.20 The IRP developed a methodology for evaluating Members Allowances, taking into account the Member Role Descriptions for the various positions. Using scoring criteria on a spreadsheet (from 1 – 5), the IRP came to a collective score for each of the SRAs listed below. The IRP then went on to devise a banding scheme for each of the SRAs. It was agreed that the previous system of applying a 'multiplier' of the BA to give a value to a SRA was no longer appropriate. In evaluating the banding scheme, the IRP agreed that the current monetary values for each of the SRAs should be maintained.

2.21 The summary results of the IRP's discussions are outlined below:

Special Responsibility Allowance	IRP Score Totals	Scoring Band Width	Value of Allowance
Leader of the Council	44	40 - 45	£9,122.25
Deputy Leader of the Council	35	35 - 39	£6,385.57
Delegated Cabinet Members	30	30 - 34	£5,473.35
Other Cabinet Members (None currently exist)	29	25 - 29	£4,853.04
Chair of the Council	29	25 – 29	£4,853.04
Committee Chairmen (excluding Licensing Chair)	26	25 - 29	£4,853.04
Licensing Chair	21	20 - 24	£1,824.45
Committee Member	13	Less than 20 – SRAs not to apply	
Elected Member	11		

2.22 In determining the revised methodology for assessing the level of SRAs and devising the banding scheme, the IRP tested and proved the principles previously adopted for having a sliding scale of SRAs that reflected the roles and responsibilities for each post.

2.23 An increased level of SRA for the Licensing Chair was considered but rejected to reflect the lesser amount of time commitment, scope of work and the professional assistance given to this Committee. The level of this SRA would therefore be maintained.

2.24 Where one political group is in control, and where an authority has decided to pay SRAs, the authority must make provision for the payment of a SRA to at least one member of a minority group.

2.25 The IRP reviewed the existing formula for calculating the SRA for Opposition Group Leader(s) which was as follows:

Basic Allowance ÷ total number of Opposition Members on the Council x No of Members in the party / group = Level of SRA allowance.

The above was limited to groups of 2 members or more and an individual was only entitled to receive one SRA at any one time.

2.26 The IRP was of the view that the existing arrangements had worked well and recognised that the current Leader of the Labour Group received a SRA as Chair of the Overview & Scrutiny Committee, which was a greater amount than that of the Opposition Group Leader allowance. It was agreed that the existing formula for calculating Opposition Group Leader(s) SRA should be maintained. This would establish arrangements for post May 2015 Elections which may see a greater number of groups represented on the Council, as approved SRA arrangements and administration would already be in place.

Travel Allowances

2.27 The current rate for Members claiming mileage allowance for using their own vehicles was 45p a mile. The Panel noted that this was the statutory rate set by HM Revenues & Customs (HMRC) and any mileage payments above this rate would be subject to income tax and national insurance contributions. The Panel also noted that any mileage claims exceeding 10,000 miles were paid at a lower rate of 25p per mile. It was noted that the rate of 45p per mile was the same rate that officers could claim for mileage expenses.

2.28 The Panel was made aware that with effect from 1st April 2014, HMRC had introduced a new requirement across local authorities regarding the taxing of 'home to work journeys' as it was considered at that time that a Member's home was not a place of work and therefore any journeys claimed between the Councillor's home and the Council Offices were taxable. Each individual Member could sign a formal declaration to say that they did work from home and as such their mileage expenses would not be taxable. However, Central Government had recently announced that this requirement was going to be revoked with effect from 1st April 2015.

2.29 The Panel reviewed all of the travel allowances currently in place as outlined below:

Form of Transport	**Current Travel Allowances**
Cars	45p per mile up to 10,000 miles 25p per mile over 10,000 miles
Mopeds	24p per mile
Motorcycles	24p per mile
Bicycles	20p per mile
Carriage of Passengers	5p per mile

2.30 The Panel was of the view that all of the above rates should remain unchanged but that the travel allowances should be reviewed again in 2 years time which would allow any travel habits to be assessed following the District Council's move to the new 'Riverside' Building.

Subsistence Allowances

2.31 The Panel reviewed the existing subsistence allowance which is outlined below:

Subsistence – No subsistence will be paid for breakfast, lunch or tea. However an evening meal allowance will be paid after 7pm outside of the district for the actual cost of an evening meal up to a maximum of £20 on the production of a receipt where an overnight stay is required.

An evening meal allowance will only be paid on the production of a receipt.

No overnight subsistence allowances will be payable but bookings / payment for conferences and accommodation will be organised by Council officers in order to maximise any discounts that could be achieved.

2.32 It was agreed that the level of subsistence should be increased from £20 to £25 to reflect increases in prices but that the Council's Monitoring Officer would be able to approve greater amounts in exceptional circumstances. Some additional wording was added in order to give clarity as to when the Monitoring Officer could use his / her discretion for paying more that £25 as outlined below. It was also agreed that the subsistence level should be reviewed in two years time.

Subsistence – No subsistence will be paid for breakfast, lunch or tea. However an evening meal allowance will be paid after 7pm outside of the district for the actual cost of an evening meal up to a maximum of £25 on the production of a receipt where an overnight stay is required *(except that the Monitoring Officer is able to approve greater amounts in exceptional circumstances, examples of which would be the need to purchase a meal in Central London or if attending a meeting at a rural conference centre where it was not possible to find alternative provision).*

An evening meal allowance will only be paid on the production of a receipt.

No overnight subsistence allowances will be payable but bookings / payment for conferences and accommodation will be organised by Council officers in order to maximise any discounts that could be achieved.

2.33 The IRP considered and agreed proposed changes (highlighted in italics below) to Annex C of the current Members Allowance Scheme included within the Council's Constitution which would give greater clarification for those formal duties for which travel and subsistence allowances can be claimed as follows:

(a) Annex C – clarification to be given within Paragraph (a) so that it reads:

Attendance at any meeting of the Council and its Committees, Joint Committees, Sub-Committees, Panels and Working Parties where a Councillor is a member of that Committee or acting as a Substitute Member provided that the meeting is formally established and arranged in advance and is open to at least two Councillors *(the exception to this would be where the Chair of the relevant Committee, Joint Committee etc has specifically extended an invitation to non-members of the Committee to attend).*

(b) Annex C - Insert as new Paragraph C:

Meetings and engagements undertaken by the Leader of the Council, Deputy Leader or Cabinet Members through the course of their duties and as part of their specific roles and responsibilities.

(c) Annex C – Insert as new Paragraph D:

Leader / Deputy Leader of the Opposition Groups where meetings have been called by the District Council / Officers and where the Opposition Leader(s) have been invited to attend for specific meetings for consultation purpose.

(d) Annex C – Amend previous Paragraph G to read:

Attendance at any training courses / *Member Briefings* at the invitation of the Chief Executive or an Officer authorised by the Chief Executive or where such training is arranged by the Council, a Committee or Sub-Committee.

(e) Annex C – Insert as a note at the end of the text:

NOTE: Party political meetings and attendance at Member / Ward Surgeries are specifically excluded from this Scheme and travel expenses will not be paid under the Waveney District Council Members Allowance Scheme for these meetings.

Dependent Carers Allowance

2.34 The Panel noted that the current level of Carers Allowance was £15.00 per hour. The Panel wished to ensure that the level of this allowance was maintained at an appropriate rate that reflected current prices and also to ensure that being a carer was not a barrier to individuals seeking to become a Councillor or for a Councillor who subsequently became a carer after being elected to allow them to continue in their role.

2.35 Up-to-date prices were sought for the provision of care for a qualified nurse, basic carer and for childcare. The difference in costs associated with obtaining 'care' as opposed to 'childcare' (which were considerably less per hour) were noted.

2.36 It was agreed that the Carers Allowance should be increased from £15 per hour to up to a maximum of £20 per hour for actual costs incurred on the production of a receipt. This would ensure that only the actual costs of obtaining care / childcare would be reimbursed and there would also be an auditable trail for any such payments made.

Co-optees Allowances

2.37 The previous IRP had considered that non-statutory Co-optees should not receive any allowance and this view was re-affirmed by the current IRP. Waveney District Council did not currently have any such members.

2.38 In the past it had been agreed that Statutory Co-optees should receive an allowance using a multiplier of 0.4 of the BA and that the Co-opted Chair of the Standards Committee should receive an additional multiplier (previously 1.33) of the BA. The previous standards regime has now been abolished and so WDC no longer has a Standards Committee.

2.39 Notwithstanding the above, the IRP needed to consider the issue of Co-optees Allowances as part of their current review of Members Allowances. The IRP decided to leave the Co-optees Allowances unchanged.

Withholding of Payments

2.40 The IRP considered re-affirming the previous IRP recommendations and subsequent decision by Full Council that if any Councillor or Statutory Co-optees becomes wholly or partially suspended, their relevant allowances would also be wholly or partially suspended for the relevant period. The new IRP agreed to re-affirm the previous decision in relation to the withholding of payments.

Time Period for Application of revised Members Allowances Scheme

2.41 Having considered the level of BA and SRAs that would apply from 1st April 2015 to 31 March 2016, the IRP considered what level of allowances should be applied for future years (up to a maximum of four years ie up to 2018/19).

2.42 The IRP was conscious that the next few years would possibly bring forth the need to make many changes that were as yet unknown and so its recommendations included a request to return in two years' time to allow a further review of allowances taking into account the climate prevailing at the time.

2.43 It was agreed that all elements of any revised Members Allowance Scheme should be reviewed in 2 years time so that any revised provisions can be applied in time for 2017/18.

2.44 The Panel noted that previously WDC had adopted the principle of only agreeing subsequent increases in Members Allowances that reflected any increases in officer pay. Where officers had not received any increase in a given year, Councillors had similarly received no increase. It was further noted that a 2.2% increase in staff salaries from 1st January 2015 had also been applied to Members Allowances from 1st January 2015 in accordance with a previous recommendation of the Independent Remuneration Panel and subsequent decision of the Council.

2.45 The Panel agreed that the existing link between increases in officer pay and increases in Members Allowances should be maintained so that any increases applied to officer pay post April 2015 should similarly be applied to Members Allowances (including both the BA and SRAs).

3.0 RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL

1. That the Basic Allowance for 2015/16 be increased to £4,648.90 per annum with effect from 1st April 2015 comprised of the following components and monetary values:

Element of the Basic Allowance	Amount £
Use of home / expenses	500.00
IT / phone	1000.00
Member Development	500.00
Ward Councillor duties	1,986.90
Meetings – Preparation and attendance	662.00
Total	4,648.90

2. That the following Special Responsibility Allowances be applied from 1st April 2015 (payable in addition to the Basic Allowance):

Special Responsibility Allowance	**Value of Allowance** Per annum
Leader of the Council	£9,122.25
Deputy Leader of the Council	£6,385.57
Delegated Cabinet Members	£5,473.35
Other Cabinet Members (None currently exist)	£4,853.04
Chair of the Council	£4,853.04
Committee Chairmen (excluding Licensing Chair)	£4,853.04
Licensing Chair	£1,824.45
Leaders of Opposition Parties / Group (limited to Groups with 2 Members or more)	Basic Allowance ÷ total number of Opposition Members on the Council x No of Members in the party / group = Level of SRA allowance.

3. That travel and subsistence allowances be paid at the rates below:

   (a) Public service transport — the actual costs incurred. The Council has determined that travel by rail should be by standard class. Travel warrants may be obtained for rail journeys. Payment will be made on production of a receipt.

   (b) Taxi fares - in cases of urgency or where no public transport is reasonably available, the actual fare and any reasonable gratuity paid on the production of a receipt. Otherwise, payment will be limited to the appropriate fare for travel by public transport.

   (c) Members' own vehicles - a single payment irrespective of engine capacity of 45p per mile for cars (this rate does not attract tax up to a maximum of 10,000 miles and the Council has previously determined that no lump sum payment will be made); 24p per mile for mopeds; 24p per mile for motor cycles and 20.0p per mile for bicycles. The above rates are equal to those currently approved by the HMRC and can be exempted from tax and National Insurance contributions for all business miles travelled in Members' own vehicles. Travel allowance rates should be varied in line with future revisions to HMRC statutory mileage rate.

   (d) Carriage of passengers - the rates specified in (c) above may be increased in respect of the carriage of passengers, not exceeding four, to whom a travelling allowance would otherwise be payable under any enactment, by 5p per mile per passenger.

   (e) Tolls, ferries and parking fees — the actual fees paid and payment will be made on production of a receipt.

   (f) Other modes of travel - prior approval from the Proper Officer is required for travel by air. Payment will be made on production of a receipt.

   (g) Any Member travel claim submitted after 3 months will not be paid.

   (h) Subsistence – No subsistence will be paid for breakfast, lunch or tea. However an evening meal allowance will be paid after 7pm outside of the district for the actual cost of an evening meal up to a maximum of £25 on the production of a receipt where an overnight stay is required (except that the Monitoring Officer is able to approve greater amounts in exceptional circumstances, examples of which would be the need to purchase a meal in Central London or if attending a meeting at a rural conference centre where it was not possible to find alternative provision).

   An evening meal allowance will only be paid on the production of a receipt.

   No overnight subsistence allowances will be payable but bookings / payment for conferences and accommodation will be organised by Council officers in order to maximise any discounts that could be achieved.

4. That the proposed changes (highlighted in italics below) to Annex C of the Members Allowance Scheme included within the Council's Constitution be amended in order to give greater clarification for those formal duties that travel and subsistence allowances can be claimed as follows:

   (a) Annex C – clarification to be given within Paragraph (a) so that it reads:

   Attendance at any meeting of the Council and its Committees, Joint Committees, Sub-Committees, Panels and Working Parties where a Councillor is a member of that Committee or acting as a Substitute Member provided that the meeting is formally established and arranged in advance and is open to at least two Councillors *(the exception to this would be where the Chair of the relevant Committee, Joint Committee etc has specifically extended an invitation to non-members of the Committee to attend).*

(b) Annex C - Insert as new Paragraph C:

Meetings and engagements undertaken by the Leader of the Council, Deputy Leader or Cabinet Members through the course of their duties and as part of their specific roles and responsibilities.

(c) Annex C – Insert as new Paragraph D:

Leader / Deputy Leader of the Opposition Groups where meetings have been called by the District Council / Officers and where the Opposition Leader(s) have been invited to attend for specific meetings for consultation purpose.

(d) Annex C – Amend previous Paragraph G to read:

Attendance at any training courses / *Member Briefings* at the invitation of the Chief Executive or an Officer authorised by the Chief Executive or where such training is arranged by the Council, a Committee or Sub-Committee.

(e) Annex C – Insert as a note at the end of the text:

NOTE: Party political meetings and attendance at Member / Ward Surgeries are specifically excluded from this Scheme and travel expenses will not be paid under the Waveney District Council Members Allowance Scheme for these meetings

5. That the Dependent Carers Allowance be increased up to a maximum of £20 an hour for actual costs incurred on production of a receipt.

6. That non-statutory Co-optees should continue not to receive any Co-optee Allowance.

7. That any Statutory Co-optees should receive a Co-optee Allowance using a multiplier of 0.4 of the Basic Allowance and the Chair of any Statutory Committee should receive an additional allowance using a multliplier of 1.33 of the Basic Allowance.

8. That if a Councillor or Statutory Co-optee is wholly or partially suspended their relevant allowance also be wholly or partially suspended for the relevant period.

9. That the existing link between increases in officers' pay and increases in Members Allowances be maintained so that any increases applied to officer pay post April 2015 be similarly applied to Members Allowances (including both the Basic Allowance and Special Responsibility Allowances).

10. That all elements included within any revised Members Allowance Scheme approved by Waveney District Council from 1st April 2015 be reviewed by the Independent Remuneration Panel in two years time (so that any revised provisions can be applied in time for 2017/18).

11. That linked with the allocation identified within the Basic Allowance, the Council consider making the following Member Development courses mandatory for post May 2015 Elections:

- Code of Conduct
- Equality & Diversity
- Licensing
- Development Control
- Community Leadership

……..	……	…….
Karen Forster (Chair)	Sandra Cox	Ivor Holden

(The 3 individuals constituting the Independent Remuneration Panel).

12 February 2015