



## General Purposes Committee

**Meeting: Thursday, 12th January 2023 at 6.00 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP**

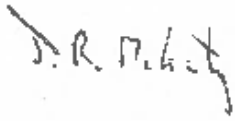
<b>Membership:</b>	Cllrs. Williams (Chair), Taylor (Vice-Chair), Evans, Hilton, Hudson, Kubaszczyk, Pullen and Wilson
<b>Contact:</b>	Democratic and Electoral Services 01452 396126 <a href="mailto:democratic.services@gloucester.gov.uk">democratic.services@gloucester.gov.uk</a>

## AGENDA

<b>1.</b>	<b>APOLOGIES</b>  To receive any apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
<b>3.</b>	<b>MINUTES (Pages 5 - 8)</b>  To approve as a correct record the minutes of the meeting held on 7 September 2022.
<b>4.</b>	<b>PUBLIC QUESTION TIME (15 MINUTES)</b>  To receive any questions from members of the public, provided that questions do not contravene the provisions set out Council Procedure Rule 10(2).  To ask a question at this meeting, please submit it to <a href="mailto:democratic.services@gloucester.gov.uk">democratic.services@gloucester.gov.uk</a> by 12 noon on Friday 6 January 2023 or telephone 01452 396203 for support.
<b>5.</b>	<b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b>  To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none"><li>• Matters relating to individual Council Officers, or</li><li>• Matters relating to current or pending legal proceedings</li></ul>

**6. REVIEW OF MEMBERS' ALLOWANCES 2023 (Pages 9 - 36)**

To consider the report of the Chair of the Independent Remuneration Panel concerning the Scheme of Members' Allowances for 2022/23 and the review of Members' allowances in respect of the Scheme of Members' Allowances for 2023/24.



**Jon McGinty**  
**Managing Director**

**Date of Publication: Wednesday, 4 January 2023**

## NOTES

### **Disclosable Pecuniary Interests**

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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### **Recording of meetings**

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

### **FIRE / EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



## **GENERAL PURPOSES COMMITTEE**

**MEETING** : Wednesday, 7th September 2022

**PRESENT** : Cllrs. Williams (Chair), Taylor (Vice-Chair), Hilton, Kubaszczyk, Wilson and Ackroyd

**Others in Attendance**

Managing Director

Policy and Governance Manager

Democratic Services and Elections Officer

**APOLOGIES** : Cllrs. Evans, Pullen and Hudson

### **1. APPOINTMENT OF CHAIR AND VICE CHAIR**

The Committee noted the appointments made by Annual Council of Councillor Williams as Chair and Councillor Taylor as Vice-Chair of the Committee.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. MINUTES**

The minutes of the meeting held on 9 November 2021 were confirmed as a correct record and signed by the Chair.

### **4. PUBLIC QUESTION TIME (15 MINUTES)**

There were no public questions.

### **5. PETITIONS AND DEPUTATIONS (15 MINUTES)**

There were no petitions and deputations.

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**6. CONSTITUTIONAL CHANGES**

The Committee considered the report of the Head of Paid Service concerning the proposed changes to the Council Procedure Rules (Rule 10 and Rule 12) within the Council's Constitution in respect of questions by the public and Member at meetings.

The Managing Director presented the report and advised that at its meeting on 18 November 2021, Council had approved a number of amendments to the Council Procedure Rules and it had been agreed the General Purposes Committee review the operation of those changes after three ordinary meetings of Council. He noted that since the changes had taken place there had been no impact on the number of questions asked at Council and Cabinet meetings by members of the public, however, there had been a significant increase in the number of questions asked by Members, resulting in a significant increase in officer time spent on researching and preparing responses. The Managing Director advised that in response to this, it was proposed that a limit of five questions per Member per meeting for both Council and Cabinet meetings be introduced. He also noted the proposed changes to the restrictions on the content of both public and Member questions.

Councillor Wilson stated that he largely supported the proposed criteria for rejecting questions, in particular questions those relating to officers, but had reservations about preventing Members from asking similar questions within in a six month period. He also sought assurance that Members would be able to continue asking questions about matters where the Council had a role as an influencer rather than a decision-maker. He commented on the proposal to limit five questions per Member and suggested that in would better to limit the number of supplementary questions that Members could ask. He did not support the proposal to cease minuting Member questions as this formed part of proceedings and was a useful reference point.

Councillor Hilton commented that the proposal limit of five questions per Member could result in an increase in supplementary questions being asked, as Members would use all their available questions; he preferred the suggestion to limit the number of supplementary questions available to each Member. He did not support the proposal for Member questions to be edited by the Managing Director in consultation with the Mayor and stated that there should not be any restrictions on Members asking questions about potentially confidential matters, as it was a matter for the Cabinet Member to determine how to respond to any such question. He also did not support the proposal to reject questions repeated within a 6 month period as it was up to each Member how they chose to utilise their questions. He noted the proposal to re-order questions to ensure that all Members have an opportunity to ask supplementary question and asked that the schedule of questions be circulated as soon as it had been determined.

The Vice Chair commented that Members should take a sensible approach when asking questions and was satisfied for the Managing Director, in consultation with the Mayor, to decide on the order of supplementary questions to ensure a fair and balanced process. He noted the officer time spent on preparing responses to questions, but stated that it may be preferable to limit the number of supplementary

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questions rather than the number of questions submitted. He also supported the proposal to continue minuting question responses.

The Managing Director responded on the points raised:

- The proposals would be amended to make it clear that the public and Members could ask Cabinet Members about matters where the council had an influencing, rather than decision-making role.
- The proposals to edit Member questions would be removed.
- The proposal to reject repeated questions within a 6 month period could be removed if the limit on the number of questions was retained.
- Limiting the number of supplementary questions instead of the number of questions that could be submitted would not reduce the burden on officers, as preparing responses to the submitted questions is where the time was spent. Therefore, he strongly recommended retaining the proposed limit of five questions per Member per meeting.
- Practice varied across local authorities, however, the proposal to cease minuting Member questions would be removed.

The Chair stated that the case for introducing a limit on the number of questions each Member could submit was strong and that the proposal should go forward to Council for consideration.

Councillor Hilton commented that he was keen to ensure that Members ability to bring forward changes to the Constitution were not constrained by officers and noted that his request for a discussion item to be added to the meeting agenda had been refused.

The Managing Director advised Councillor Hilton that a discussion could not take place without a formal report being presented to the Committee to allow Members adequate time to consider the proposals prior to the meeting. He confirmed that officers would work with any Member wishing to bring forward proposals for consideration.

Councillors Kubaszczyk and Ackroyd stated that they supported the proposals, with the amendments proposed, and that they should go forward to Council for consideration.

In relation to a question from Councillor Hilton, the Policy and Governance Manager advised that it was likely that Member questions would be alternated to ensure fairness, but that questions from the same Councillor relating to the same subject would be kept together. She added that the schedule of Council questions, without the responses, could be circulated to Members once the order had been determined.

General Purposes Committee **RESOLVED TO RECOMMEND** the changes to Council for approval, subject to the following:

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- 1) That the changes proposed to Procedural Rules 10(2)(i) and 12.01(i) are amended to permit questions relating to matters that the council may be able to influence even if it is not directly responsible.
- 2) That the proposed restriction on Members asking a question that is substantially the same as a question which has been put at a meeting of the Council or Cabinet in the past 6 months be removed from the proposed amendments to Procedural Rule 12.01.
- 3) That the proposal for the Managing Director, in consultation with the Mayor, to be able to edit Member questions to bring them into proper form and brevity be removed from the proposed amendments to Procedural Rule 12.01.
- 4) That the schedule of Member questions (without the responses) be circulated to all Members once the order has been agreed by the Managing Director, in consultation with the Mayor.
- 5) That the proposal not to minute questions and responses be removed.

**Time of commencement: 6.00 pm hours**

**Time of conclusion: 6.45 pm hours**

**Chair**





Meeting:	General Purposes Committee Council	Date:	12 January 2023 26 January 2023
Subject:	Review of Members' Allowances 2023		
Report Of:	Independent Remuneration Panel		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Policy & Governance Manager		
	Email: tanya.davies@gloucester.gov.uk	Tel: 39-6125	
Appendices:	1. Summary of Recommendations 2. Report of the Members' Allowances Panel 3. Draft Schedule 2 of the Members' Allowances Scheme for 2022-23 4. Draft Schedule 2 of the Members' Allowances Scheme for 2023-24		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

1.1 To report the recommendations of the Independent Remuneration Panel (IRP) with regard to the Council's Members' Allowances Scheme and seek a decision on:

1.1.1 An appropriate increase for the 2022-23 scheme, in light of officers being awarded a flat rate increase instead of the usual percentage.

1.1.2 An appropriate scheme for the payment of allowances in 2023-24.

### 2.0 Recommendations

2.1 General Purposes Committee is asked to **RESOLVE TO RECOMMEND** to Council that the recommendations contained in the Report of the Independent Remuneration Panel (Appendices 1 and 2) be approved.

2.2 Council is asked to **RESOLVE** that the recommendations contained in the Report of the Independent Remuneration Panel (Appendices 1 and 2) be approved.

### 3.0 Background and Key Issues

3.1 The last detailed review of Members' allowances took place in 2019 when only minor changes were made to the Scheme and the link to the local government pay award was retained for a further four years. Since that time, with the exception two small changes, allowances have only been adjusted in line with the local government pay award, as previously agreed.

- 3.2 The Panel, who were newly appointed in 2021, began its work in September 2022 and has met 3 times in the course of review, and conducted a survey and a series of Member interviews. Correspondence has taken place via email and, supported by the Policy and Governance Manager, the Panel considered data and methodologies from a number of sources.

### **2022-23 Scheme**

- 3.3 While the Panel was scheduled to conduct the four-yearly detailed review of allowances, they were also called upon to provide a recommendation on an appropriate increase for the 2022-23 scheme. Although the scheme is linked to the local government staff pay award, this works on an assumption that staff are awarded a percentage increase; however, in October 2022, a flat rate of £1,925 was agreed for staff, resulting a variable percentage increase dependent on existing salary. This meant that the pay award could not be applied to Members' allowances without a decision from Council on an appropriate award and a recommendation from the Panel is required before the Council can amend the scheme.
- 3.4 As detailed in the Panel's report at Appendix 2, having considered the options, the Panel is recommending an increase of 4.04% for the 2022-23 scheme, which is in line with the percentage awarded for any allowances payable to staff. This provides a Basic Allowance (BA) of £6,465.18. Appendix 3 shows the impact of the proposal on Special Responsibility Allowances for 2022-23. If approved, the increase will be backdated to 1 April 2022.

### **2023-24 Scheme**

- 3.5 Turning to the detailed review of the scheme for 2023-24, all Members were asked to complete a questionnaire and a response rate of 66.7% was achieved. Eight Members attended an interview and a further two provided additional information via email. This included SRA holders and Members not in receipt of an SRA.
- 3.6 Following consideration of all of the evidence and comments, the Panel have listed their recommendations in Appendix 1 and provided their full report at Appendix 2. They have concluded that the scheme is clear and robust and that, given where Gloucester allowances sit in relation to local, regional and nearest neighbour authorities, there should be no further change to the BA and that the link to the local government pay award should be retained, enabling allowances to be increased annually in line with staff pay without any further decision by Council. Should a flat rate pay award be made again during the term of the index, assuming a similar reference is made to a percentage increase for staff allowances, that percentage could also be applied automatically.
- 3.7 Should Council agree the Panel's recommendation in respect of the 2022-23 scheme, the proposed BA for 2023-24 would be £6,465.18, but if it is not agreed, the BA for 2023-24 would be £6,214.13, unless Council agrees an alternative proposal altogether.
- 3.8 The Panel has proposed an increase to the SRA for the Chair of the Overview and Scrutiny Committee and the deletion of the SRA for the Chair of the General Purposes Committee. They have also recommended that Councillors be able to

access Dependent Carers' allowances if they have a legitimate interest in attending meetings of the council as an observer.

- 3.9 Appendix 4 shows the impact of the Panel's recommendations on SRAs for 2023-24 and includes columns that show the allowances payable both with and without the proposed 4.04% increase for 2022-23.
- 3.10 The Panel would like to thank Members for their involvement in the review, in particular those who took the time to attend an interview or respond to the survey.

### **Quedgeley Town Council**

- 3.11 The Panel acts as the Members' Allowances Panel for Quedgeley Town Council (QTC), making recommendations to the Parish Council as it does to the City Council. QTC must have regard to the Panel's recommendations, but is ultimately entitled to agree its own scheme.
- 3.12 During this review, the Panel did not look at QTC allowances in detail, however, in light of the increase of 4.04% recommended to the principal council's scheme, the Panel recommends that QTC consider using the new level of Basic Allowance that this provides in their percentage calculation for allowances for the Chair and Members of QTC and ultimately adopting a 4.04% increase.
- 3.13 Should QTC wish the Panel to review their allowances in more detail, they are welcome to make this request to the Policy and Governance Manager.

## **4.0 Social Value Considerations**

- 4.1 Not applicable.

## **5.0 Environmental Implications**

- 5.1 The scheme makes provision to cover the costs of using public transport outside the city boundaries and encourages its use by not allowing mileage claims within the city boundaries.

## **6.0 Alternative Options Considered**

- 6.1 The Panel conducted a thorough and detailed review, considering a number of options for different parts of the Scheme. The recommendations and Scheme proposed represent the Panel's view on the appropriate level of allowances having disregarded the other options.

## **7.0 Reasons for Recommendations**

- 7.1 When agreeing a Members' Allowances Scheme, the Council is required to have regard to the recommendations of an Independent Remuneration Panel. The recommendations in the attached report represent the views of the Council's appointed Panel in light of the evidence reviewed.

## **8.0 Future Work and Conclusions**

- 8.1 If approved, the uplift to the 2022-23 scheme will be backdated to 1 April 2022.
- 8.2 If the proposed Scheme for 2023-24 is approved, it will take effect from 1 April 2023 and any scheduled pay awards will be implemented at the appropriate time. The new Scheme will be published on the Council's website.
- 8.2 It is proposed that the next detailed review be scheduled to report to Council in January 2027, which is in line with the four-yearly cycle.
- 8.3 In the intervening years a short exercise will be undertaken to identify whether there have been any significant changes that require the Panel to consider recommending any changes to the Scheme. Additionally, the Panel have indicated that they may bring forward proposals soon after the City Council elections in 2024.

## **9.0 Financial Implications**

- 9.1 In respect of the proposed uplift for the 2022-23, the total cost of the Members' Allowances Scheme for the current financial year would increase from £346,438 to £360,434 based on current appointments and excluding the Civic Allowances, which are not technically part of the scheme. If approved, the increased costs will be met from existing budgets.
- 9.2 In respect of the proposed Members' Allowances Scheme for 2023-24, the total cost would be £361,080, assuming the 2022-23 increase is agreed, or £347,059 if it is not agreed. This does not include any uplift to reflect any staff pay award that may be agreed for 2023-24. If approved, the cost of the scheme will be factored into the 2023-24 Money Plan.

(Financial Services have been consulted in the preparation this report.)

## **10.0 Legal Implications**

- 10.1 The review of Members' Allowances meets the Council's obligations under the Local Authorities (Members' Allowances) (England) Regulations 2003, which require the Council to make and publish a Scheme of Allowances each year that makes provision for the payment of a Basic Allowance; the Scheme may also make provision for the following allowances if the Council authority intends to make such payments:
  - (a) special responsibility allowance;
  - (b) dependants' carers' allowance;
  - (c) travelling and subsistence allowance; and
  - (d) co-optees' allowance.
- 10.2 The Council is required to maintain an independent panel which makes recommendations to Council on the matter of Members' allowances. The Council must have regard to the recommendations of the Panel when agreeing its Scheme.

(One Legal have been consulted in the preparation this report.)

## **11.0 Risk & Opportunity Management Implications**

- 11.1 The Panel are satisfied that their recommendations do not present any risk to the Council.

## **12.0 People Impact Assessment (PIA):**

- 12.1 During the PIA Screening Stage issues around age and gender were identified, however, the Panel considered that the impact on these areas was neutral as, the scheme actively seeks to remove barriers by offering an appropriate level of remuneration and increasing allowances annually in line with staff pay, noting that the Panel must operate within the relevant legislative and policy framework. Any impact is further mitigated by making provision for the costs of engaging child and dependent care cover and favourable provisions relating to maternity/paternity/parental leave and leave for ill health reasons.
- 12.2 The Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

## **13.0 Community Safety Implications**

- 13.1 None.

## **14.0 Staffing & Trade Union Implications**

- 14.1 None.

**Background Documents:** None

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## **Review of Members' Allowances – Summary of Recommendations**

RECOMMENDATION 1: That a 4.04% uplift be applied to members' allowances, backdated to 1<sup>st</sup> April, 2022, providing a Basic Allowance of £6,465.18 for 2022/23.

RECOMMENDATION 2: That the Council endorses this broader understanding of the purpose of the Basic Allowance (set out in paragraph 19 of the report).

RECOMMENDATION 3: That the Basic Allowance for 2023/24 be set at £6,465.18 (on the assumption that the Council accepts our recommendation 1 above regarding the 2022/23 uplift) or £6,214.13 (if the Panel's recommendation 1 above is not accepted).

RECOMMENDATION 4: That the Basic Allowance for 2023/24 and beyond continue to be indexed to the annual staff pay award and that, should a flat rate pay award be made again, assuming a similar reference is made to a percentage increase for staff allowances, that percentage be the appropriate uplift applied in relevant years.

RECOMMENDATION 5: That the Council note the intention of the Panel to continue to review the level of Basic Allowance over the coming year and if appropriate to formulate proposals for the Council to consider, for adoption after the May 2024 elections.

RECOMMENDATION 6: That the principle that a member may only claim one SRA be continued.

RECOMMENDATION 7: That all SRAs continue to be calculated as a multiplier of the Basic Allowance.

RECOMMENDATION 8: That the special responsibility allowance for the Leader of the Council be set at £21,749.46 (£22,628.13) i.e. unchanged at 3.5 x Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 9: That the special responsibility allowance for the Deputy Leader of the Council be set at £13,981.79 (£14,546.66) i.e. unchanged at 2.25 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 10: That the special responsibility allowance for Cabinet Members be set at £10,874.73 (£11,314.07) i.e. unchanged at 1.75 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 11: That the special responsibility allowance for the Chair of the Overview and Scrutiny Committee be increased to £4,971.30 (£5,172.14) , equal to that of the Chair of Planning Committee, i.e. 0.8 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 12: That no special responsibility allowance be made to the Deputy Chair of the Overview and Scrutiny Committee at this time but that the Council notes the intention of the Panel to keep this matter under review in the light of operational experience.

RECOMMENDATION 13: That the special responsibility allowance for the Chair of the Planning Committee be set at £4,971.30 (£5,172.14) i.e. unchanged at 0.8 x the Basic Allowance, effective from 1<sup>st</sup> April , 2023.

RECOMMENDATION 14: That the special responsibility allowance for the Deputy Chair of the Planning Committee be set at £1,242.83 (£1,293.04) i.e. unchanged at 0.2 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 15: That the special responsibility allowance for the Chairs of the Audit and Governance and Licensing and Enforcement Committees be set at £3,107.07 (£3,232.59) i.e. unchanged at 0.5 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 16: That the special responsibility allowance for the position of Chair of the General Purposes Committee be deleted from the Scheme with effect from 1<sup>st</sup> April, 2023.

RECOMMENDATION 17: That the special responsibility allowance for Minority Group Leaders be set at £6,214.13 (£6,465.18) i.e. unchanged at 1 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023;

RECOMMENDATION 18: That the special responsibility allowance for Minority Deputy Group Leaders be set at £1,553.53 (£1,616.30) i.e. unchanged at 0.25 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023;

RECOMMENDATION 19: Council be invited to note the intention of the Panel to bring forward a proposal on this matter for the Council to consider.

RECOMMENDATION 20: That the special responsibility allowances for the Mayor and Sheriff/Deputy Mayor be set respectively at £3,728.48 (£3,879.11) i.e. unchanged at 0.6 x the Basic Allowance, and £1,242.83 (£1,293.04) i.e. unchanged at 0.2 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.

RECOMMENDATION 21: That the Council be invited to comment to the Panel on how it sees the role of member champions evolving in the future within Gloucester City Council.

RECOMMENDATION 22: The Council be urged to consider establishing a clear structural and constitutional framework (along the lines agreed with Stroud District Council) within which member champions can operate, in order to maximise their effectiveness.

RECOMMENDATION 23: That no change be made at the present time to the travel and subsistence provisions of the Scheme.

RECOMMENDATION 24: That no change be made at the present time to the dependent care provisions of the Scheme, and that all councillors be urged to recognise their entitlement to such expenses.

RECOMMENDATION 25. That section (a) of the Approved Duties be amended to read as follows: *"Attendance, by right of membership or express invitation or as an observer with a legitimate interest, at meetings of the Council, Cabinet, Committees, Sub Committees, Working Groups, Panels and Task and Finish Groups."*



**REPORT OF THE INDEPENDENT REMUNERATION PANEL (MEMBERS' ALLOWANCES) TO GLOUCESTER CITY COUNCIL**

**JANUARY, 2023**

**(A) UPLIFT IN MEMBERS' ALLOWANCES – 2022/23**

**(B) REVIEW OF MEMBERS' ALLOWANCES – 2023/4 AND BEYOND**

**Introduction**

1. The Local Government Act, 2000 required local authorities to produce a Scheme in respect of councillors' allowances. Under the Local Government (Members' Allowances) (England) Regulations 2003, Councils have to set up an independent remuneration panel to make recommendations on members' allowances. The Independent Remuneration Panel for the City Council also acts in that capacity for Stroud District Council and has just completed a full review for that authority.
2. The following have been appointed to act as the Panel:  
  
Graham Russell, former Head of Democratic Services with Bath & North East Somerset Council (Chair of the Panel)  
John Morris, former Squadron Leader RAF  
Kim Hawkins, Administrator at Pangolin Editions, Fine Art Foundry  
Chris Markley, former Military Inspector/Auditor for public funded allowances
3. The Panel has undertaken a full review of the Scheme of Members' Allowances, as it is required to do every 4 years. We are extremely indebted to Tanya Davies, Policy and Governance Manager, for her advice and support throughout the review period.
4. We wish to acknowledge also the time given by elected Members who took part in our survey questionnaire or who took the time to have face to face/virtual meetings with the Panel. This direct evidence has proved extremely valuable in shaping our recommendations and we are very grateful to those members.
5. In addition, the Panel has considered the national pay award for staff for 2022/23 and how that should be applied to Members' allowances.

**Members' Allowances uplift for 2022/23**

6. Under the present Scheme of Allowances, the Basic Allowance to which all councillors are entitled, is indexed to the annual local government staff pay award. Usually this is a single percentage uplift which can be applied immediately to members' allowances.
7. The local government employers' have this year made an across-the-board uplift of £1,925, resulting in percentage awards for Green Book staff ranging from 10.5% for the lowest grade to 4.04% for the highest; for Chief Officers, who are on a separate pay scale, the percentage award has a lower range. Many local authorities in the South West have referred the matter to their Independent Remuneration Panels for consideration as to what uplift to apply to members.
8. The Panel has noted that the employers' award included a 4.04% uplift in those allowances which staff are entitled to claim. Having examined options relating to local employment rates and specific spinal column points, and in the absence of other guidance, it seems logical that, in the context of this present staff award, a 4.04% uplift should be awarded in respect of members' allowances. This is consistent with the approach being taken by a number of other councils.
9. **RECOMMENDATION 1: That a 4.04% uplift be applied to members' allowances, backdated to 1<sup>st</sup> April, 2022, providing a Basic Allowance of £6,465.18 for 2022/23.**

## **Context of the Full Review of Members' Allowances**

10. In accordance with legal requirements, the Scheme of Allowances has to be reviewed every 4 years, particularly with regard to the indexing arrangements for the Basic Allowance to which all members are entitled. In addition, the practice in Gloucester has been to undertake a mid-term review to ensure that the provisions of the Scheme remain relevant to how the Council operates.
11. The Panel has based its review on a number of key principles as follows:
  - recognising the core values of Gloucester City Council as a service provider/enabler and as an employer;
  - recognising the legal framework relating to a Council which is operating an executive style of governance;
  - taking into account, and balancing, a wide range of evidence, including that relating to the direct experiences of Gloucester City Councillors;
  - creating a sound local basis for calculating the level of Basic Allowance for all councillors and a fair indexing method that was easily understood and applied;
  - the need for recommendations on Special Responsibility Allowances that clearly distinguished those member roles that involved sufficient special characteristics (see para 37 below) to justify an allowance over and above the Basic Allowance;
  - recognising that while there was very little prescription in the Regulations governing members' allowances, there was statutory guidance which should be followed – and an awareness of the public's perception if this was not the case;
12. On this last point, it is important to emphasise that the Panel has made its recommendations within the legal framework governing members' allowances. Some of the evidence offered proposed variations to the Scheme that are simply not permitted in law (e.g. an attendance allowance per meeting or variable Basic Allowances). While the Panel understands the concerns behind these proposals, it is only able to offer recommendations that comply with the legal framework and guidance, notwithstanding the flexibility they provide.

## **Review Methodology**

13. An important part of the evidence base for the Panel was to hear directly from elected councillors in Gloucester. In designing our questionnaire for members' views we were mindful to balance the effort expended by members in completing the survey with the value of the information obtained. The returns have given the Panel a valuable insight into the issues for councillors in performing their duties and responsibilities to the electorate and to the Council.
14. We have also considered comparative statistics, particularly those relating to (a) the Council's CIPFA (*Chartered Institute of Public Finance and Accountancy*) family of Councils; (b) other Gloucestershire Councils and (c) other District Councils in the South West region.

As with all such information, the Panel has exercised caution in using comparator information as not all similar Councils necessarily have the same level of involvement of members. **Appendix A** shows the tables of comparator data.

15. Of particular value was the face to face/virtual meetings between Panel members and councillors who asked to speak with us or whom we wished to meet to gain more information about particular roles they performed.
16. The Panel has met on 3 occasions from October to December (in person and virtually) to review the evidence and to formulate its recommendations to the Council.

### **The Basic Allowance**

17. The Basic Allowance is to be made available to all councillors at the same level of remuneration. There is no flexibility to pay different amounts to members as a Basic Allowance. Members may forego all or part of their allowance.
18. According to Government Guidance issued in 2003, the purpose of the Basic Allowance is to *"recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes"*.
19. In the context of modern local government, the Panel believes this description does not offer enough of the clarity that councillors and officers require. The Panel has identified the following as being the main aspects of a councillor's role recognised through the Basic Allowance. The comments of members have helped to compile this list, which the Panel has used to inform its recommendations:
  - time and effort in conducting the local representation role *(the Panel accepts evidence that this is variable and dependent upon many factors e.g. single or multi-member wards);*
  - use of home as an office/work base;
  - travel within the City;
  - recompense in part for the direct impact of the councillor role on the family;
  - serving on such outside bodies to which the member may be appointed;
  - participation with, and advice and support for, local projects;
  - virtual/face-to-face engagement with local constituents *(A number of councillors commented on the increased interaction with constituents during and since the pandemic);*
  - membership of the full Council and such and reasonable attendance at meetings of these bodies to which the member has been appointed;
  - performing a chairing or other lead role at such meetings where the time and effort involved does not equate to a chairing role for which a special responsibility is justified;
  - attendance at political group meetings;

- making a contribution towards the effective governance, administration and performance review of the Council's strategies, policies and service delivery;
- attendance at a reasonable number of training and development events, including all mandatory training events;
- IT consumables (including printing, ink and paper) broadband and telephone.

**RECOMMENDATION 2: That the Council endorses this broader understanding of the purpose of the Basic Allowance.**

20. The present Basic Allowance is £6,214.13. If however the Council adopts the Panel's recommendation 1 above relating to the 2022/23 uplift, the Basic Allowance becomes £6,465.18. In each category of comparative data (**see Appendix A**) Gloucester City Council is highly ranked within the top quartile of the statistics. Against the CIPFA "nearest neighbours" comparators, Gloucester City Council ranks the highest. It is also relevant to note that Gloucester has the highest number of "residents per councillor" at 3397, significantly above the average for Councils in each category of comparator information.
21. Of those councillors who commented on the Basic Allowance in the questionnaire, a significant number indicated dissatisfaction with the level of Basic Allowance both in terms of the cost of living and in the light of what was the community expected of a City Councillor. Some members commented that the allowance was, for them, satisfactory, but recognised that it was less so for those councillors on lower incomes or with family/employment responsibilities.
22. A fundamental issue for the Panel is to help ensure that the councillor body represents the widest sectors of the community within the City, and that the allowances scheme does not in any way act as a barrier to this.
23. The Panel is aware that members' allowances were never intended to meet all the costs of being a councillor. Indeed, the Government has always held the position that a proportion of the hours worked by elected councillors should be un-remunerated, to reflect the public service element of the role. The current Scheme provides for a 33% public sector discount. In evidence, the Panel has received many comments on this.
24. In summary, the Panel wishes the Council to put in place a robust structure of allowances that recognises
  - the heavy responsibilities and workload that city councillors perform, especially having regard to the number of residents per councillor;
  - the difficulty and sensitivity for councillors in managing challenging service delivery;
  - the community's growing expectations of its councillors, and
  - the potential to create a financial barrier to people from all sectors standing for the Council, if allowances are inadequate.

25. In 2015, the Independent Remuneration Panel used a formulaic approach to calculating the Basic Allowance. This formula took account of the average hours per week taken from the survey of councillors (15 hours) **minus** a 33% voluntary element, **multiplied** by 52 weeks of the year and **multiplied** by the gross median hourly pay for all full time employees in the area, then £10.77.
26. In subsequent years to date, the allowance has been updated in accordance with the local government pay award to staff – a process which most councillors who gave evidence supported.
27. The Panel has also noted the survey responses relating to hours per week spent by councillors on their council and constituency duties. Having had to make certain assumptions about some of the returns, the likely average is 19.5 hours per week (hpw) with a median calculation of 15.5 hpw.
28. The Panel has considered carefully the balanced views of members about the Basic Allowance alongside the position of Gloucester City Council in all the comparator tables reviewed. In addition, the Panel has noted the general support for continuing the annual link between indexing the Basic Allowance and the NJC staff pay award.
29. The Panel feels there is some justification for adjusting the formula adopted in 2015, in respect of hours per week, the revised local employment figure and to some degree the level of the voluntary discount applied. These would all significantly increase the calculation and produce a figure that would be difficult for the Council to accept, without some phasing arrangement.
30. In the present financial climate, and given the preference for comparable adjustments in line with staff awards, the Panel does not feel able to recommend a revised figure for the Basic Allowance for 2023/24 at this time, other than to express the hope that the Council will adopt its recommendation for uplifting the 2022/23 allowance wef 1<sup>st</sup> April, 2022.
31. However, given the comments that members have made about the upward trend in councillors' workloads and the increasing expectations of constituents, the Panel wishes to keep the matter under constant review and would wish to devise a proposal for consideration next year, for possible phased implementation after the May 2024 elections.
32. **RECOMMENDATION 3: That the Basic Allowance for 2023/24 be set at £6,465.18 (on the assumption that the Council accepts our recommendation 1 above regarding the 2022/23 uplift) or £6,214.13 (if the Panel's recommendation 1 above is not accepted).**
33. **RECOMMENDATION 4: That the Basic Allowance for 2023/24 and beyond continue to be indexed to the annual staff pay award and that, should a flat rate pay award be made again, assuming a similar reference is made to a percentage**

increase for staff allowances, that percentage be the appropriate uplift applied in relevant years.

34. **RECOMMENDATION 5: That the Council note the intention of the Panel to continue to review the level of Basic Allowance over the coming year and if appropriate to formulate proposals for the Council to consider, for adoption after the May 2024 elections.**

### **Special Responsibility Allowances**

35. These are the allowances that are awarded to members performing key roles within the Council which have specific and significant responsibilities and/or accountabilities and/or which demand significant time and effort.
36. The Panel has applied the following principles in determining its recommendations:
- a. the Scheme currently provides for only one SRA to be claimed by a member, even if they hold more than one role that attracts a SRA – a principle that the Panel upholds and recommends should continue;
  - b. the Panel considers what the Council expects of the member role rather than any individual's approach to the role;
  - c. a councillor receiving a robust basic allowance should reasonably be expected to undertake specific roles within the Council that are not overly demanding of time or effort (e.g. the occasional chairing role).
  - d. to qualify for a SRA, the role should satisfy a number of the special characteristics shown at para 37 below;
37. In determining our recommendations on these allowances, we have looked at each member role in the context of its primary purpose, the activities related to that role (e.g. meeting officers, media management) and the special characteristics attaching to each as follows:
- Time commitment
  - Specialist skills set
  - Functional leadership (*i.e. agenda management, prioritisation of work; public interface; focus on corporate/Council objectives*)
  - Important decision making
  - Complexity of role
  - Identifiable accountability
  - Direct responsibility for important outcomes
  - Culpability in the role
  - Constitutional relevance
38. At present, special responsibility allowances are calculated as a multiplier of the Basic Allowance. This is a practice the Panel would wish to see continued as it enables all SRAs to be adjusted easily once the new annual figure for the Basic Allowance is set.

39. **RECOMMENDATION 6: That the principle that a member may only claim one SRA be continued.**
40. **RECOMMENDATION 7: That all SRAs continue to be calculated as a multiplier of the Basic Allowance.**
41. The following paragraphs reflect our consideration of the various member roles. In all cases, the figures shown in our recommendations are the present values with (in brackets) the 4.04% uplift figures that would apply if our recommendation 1 was approved.

### **Leader of the Council**

42. The Leader of the Council's role is pivotal in achieving the Authority's strategic objectives. The full Council sets the policy and budget framework within which the executive has to operate. The present SRA for the Leader is £21,749.46 set at 3.5 x the Basic Allowance.
43. The position of Leader satisfies all of the special characteristics shown above and should therefore command a significant allowance to reflect the pivotal role of strategic leadership on local, sub regional and regional levels.
44. Although there was evidence offered that the allowance for the Leader should increase, given the strategic responsibilities of the position, the Panel believes on balance that the current allowance and multiplier adequately recognise the roles and responsibilities of the Leader.
45. **RECOMMENDATION 8: That the special responsibility allowance for the Leader of the Council be set at £21,749.46 (£22,628.13) i.e. unchanged at 3.5 x Basic Allowance, effective from 1<sup>st</sup> April, 2023.**

### **Deputy Leader of the Council**

46. The Panel has noted the legal requirement for a deputy leader and that the role satisfies many of the special characteristics justifying a SRA. The present SRA for the Deputy Leader is £13,981.79 set at 2.25 x the Basic Allowance.
47. The role of Deputy Leader is fully recognised within the Constitution of the Council and, in addition to undertaking allocated portfolio duties, needs to be fully conversant with all aspects of the Leader's role to enable them effectively to deputise on behalf of the Leader. The differential between this allowance and that of a Cabinet Member adequately recognises this important aspect in the Panel's view.
48. The Panel feels the current allowance for this position is robust enough to represent the strategic nature of the role both as a serving deputy and as a major influence in the strategic leadership of the Council.



49. **RECOMMENDATION 9: That the special responsibility allowance for the Deputy Leader of the Council be set at £13,981.79 (£14,546.66) i.e. unchanged at 2.25 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.**

### **Cabinet Members**

50. It is clear that there is a significant time commitment required in managing an executive portfolio. While most of the executive decisions are made collectively by the Cabinet, there are many important decisions required to be made by Cabinet Members, who are in regular contact with their relevant lead Officers. The present SRA for a Cabinet Member is £10,874.73 set at 1.75 x the Basic Allowance.
51. Within the executive arrangements, the Cabinet Members carry a significant level of personal responsibility and accountability, as well as a significant time commitment. It is right that these factors should be recognised in a robust and proportionate allowance. The Panel believes that the present allowance level is appropriately robust.
52. **RECOMMENDATION 10: That the special responsibility allowance for Cabinet Members be set at £10,874.73 (£11,314.07) i.e. unchanged at 1.75 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023;**

### **Chair of Overview and Scrutiny Committee**

53. The Panel took a particular interest in the role and responsibilities for this position, given the important statutory function of scrutiny (and policy development) within an executive form of governance. The present SRA for the Chair of the Overview and Scrutiny Committee is £3,728.48 set at 0.6 x the Basic Allowance.
54. We believe that the Council and the public require a robust scrutiny function that holds the executive to account and provides a mechanism for policy development and review. It is also important that the Scheme of Allowances recognises these expectations.
55. The Panel can see no justification for setting the allowance for the Chair of this statutory function at a level lower than the Chair of Planning. Both should be leading the development of robust member practice for the good of the Council and of the community.
56. Some of the evidence suggested there was room for overview and scrutiny practice in the Council to develop and become more robust in its challenge and review, with less emphasis on monitoring reports. That is a matter for the Council. As far as the Panel is concerned it is looking to ensure that the Scheme of Allowances appropriately recognises the skills and levels of member leadership which the function, and the Council's own Member Role profile, requires.
57. **RECOMMENDATION 11: That the special responsibility allowance for the Chair of the Overview and Scrutiny Committee be increased to £4,971.30 (£5,172.14) , equal to that of the Chair of Planning Committee, i.e. 0.8 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023**
58. The Panel considered the position of the Deputy Chair of Overview and Scrutiny Committee and whether, in the light of the above recommendation, there was a justification for an allowance to be awarded.
59. On balance, the Panel felt the role was different from that of the Deputy Chair of Planning in the degree to which a full working knowledge of the processes and current issues was required.
60. **RECOMMENDATION 12: That no special responsibility allowance be made to the Deputy Chair of the Overview and Scrutiny Committee at this time but that the Council notes the intention of the Panel to keep this matter under review in the light of operational experience.**

### **Chair and Deputy Chair of Planning Committee**

61. As indicated in the Member Role document, the Chair of a Committee has the responsibility to provide leadership and direction to the Committee. Nowhere is this role more vital than in the leadership and direction of the planning function at member level.
62. There is a strong element of risk management to this role. The consequences of flawed decisions or errors in process carry serious financial and reputational risk to the Council. In this regard, the presence of a Deputy Chair, with full and equal understanding of the planning process as the Chair, is a vital safeguard.
63. Combined with a significant time and effort element, the Panel believes this chairing and deputy role is appropriately recognised within the Scheme of Allowances.
64. **RECOMMENDATION 13: That the special responsibility allowance for the Chair of the Planning Committee be set at £4,971.30 (£5,172.14) i.e. unchanged at 0.8 x the Basic Allowance, effective from 1<sup>st</sup> April , 2023.**
65. **RECOMMENDATION 14: That the special responsibility allowance for the Deputy Chair of the Planning Committee be set at £1,242.83 (£1,293.04) i.e. unchanged at 0.2 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.**

### **Chairs of the Audit and Governance and Licensing and Enforcement Committees**

66. The Panel has received some detailed evidence of the roles performed by the present incumbents of these chairing roles and balanced this with the Member Roles document reflecting what the Council requires.
67. Having regard to the time and effort required of these chairing positions, and the importance of both roles in the integrity of governance and legal processes, the Panel believes the Scheme of Allowances reflects the appropriate remuneration.
68. **RECOMMENDATION 15: That the special responsibility allowance for the Chairs of the Audit and Governance and Licensing and Enforcement Committees be set at £3,107.07 (£3,232.59) i.e. unchanged at 0.5 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.**

### **Chair of General Purposes Committee**

69. As will be seen from our list of justifications for the Basic Allowance (para 19) the Panel believes that a member receiving a robust Basic Allowance should be expected to chair occasional meetings, where the time and effort commitment does not reach the levels where a special responsibility allowance is justified under our criteria.

70. The Panel feels that the chairing role for the General Purposes Committee falls into this category. The Committee meets annually to consider making recommendations to the Council on the Scheme of Allowances and on an ad hoc basis for other, constitutional and electoral issues.
71. When an allowance is set at a modest amount, in this case £621.41, the Panel feels it is legitimate to ask the question as to whether this purely chairing role is covered by the Basic Allowance. We believe it is and accordingly, we propose that this allowance is deleted from the Scheme of Allowances.
72. **RECOMMENDATION 16: That the special responsibility allowance for the position of Chair of the General Purposes Committee be deleted from the Scheme with effect from 1<sup>st</sup> April, 2023.**

#### **Minority Group Leaders/Deputy Group Leaders**

73. At present, the Scheme provides that a Minority Group Leader and a Minority Group Deputy Leader are entitled to an allowance of £6,214.13 and £1,553.53 respectively. There is no qualification within the Scheme imposing minimum group size on the entitlement to these allowances. There is however a provision which limits this entitlement to a maximum of two minority Leaders and two minority Deputy Leaders.
74. The Panel explored the relevance of these allowances as presently structured. Of particular interest was the extent to which the Scheme might, or indeed should, acknowledge that all political group leaders, whether in administration or otherwise, have some responsibility for collective good governance as well as recognising the size and management of the group. Indeed it might be argued that the governance element is the more significant role in Council and Constitutional terms.
75. The Panel recognises that it is neither appropriate nor helpful at this time to propose restructuring Group Leader allowances. However, the Panel would wish to develop a proposal in due course for the Council to consider in relation to the period following the May 2024 election.
76. **RECOMMENDATION 17: That the special responsibility allowance for Minority Group Leaders be set at £6,214.13 (£6,465.18) i.e. unchanged at 1 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.**
77. **RECOMMENDATION 18: That the special responsibility allowance for Minority Deputy Group Leaders be set at £1,553.53 (£1,616.30) i.e. unchanged at 0.25 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.**

78. **RECOMMENDATION 19: Council be invited to note the intention of the Panel to bring forward a proposal on this matter for the Council to consider.**

### **Mayor and Sheriff/Deputy Mayor**

79. The Panel has noted the current special responsibility allowances made available to the Mayor - £3,728.48 and to the Sheriff/Deputy Mayor - £1,242.83 in addition to which there are support budgets that fall outside the scope of the Allowances Scheme.
80. The Panel believes that, with this clear separation of budgets, the present amounts appropriately reflect the responsibilities of these positions.
81. **RECOMMENDATION 20: That the special responsibility allowances for the Mayor and Sheriff/Deputy Mayor be set respectively at £3,728.48 (£3,879.11) i.e. unchanged at 0.6 x the Basic Allowance, and £1,242.83 (£1,293.04) i.e. unchanged at 0.2 x the Basic Allowance, effective from 1<sup>st</sup> April, 2023.**

### **Member Champions**

82. The Panel has noted that a number of members have been appointed as "Member Champions". Examples include mental health, health and armed forces champions. It is not clear to the Panel how these Champions are appointed, what their standing is in the culture of the Council or what protocol/framework is in place to support both the champions and those with whom they engage.
83. The Panel encountered a similar situation in its review at Stroud District Council and accordingly recommended that an operational framework document be devised to give the role some context.
84. The Panel would strongly urge the Council to liaise with Stroud District Council who have now adopted a comprehensive framework relating to Member Champions. The Panel intends to keep the operation of this framework under review.
85. **RECOMMENDATION 21: That the Council be invited to comment to the Panel on how it sees the role of member champions evolving in the future within Gloucester City Council.**
86. **RECOMMENDATION 22: The Council be urged to consider establishing a clear structural and constitutional framework (along the lines agreed with Stroud District Council) within which member champions can operate, in order to maximise their effectiveness.**

### **Travel and Subsistence**

87. The Panel has noted the current position on travel and subsistence and wishes to endorse these arrangements for the future.
88. **RECOMMENDATION 23: That no change be made at the present time to the travel and subsistence provisions of the Scheme.**

### **Dependent Carers' Allowance**

89. The Panel has noted the present provisions for dependent care allowances. While it wishes to endorse the present arrangements, the Panel is concerned that there appeared to be no take up of these provisions.
90. It is an important aspect of the Scheme of Allowances that all councillors feel able to take up these entitlements, which are intended to help overcome personal barriers to standing for and remaining a councillor. See also para 93 below.
91. **RECOMMENDATION 24: That no change be made at the present time to the dependent care provisions of the Scheme, and that all councillors be urged to recognise their entitlement to such expenses.**

### **Approved Duties for the Purpose of Making Expenses Claims**

92. The Panel considered the present provisions of the Scheme relating to those duties which councillors perform that attract an entitlement to claim expenses.
93. While the provisions meet the needs of councillors at present, the Panel believes there should be a wider entitlement for councillors to be able to claim dependent care when they attend meetings as observers, in connection with ward matters or matters in which they have a legitimate interest.
94. We believe this would be supportive of the wider community role of councillors.
95. **RECOMMENDATION 25. That section (a) of the Approved Duties be amended to read as follows:**

***"Attendance, by right of membership or express invitation or as an observer with a legitimate interest, at meetings of the Council, Cabinet, Committees, Sub Committees, Working Groups, Panels and Task and Finish Groups."***

Graham Russell, Chair of Panel

**APPENDIX A - COMPARATOR STATISTICS****DISTRICT COUNCILS IN GLOUCESTERSHIRE**

Name	Basic Allowance	Population (Census 2021)	No of Councillors	Residents per Councillor
Tewkesbury	£7,350.00	94,900	38	2497
<b><i>Gloucester</i></b>	<b><i>£6,214.13</i></b>	<b><i>132,500</i></b>	<b><i>39</i></b>	<b><i>3397</i></b>
Cheltenham	£5,797.00	118,800	40	2970
Stroud	£5,726.86	121,100	51	2375
Cotswold	£5,227.92	90,800	34	2671
Forest of Dean	£5,100.00	87,000	38	2289
<b>AVERAGE</b>	<b>£5,902.65</b>	<b>107,517</b>	<b>40</b>	<b>2,700</b>

**DISTRICT COUNCILS IN THE SOUTH WEST**

Name	Basic Allowance	Population (Census 2021)	No of Councillors	Residents per Councillor
Tewkesbury	£7,350.00	94,900	38	2497
South Somerset	£7,059.12	172,700	61	2831
Exeter	£6,425.00	130,800	39	3354
<b><i>Gloucester</i></b>	<b><i>£6,214.13</i></b>	<b><i>132,500</i></b>	<b><i>39</i></b>	<b><i>3397</i></b>
Cheltenham	£5,797.00	118,800	40	2970
Teignbridge	£5,742.00	134,800	47	2868
Stroud	£5,726.86	121,100	51	2375
Mid Devon	£5,494.62	82,800	42	1971
South Hams	£5,492.00	88,600	31	2858
Cotswold	£5,227.92	90,800	34	2671
Somerset West and Taunton	£5,221.00	157,400	59	2668
Torridge	£5,100.00	68,100	36	1892
Forest of Dean	£5,100.00	87,000	38	2289
North Devon	£4,970.22	98,600	42	2348
Mendip	£4,731.00	116,100	47	2470
Sedgemoor	£4,660.00	125,400	48	2613
West Devon	£4,660.00	57,100	31	1842
East Devon	£4,360.00	150,800	60	2513
<b>AVERAGE</b>	<b>£5,518.38</b>	<b>112,683.33</b>	<b>43.50</b>	<b>2,579.28</b>

**CIPFA NEAREST NEIGHBOURS**

Name	Basic Allowance	Population (Census 2021)	No of Councillors	Residents per Councillor
<b><i>Gloucester</i></b>	<b><i>£6,214.13</i></b>	<b><i>132,500</i></b>	<b><i>39</i></b>	<b><i>3397</i></b>
Rushmoor	£6,200.00	99,800	39	2559
East Staffordshire	£4,818.00	124,000	39	3179
Redditch	£4,732.00	87,000	29	3000
Worcester	£4,563.00	103,900	35	2969
Ipswich	£4,326.00	139,700	48	2910
Burnley	£3,570.00	94,700	45	2104
Pendle	£3,000.00	95,800	32	2994
<b>AVERAGE</b>	<b>£4,677.89</b>	<b>109,675</b>	<b>38</b>	<b>2889</b>

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**(DRAFT) SCHEDULE 1 – 2022-23**  
**Special Responsibility Allowances**

The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amounts of those allowances:

<b>Responsibility</b>	<b>Multiplier of BA</b>	<b>SRA £pa</b>
Leader of the Council	3.5	21,749.46 22,628.13
Deputy Leader of the Council	2.25	13,981.79 14,546.66
<b><i>Cabinet Members</i></b>		
Communities and Neighbourhoods	1.75	11,314.07
Culture and Leisure	1.75	10,874.73 11,314.07
Environment	1.75	10,874.73 11,314.07
Performance and Resources	1.75	10,874.73 11,314.07
Planning and Housing Strategy	1.75	10,874.73 11,314.07
<b><i>Chairs of Committees</i></b>		
Planning Committee	0.8	4,971.30 5,172.14
Audit and Governance Committee	0.5	3,107.07 3,232.59
Licensing and Enforcement Committee	0.5	3,107.07 3,232.59
Overview and Scrutiny Committee	0.6	3,728.48 3,879.11
General Purposes Committee	0.1	621.41 646.52
<b><i>Deputy Chairs of Committees</i></b>		
Planning Committee	0.2	1,242.83 1,293.04
<b><i>Other positions of additional responsibility</i></b>		
Minority Group Leader	1	6,214.13 6,465.18
Minority Group Deputy Leader	0.25	1,553.53 1,616.30
Mayor	0.6	3,728.48 3,879.11
Sheriff and Deputy Mayor	0.2	1,242.83 1,293.04

**Notes:**

1. Where a Councillor holds more than one position of responsibility, only one Special Responsibility Allowance shall be paid, such an allowance being the higher or the highest of the relevant allowances.
2. A maximum of two Minority Group Leaders and two Minority Group Deputy Leaders are payable under the Scheme. An amendment to the Scheme may be required in the event of there being more than two Minority Groups.

**This following is not part of the Scheme of Members' Allowances and is provided for information.**

Civic allowances are paid to the Mayor and Sheriff and Deputy Mayor in recognition of the costs associated with performing civic duties. These allowances are not subject to an annual adjustment as set out in paragraph 13.

Mayor	£6000.00
Sheriff and Deputy Mayor	£3,500.00

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**(DRAFT) SCHEDULE 1 – 2023-24 Scheme  
Special Responsibility Allowances**

The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amounts of those allowances:

<b>Responsibility</b>	<b>Multiplier of BA</b>	<b>SRA £pa (without 22/23 uplift)</b>	<b>SRA £pa (with 22/23 uplift)</b>
Leader of the Council	3.5	21,749.46	22,628.13
Deputy Leader of the Council	2.25	13,981.79	14,546.66
<b><i>Cabinet Members</i></b>			
Communities and Neighbourhoods	1.75	10,874.73	11,314.07
Culture and Leisure	1.75	10,874.73	11,314.07
Environment	1.75	10,874.73	11,314.07
Performance and Resources	1.75	10,874.73	11,314.07
Planning and Housing Strategy	1.75	10,874.73	11,314.07
<b><i>Chairs of Committees</i></b>			
Overview and Scrutiny Committee	0.8	4,971.30	5,172.14
Planning Committee	0.8	4,971.30	5,172.14
Audit and Governance Committee	0.5	3,107.07	3,232.59
Licensing and Enforcement Committee	0.5	3,107.07	3,232.59
General Purposes Committee	0.1		
<b><i>Deputy Chairs of Committees</i></b>			
Planning Committee	0.1	1,242.83	1,293.04
<b><i>Other positions of additional responsibility</i></b>			
Minority Group Leader	1	6,214.13	6,465.18
Minority Group Deputy Leader	0.25	1,553.53	1,616.30
Mayor	0.6	3,728.48	3,879.11
Sheriff and Deputy Mayor	0.2	1,242.83	1,293.04

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