



City of Westminster

General Purposes Sub-Committee Report

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Title of Report:	<input type="text" value="MEMBERS' ALLOWANCE SCHEME"/>
Report of:	<input type="text" value="DIRECTOR OF LEGAL AND ADMINISTRATIVE SERVICES"/>
Wards involved:	<input type="text" value="NONE"/>
Policy context:	<input type="text" value="MANAGEMENT OF THE COUNCIL"/>
Financial summary:	<input type="text" value="THERE IS NO OVERALL FINANCIAL IMPACT ON THE BUDGET"/>
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1. Summary of this Report

- 1.1 This report asks the Sub-Committee to consider recommending the Council to adopt a Members' Allowance Scheme for the year 2006/07.
- 1.2 In reaching decisions on this scheme the Sub-Committee and the Council must have had regard to the recommendations of the Independent Remuneration panel, a copy of which is attached in full as Annex B to the report. Similarly regard must be had to relevant statutory guidance issued by the Secretary of State, attached as Annex C.
- 1.3 The Panel's recommendations, and the statutory guidance, have been considered by the Committee / Sub-Committee previously and no new issues arise as a result of the proposals in this report.

2. Recommendations

- 2.1 That the Council be recommended to adopt the Members' Allowances Scheme for 2006/07, attached as Annex A, with effect from 1 April 2006.

3. Background

- 3.1 There is now a requirement for Local Authorities to adopt a Members' Allowance Scheme on an annual basis, with effect from 1 April in each year.

Members' Allowances

- 3.2 The current Members' Allowances Scheme was adopted by the Council on 19 January 2005. When considering a new scheme, or amending an existing scheme, Local Authorities must have regard to the report of the ALG Independent Panel on the Remuneration of Councillors. This is attached in full as Annex B. The report considered by the Committee and the Council when they adopted the current scheme also addressed the recommendations of the Independent Panel. There are currently no plans for the ALG Panel to issue a further report. Relevant guidance from the Secretary of State is also attached at Annex C. The statutory guidance is in bold text.

Basic Allowance

- 3.3 The basic allowance payable to all Members is currently £6,360 pa. It is proposed that this should be unchanged with the exception of an inflation linked increase. This will increase the basic allowance to £6,500pa from 1 April 2006.

Special Responsibility Allowance (SRA)

- 3.4 The Special Responsibility Allowances increased by inflation last year (ie from 1 April 2005). It is proposed that these again increase by inflation from 1 April 2006 as set out in Appendix A of the scheme.

3.5 One other change to Special Responsibility Allowances relates to proposed increases in the allowances for Members / Chairmen of Licensing Sub-Committees, Planning Applications Sub-Committees and the Members on the Fostering Panel and Adoption Panel in recognition of the workload of these bodies, particularly as a number of these meetings take place during the day. There is also a proposed increase in the allowance for the Chairman of the Planning and City Development Committee in view of the increasingly strategic role the position has in respect of planning issues. Concerning Licensing, it is anticipated the Licensing (PEL / NCL) Sub-Committee's remaining responsibilities will be undertaken by the Licensing Committee / Sub-Committees, which previously operated solely under the terms of the Licensing Act 2003. This change is anticipated to take place from the Annual Meeting and no further SRA is recommended to be payable for the Licensing (PEL / NCL) Sub-Committee. The following levels of Special Responsibility Allowance as set out in the proposed scheme are recommended:

Chairman of the Planning and City Development Committee (x1)	£6,000pa
Chairmen of a Licensing Sub-Committee x5	£2,000pa each
Member of Licensing Sub-Committee x10	£1,000pa each
Chairmen of Planning Applications Sub-Committee x3	£2,000pa each
Member of Planning Applications Sub-Committee / Planning and City Development Committee x14	£1,000pa each
Member of Fostering Panel (x1)	£1,000pa
Member of Adoption Panel (x1)	£1,000pa

Travel and Subsistence Allowance

3.6 No changes to these allowances are proposed, which are set out in the scheme.

4. Legal Implications

4.1 Some of these are set out elsewhere in the body of the report. There is a requirement that Councils, who wish to have such a scheme, make a scheme for the following year, commencing on 1 April each year. Schemes can be amended at any time but new schemes can be introduced only from the start of each year. Recommendation 2.1 in this report, if adopted, will meet the requirement to adopt a scheme for the year commencing on 1 April 2006. The approval of the full Council is necessary to any changes to existing schemes or the adoption of new schemes.

4.2 It is a requirement that when considering a new scheme or amending an existing scheme that regard be had to the recommendations of the Independent Remuneration Panel and any relevant statutory guidance issued by the Secretary of State. These are attached as Annexes B and C. The Council for this purpose uses the ALG Panel.

4.3 Regulations relating to Members Allowances require the publication more widely of the report of the Independent Remuneration Panel, the scheme of allowances and details of the total sums paid to each Member under each category of allowance in each year. The statutory guidance in respect of publicity requirements suggests that details of allowances paid are made available on the Council's website and published in the Council's own newspaper, together with information on the responsibilities of elected Members and the duties and time commitment which the basic allowance is intended to remunerate. The Committee have previously agreed to this.

5. Financial Implications

5.1 The current budget provision for Members' Allowances for 2006/07 is £624,300. It is the usual practice that budgets are increased in line with inflation. Accordingly no additional provision is necessary in the base budget to fund the inflation increases in allowances.

If you have any questions about this report, or wish to inspect one of the background papers, please contact Mick Steward, 020 7641 3134;
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LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND PAPERS.

The documents referred to in compiling this report are as follows:

- Report to the General Purposes Urgency Sub-Committee – 12 January 2006

ANNEX A

MEMBERS' ALLOWANCES SCHEME

1. This Scheme is made under, and in accordance with, the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The rates of allowances specified will apply until the Scheme is amended or replaced, in which event the revised rates of allowances will be paid from the date from which the amendment takes effect.
3. Subject to the relevant form being completed at the appropriate time, entitlement to allowances under the Scheme commences on the date upon which a Member is elected to the Council or is elected or appointed to an office qualifying for special responsibility. The entitlement ceases on the date upon which a Member ceases to hold a qualifying office or ceases to be a Member of the Council. An apportionment of the relevant allowances will be made in the same proportion as the number of days that the Member held Office or was a Member, bears to the number of days in the relevant year.
4. Any Member may by notice in writing to the Director of Legal and Administrative Services elect to forego for any period any part of an entitlement to an allowance under the Scheme which will take effect from the date upon which the notice is received by the Director of Legal and Administrative Services.
5. Special responsibility and basic allowances will be paid by equal monthly instalments on the 20th day of each month.
6. Except where so authorised by the Director of Legal and Administrative Services any claim for travel and subsistence allowances must be made within two months of the date of the duty to which the claim relates.

Basic Allowance

7. Basic Allowance of £6,500 from 1 April 2006 will be paid to every Member of the Council other than any Councillors who formally elect not to receive it.

Special Responsibility Allowance

8. Payments of Special Responsibility Allowances will be made to Members of the Council who hold special offices unless they formally elect not to receive them. Attached as Appendix A is a list of Special Responsibility Allowances which will be paid, from 1 April 2006.

Conferences

9. Councillors are entitled to have their Conference fees met and to receive payments at the approved rates for travel and subsistence in respect of the

attendance approved by the appropriate Cabinet Member, Committee or the Director of Legal and Administrative Services at conferences held outside the City to discuss matters relevant to the discharge of the Council's functions.

Travel Expenses

10. Members are entitled to claim payment of Travel Allowances where expenditure has necessarily been incurred to enable them to attend an approved duty, defined as set out in Appendix C at the rates of allowance set out in Appendix B. Co-opted Members including Members of Education Admissions and Exclusions Appeal Committees and the Independent Member on the Standards Committee are entitled to claim travel allowances for attendance at meetings relating to their co-option at the rates set out in Appendix B.

Subsistence

11. Subsistence may be claimed only for accommodation or meals at conferences (approved in accordance with paragraph (i) of Appendix C where such costs are not included in the conference fee, subject to the maximum allowance referred to in Appendix B.

Annual Increase

12. Basic allowances and Special Responsibility Allowances shall, subject to approval of the new scheme, be increased with effect from 1 April each year at the percentage rate of the retail price index used in preparation of the City Council's budget.

Payments whilst under Suspension

13. Payments of allowances, basic and special responsibility, shall not be paid to a Member who is suspended or if partially suspended that element of special responsibility allowance which may be payable in respect of an office held by the Member to which the partial suspension relates.

Pensions

14. No Members of the Council shall be entitled to membership of the Local Government Pension Scheme in accordance with Section 7 of the Superannuation Act 1972.

Publication

15. This scheme will be published as required by legislation. At the end of each financial year the City Council is required by legislation to publish the sums paid to Councillors under the Scheme.

**APPENDIX A TO MEMBERS ALLOWANCE SCHEME – SPECIAL
RESPONSIBILITY ALLOWANCES WITH EFFECT FROM 1 APRIL 2006**

Office Holders	Allowances (from 1.4.06)	Total Cost (from 1.4.06)
Leader/Deputy Leader	£	£
Leader of the Council (Chairman of the Cabinet)	37,188	37,188
Deputy Leader of the Council (Vice Chairman of the Cabinet)	10,600	10,600
Cabinet Members		
Each Cabinet Member (excluding the Leader but including the Deputy Leader) (x9)	8,480	76,320
Opposition Leader/Whips		
Leader of the Opposition	4,200	4,200
Chief Whip (Majority)	2,600	2,600
Chief Whip (Minority)	2,600	2,600
Chairmen, Vice Chairmen of Overview and Scrutiny Committees and Chairmen of Overview and Scrutiny Sub-Committees		
Each Committee Chairman (x6)	4,200	25,200
Each Committee Vice Chairman (x6)	1,060	6,360
Each Committee Chairmen (x3)	1,060	3,180
Other Committee Chairmen		
General Purposes	2,600	2,600
Standards	2,600	2,600
*Planning and City Development	6,000	6,000
Planning Applications Sub-Committee (x3)	2,000	6,000
Licensing Sub-Committee (x5)	2,000	10,000
Deputy Cabinet and Lead Members		
Each Deputy Cabinet Member appointed to support a Cabinet Member and the Lead Members as appointed by the Leader of the Council (x11)	1,060	11,660

Panel Members of the Licensing Sub-Committees, Members of the Planning and City Development Committee and the Planning Applications Sub-Committees and the Adoption and Fostering Panels receive an SRA at a special rate of £1,000. This separate SRA is not payable to the Chairmen of these bodies in the event that they receive a Chairman's SRA.

* SRA only payable if Chairman is not a Member of the Cabinet.

APPENDIX B (i)

TRAVEL AND SUBSISTENCE ALLOWANCES: CURRENT RATES

(A) TRAVEL

(a) Travel by own private vehicle

Motor Mileage Allowance	Pence Per Mile
Motorcycles:	
Up to 150cc	8.5
151-500cc	12.3
Over 500cc	<u>16.5</u>
Cars & Tri cars:	
500cc-999cc	35.8
1000-1199cc	39.9
Over 1199cc	<u>49.4</u>

(b) Travel by Public Transport

The ordinary fare or any reasonably available cheap fare actually paid.

(c) Travel by Taxi

Members are not permitted to claim for travel by taxi except as part of onward or return travel to or from a conference held outside the City of Westminster where a claim for other travel expenses has or could be made.

The Director of Legal and Administrative Services shall be authorised to reimburse claims for taxi fares, on an exceptional basis, for example on medical advice, to and from approved duties. Such authority to be obtained in advance, if possible.

(d) Travel by Rail and Air

(i) The ordinary fare or any available cheap fare actually paid.

(ii) Actual expenditure incurred on:
Reservation of seats
Sleeping accommodation for an overnight journey
Deposit on portorage of baggage

(iii) Travel by Air shall only be allowed when included as part of the formal approval of the attendance at a conference or overseas visit. In the case of overseas visits the cost to be met from the budget of the relevant service.

(e) Additional Travel Expenses

The rates specified above may be increased by not more than the amount of any expenditure incurred on tolls, ferries, parking fees or cost of overnight garaging of a motor vehicle, except that reimbursement of the Central London Congestion Charge shall not be permitted.

(B) SUBSISTENCE

Subsistence claims for the reasonable costs of overnight accommodation or meals not included in the Conference fee can only be claimed, up to a maximum of £160 per day, upon production of relevant receipts.

(C) RECEIPTS

Claims for reimbursement of expenditure by main line rail, air or any other additional expenses, or subsistence, must be accompanied by a receipt.

APPENDIX B (ii)

LIST OF APPROVED DUTIES FOR TRAVEL AND SUBSISTENCE ALLOWANCE:

The following are the categories of duties which qualify for payment of travel and subsistence allowance, where such expenditure has been incurred:

- (a) Meetings of the Council, the Cabinet, their Committees, Sub-Committees, Panels and Staff Consultative Committees of which the Councillor is a member or at which a Councillor who is not a member of that body attends to address the meeting with the prior permission (where such permission is required under Standing Orders) of the Chairman.
- (b) Attendance as the Council's representative at a meeting of any joint authority or Committee of local authorities or of any Committee or Sub-Committee of the body of which the Council is a constituent member.
- (c) Attendance as the Council's representative at meetings of any association of authorities or Committee or Sub-Committee of the association of which the Councillor is a member.
- (d) Attendance at duties which qualify for attendance allowance as single member duties as specified in the Regulations, currently:
 - Meetings to determine the attendance of individual pupils at special schools.
 - Rota and other visits to inspect establishments on behalf of the Social Services Committee.
- (e) Attendance at any other meeting convened by the Council, the Cabinet, a Committee or Sub-Committee to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (f) Attendance at any meeting, which is an induction training session, seminar, presentation, or briefing arranged by Chief Officers of the City Council for all Members of a Committee, Sub-Committee or Panel to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (g) Attendance as the Council's representative in connection with the discharge of the Council's functions at meetings of outside bodies (excluding local authority maintained schools), their Committees and Sub-Committees. The Director of Legal and Administrative Services maintains a list of such representatives and has delegated powers to add and remove bodies to this category to reflect formal appointments made by the City Council.
- (h) Attendance at visits and inspection of sites and premises arranged by officers or approved by Cabinet/Committee (eg opening of new facilities).

- (i) Attendance approved by the appropriate Committee or by the Director of Legal and Administrative Services, in accordance with his delegation at conferences convened by other authorities and organisations to discuss matters relevant to the discharge of the Council's functions.
- (j) Attendance by the Leader of the Council, Cabinet Members, Deputy Cabinet Members, Leader of the Opposition, and Chief Whips on matters concerning the discharge of the Council's functions.
- (k) Attendance by Cabinet Members, Chairmen and Vice-Chairmen of Committees and Sub-Committees concerning the discharge of functions relevant to the work of their portfolio or their Committees or Sub-Committees, including Chairman's Call-over meetings and site visits.
- (l) Attendance before Parliamentary Committees, official bodies and inquiries to give evidence or make representations on the council's behalf.
- (m) Attendance as the Council's appointee or nominee at any meeting. (This excludes party group meetings but includes single member duties where one member has been appointed, appearing as a Council witness at a Planning Inquiry or court proceedings or member-level working groups appointed by a Committee and representation on any outside body which is not eligible for attendance allowance).

ANNEX C

Extract from Guidance on Consolidated Regulations for Local Authority Allowances

Paragraphs shown in bold is statutory guidance

Making a Scheme of Allowances

In making the scheme of allowances a council should have regard to factors and issues in paragraphs 7-35 and 67-88 below.

7. In summary, the allowances which are or may be payable to members of local authorities are as follows:
 - Basic allowance.
 - Special Responsibility Allowance.
 - Dependants' Carers' Allowance.
 - Travelling and Subsistence Allowance.
8. The new co-optees' allowance may be payable to co-opted and appointed members of principal councils and non-elected members of other bodies appointed or nominated by a principal council.

Basic Allowance

9. Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members of the authority. The allowance must be the same for each member. The allowances may be paid in a lump sum, or in instalments through the year.
10. **Basic allowance is intended 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.**

SPECIAL RESPONSIBILITY ALLOWANCE

11. Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. Special responsibility allowance may be payable for duties which fall within the following categories:

- Acting as a Leader or Deputy Leader of a political group.
 - Membership of the executive, where an authority is operating executive arrangements.
 - Presiding at meetings of a committee, sub-committee or joint committee.
 - Representing the authority at meetings of another body.
 - Membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods.
 - Acting as a spokesperson for a political group on a committee or sub-committee.
 - Membership of an adoption appeals panel or panel dealing with licensing or controlling any activity.
 - Any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above.
12. A scheme must also specify the amounts of allowance to be paid for each such responsibility.
13. Where one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.
14. The Association of London Government will also be able to pay special responsibility allowances to those councillors who perform senior roles on it and who are also councillors of London borough councils.

Dependants' Carers' Allowance

15. A scheme of allowances may also include the payment of a dependants' carers' allowance to those councillors who incur expenditure for the care of children or other dependants whilst undertaking particular duties. These duties are specified in the Regulations and are as follows:
- A meeting of the executive.
 - A meeting of a committee of the executive.
 - A meeting of the authority.
 - A meeting of a committee or sub-committee of the authority.

- A meeting of some other body to which the authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations.
- A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a local authority association of which the authority is a member.
- Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996.
- Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Travelling and Subsistence Allowance

16. Each local authority may also make provision in its scheme for the payment of a travelling and subsistence allowance to its members, including co-opted members.
17. This may include provision for the payment of an allowance for those members who travel by bicycle or other non-motorised transport.
18. The Regulations also allows for waste disposal authorities and joint boards on which authorities are represented to pay a travelling and subsistence allowance to its members.
19. The Regulations provide that travelling and subsistence allowances may be paid for:

- A meeting of the executive.
- A meeting of a committee of the executive.
- A meeting of the authority.
- A meeting of a committee or sub-committee of the authority.
- A meeting of some other body to which the authority make appointments or nominations.
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations.
- A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a local authority association of which the authority is a member.
- Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996.
- Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Co-optees' Allowance

20. Each local authority may also make provision in its scheme for the payment of a co-optees' allowance, for attendance at conferences and meetings, to any co-opted and appointed members of a council's committees or sub-committees.
21. The co-optees' allowance will in general be an annual allowance, and it may vary from one co-opted member to another. Authorities have the ability to pay

a proportion of the annual allowance in proportion to part of the year for which a member of a relevant committee or sub-committee serves on that committee or sub-committee.

22. Where either a co-opted or an appointed member is appointed chair of the committee on which they are co-opted or appointed, the co-optees' allowance they receive must be of an amount no less than the equivalent special responsibility allowances being made available to chairs of equivalent committees of the council.

Withholding Allowances

23. Certain allowances may be withheld as a result of full or partial suspension of a member of an authority. Where authorities would like to provide for this option, they should include provision for withdrawal of allowances in their schemes. An authority may provide in its scheme for the repayment of any allowances which have been paid in respect of a period during which a member has been suspended.
24. Where a councillor is fully or partially suspended from their duties, their basic allowance may be fully or partly withheld.
25. Travel and subsistence allowances may be withheld where a councillor has been suspended from duties or responsibilities which attracted these allowances.
26. Where a councillor is fully or partially suspended from any duties or responsibilities which attract special responsibility allowance, those allowances may be withheld by the authority.
27. Co-optees' allowance may also be withheld where a co-optee is partially or fully suspended from their duties.
28. Dependants' carers' allowance may not be withheld from councillors.

Backdating of Allowances

29. When a scheme of allowances is amended, an authority may choose to apply the amendment retrospectively to the beginning of the financial year in which the amendment is made.
30. Where a councillor takes on duties entitling them to a different level of allowances (eg where a Councillor is appointed to the executive, and thus entitled to special responsibility allowance), the new level of allowances may be applied retrospectively to the time at which the circumstances changed.
31. Independent remuneration panels may make recommendations, where relevant, as to whether the payments on which they have made a recommendation may be backdated. Authorities will be required to have regard to these recommendations.

Annual Adjustments of Allowance Levels

32. A scheme of allowances may make provision for an annual adjustment of allowances to be ascertained by reference to an index as may be specified by the authority and contained in the scheme. The scheme must be publicised each year, whether or not it has been amended.
33. Where the only change made to a scheme is that caused by the annual impact of an index contained within that scheme, the scheme shall not be deemed to have been amended, and thus an authority will not have to seek a recommendation from its independent remuneration panel.
34. Where a panel makes a recommendation that allowance levels should be determined according to an index, it should also make a recommendation as to how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an independent remuneration panel.

Forgoing Allowances

35. A scheme must provide that a person may forgo all or part of any allowances to which they are entitled. To do this they must give notice in writing to the proper officer of the authority.

Basic Allowance

67. **Paragraph 10 details the sorts of things basic allowance is intended to cover. Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.**
68. **It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.**
69. **The local authority may wish to agree a rate for remuneration. They may chose to be guided by the LGA daily rate which is based on the national (male) median white-collar wage.**

Alternatively they may wish to look at local and regional wage rates as these may seem more appropriate as measures for the allowances paid to members of its community. Local authorities may also wish to consider the allowances and remuneration which is paid to other members of the voluntary sector e.g. members of local health trusts.

Special Responsibility Allowance

70. Special responsibility allowance (SRA) may be paid to those members of the council who have significant additional responsibilities, over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority's functions.
71. The Regulations do not limit the number of special responsibility allowances which may be paid, nor do the regulations prohibit the payment of more than one special responsibility allowance to any one member.
72. **However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance.**
73. **It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which a special responsibility allowance should be recommended.**
74. **In addition, any particular local authority will need to look carefully at the nature of its constitution when determining its scheme. New arrangements will mean that there are inevitable changes in the positions of responsibility on the Council, both in terms of number and workload. Some councillors will be spending significantly more of their time on council duties than has ever previously been the case. On the other hand, changes in the traditional committee structure will mean that there are far fewer committees and, as a consequence, fewer councillors engaged as chairs and vice-chairs of numerous committees.**
75. **In a case where a local authority has agreed that the holder of the chair of its overview and scrutiny committees should be rotated that local authority will need to assure itself of the additional responsibilities of the temporary chairs before determining what allowances to recommend.**

76. **Having determined which duties should be acknowledged as significant additional responsibilities, the local authority will need to consider the levels of special responsibility allowance which are attached to each post. A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance. One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.**

Dependants' Carers' Allowance

77. The panel may recommend that such an allowance is made available to elected members of the authority. It may also recommend a level for this allowance.
78. **Local authorities will wish to consider whether this allowance should be set at an hourly rate which may vary depending on the sort of care which has been required. They may wish to consider whether the allowance should be subject to a maximum cap or alternatively, whether the allowances paid will be equal to the costs incurred.**

Travel and Subsistence Allowance

79. The panel may recommend that allowances are made available to members in respect of travelling and subsistence. It may recommend which duties shall attract travel and subsistence allowances, and the levels of any such allowance.
80. Panels should consider a level of allowance which might be reasonably expected to cover a member's travel and subsistence costs. The panel may recommend, for example a system of direct invoicing or an annual or monthly allowance designed to cover all travel or subsistence within a particular period. In making their recommendation, the panel should take into account the need for a system which can operate efficiently and cost-effectively.

Co-optees' Allowance

81. The panel may recommend payments for those who serve on the committees or subcommittees of an authority but who are not members of an authority. It may also make a recommendation as to the level of such an allowance. In doing so it may wish to consider the degree of time and effort put in by co-optees. Some element of the contribution made by co-optees should be voluntary. However, consideration should be given for the need to encourage non-councillors to give their services to local government, and to ensuring that co-optees are not financially disadvantaged by their civic activity.

Publicity

82. The 2003 Regulations place certain duties on local authorities in connection with publicising the recommendations made by their independent remuneration panel, their scheme of allowances and the actual allowances paid to members in any given year.
83. The regulations require that as soon as reasonably practicable after receiving a report from their panel which sets out the panels recommendations, local authorities must ensure that copies of the report are available for inspection at their principal office at all reasonable hours. Local authorities must also, as soon as reasonably practicable after they receive the report publish a notice in at least one newspaper circulating in their area which:
- States that the authority have received recommendations from an independent panel about their scheme of allowances.
 - States that copies of the report detailing the panels recommendations are available for inspection at their principal office at all reasonable hours.
 - States the address of their principal office.
 - Describes the main features of the panel's recommendations including the amounts of allowances the panel has recommended should be payable to elected Members.
84. The 2003 Regulations also require that members of the public may take copies of the panel's report on payment of such reasonable fee as the local authority may determine.
85. In respect of a local authority's scheme of allowances the regulations require that as soon as reasonably practicable after determining a scheme of allowances, local authorities must ensure that copies of the scheme are available for inspection at their principal office at all reasonable hours. Local authorities must also, as soon as reasonably practicable after determining the scheme publish a notice in at least one newspaper circulating in their area which:
- States that the authority has adopted a scheme of allowances and the period for which that scheme has effect.
 - States that copies of the scheme are available for inspection at their principal office at all reasonable hours.
 - States the address of their principal office.

- Describes the main features of the scheme including the amounts of allowances payable to elected members under the scheme.
- States that in determining the scheme the authority had regard to the recommendations of an independent remuneration panel.
- Describes the main features of the panel's recommendations including the amounts of allowances the panel has recommended should be payable to their elected members.
- Describes any responsibilities or duties in the scheme which would merit the payment of special responsibility allowance and travelling and subsistence allowance.

Local authorities must ensure that such a notice is published every 12 months even if the scheme has not been amended since the last notice.

86. The 2003 Regulations also require that members of the public may take copies of the scheme on payment of such reasonable fee as the local authority may determine.
87. The final publicity requirement in the regulations is that as soon as reasonably practicable after the end of a year to which a scheme relates, local authorities must make arrangements for the publication in their area of the total sum paid by it to each member in respect of basic, special responsibility, travelling and subsistence, co-optees' and dependants' carers' allowances.
88. **All these publicity requirements are statutory minimum requirements. Local authorities should publicise more widely the report from their panel, their scheme of allowances and the sums paid to each member. This should include, where possible, publishing this information on their website and in the council's own newspaper (where they have one). Local authorities may also wish to consider including in their notice some detail about the responsibilities of elected members and the duties and time commitments which the basic allowance is intended to remunerate.**