



Council

27th July 2015

REMUNERATION FOR CIVIC DUTIES

Report by:	Monitoring Officer
Contact Officer:	Anne Rossington Member and Support Services Team Manager 01427 676686 Anne.rossington@west-lindsey.gov.uk
Purpose / Summary:	To inform Members of Recommendations made by the Independent Remuneration Panel with regard to SRA's and Allowances for the roles of Chairman and Vice-Chairman of Council.

RECOMMENDATION(S):

That Members approve the recommendations of the Remuneration Panel regarding SRAs and Allowances, as follows:

- (i) To agree the introduction of a combined SRA for Charing Council and the Civic role and to pay separate allowances to the Chairman and Vice Chairman of Council.
- (ii) To align the SRA for Chairman of the Council to the Deputy Leader (£3,682).
- (iii) To align the SRA for Vice Chairman to Committee Vice Chairs (£1,532).
- (iv) To approve the payment of a Civic Allowance of £1,500 for the Chairman of Council.
- (v) To approve the payment of a Civic Allowance of £400 for the Vice-Chairman of Council.
- (vi) To move £1,100 from the Civic Allowances budget code back into the events budget.
- (vii) To approve any necessary amendment of the Constitution following consideration and Council decision.
- (viii) To implement the proposed recommendations with effect from Annual Council on 21 May 2015. This amends the approved Scheme which came into effect on 1 April 2015.

IMPLICATIONS

Legal: None

Financial : FIN/41/16 The recommendations set out above would achieve savings/efficiencies of £3,464 in the Civic budget. These would be deliverable in from 2015/2016 and continue in future years.

Staffing :None

Equality and Diversity including Human Rights : None

Risk Assessment : None

Climate Related Risks and Opportunities :None

Title and Location of any Background Papers used in the preparation of this report:

None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Background

A special meeting of the Remuneration Panel was convened on 29 May 2015 in order to discuss and make recommendations to Council regarding Civic Allowances for the Chairman and Vice Chairman of Council.

- 1.1 It should be noted that the payments made for a 'Civic Allowance' are not reflected within the Special Responsibility Allowances (SRA) as set out in the constitution and the Chairman and Vice Chairman receive a separate SRA for the role of 'Chairing' Council meetings.
- 1.2 The Civic function has recently been redesigned to deliver to a smaller budget. As part of the investigative work into spending within the Civic budget codes, analysis was completed on the monitoring of Chairman's and Vice Chairman's expenses.

2 Current Civic Allowances

- 2.1 The SRA, as set out in the Constitution, is as follows:

SRA – Chair and Vice-Chair of Council	£2,630
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(this amount to be apportioned at year end, based on number of Council meetings held, to whoever takes the Chair).

At the beginning of the Civic Year the following Civic Allowances are also made:-

Chairman	£7,247
Vice Chairman	£1,532

- 2.2 The Civic Allowances are for expenses such as:

Clothing relevant to the position, payment for tickets / event costs, charity donations, offertory (donations at church services), hospitality and entertaining Civic guests (if not organised from the civic budget)

3 The Way Forward

- 3.1 To deliver the new way of working within the civic function, more comprehensive administration of civic payments is required. It is therefore proposed to make payments for tickets and hospitality of any kind direct from the civic budget and administered by the budget holder. This would require £820.00 to be removed from the Chairman's allowance and £280.00 from the Vice Chairman's allowance and put in to the Events code. For future use, payments for attendance at events will be administered by the civic office.
- 3.2 This would mean that the Chairman's and Vice Chairman's Civic Allowances for the 15/16 civic year would cover the following areas:
 - Charity Expenses

- Clothing
- Offertory
- A payment for their civic duties (SRA)

- 3.3 The Remuneration Panel considered the analysis undertaken of monitored Chairman's expenditure and agreed that an expense allowance of £1,500 for the Chairman and £400 for the Vice Chairman would be appropriate. The Panel also agreed that it would be good practice for the Chairman and Vice-Chairman to maintain records of expenditure in order to inform any future analysis and reviews.
- 3.4 Within the original Civic re-design proposals put to both the Chief Executive and the Administration, a suggestion was included to align a Civic SRA to one of the existing SRAs.
- 3.5 The Panel agreed with the suggestion to align a Civic SRA with one of the existing SRA's but this would be for Charing Council and the Civic element of the role in a single payment.
- 3.6 Discussion ensued regarding the role and duties of the Chairman and Vice Chairman of Council. Agreement was reached that the Panel's recommendation would be the Civic SRA for the Chairman should be aligned to the SRA for Deputy Leader (£3,682) and the Civic SRA for Vice Chairman should be aligned to the SRA for Committee Vice Chairs (£1,263).

4. Summary

- 4.1 The re-designed service, SRA's and allowances are as set out below

Remove

Current SRA for Chair and Vice-Chair of Council	(£2,630)
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Civic Allowances of Chairman	£7,247
Vice Chairman	£1,532

Introduce

SRA for Chairman of Council	(£3,682)
SRA for Vice Chairman of Council	(£1,263)

Civic Allowances of Chairman	£1,500
Vice Chairman	£400

Move £1,100 into the Civic Events budget for payment of tickets and hospitality.

- 4.2 The above proposals will achieve savings of £3,464 to feed into the service re-design efficiencies.

5. Decisions and Recommendations

- 5.1 Following lengthy debate and consideration the Remuneration Panel reached the following decision regarding recommendations to Council.
- 5.2 To agreed the introduction of a combined SRA for Chairing Council and the Civic role and to pay separate allowances to the Chairman and Vice Chairman of Council.
- 5.3 To align the SRA for Chairman of the Council to the Deputy Leader (£3,682).
- 5.4 To align the SRA for Vice Chairman to Committee Vice Chairs (£1,532).
- 5.5 To approve the payment of a Civic Allowance of £1,500 for the Chairman of Council to cover expenses as set out in paragraph 2.2 above.
- 5.6 To approve the payment of a Civic Allowance of £400 for the Vice-Chairman of Council to cover expenses as set out in paragraph 2.2 above.
- 5.7 To move £1,100 from the Civic Allowances budget code back into the events budget as set out in paragraph 3.1 above.
- 5.8 To implement the proposed recommendations with effect from Annual Council on 21 May 2015. This amends the approved Scheme which came into effect on 1 April 2015.