

Report To: Cumbria County Council

From: The Independent Remuneration Panel

**Recommendations for Councillors' Remuneration for the Financial Year
2020/21**

Date: November 2019

List of Contents

Page

Summary of Recommendations

1.	Panel Remit	5
2.	Panel Membership	5
3.	Approach of the Panel	6
4.	Basic Allowance	7
5.	Special Responsibility Allowance	8
6.	Dependents' Carers' Allowance	10
7.	Travel and Subsistence	10
8.	Co-optee Allowances	11
9.	Review of Allowance Levels	12
10.	Cost of Recommendations	12
11.	Availability of Report	12
12.	Acknowledgements	12
	Members' Allowances Scheme (NB this is the current Scheme - Appendix 1)	13
	Summary of Comparative Information - Appendix 2	23
	List of Contributors - Appendix 3	24
	Publicity - Appendix 4	25

SUMMARY OF RECOMMENDATIONS

In accordance with its responsibilities under the Local Authorities (Members Allowances) (England) Regulations 2003, the Independent Remuneration Panel has reviewed the current scheme of allowances in place for members of Cumbria County Council and makes the following recommendations with effect from the Council Annual Meeting in May 2020.

Basic Allowance

Increase up to £8,744.46 (+2%) recommended (see paragraph 4)

Special Responsibility Allowances

Leader of the Council - Increase up to £26,270 per annum (+2%)

Deputy Leader - Increase up to £14,711 per annum (+2%)

Cabinet Members - Increase up to £10,508 per annum (+2%)

Chair of Scrutiny Management Board - Increase up to £10,508 per annum (+2%)

All other SRAs also to increase by +2% (see paragraph 5.3).

Dependent Carers Allowance

Move to national minimum wage at time of implementation of these recommendations (for reference £8.21 for financial year 2019/20).

Travel and Subsistence Allowances

The Panel recommends that subsistence claims should be only paid upon presentation of receipts and should be covered by the existing out of pocket allowances. However the panel recognise that some members may elect to stay with friends or family and in recognition of this a £25 out of pocket expense should be claimable without presentation of a receipt. (see paragraph 7).

Co-optee Allowances

Up to £7,134.90 (+2%) (see paragraph 8).

Scope of Next Review

That appropriate time be allocated to allow for a full and comprehensive review of Members Allowances when the Panel next convene.

Indexation of Allowances

No recommendation for indexation of allowances on this occasion.

Availability of IRP Reports

The Council should comply fully with the statutory requirements and in addition should publish an appropriate notice in each of the newspapers serving Cumbria in the interests of openness and transparency (see paragraph 11).

Overall Financial Implications

In a full year the costs of the scheme will increase by an estimated £20,000.

1. PANEL REMIT

- 1.1 The Cumbria County Council (CCC), Independent Remuneration Panel (the Panel) was established in accordance with Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 A local authority is required to establish and maintain an Independent Remuneration Panel to provide it with recommendations on a scheme of allowances to be paid to members and others. The authority must have regard to the recommendations of its Panel before it makes or amends its members' allowance scheme.
- 1.3 The allowances payable under a local authority scheme of allowances are as follows:
- **Basic Allowance** (*Each local authority **must** make provision in its scheme of allowances for a basic, flat rate allowance payable to all members of the authority which must be the same for each member*).
 - **Special Responsibility Allowance** (*Each authority **may** also make provision for payment of special responsibility allowances for those councillors who have significant responsibilities eg leader of the council, member of the executive/cabinet, presiding at meetings of committees, acting as spokesperson for a political group*).
 - **Dependents' Carers' Allowance** (*Each authority **may** also provide for the payment of a dependents' carers' allowance to those councillors who incur expenditure for the care of children or other dependents whilst undertaking particular duties*).
 - **Travelling and Subsistence Allowance** (*Each authority **may** also provide for the payment of a travelling and subsistence allowance to its members, including co-opted members*).
 - **Co-optees' Allowance** (*Each authority **may** also provide an allowance to any co-opted and appointed members of a council's committees or sub committees*).
- 1.4 The Panel can also make recommendations to the local authority on the backdating of allowances and annual adjustments to allowance levels. The Regulations also set out the circumstances in which allowances can be withheld from members. The Scheme provides that any Councillor may forgo all or part of any allowance to which they are entitled.

2. PANEL MEMBERSHIP

- 2.1 The term of the previous Panel expired and a new panel was appointed. The Panel comprises a minimum of three and a maximum of six members. The previous Panel was comprised of five member. There are currently three members on the present Panel all of whom were appointed following a public recruitment process. All members were appointed to the Panel for a four-year period on 27 June 2019 and this will expire on 30 April 2023. The current Panel members are as follows:-

2.2 Mr John Coughlan (Chairman)

Mr John Leslie (Les) Hanley

Mr John Reginald Nicol

3. APPROACH OF THE PANEL 2020/21

3.1 Context to recommendations

3.1.2 In the limited time available the Panel has not been able to undertake all of the work that it would have wished. It has therefore limited its review to examine the rates of allowances in the light of relevant indices.

3.1.3 The Panel recommended not to index for future years as it considers it appropriate to take a wider look at the structure and rates of the various allowances.

3.1.4 This review of the scheme of Members' Allowances has taken place against a background of "an extremely challenging time in Cumbria", the ongoing reductions in Revenue Support Grant from central government means that local authorities must continue to make savings. The County Council had already agreed £249 million of savings between 1st April 2011 and 31st March 2019, with a requirement for further savings of £47m for 2019-22.

3.1.5 The financial and service challenges are not new or unique to Cumbria. All Councils are facing difficult financial times, as in addition to funding reductions from central government there is also an unprecedented level of demand on services especially from those who need them most. This means that future financial sustainability is not just about securing efficiencies, it is also about managing demand.

3.2 Methodology and Commentary

3.2.1 In approaching its review of the Scheme of Member Allowances 2019/20, the Panel used a methodology that considered the relevant indices and took into account in-depth discussions with a sample group of councillors and officers (Appendix 4). The discussions provided a framework by which the Panel could address the key themes it identified for this review. The Panel thanks them for their assistance and for sharing their views and ideas. The Panel also reviewed the movement in allowances for the peer group of councils and considered the economic and earnings outlook nationally and for Cumbria.

3.2.2 The Panel decided not to undertake further public consultation for this review as the Member Allowance framework remains largely unchanged and the responses gained from the consultation exercise conducted in 2017 are unlikely to have altered significantly.

3.2.3 Since 2014/15 the Panel in its previous form has recommended a number of changes designed to streamline and update the Members' Allowance Scheme to reflect the responsibilities of councillors at all levels and has recommended what it considers to be appropriate levels of remuneration to Council. The Council decided not to implement the Panel's proposed increase in allowances for 2014/15. For 2015/16 it decided not to implement the Panel's proposals for a 2.2% increase in the Basic Allowance and increased SRAs for the Leader, Deputy Leader and Cabinet, and chose instead a 1% increase across the board. For 2016/17 the Council decided to accept the Panel's proposals but delayed their implementation until 2017/18, and left the Scheme unchanged. For 2017/18 the Scheme was amended in line with the Panel's recommendations for 2016/17. In 2018/19 the Council decided to amend the scheme agreed by Council on 7th September 2016 by increasing the basic and special responsibility allowances by 1% from 1st April 2018. From 1st April 2019 to increase the basic and special responsibility allowances by a rate equivalent to the National Joint Council for Local Government Services pay award for 2019/20.

4. BASIC ALLOWANCE

4.1 Current Arrangements

All 84 Councillors receive a basic allowance of **£8,573** per annum. This allowance has been in effect since 1 April 2018. In accordance with the Regulations, this allowance is intended to recognise the time commitment of members including inevitable calls on their time such as meetings with officers and constituents. It is also intended to cover incidental costs such as the use of members' homes.

4.2 Review

4.2.1 The Panel considered whether an increase in the rate of the basic allowance was justified. The Panel concluded that a further increase of 2% in the basic allowance, could be justified in line with recent payments made to council employees and be made to all council members from May 2020.

4.2.2 The Panel also noted:

- In comparison with the peer group of councils, the basic allowance in Cumbria continues to be below the average for the group;
- Local Government Association (LGA) has made a two-year pay offer from 1 April 2018 – 31 March 2020 for council, school and other members on NJC pay.
- The Labour Market Outlook Report for summer 2019 published by the Chartered Institute of Personnel and Development indicate that employers' median basic pay increase expectations in the 12 months to June 2020 are 2%, which is consistent with recent reports. However, median basic pay expectations in the private sector have increased to 2.5%.

4.3 RECOMMENDATION

That the basic allowance for 2020/21 be increased by 2% (from £8,573 to £8,744.46 per annum).

5. SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

5.1 Current Arrangements

The ranges of SRAs with effect from 1 April 2019 to 31 March 2020 are as follows:-

Allowance	Amount per annum
Chairman of the County Council	Up to £5,374
Vice-Chairman of the County Council	Up to £2,034
Leader of the Council	Up to £25,755
Deputy Leader of the Council	Up to £14,423
Cabinet Members	Up to £10,302
Chair of Scrutiny Management Board	Up to £10,302
Chairs of Overview and Scrutiny Advisory Boards (3)	Up to £7,158
Chair of Health Scrutiny Committee	Up to £7,158
Chairs of Local Committees (6)	Up to £7,158
Chair of Audit and Assurance Committee	Up to £7,158
Chair of Development Control and Regulation Committee	Up to £7,158
Chair of Pensions Committee	Up to £7,158
Leader of the Largest Qualifying Opposition Group	Up to £12,534
Leader of the Second Largest Qualifying Opposition Group	Up to £5,374

5.2 Review

5.2.1 SRAs are payable to Councillors who undertake significant additional responsibilities over and above those recognised by the basic allowance. The Panel has been careful to distinguish between 'additional' responsibilities which may arise for any councillor by virtue of their role and 'significant' additional responsibilities which require a level of time, commitment, expertise, accountability and/or leadership which is demonstrably beyond that required by the ordinary role of councillor. The Regulations specify that whilst additional responsibilities may be unique to particular members, *"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 is recommended” (paragraph 73, New Council Constitutions: Guidance on Regulation for Local Authority Allowances).

5.2.2 The Panel, would appreciate the preparation of role profiles for Committees and Chairs as this has not been completed. This would assist the work of the Panel in the future. The availability of these profiles would assist the Panel in this review by providing additional evidence that the SRAs recommended by the Panel for the Chair roles are justified. The Panel urges the Council to have these role profiles completed.

5.2.3 **Leader, Deputy Leader, Cabinet Members & Chair of Scrutiny Management Board**

The Council's chosen governance model is that of Strong Leader and Cabinet. Allowances for these roles are not presently at realistic levels and are still very much at the lower end of SRAs for similar roles among the peer group of councils (Appendix 2). It is clear from the information presented to the Panel and the requirements of the Council's Plan 2018-22 that this leadership group will continue to have major challenges to address on behalf of the people of Cumbria. To avoid these SRAs falling further behind the peer group and to reflect the evidence on pay trends over the next couple of years (paragraph 4.2.2 above), the Panel considers that an increase of 2% in these SRAs is warranted with effect from 1 April 2020.

5.2.4 **Other SRAs**

Having reviewed all other SRAs, the Panel concluded that existing levels are appropriate given the responsibilities inherent in the remaining Chair roles and in the absence of representations that serious anomalies had arisen since the Panel's last review. To reflect the evidence on pay trends over the next couple of years (paragraph 4.2.2 above), the Panel considers that an increase of 2% in these SRAs is warranted with effect from the 1 April 2020.

5.3 **RECOMMENDATIONS**

5.3.1 **The Panel recommends that the changes in SRAs set out in the table below should be effective from the date of the Council's agreement for it to come into effect 1 April 2020.**

Allowance	Amount per annum
Chairman of the County Council	Up to £5,481
Vice-Chairman of the County Council	Up to £2,074
Leader of the Council	Up to £26,270
Deputy Leader of the Council	Up to £14,711
Cabinet Members	Up to £10,508

Chair of Scrutiny Management Board	Up to £10,508
Chairs of Overview and Scrutiny Advisory Boards (3)	Up to £7,301
Chair of Health Scrutiny Committee	Up to £7,301
Chairs of Local Committees (6)	Up to £7,301
Chair of Audit and Assurance Committee	Up to £7,301
Chair of Development Control and Regulation Committee	Up to £7,301
Chair of Pensions Committee	Up to £7,301
Leader of the Largest Qualifying Opposition Group	Up to 12,784
Leader of the Second Largest Qualifying Opposition Group	Up to 5,481

5.3.2 The Panel recommends that the Council should continue to adhere to the established conventions that no councillor should receive more than one SRA and that no more than 50% of elected members should receive an SRA.

5.3.3 The Panel strongly recommends that the outstanding profiles for roles in receipt of SRAs should be completed with urgency.

6. DEPENDENTS' CARERS' ALLOWANCES

6.1 Current Arrangements

The current arrangements are £7.50 per hour with a maximum of £1,500 per annum.

6.2 Review

The Panel's review of these allowances concludes that current arrangements are inadequate and the rate should reflect movements to national minimum wage (currently £8.21 per hour) and moving to a maximum of £2,000 per annum.

6.3 RECOMMENDATION

The Panel recommends that the allowance should be increased to, and stay in line with, the national minimum wage but with an annual maximum on claims of £2,000.

7. TRAVEL AND SUBSISTENCE ALLOWANCES

7.1 Current Arrangements

The Council continues to use the HMRC mileage rates. Subsistence rates have also been in place for some time.

7.2 **Review**

The Panel's review of these arrangements concluded that while the arrangements for mileage compensation are working effectively and do not require amendment the arrangements for Subsistence payments should be modified to reflect best practice.

7.3 **RECOMMENDATION**

The Panel recommends that subsistence claims should be only paid upon presentation of receipts and should be covered by the existing out of pocket allowances. However the panel recognise that some members may elect to stay with friends or family and in recognition of this a £25 out of pocket expense should be claimable without presentation of a receipt.

8. **CO-OPTEE ALLOWANCES**

8.1 **Current Arrangements**

The current arrangements state that with the exception of the position of Chair of the Workington Harbour Board (now the Workington Harbour Management Committee), no provision be made under the Scheme for the payment of an annual allowance to any co-opted or appointed member who serves on any committee or sub-committee of the County Council. Co-opted or appointed members shall, however, be entitled to claim travel expenses in connection with their attendance at officially convened meetings of any committee or sub-committee to which they have been appointed on the same basis as members under the Scheme.

8.2 **Review**

The Panel noted the change of circumstances regarding the position of Chair for the Workington Harbour Management Committee and concluded that should there be requirement for a co-opted Chair then an increase of allowance consistent with the increase in other SRAs is justified.

8.3 **RECOMMENDATION**

The Panel recommends a 2% increase in the current level of allowance to £7,134.90 per annum.

9. **REVIEW OF ALLOWANCE LEVELS**

9.1 **Current Arrangements**

The Regulations permit the Panel to recommend that allowances be adjusted annually in accordance with an index. If the Panel recommends an index, it may not run for more than four years before a further recommendation on it is sought from the Panel.

9.2 **Review**

The current Panel has considered indexation in this review. It concluded not to index for future years and recommends that it be requested to conduct an in depth review of the structure and rates for all allowances. Such a review could take into account the actual work required of Members and those receiving SRAs, so as to develop a scheme which is fit for purpose, value for money and recognises the efforts required and sacrifices made to fulfil each of the roles efficiently and effectively.

9.3 **RECOMMENDATION**

The panel recommends that there should not be an indexation on this occasion and that a comprehensive and in depth review of the structure and rates for all allowances be carried out when the Panel next convenes.

10. **COSTS OF RECOMMENDATIONS**

- 10.1 In a full year, the Scheme of Members Allowances now recommended would cost up to an additional £20,000.

11. **AVAILABILITY OF REPORT**

- 11.1 The 2003 regulations place certain statutory duties on local authorities in connection with publicising the recommendations made by their independent remuneration panel, their scheme of allowances and actual allowances paid in any given year.
- 11.2 The County Council complies fully with the statutory requirement and in addition publish an appropriate notice in each of the newspapers serving Cumbria in the interests of openness and transparency.

11.3 **RECOMMENDATION**

The Council should comply fully with the statutory requirements.

12. **ACKNOWLEDGEMENTS**

- 12.1 The Panel wishes to thank all of those who shared their views with the panel (see Appendix 3) and assisted in allowing an understanding of the various elements within the councils operations and governance. The Panel thanks Daniel Hamilton, Democratic Services Officer for authoring the report and all officers who supported its work throughout the process.

Members' Allowances Scheme

1 Introduction

- 1.1 The Cumbria County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme:-

2 Members' Allowances Scheme

- 2.1. This Scheme may be cited as the Cumbria County Council Members' Allowances Scheme ('the Scheme'), and shall have effect from 1 April 2017.

- 2.2. In this Scheme:

"Member" means a member of the Cumbria County Council who is a councillor;

"year" means the 12 months ending with 31 March;

"Regulations" means the Local Authorities (Members' Allowances) (England) Regulations 2003.

Basic Allowance

- 2.3 Subject to paragraphs 2.15–2.16 for each year a Basic Allowance of the amount specified in Part 1 of Schedule 1 to this Scheme shall be paid to each member.

Special Responsibility Allowance

- 2.4 For each year a Special Responsibility Allowance shall be paid to those members who hold the special responsibilities that are specified in Part 2 of Schedule 1 to this Scheme.

- 2.5 Subject to paragraphs 2.15–2.16 the amount of such allowance shall be the amount specified against that special responsibility in that Schedule.

- 2.6 No member shall receive more than one Special Responsibility Allowance. Where a member would qualify for more than one Special Responsibility Allowance then, subject to paragraphs, the member shall be paid the higher Special Responsibility Allowance.

- 2.7 Special Responsibility Allowances shall continue to be paid from the date of the four-yearly elections to the date of the annual meeting of the Council, unless the member concerned ceases to be a councillor.

Renunciation

- 2.8 A member may, by notice in writing given to the Assistant Director – Corporate Governance elect to forego any part of their entitlement to an allowance under this Scheme.

Part-year Entitlements

- 2.9 The provisions of this paragraph shall have effect to regulate the entitlements of a member to Basic and Special Responsibility Allowances where, in the course of a year, this Scheme is amended or that member becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.
- 2.10 If an amendment to this Scheme changes the amount to which a member is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods:
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- 2.11 Where the term of office of a member begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a Basic Allowance shall be to the payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
- 2.12 Where this Scheme is amended as mentioned in paragraph 2.9, and the term of office of a member does not subsist throughout the period mentioned in paragraph 2.9 (a), the entitlement of any such member to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which their term of office as a member subsists bears to the number of days in that period.
- 2.13 Where a member has, during part of, but not throughout, a year, such special responsibilities as entitle him or her to a Special Responsibility Allowance, that member's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- 2.14 Where this Scheme is amended as mentioned in paragraph 2.9, and a member has during part, but does not have throughout the whole, of any period mentioned in paragraph 2.9 (a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with paragraph 2.9 (a) as bears to the whole the same proportion as the

number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

Payments and Withholding of Payments

- 2.15 Payments shall be made on the last working day of each month, on the basis of 1/12 of Basic Allowance and, as applicable, of Special Responsibility Allowance.
- 2.16 Where a payment of 1/12 of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the member receiving more than the amount to which, by virtue of paragraphs 2.8 - 2.13, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Payment of Pensions

- 2.17 No provision is made under this Scheme for the payment of a pension to any member.

Allowances to Co-optees

- 2.18 With the exception of the position of Chair of the Workington Harbour Board, no provision is made under this Scheme for the payment of an annual allowance to any co-opted or appointed member who serves on any committee or sub-committee of the County Council. Such co-opted or appointed members shall, however, be entitled to claim travel expenses in connection with their attendance at officially convened meetings of any committee or sub-committee to which they have been appointed on the same basis as members under this Scheme. For the avoidance of doubt, "committee or sub-committee" shall include service on a Panel, Forum, Group or Appeals Panel or similar body.

Dependents' Carers' Allowance

- 2.19 A member shall be entitled to claim an allowance ("dependents' carers' allowance") in respect of such expenses of arranging for the care of their children or dependents as are necessarily incurred in the performance of any of the approved duties set out in Schedule 2.
- 2.20 Dependent relatives shall include children aged 14 or under, elderly people or people with disabilities where there is medical or social work evidence that care is required. The amounts which may be claimed must reflect the sum incurred in employing an independent carer to enable a member to carry out the duties specified above and shall be subject to a maximum of £6.25 per hour and a limit of £1,250 per annum. A payment shall not be made if a member already receives a carers' allowance.
- 2.21 All claims shall be accompanied by evidence that the amount claimed has been incurred in employing a carer. A carer may be any responsible adult who does not normally live with the member as part of that member's family.

Travel Allowances

- 2.22 Travel allowances are payable to all members who necessarily incur expenditure in the performance of an approved duty. The mileage rates are the prevailing HM

Revenue and Customs limits for tax allowance purposes. Currently these are as follows:

Type of Vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p per mile	25p per mile
Motorcycles	24p per mile	24p per mile
Cycles	20p per mile	20p per mile

- 2.23 The above rates may be increased by a sum of 5.0p per mile for each official passenger up to a maximum of four passengers, to whom a travelling allowance would otherwise be payable.

Subsistence Allowances

- 2.24 Members shall be entitled to claim the following subsistence allowances for any duty approved by the County Council as set out in Schedule 2.

(a) Day Allowance

Absence from the usual place of residence, but not involving absence overnight	1p per day
--	------------

(b) Overnight Allowance

For absence overnight from the usual place of residence for a continuous period of 24 hours the maximum sums which may be claimed for accommodation and the cost of meals on production of receipts for payment are as follows. Members may not claim the cost of alcoholic drinks.

London	£140
Otherwise	£120

- 2.25 Where members attend a national or regional conference for which there is a nominated delegate hotel(s), members may claim the actual cost of stay at the hotel on production of a receipt for payment. Where they are not included in the overall cost members may also claim for meals (excluding alcoholic drinks) taken on production of receipts for payment up to a maximum amount of £30 for breakfast, lunch and dinner. Where members do not stay in the nominated delegate hotel the maximum amounts payable will be those set out under paragraph 2.23 (b) above.
- 2.26 Where members make their own arrangements for overnight accommodation and meals and are unable to produce receipts an allowance of one-half of the amounts set out under paragraph 2.24 (b) shall be payable.
- 2.27 The actual cost of main meals taken on a train (i.e. breakfast, lunch or dinner) while travelling to or from an approved duty outside the County of Cumbria will be reimbursed on production of a receipt within the limits specified below. Such allowances will not be paid, however, where refreshments are included in the cost of a rail ticket.

- (a) £6.10 for breakfast for an absence of more than 4 hours before 11.00 am.
- (b) £8.20 for lunch for an absence of more than 4 hours before 12 Noon and after 2.00 pm.
- (c) £10.20 for dinner for an absence of more than 4 hours ending after 7.00 pm.

Submission of Claims

- 2.28 Claims under this scheme for the payment of travel and subsistence and carers' allowances shall be submitted electronically on a monthly basis on a form prescribed for the purpose to the Chief Legal Officer by the fourteenth day of the following month.

Membership of Other Local Authorities

- 2.29 Where a member is also a member of another local authority, that member may not receive allowances from more than one local authority in respect of the same duties.

Approved Duties

- 2.30 The schedule of approved County Council duties can be found at Schedule 2 of this Scheme. Members of the County Council may claim a Travel and Subsistence Allowance and/or Dependents Carers' Allowances only in relation to these duties.

Schedule 1 - Remuneration Allowances

Part 1- Basic Allowance

An amount of £ 8,573 for each year to each County Council member from 1 April 2019.

Part 2 - Special Responsibility Allowances

The following are specified as special responsibilities in respect of which special responsibility allowances in the amounts set against them are payable to the County Council members holding those responsibilities:

Position	Allowance with effect from 1 April 2019 to 31 March 2020 2% increase
Chairman of the County Council	£ 5,374
Vice-Chairman of the County Council	£ 2,034
Leader of the Council	£ 25,755
Deputy Leader of the Council	£ 14,423
Cabinet Members	£ 10,302
Chair of Scrutiny Management Board	£ 10,302
Chairs of Overview and Scrutiny Advisory Boards (3)	£ 7,158
Chair of Cumbria Health Scrutiny Committee	£ 7,158
Chairs of Local Committees (6)	£ 7,158
Chair of Audit and Assurance Committee	£ 7,158
Chair of Development Control and Regulation Committee	£ 7,158
Chair of Staffing Committee	£ 0**
Chair of Cumbria Pensions Committee	£ 7,158
Chair of Corporate Parenting Board	£ 0**
Chair of Workington Harbour Board	£ 7,094
Leader of the Largest Qualifying Opposition Group*	£ 12, 534
Leader of the Second Largest Qualifying Opposition Group*	£ 5,374

* A qualifying opposition group is one with a minimum of 8 members, ie 10% of the total number of members on the Council.

** The allowance for the Chairs of the Staffing Committee and Corporate Parenting Board was discontinued from 18 May 2017.

Schedule 2 Approved Duties for the purpose of the payment of Travelling and Subsistence Allowances

1. Attendance by members at meetings of:
 - the County Council;
 - Cabinet, Cabinet Sub-Committees, Working Groups and Panels; and
 - Committees, Sub-Committees, Forums and Panels of the County Council, and Working Groups, Working Parties, Liaison and Advisory Committees established by the Council, a committee, sub-committee or panel of which the member is a member or is entitled to attend under the Articles of the Council's Constitution and its rules of procedure.

Including meetings authorised by any of the above for the purpose of:

- inspecting sites or establishments in connection with the discharge of its functions, provided that, except for the Council and a main committee, a decision to visit a site or establishment outside the County shall be notified in advance to the Leader of the Council; and
 - formal or informal presentations or submissions about matters related to the functions and work of the Council.
2. Attendance at meetings of Joint Committees of the Council with one or more other authorities, and Joint Consultative Committees with Health Authorities.
 3. Attendance at meetings of the Adoption Panel, and County Council Education Appeals Committees, and at meetings of Education Appeals Committees constituted by Voluntary Aided or Special Agreement Schools, by members who are on the Council's panel list for that purpose.
 4. Attendance at meetings of:
 - Governing Bodies of Universities and Colleges (or their successors);
 - National and Provincial Negotiating bodies;
 - Regional Arts and Sports Associations; and
 - Committees or sub-committees of such bodies.
 5. Attendance at meetings between representatives of the County Council and representatives of other local authorities, Government Departments and other bodies/organisations or distinguished visitors, where the holding of, or attendance at, such meetings has been authorised by the Council or by a committee, sub-committee, forum or panel or, in cases of urgency, by the Monitoring Officer after consultation with the Leader of the Council.
 6. Attendance at public meetings concerning a County Council service, where the holding of such meetings has been authorised by the Council or by the committee, sub committee, forum or panel responsible for that service or, in cases of urgency, by the Monitoring Officer.

7. Attendance:
 - (a) in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
 - (b) in connection with the discharge of any function of the County Council confirmed by or under any enactment and empowering or requiring the County Council to inspect or authorise the inspection of premises; and
 - (c) in connection with arrangements made by the Council for the attendance of pupils at a school approved for the purposes of section 342 (Special Schools) of the Education Act 1996.
8. A member visiting:
 - a Corporate Director or their authorised representative on matters concerning the work of the County Council;
 - a project, site or establishment relating to the service of the County Council with a corporate director or their authorised representative.
9. Official duties undertaken by the Chairman and the Vice-Chairman of the Council or their substitutes; and official duties undertaken by the Chair and Vice-Chair of a committee, sub-committee, forum or panel, or their substitute, or by a member in receipt of a special responsibility allowance, provided the performance of the duty has the prior agreement of the Chairman of the Council.
10. Rota visits to County Council establishments authorised by a committee, sub-committee or panel insofar as not covered by paragraph 7(b) above.
11. Meetings of political groups, subject to:
 - the meetings being concerned with the discharge of the functions of the County Council;
 - the Group ensuring that members sign an attendance record and forwarding it to the Monitoring Officer together with the starting and finishing times of the meeting; and
 - the Group retaining a copy of the minutes of the meetings for production to the Council's external auditor if required.
12. Visits by official Council delegations to the Council's 'twin authority' Rheinisch-Bergischer Kreis, Germany.
13. Attendance at conferences and meetings to which section 175 of the Local Government Act 1972 applies, where such attendance has been approved in advance by:
 - the committee etc. concerned; or
 - in cases of urgency, by the Monitoring Officer.

14. Attendance at training events for members arranged or authorised by a committee or sub-committee, or arranged through the auspices of the Member Development Group or, in cases of urgency, approved by the Monitoring Officer.
15. Attendance by members at a 'hospitality' function, exhibition, open day at County Council premises or similar events authorised in advance as an approved duty for these purposes by the Council, a committee, sub-committee, forum or panel or, in cases of urgency, by the Monitoring Officer.
16. Attendance by up to four members appointed by the Corporate Director - Economy and Environment and the appropriate local member(s) if not amongst the appointees to represent the Council at official road opening ceremonies, public launches, and other similar events associated with highways and transportation.
17. Attendance at meetings of Town Councils, Parish Councils and Parish meetings within a member's electoral division.
18. Attendance as the Council's appointee/nominee at meetings of a variety of outside bodies as agreed by Council, Cabinet and Local Committees. In the event of any query contact the Democratic Services Manager:

For the avoidance of doubt:

- (a) Performance of the above duties includes, where appropriate, performance by member representatives substituting for the appointed member representatives, and
- (b) Attendance at such meetings includes meetings of committees, sub-committees or working parties of such bodies.

Summary of Comparative Information

Authority	Basic Allowance £	Leader SRA £	Deputy Leader SRA £	Cabinet SRA £	No. Of Cllrs
Cumbria	8,573.00	25,755.00	14,423.00	10,302.00	84
Devon	12,859.00	21,148.00	25,718.00	19,289.00	62
Cornwall	14,472.51	26,774.17	20,080.63	18,741.92	123
North Lincolnshire	6,874.00	16,799.00	11,127.00	10,162.00	70
Lancashire	10,675.00	30,484.00	21,338.00	16,766.00	84
North Yorkshire	9,885.00	32,243.00	16,970.00	15,273.00	72
Oxfordshire	10,000.00	29,000.00	20,000.00	16,000.00	53
Cambridgeshire	10,315.00	31,745.00	20,627.00	n/a	61
East Sussex	12,797.00	35,832.00	18,289.00	15,676.00	50
Staffordshire	9,313.20	37,218.00	27,914.00	18,609.00	62
Average	10,576.00	28,759.80	19,648.60	14,081.80	72

Appendix 3

The Panel held discussions with the following:

Stewart Young	Leader of the Council/Leader of the Labour Group
James Airey	Leader of the Conservative Group
Patricia Bell	On behalf of the Deputy Leader of the Council/Leader of Liberal Democrat Group
Hilary Carrick	Deputy Leader of the Conservative Group
Stephen Sim	Independent Chair of Standards Committee
Katherine Fairclough	Chief Executive
Julie Crellin	Director of Finance (Section 151 Officer)

Publicity

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.

The Regulations require that as soon as reasonably practicable after receiving a report from their panel which sets out the panel's 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 panel's 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.

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.

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 are:

- 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.

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.

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.

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 web site 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 commitment which the basic allowance is intended to remunerate.